

AGENDA

FRANKLIN CITY COUNCIL
MONDAY, APRIL 23, 2018 – CITY HALL COUNCIL CHAMBERS – 207 W. SECOND AVE.

7:00 P.M.
Regular Meeting

CALL TO ORDER MAYOR FRANK M. RABIL
PLEASE TURN OFF CELL PHONES MAYOR FRANK M. RABIL

PLEDGE OF ALLEGIANCE

CITIZENS' TIME

AMENDMENTS TO AGENDA

1. CONSENT AGENDA

- A. Minutes: April 9, 2018 Regular Meeting
April 10, 2018 Joint Work Session
- B. Departmental Reports: March, 2018 (Separate File)
- C. Fair Housing Resolution # 2018 - 02

2. FINANCE

- A. Financial Report: March 31, 2018
- B. FY 2018 – 2019 City & School Division Budget Amendment # 2018 – 12
- C. FY 2018 – 2019 City CDBG Budget Amendment # 2018 - 13
- D. Utility/EMS Billing Charge Off Reports
- E. GFOA Certificate of Achievement for Excellence in Financial Reporting

3. OLD/NEW BUSINESS

- A. EMS Ambulance Billing Fee Charges Chief Vince Holt
- B. Paramedic Pay Adjustment Chief Vince Holt
- C. Planning & Development Changes to Facilitate Economic Growth Donald Goodwin
- D. School Board Terms & Appointments H. Taylor Williams, IV
- E. City Manager’s Report R. Randy Martin
 - 1. 2018 Employee Health Insurance Plan Renewal

4. COUNCIL/STAFF REPORTS ON BOARDS/COMMISSIONS

5. CLOSED SESSION

I move that the Franklin City Council meet in closed session to discuss appointments to boards and commissions pursuant to Virginia Code Section 2.2 – 3711 (A) (1).

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

6. ADJOURNMENT

UPCOMING ITEMS TO BE SCHEDULED

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

<u>SUBJECT</u>	<u>TENTATIVE TIME LINE</u>
City Council FY 2018 – 2019 Budget Work Session	Monday, April 30, 2018 @ 6:00 p.m. City Council Chambers
City Council Elections	Tuesday, May 1, 2018
FSEDI Small Business Appreciation Cookout	Tuesday, May 8, 2018 – 5:00 p.m. – 8:00 p.m. Franklin/Southampton County Fairgrounds
FY 2018 – 2019 Proposed City Budget Public Hearing	Monday, May 14, 2018 @ 7:00 p.m. City Council Chambers
Public Hearing to Receive School Board Nominations for At-Large and Wards 4 & 6	Monday, May 14, 2018 @ 7:00 p.m. City Council Chambers
Council considers action on FY 2018 – 2019 School Board Budget Request	Monday, May 21, 2018 @ 6:00 p.m. City Council Chambers
Council considers adopting FY 2018 – 2019 City Budget	Monday, June 4, 2018 @ 6:00 p.m. City Council Chambers

CONSENT AGENDA

- A. Minutes: April 9, 2018 Regular Meeting
April 10, 2018 Joint Work Session**
- B. Departmental Reports: March, 2018 (Separate File)**
- C. Fair Housing Resolution # 2018 - 02**

The Franklin City Council held its regular meeting on Monday, April 9, 2018 at 7:00 p.m. in the Council Chambers at City Hall.

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

Staff in Attendance: Randy Martin, City Manager; Taylor Williams, City Attorney; Mark Bly, Director of Power and Light; Russ Pace, Director of Public Works; Chief Vince Holt, Director of Emergency Management Services; Chief Phillip Hardison, Franklin Police Department; Brenda Rickman, Commissioner of Revenue and Dinah Babb, Treasurer.

Others in Attendance: Sergeant Frank Justus, Franklin Police Department; Deputy Chief Mark Carr, Emergency Medical Services; Amanda Jarrett, President of FSEDI; Stephen Faleski, Tidewater News Reporter; and, Teresa Rose-McQuay; Administrative Assistant and Acting Secretary, Recording Minutes.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited by everyone in attendance.

CITIZENS' TIME

Mr. Greg McLemore of 204 Madison Avenue, addressed Council on several issues. He stated his discontent for the joint meeting with the schools not being televised. He questioned if the Vice Chair of the Franklin City Public School Board has withdrawn her children from the Franklin public school system. Mr. McLemore compared the \$30,000 spent on the golf shared service and the credit from Dominion to not helping the citizens with the electric problem. Mr. McLemore once again stated that he was not happy with how the electric situation was handled and said that he would like to see some compassion for citizens especially those on fixed incomes. Mr. McLemore commented that from the March 24th meeting that the Financial Accountant stated that the city is making money on electric. He concluded with stating that the city is becoming profitable and not doing anything to help the citizens.

Mr. Thomas Councill of 425 Bracey Street, asked Council to consider people that have medical conditions and can't get in to the city to pay their bills or make payment arrangements due to a lack of transportation. Mr. Councill also requested a meeting with Mr. Mark Bly, Director of Power & Light; City Manager Martin and any member of Council to meet with a group of concerned citizens and the Constitution party to discuss the electric bills and try to come up with a solution to fix the issues.

Mr. George Reid of 701 Pretlow Street asked Council if he used 100 gallons of water to wash his clothes or his car then why he would have to pay sewer. He stated that Mr. Martin called him previously and discussed the topic, but he still had questions. Mayor Rabil stated that Mr. Martin would give him a call and go over his questions again.

Mr. James Cross of 312 Hogart Street stated to Council that Councilman McLemore has been helping him with his high light bill situation. Mr. Cross stated that his light bill is almost \$1800 and there is nobody there half the time. He shared that Power & Light had been out to do an energy audit and test his meter and they did not find anything wrong. Mr. Cross commented that he was representing the citizens on

Hogart Street who are elderly and can not come in to ask these questions. He stated that the city needs to stop kicking the can and help the citizens and fix the problem with the electric bills.

AMENDMENTS TO AGENDA

There were no amendments to the agenda.

CONSENT AGENDA

Minutes: March 26, 2018 Work Session and March 26, 2018 Regular Meeting

Mayor Rabil asked if there were any questions or corrections to the March 26, 2018 Work Session minutes. Hearing none, Mayor Rabil asked for a motion. Vice-Mayor Cheatham made a motion to approve the minutes as presented and Councilman Johnson seconded it.

The motion was approved by a 6 – 0 vote (Councilwoman Hilliard Absent).

Mayor Rabil asked if there were any questions or corrections to the March 26, 2018 Regular meeting minutes. Hearing none, Mayor Rabil asked for a motion. Councilman Johnson made a motion to approve the minutes as presented and Vice-Mayor Cheatham seconded it.

The motion was approved with the vote as follows:

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

FINANCE

FY 2018 – 2019 City Budget Request Update

Manager Martin presented the FY 2018 – 2019 Budget Requests overview for Council. Manager Martin stated that this report is intended to update Council on the cumulative budget requests before beginning the scheduled budget work sessions on April 16, 17 & 19, 2018. The following is a summary of the presentation:

General Fund

The FY 2018 – 2019 Preliminary General Fund Budget Requests show a variance of expenditure requests over projected revenue in the amount of \$3,262,715. Manager Martin stated that the School Division requested a \$1.4 million increase in Local Funding; however, he has been advised that the request has been decreased to \$514,601. This figure is subject to change when the School Board makes their presentation to Council on April 10, 2018.

The unassigned General Fund Balance at June 30, 2017 was \$5,055,159. The minimum Unassigned Fund Balance Policy for the General Fund should be 15% to 25% of budgeted annual expenses.

FY 2018 – 2019 Requests related to personnel is as follows:

- Includes higher City costs for a 1.1% increase in VRS contributions.
- Includes higher City costs for a 30% increase in health insurance.
- Includes requested funding for 3.0 new positions in multiple departments.
- Includes full year funding of all vacant positions in all departments:
 - Police, EMS, Fire & Rescue, Community Development, Finance, Public Works; and Parks and Recreation.
 - Current year budget included vacancy savings.

The estimated budgetary impact for the FY 2018 – 2019 Personnel requests is \$1,398,067.

Enterprise Funds

Solid Waste

- Maintains minimum cash balance going into FY 2018 – 2019.
 - Cash at 2/28/18 was \$132,974 and is below policy guidelines.
- Maintains current user fee for solid waste collection services - \$38 for residential. (Staff recommendation is to maintain current user fee until reserve funds meet policy minimum).
- Includes requested purchase of a new replacement garbage truck (“Pay As You Go” using cash reserve funds).
 - Replacement schedule for 11 year old collection truck per the 5 year Capital Improvement Program schedule.

Water & Sewer Fund

- Maintains stable cash balance going into FY 2018 – 2019.
 - Cash balance at 2/28/18 was \$1.42 million and within policy guidelines.
- There are no proposed changes in Water & Sewer rates.
- Includes additional funding to replace aged dump truck.
- Continues funding for planned water line and sewer system improvements (e.g. wastewater collection system rehabilitation).

Airport Fund

- Excluding reduction in FAA project funding & related costs, there are no significant changes in revenue projections or operating costs.
- No new capital projects proposed for FY 2018 – 2019.
- Request as submitted would decrease the local general fund transfer to support operations to \$130,840.

Electric Fund

- No City increase in the retail rate is proposed based upon the expectation that Dominion does not plan a wholesale rate increase effective July 1, 2018.

- The Cash balance in the fund at 2/28/18 was \$1,712,725 which exceeds the minimum policy guideline by \$218,000. FY 2017 – 2018 saw the cash balance achieve compliance with minimum reserve policy guidelines for the first time since 2010.

School Fund

- As explained earlier, the City budget request reflects the funding for School Division operations as being level with FY 17 at \$5,037,395.
- School Board is expected to formally adopt the Division’s final budget request in April, 2018.
- City’s tentative budget calendar reflects the City Council considering action on the School’s budget on May 21, 2018.

Debt Service

The FY 2017 – 2018 Debt Service Obligation compared to FY 2016 – 2017 is as follows:

Fund	FY 2018 - 2019	FY 2017 – 2018	Budget Variance FY 2018 – 2019 over FY 2017 – 2018
General Debt	\$ 404,707	\$ 452,164	\$ 47,457
School Debt	\$ 730,084	\$ 681,734	\$ 48,350
Tax Supported Debt	\$ 1,134,791	\$1,133,898	\$ 893
Water & Sewer	\$ 366,053	\$ 366,234	\$ (181)
Electric	\$ 329,797	\$ 276,699	\$ 53,098
Solid Waste	\$ 6,448	\$ 6,448	\$ 0
Total	\$ 702,298	\$ 649,381	\$ 52,917

The Net budgetary impact for the enterprise fund supported debt is an additional cost of \$52,917.

Manager Martin concluded his presentation by discussing the refunding/restructuring results that have been achieved since the fall of 2015. Overall the City is in good financial shape as it relates to debt. Manager Martin then reviewed the next steps in the budget calendar. After answering questions and hearing comments from Council, the meeting continued.

OLD/NEW BUSINESS

Former Skating Rink Property Agreement of Purchase & Sale

Mayor Rabil recognized Attorney Williams to discuss the former skating rink property agreement of Purchase and Sale. Before the discussion, Councilman Cutchins made a declaration of a possible conflict of interest concerning this topic. Councilman Cutchins read his declaration and stated to avoid any appearance of a conflict of interest in the transaction between the City of Franklin and Mr. Kevin Roughton (Purchaser of the property); Councilman Cutchins left the Council Diaz and chamber before the discussion proceeded any further.

Attorney Williams reminded Council that at the last meeting, The Council satisfied the requirements to consider the sale of the City property located in the Airport Industrial Park in Isle of Wight County including the former skating rink site.

Attorney Williams finalized a sales contract for approximately 4 acres of the property which includes the site of the former skating rink facility. Enclosed in the agenda is a copy of the agreement that Mr. Roughton and his counsel have signed. Attorney Williams reviewed the terms of the agreement and reported that Mr. Roughton plans to renovate the facility to locate Quality Aire HVAC on this property.

The action recommended by Council is to approve the sale of the property subject to the terms of the purchase & sales agreement contract and authorize City Officials to execute the required documents for the transaction to the convey the property upon the satisfaction of all conditions of the agreement.

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

Vice-Mayor Cheatham made a motion to approve the sale of the property subject to the terms of the purchase & sales agreement contract and authorize City Officials to execute the required documents for the transaction to convey the property upon the satisfaction of all conditions of the agreement. Councilman Johnson seconded the motion.

The motion was approved by a vote as follows:

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

City Manager's Report

Councilman Cutchins returned to the meeting.

Mayor Rabil recognized Manager Martin to give his report.

Manager Martin reported that he had spoken with Mr. George Reid, who had spoken at Citizens' Time on March 26th, about his questions regarding sewer service and billing charges. He thanked Manager Martin for the information and said he was satisfied with the responses.

Manager Martin reminded Council that at the April 23rd Council meeting he would present his recommendation on The Local Choice City Employee Health Insurance plan renewal for action to implement the plan renewal effective July 1, 2018.

Manager Martin also noted that at the April 23rd meeting he expects to present Fire & Rescue Department recommendations that were discussed last fall with the Chief concerning EMS rate revisions and Paramedic level staffing concerns to the Council.

He also reported that at the April 23rd meeting the annual utility billing and EMS billing charge offs would be presented to Council for action.

He also reminded Council to update calendars for each of the budget related meeting dates which remain from the previously approved tentative budget calendar. He also commented that they are listed in the upcoming items section of the agenda beginning with the April 10th joint meeting with the School Board which was previously discussed.

In response to the Council discussion on March 26th, Manager Martin enclosed information from the Rawls Museum website (www.rawlsarts.com) describing their mission and programs. Also included is an excerpt of the Council approved minutes from April 13, 2015 on the same topic. Manager Martin referred to the April 13, 2015 meeting at the previous Council meeting, at which a representative of the Rawls Museum had attended the Council's budget work session and made a presentation.

Manager Martin informed Council that in partnership with Franklin Parks & Rec, the Down the Middle Foundation is hosting a Family & Friends Day on April 14th, 2018. A flyer has been included in the agenda for this Little League day of activities at Armory Park. Also, on the same day at the Armory Park big baseball field, Paul D. Camp Community College's baseball team, the Hurricanes, will have a double header beginning at 1:00 p.m. between the games at 3:15 p.m., local ministers are planning a Franklin Community Day of Prayer activity at the baseball field. Enclosed in the agenda is a copy of the article that was published in the Tidewater News concerning the event.

Manager Martin reported that Power & Light Director Mark Bly and he concluded negotiations for the Electric meter reading & billing utility assessment discussed at the March 26th Council meeting. Bellwether Management Solutions, a Charlotte, North Carolina based company has been selected to perform the scope of services that was reviewed at the last meeting. As soon as the proposed contract is reviewed by the City Attorney and finalized, the Company will proceed to perform the following duties:

- Select 823 meter locations to be audited and surveyed across Franklin's service area which will equally represent the number of meters, and meter types, for each meter read route.
- Collect a physical meter read at Franklin's customer service locations. Bellwether will compare their reads versus those of Franklin's meter reading technicians to confirm the meter reads for the 823 customer locations are the same. Any differences in meter reads will be documented by Bellwether.
- Confirm proper meter form.
- Confirm meter is operating properly.
- Verify meter verses the billing record.

- Verify serial number.
- Visually check for multipliers.
- Inspect the site location for potential safety hazards and record such if found.
- Collect GPS data coordinates.
- All information will be recorded using a handheld mobile computer and the collected data will be provided to Franklin in electronic format.
- Bellwether employees shall immediately report to Franklin any observed unsafe conditions. Bellwether employees shall not leave site until the hazard is corrected or are authorized to leave by Franklin personnel.
- Comply with all of Franklin's safety rules and procedures.

This list constitutes the scope of work for the project.

The meter reading aspects will be performed and timing coordinated with the City's meter reading staff during the month of May, 2018 and the results of the company's complete findings are expected to be available in June, 2018. The cost of the efforts is set by the terms of the contract based primarily upon a per unit charge of \$4.00 per site for approximately 15% of the City's customer base. The total estimated cost is expected to be less than \$4,000. Manager Martin enclosed a flyer in the agenda materials which lists the company's portfolio of services including a highlighted section on the type of services the City is requesting.

Councilman McLemore stated his displeasure with the process used to select this company to perform these services. He also questioned the Company's independence in doing the services.

BOARDS & COMMISSIONS

Mayor Rabil reported that High St. Methodist Church will be hosting a Community Day on April 21, 2018 which is free and open to the public.

Councilman Johnson reported that Congressman Scott had visited local churches on Sunday.

Vice-Mayor Cheatham reported that the Western Tidewater Regional Jail Authority cancelled the April meeting.

CLOSED SESSION

Vice-Mayor Cheatham made the motion for the Franklin City Council to meet in closed session to discuss appointments to boards and commissions pursuant to Virginia Code Section 2.2 – 3711 (A) (1) and Councilman Johnson seconded the motion.

The motion was approved by a 6 – 0 vote (Councilwoman Hilliard absent).

The Council entered into closed session at 7:53 p.m.

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

The motion was approved by a 6 – 0 vote (Councilwoman Hilliard absent).

Action #1

Councilman Burgess made a motion to nominate Councilman McLemore to Senior Services of Southeast Virginia for their consideration as an appointee to a vacant at-Large seat on their Board of Directors contingent upon his eligibility to serve. The motion was seconded by Councilman Cutchins.

The motion was approved by a 6 – 0 vote (Councilwoman Hilliard absent).

Adjournment

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

The motion was approved by a 6 – 0 vote (Councilwoman Hilliard absent).

Mayor Rabil declared the meeting adjourned at 8:12 p.m.

These Minutes for the April 9, 2018 City Council Regular Meeting were adopted on the 23rd day of April, 2018.

Mayor

Clerk to City Council

Franklin City Council
Franklin City Council Joint Meeting with Franklin City Public School Board
Tuesday, April 10, 2018 – 6:00 p.m.

The Franklin City Council met in a joint meeting with the Franklin City Public School Board at 6:00 p.m. on April 10, 2018 in the 1st floor conference room in the Franklin Business Center located at 601 North Mechanic Street. The purpose of the meeting was to have a joint work session with the Franklin City School Board to discuss the FY 2018 -2019 School Division Budget Request.

Members of the City Council present were: Frank Rabil, Mayor; Mary Hilliard, Greg McLemore, Bobby Cutchins, Benny Burgess, Vice-Mayor Cheatham and Linwood Johnson.

Members of the School Board present were: Bob Holt, Chairman; Rebecca Jester, Andrea Hall-Leonard, Marchelle Williams, Jessica Grant, and Ron Rusnak (Amy Phillips absent).

Others present: Randy Martin, City Manager; Taylor Williams, City Attorney; Superintendent Tamara Sterling; Pam Kindred, School Division Director of Financial Services; and Tammy Moore, Executive Assistant to the Superintendent/Board Clerk.

Mayor Rabil and School Board Chairman Bob Holt called the joint meeting to order. Attorney Williams announced he would not participate in the meeting to avoid any conflict since he represents both boards. Chairman Holt recognized Superintendent Tamara Sterling who distributed to Council the FY 2018 - 2019 budget presentation. Superintendent Sterling announced the formation of the Student Advisory Committee and shared that their focus is on bullying currently. A brief video clip was shared with those present.

Superintendent Sterling gave an overview of the budget then recognized Ms. Pam Kindred, Director of Financial Services, who further reviewed the handout details of the FY 2018 – 2019 FCPS Proposed budget. Superintendent Sterling reviewed the budget requests and the correlation to the needs of the schools. The initial requested increase for the FY 2018 – 2019 budget request was \$1.4 million in City funds. The immediate needs have been identified. The request includes funding for two local grants that are matched dollar for dollar and a 2% salary increase across the board. The total budget request for the FY 2018 – 2019 proposed budget is \$18,094,497. The revised City Funds request is an increase of \$691,805.00.

School Board Chairman Bob Holt commented on the school status on accreditation and goals. He stated that steps taken by the Superintendent and staff have been very successful following the testing processes thus far. He then commented on the goals beyond accreditation.

Mayor Rabil asked about funding for dual enrollment classes. Superintendent Sterling stated that she felt the funds would be available and the division is asking charities for additional funding and parents to share some of the cost. There was a discussion about the sustainability and success of the dual enrollment program.

Councilman Johnson commented positively on the reassignment of students after testing described by the Superintendent.

There was a discussion between both City Council and School Board members on the progress of retention and recruitment for teachers. They discussed new programs that are being developed and the future needs of the schools and the staff. They discussed the Average Daily Membership (ADM) of students which has been declining over the last few years; FY 2018 – 2019 ADM is projected to be 1035.

Franklin City Council
Franklin City Council Joint Meeting with Franklin City Public School Board
Tuesday, April 10, 2018 – 6:00 p.m.

In response to a question from Vice-Mayor Cheatham about prioritizing of the requested increase items listed in the presentation, the Superintendent listed the priorities of the Division. The Superintendent listed the new teacher positions, the security positions and the psychologist position. She further listed the electrical upgrade and the matching grant dollars and increased health insurance costs.

Councilman Burgess inquired about the recent ADM numbers and Ms. Kindred responded that the numbers were being reviewed with a response expected by April 20th.

Councilwoman Hilliard asked for clarification on the projected health insurance increase in costs and the Superintendent reviewed the status expecting a increase now of only 5% cost to the Division.

Dr. Hall-Leonard asked the Superintendent to review an initiative to address discipline concerns that the Division was pursuing. Superintendent Sterling described concerns about school security, the PBIS program created for discipline and Division concerns about mental health issues which is a driving force for the requested new Psychologist position.

Councilman McLemore asked for more information on PBIS and the Superintendent explained the acronym stood for Positive Behavior Intervention Support (PBIS) which is a national program.

Mayor Rabil inquired about potential carryover dollars in the current year budget. The Superintendent commented on their positive expectations for having funding and their plans to use it for capital non-recurring items like replacing transportation equipment.

Councilman Johnson expressed his delight in hearing the Superintendent comment on the 3rd grade focus at S. P. Morton Elementary.

Vice-Mayor Cheatham commented that he supported the use of carryover funds for capital non-recurring expenditures. He also inquired about the status of replacing modular units at the elementary school. The Superintendent gave an update on efforts to put kids in the main building not in the modulars and expenditures to improve the condition of the modular units. She assured everyone the modular units were safe for occupancy by the schools.

There was considerable discussion by members of both boards on these and other related topics.

Mayor Rabil thanked the School Board members and staff for their candor and presentation of the FY 2018 – 2019 proposed budget, as well as, their feedback.

Chairman Holt thanked Council for the appointments of the current School Board members. He spoke positively on how well the Board members are working together for the benefit of the schools.

Mayor Rabil extended his appreciation for the school board members and encouraged the members who will be up for reappointment this year to be carefully considering reappointment.

Franklin City Council
Franklin City Council Joint Meeting with Franklin City Public School Board
Tuesday, April 10, 2018 – 6:00 p.m.

ADJOURNMENT

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

The motion was approved by a 7 – 0 vote.

Mayor Rabil declared the meeting adjourned at 8:21 p.m.

These Minutes for April 10, 2018 City Council Called Meeting were adopted on the 23rd day of April, 2018.

Mayor

Clerk to City Council



RESOLUTION # 2018 – 02

**FAIR HOUSING RESOLUTION
OF THE
FRANKLIN CITY COUNCIL**

WHEREAS, the City of Franklin strives to promote principles of Equal Housing Opportunity by prohibiting discrimination practices in the sale, rental, and financing of housing and in implementing its housing and community development program in a manner to affirmatively further the purposes of the fair housing laws; and

WHEREAS, the basis for discrimination outlawed by the federal and state housing acts are race, color, gender, religion, national origin, handicap, age, and familial status; and

WHEREAS, the City of Franklin believes persons of similar levels should have available to them a like range of housing opportunities and will work to promote equality and freedom of choice;

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Franklin, Virginia that on this 23rd day of April, 2018, in recognition of April as Fair Housing Month, it does hereby pledge to work with its citizens in pursuit of the shared goal and responsibility for providing equal housing opportunities for all persons.

DATE:

CITY OF FRANKLIN

Frank M. Rabil, Mayor

ATTEST:

Clerk of Council

FINANCE

- A. Financial Report: March 31, 2018**
- B. FY 2018 – 2019 City & School Division Budget Amendment # 2018 – 12**
- C. FY 2018 – 2019 City CDBG Budget Amendment # 2018 – 13**
- D. Utility/EMS Billing Charge Off Reports**
- E. GFOA Certificate of Achievement for Excellence in Financial Reporting**



HIGHLIGHTS – GENERAL FUND
Ending March 31, 2018

Based on Unaudited Financial Data

Basis of Reporting

- The information enclosed is the City's Financial Report for the period ending March 31, 2018.
- The report contains provisions for most revenue and expenditure accruals.
 - Reflects 9 months of revenue & expenditures in most cases (where noted, the 9th month has been estimated) – modified accrual basis of accounting.
- Financial Report presentation is consistent with department's objectives to:
 - Report timely, relevant, understandable and accurate financial data
 - Promote accountability through monitoring, assessment and reporting.

Revenue Highlights – Tax Collections

- ❑ Overall General Property Taxes collections of \$4.66m is up from FY17 collections of \$4.54m. There are five major sources included in General Property Taxes:
 - ❑ Real Estate taxes (Current & Delinquent)
 - ❑ Personal Property (Current & Delinquent)
 - ❑ Penalty and Interest on Taxes
 - ❑ Public Service Corporation taxes
 - ❑ Machinery & Tools Taxes

Revenue Highlights – Tax Collections

- ❑ Current Real Estate taxes of \$2.69mil are at 49.8% of budget and 1.71% higher than prior year period collections of \$2.65mil.
- ❑ Delinquent RE taxes of \$217k are at 98.9% of budget and 13.41% higher than prior year period collections of \$192k.
- ❑ Current Personal Property taxes of \$1.51mil are at 97.5% of budget and 1.77% higher than prior year period collections of \$1.49mil.
- ❑ Delinquent Personal Property taxes of \$43k are at 95.1% of budget and 58.7% higher than prior year period collections of \$26.9k.
- ❑ Penalties and Interest of \$93k are at 71.6% of budget and 3.2% lower than prior year period collections of \$96k.
- ❑ Public Service Corporation taxes of \$75k are at 108.9% of budget.

General Property Taxes- Overall BUDGET COMPARISON-Cash Basis

	2017-2018	ACTUAL	BUDGET	2016-2017	ACTUAL	BUDGET
REVENUE SOURCE	BUDGET	Current Year	%	BUDGET	Prior Year	%
Real Estate Taxes-Current	\$ 5,421,074	\$ 2,697,621	49.8%	\$ 5,447,115	\$ 2,652,386	48.7%
Real Estate Taxes-Delinquent	220,000	217,473	98.9%	240,000	191,753	79.9%
Personal Property Taxes-Current	1,551,897	1,512,935	97.5%	1,500,000	1,486,574	99.1%
Personal Property Taxes-Delinquent	45,000	42,814	95.1%	45,000	26,966	59.9%
Machinery & Tools	21,050	20,024	95.1%	23,578	20,114	85.3%
Penalties & Interest Taxes	130,000	93,098	71.6%	155,000	96,171	62.0%
Public Service Corporation Taxes	68,614	74,698	108.9%	61,818	68,614	111.0%
GENERAL PROPERTY TAX	\$ 7,457,635	\$ 4,658,663	62.5%	\$ 7,472,511	\$ 4,542,578	60.8%

Current	\$ 4,658,663
Prior Year	\$ 4,542,578
Net Change \$	116,085
Net Change %	2.56%

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

	Meals Taxes	Lodging Taxes	Cigarette Taxes	Sales Taxes	Total
Mar-18	1,116,746	125,944	213,620	1,331,970	2,788,280
Mar-17	1,096,954	103,400	221,661	1,330,106	2,752,121
Prior Year \$	19,792	22,544	(8,041)	1,864	36,159
Prior Year %	1.80%	21.80%	-3.63%	0.14%	1.31%

At nine (9) months into the fiscal year, it is projected that the Local Tax Revenue sources will be short \$55,294 of meeting the targeted projections.

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

Benchmark – 75%

	FY 17-18 Budget	3/31/2018	% of Budget Realized
Local Sales & Use*	\$ 1,873,000	\$ 1,331,970	71.1%
Cigarette Taxes	\$ 330,000	\$ 213,620	64.7%
Meals Taxes*	\$ 1,440,000	\$ 1,116,746	77.6%
Lodging Taxes*	<u>\$ 130,000</u>	<u>\$ 125,944</u>	<u>96.9%</u>
Total Local Tax Revenue	\$ 3,773,000	\$ 2,788,280	73.9%

*prepared on modified accrual basis - revenue sources include a one or two month projection based on prior history

At nine (9) months into the fiscal year, it is projected that local sales tax revenue and cigarette tax revenue will not meet targeted projections; net projected deficit of all Local Tax Revenue sources is \$55,294 at the end of March 2018.

Revenue & Expenditure Summary – Cash Basis

- General Fund **revenue** at the end of the period totaled \$14.13 mil and represented 66.82% of budget; when compared to the prior year period of \$14.37 mil, this is a \$243k decrease.
- General Fund **expenditures** at the end of the period totaled \$11.32 mil and represented 67.4% of the total budget; when compared to the prior year period of \$11.41 mil, this is a \$90k decrease.

General Fund Revenue – Prior Year Comparison - Cash Basis

Account Description	Prior Year Revenue	Budgeted	YTD Revenue	Balance/Excess/Deficit	% Realized	Prior Year Variance
REAL ESTATE TAXES	2,822,942	5,641,074	2,882,758	(2,758,316)	51.10%	(59,817)
PUBLIC SERVICE CORPORATION TAXES	68,614	68,614	74,698	6,084	108.87%	(6,084)
PERSONAL PROPERTY TAXES	1,465,898	1,596,897	1,483,106	(113,791)	92.87%	(17,209)
MACHINERY & TOOLS TAXES	20,114	21,050	20,024	(1,026)	95.13%	89
PENALTIES AND INTEREST	80,717	130,000	76,840	(53,160)	59.11%	3,877
OTHER LOCAL TAXES	903,771	1,873,000	900,141	(972,859)	48.06%	3,630
UTILITY TAXES	386,410	516,000	371,140	(144,860)	71.93%	15,270
BUSINESS LICENSE TAXES	588,859	950,000	536,536	(413,464)	56.48%	52,323
BUSINESS LICENSE TAXES-PENALTY	1,034	1,000	370	(630)	36.99%	664
MOTOR VEHICLE LICENSES	128,291	172,000	123,667	(48,333)	71.90%	4,623
MOTOR VEHICLE LICENSES-PENALTY	11,862	26,000	10,731	(15,269)	41.27%	1,131
BANK STOCK TAXES	-	56,200	-	(56,200)	0.00%	-
TAXES ON RECORDATION AND WILLS	41,250	46,000	31,648	(14,352)	68.80%	9,602
CIGARETTE TAXES	203,281	330,000	188,029	(141,971)	56.98%	15,252
LODGING TAXES	79,454	130,000	93,797	(36,203)	72.15%	(14,343)
MEALS TAX	858,803	1,440,000	869,405	(570,595)	60.38%	(10,602)
PROBATE TAXES	3,063	3,100	2,531	(569)	81.64%	532
PERMITS AND OTHER LICENSES	1,630	3,000	1,368	(1,633)	45.58%	263
PERMITS AND OTHER LICENSES	121,676	544,604	(55,588)	(600,192)	-10.21%	177,264
FINES AND FORFEITURES	18,319	37,000	17,454	(19,546)	47.17%	864
REVENUE FROM USE OF MONEY	510	600	1,151	551	191.83%	(641)
REVENUE FROM USE OF PROPERTY	177,329	224,847	168,664	(56,183)	75.01%	8,665
CHARGES FOR CURRENT SERVICES	3,386	9,500	3,865	(5,635)	40.68%	(479)
CHARGES FOR CURRENT SERVICES	-	-	4,533	4,533	0.00%	(4,533)
CHARGES FOR OTHER PROTECTION	166,458	428,051	326,252	(101,799)	76.22%	(159,795)
CHARGES FOR OTHER PROTECTIONS	8,388	17,150	8,936	(8,214)	52.11%	(548)
MISC BILLING SERVICES	6,020	-	1,302	1,302	0.00%	4,718
CHG FOR SANITATION & WASTE REMOVAL	8,771	9,900	5,047	(4,853)	50.98%	3,724
CHARGES FOR ADMIN-FUNDS	643,245	961,720	641,147	(320,573)	66.67%	2,099
RECREATIONAL FEES	3,336	7,500	6,539	(961)	87.18%	(3,202)
MISCELLANEOUS	997,706	1,294,286	1,159,786	(134,500)	89.61%	(162,080)
RECOVERED COSTS	144,979	404,400	140,567	(263,833)	34.76%	4,412
NON-CATEGORICAL AID STATE	1,298,276	1,643,897	1,286,397	(357,500)	78.25%	11,879
SHARED EXPENSES	45,817	80,715	46,876	(33,839)	58.08%	(1,059)
SHARED EXPENSES	39,188	73,089	40,014	(33,076)	54.75%	(825)
SHARED EXPENSES	-	35,000	-	(35,000)	0.00%	-
CATEGORICAL AID - STATE	1,368,649	2,367,687	1,162,384	(1,205,303)	49.09%	206,265
CATEGORICAL AID -FEDERAL GOVERNMENT	21,995	47,715	47,103	(612)	98.72%	(25,108)
General Fund Revenue Total (Less Other Financing Sources)	12,740,039	21,191,596	12,679,218	(8,512,378)		60,821

General Fund Expenditures – Prior Year Comparison – Cash Basis

Account Description	Prior Year Expenditures	Budgeted	YTD Expenditures	Balance/Excess/Deficit	% Expended	Prior Year Variance
**CITY COUNCIL **	104,412	163,126	110,829	52,297	67.94%	(6,418)
CITY MANAGER *****	125,855	217,303	128,919	88,384	59.33%	(3,065)
CITY ATTORNEY *****	121,131	162,248	114,838	47,410	70.78%	6,293
MANAGEMENT SERVICES & HR*****	57,964	176,148	63,531	112,617	36.07%	(5,568)
COMMISSIONER OF THE REVENUE *****	170,288	274,795	172,370	102,425	62.73%	(2,082)
REAL ESTATE ASSESSOR *****	32,599	122,405	55,719	66,686	45.52%	(23,120)
CITY TREASURER *****	190,100	339,921	192,416	147,505	56.61%	(2,316)
ACCOUNTING *****	212,330	374,861	238,748	136,113	63.69%	(26,418)
PURCHASING & GENERAL SERVICES****	58,692	74,794	38,320	36,474	51.23%	20,372
UTILITY COLLECTIONS & BILLING *****	155,622	256,793	145,138	111,655	56.52%	10,484
INSURANCE *****	120,031	195,232	122,826	72,406	62.91%	(2,795)
INFORMATION TECHNOLOGY*****	102,862	341,330	107,227	234,103	31.41%	(4,365)
BOARD OF ELECTIONS *****	68,982	176,400	73,689	102,711	41.77%	(4,708)
CIRCUIT COURT ***	-	7,662	-	7,662	0.00%	-
GENERAL DISTRICT COURT ***	9,081	18,091	9,272	8,819	51.25%	(191)
CLERK OF CIRCUIT COURT ***	-	57,283	-	57,283	0.00%	-
SHERIFF'S OFFICE ***	-	136,692	-	136,692	0.00%	-
DISTRICT COURT SERVICE ***	63,394	70,070	56,805	13,265	81.07%	6,589
COMMONWEALTH'S ATTORNEY ***	22,000	58,605	22,000	36,605	37.54%	-
WESTERN TIDEWATER REGIONAL JAIL**	921,980	921,980	921,983	(3)	100.00%	(3)
POLICE ***	1,986,551	3,215,656	2,097,163	1,118,493	65.22%	(110,612)
E - 911 *****	399,948	999,117	311,303	687,814	31.16%	88,645
EMERGENCY MANAGEMENT SERVICES ***	1,496,052	2,379,811	1,523,107	856,704	64.00%	(27,055)
BUILDING INSP & CODE ENFORCEMENT***	301,332	518,173	332,669	185,504	64.20%	(31,338)
ANIMAL CONTROL*****	56,666	121,604	46,876	74,728	38.55%	9,790
PUBLIC WORKS-STREET MAINTENANCE****	1,097,170	2,057,025	892,402	1,164,623	43.38%	204,769
PUBLIC WORKS-SNOW REMOVAL****	15,208	13,000	6,105	6,895	46.96%	9,103
PUBLIC WORKS-GARAGE****	154,653	234,602	150,198	84,404	64.02%	4,455
BUILDING MAINTENANCE-GENERAL*****	432,941	680,494	423,642	256,852	62.26%	9,299
BUILDING MAINTENANCE-ARMORY***	24,101	-	18,076	(18,076)	0.00%	6,026
BUILDING MAINTENANCE-CITY HALL****	127,085	200,796	133,808	66,988	66.64%	(6,723)
BLDG MAINTENANCE-SOC SERVICES****	52,337	83,244	47,462	35,782	57.02%	4,875
BUILDING MAINTENANCE-HEALTH DEPT***	13,293	34,716	12,025	22,691	34.64%	1,268
HEALTH DEPARTMENT*****	55,000	110,000	110,000	-	100.00%	(55,000)
MENTAL HEALTH*****	-	36,958	-	36,958	0.00%	-
RECREATION*****	253,409	388,927	268,292	120,635	68.98%	(14,883)
CEMETERIES*****	27,744	42,448	28,059	14,389	66.10%	(315)
SENIOR CITIZENS TITLE III ***	-	6,659	-	6,659	0.00%	-
SENIOR CITIZENS NUTRITION ***	30,385	45,489	29,071	16,418	63.91%	1,315
LIBRARY*****	218,562	304,103	214,335	89,768	70.48%	4,226
PLANNING AND ZONING****	115,867	305,356	163,574	141,782	53.57%	(47,706)
BEAUTIFICATION COMMISSION ****	2,917	21,867	1,946	19,921	8.90%	971
DOWNTOWN DEVELOPMENT *****	60,135	110,000	64,375	45,625	58.52%	(4,240)
PAYMENTS TO SOUTHAMPTON COUNTY ***	500,000	700,000	-	700,000	0.00%	500,000
NON-DEPARTMENT MISCELLANEOUS***	39,387	55,000	46,654	8,346	84.83%	(7,267)
General Fund Expenditure Total	9,998,065	16,810,784	9,495,774	7,315,010		502,291



ENTERPRISE FUNDS

For the period ending March 31, 2018

Based on Unaudited Financial Data

Airport Fund

- **Revenue Analysis**
 - Fuel sales and airport rental fees are above target with 84% of budgeted realized.
- **Expense Analysis**
 - Expenses in the fund are below target with 73% of budget expended (net of capital outlay and transfers).
- **Cash Balance**
 - Cash balance in the Airport Fund is \$(75,007). Large inventory purchases made in last month for upcoming quarter.

Water & Sewer Fund

- **Revenue Analysis**

- Revenue from the sale of water and sewer service charges of \$2.61 mil at the end of the period is slightly above target at 77% of budget. Sale of water is comparable to the prior year and sewer service charges are lower than prior year by \$14k.

- **Expense Analysis**

- Expenses in the fund are \$1.2mil and tracking \$80k higher than the prior year (net of capital outlay, debt service and transfers). Expenses are \$15k higher than prior year in the water division due to water & sewer rate study expenses; \$42k higher than prior year in the sewer division due to sewer clean out expenses; and \$23k higher than prior year in the wastewater division due to sludge disposal and treatment plant supply expenses.

Water & Sewer Fund – Cash Balance

Cash balance - \$1,457,412

	Month	FY 16-17	FY 17-18
	June	\$1,523,478	\$ 1,595,381
	July	\$1,524,862	\$ 1,652,123
	August	\$1,625,513	\$ 1,518,399
	September	\$1,738,716	\$ 1,588,063
	October	\$1,702,317	\$ 1,586,500
	November	\$1,822,818	\$ 1,695,279
	December	\$1,707,079	\$ 1,802,144
	January	\$1,442,096	\$ 1,475,022
	February	\$1,565,794	\$ 1,416,362
	March	\$1,628,651	\$ 1,457,412
	April	\$1,669,486	
	May	\$1,783,565	
	June	\$1,595,381	

Solid Waste Fund

- **Revenue Analysis**

- Revenue for the Solid Waste Fund is slightly below target with revenue at \$985k or 73.6% of budget and is higher than the prior year period collections of \$973k.

- **Expense Analysis**

- Expenses in the fund at \$561k are below target with 63.1% of budget expended (net of capital outlay, debt service and transfers).

Solid Waste Fund – Cash Balance

Cash balance - \$142,195

	Month	FY 16-17	FY 17-18
	June	\$409,400	\$240,652
	July	\$410,551	\$271,649
	August	\$425,486	\$265,937
	September	\$420,154	\$275,027
	October	\$416,155	\$274,940
	November	\$422,723	\$265,379
	December	\$411,298	\$257,988
	January	\$418,851	\$255,839
	February	\$445,948	\$132,974
	March	\$252,699	\$142,195
	April	\$260,852	
	May	\$246,169	
	June	\$240,652	

Electric Fund

- **Revenue Analysis**

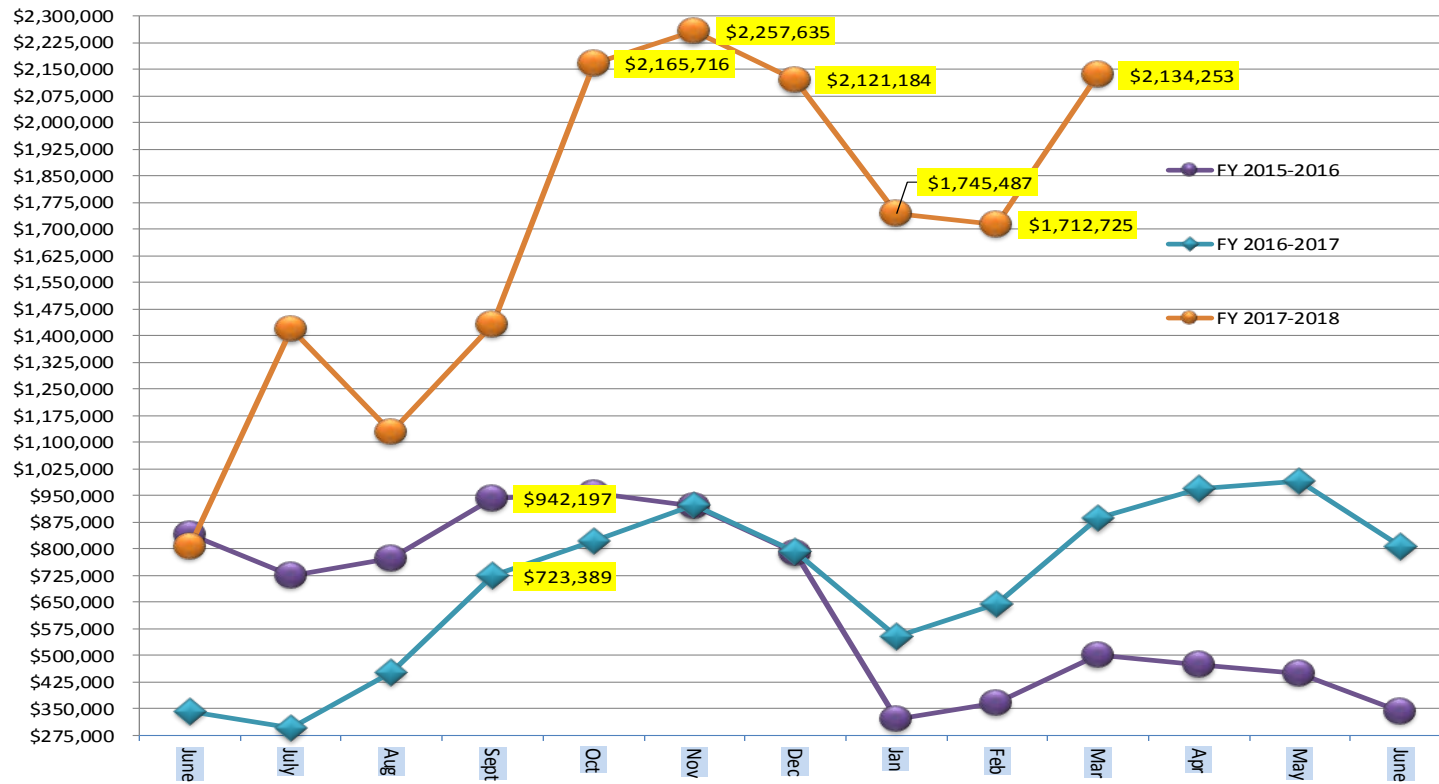
- Revenue from energy sales at \$12.2 mil is above target at 80.4% of budget; below is a snapshot of prior year billed service revenue, current year budget, actual and % of budget realized:

Account Description	FY17	FY18	FY18	% Realized
	March 31	Budget	March 31	
Sale of Electricity -Fuel Adj	\$ 235,275	\$ 1,104,300	\$ 890,349	80.6%
Sale of Electric Energy-Residential	6,549,985	7,998,896	6,738,949	84.2%
Sale of Electricity-Commercial	4,619,322	6,165,246	4,624,615	75.0%
Cycle & Save	(89,677)	(119,129)	(79,350)	66.6%
	<u>\$ 11,314,905</u>	<u>\$ 15,149,313</u>	<u>\$ 12,174,563</u>	

- **Expense Analysis**

- With an accrual of \$964k, expenses associated with the sale of energy for 9 months of the fiscal year will be \$8.8 mil and will be below budget at 69.5% of the total budget (net of capital outlay, debt service and transfers). This is lower than the prior year period of \$9.0 mil primarily due to the VMEA Transmission Peak Shaving True-Up credit in September 2017 of \$544k.

ELECTRIC FUND CASH ANALYSIS



ELECTRIC FUND CASH ANALYSIS

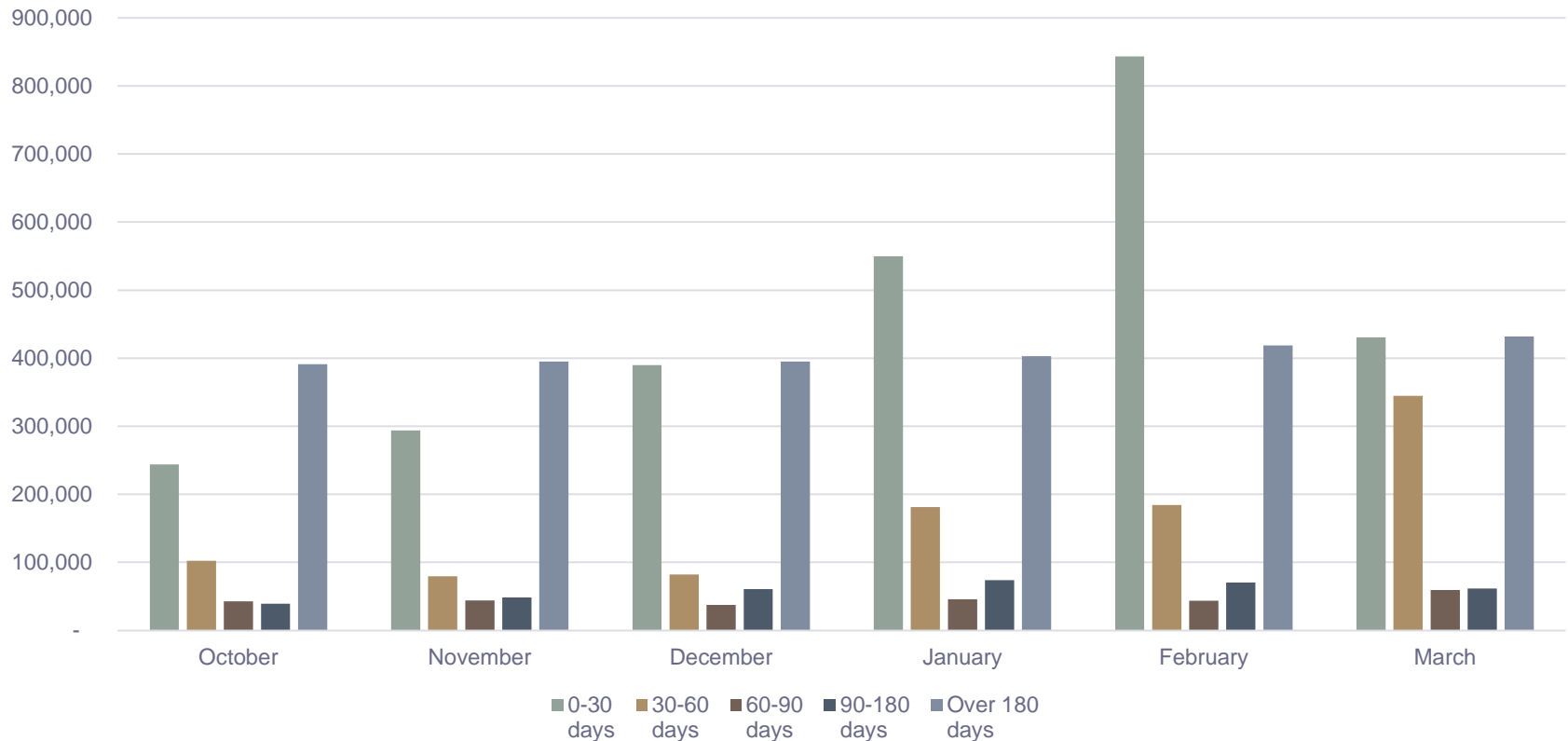
	FY 2012-2013	FY 2013-2014	FY 2014-2015	FY 2015-2016	FY 2016-2017	FY 2017-2018
6/30	\$ 365,374	\$ 643,257	\$ 882,030	\$ 842,112	\$ 343,328	\$ 807,485
7/31	\$ 232,177	\$ 642,085	\$ 957,000	\$ 724,794	\$ 276,984	\$ 1,421,109
8/31	\$ 179,939	\$ 672,538	\$ 1,095,099	\$ 774,246	\$ 453,148	\$ 1,127,645
9/30	\$ 272,263	\$ 784,569	\$ 1,220,000	\$ 942,197	\$ 729,003	\$ 1,431,729
10/31	\$ 346,776	\$ 904,924	\$ 1,273,878	\$ 956,592	\$ 822,659	\$ 2,165,716
11/30	\$ 359,027	\$ 876,767	\$ 1,327,621	\$ 919,275	\$ 922,617	\$ 2,257,635
12/31	\$ 287,190	\$ 733,859	\$ 1,284,717	\$ 788,629	\$ 791,600	\$ 2,121,184
1/31	\$ 389,986	\$ 438,344	\$ 1,004,954	\$ 322,369	\$ 554,258	\$ 1,745,487
2/28	\$ 287,764	\$ 559,511	\$ 805,356	\$ 366,352	\$ 644,526	\$ 1,712,725
3/31	\$ 370,727	\$ 803,846	\$ 881,641	\$ 502,204	\$ 888,414	\$ 2,134,253
4/30	\$ 412,409	\$ 751,999	\$ 906,867	\$ 474,040	\$ 970,688	
5/31	\$ 672,007	\$ 908,047	\$ 968,713	\$ 448,880	\$ 990,559	
6/30	\$ 643,257	\$ 882,157	\$ 842,112	\$ 343,328	\$ 807,485	

Cash in the Electric Fund at \$2,134,253 increased by \$416,286 from the prior month period.

Policy Evaluation:

Cash is above minimum policy guideline of \$1.494 million by \$640K.

Electric Accounts Receivable Aged Report



As illustrated above, it is taking longer for the City to collect on the Electric's accounts receivable. This will eventually diminish working capital for operating expenses, payroll and capital growth.

BUDGET AMENDMENT # 2018-12

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA that the 2017-2018 City Budget is hereby amended to:

1. recognize additional grant revenues from the USDA, appropriate excess timber sales revenue as required grant matching and to appropriate such revenue for purchase of new police vehicle;
2. appropriate excess timber sales revenue for tree planting expense on 83 acres of City property;
3. appropriate General Fund balance to cover the E911 generator expense-will be recovered when City incurs Energy Efficiency debt in FY19;
4. recognize additional revenues from the Camp-Younts Foundation to the Franklin Police Department and appropriate such revenue for new uses; and
5. to authorize changes in the School's appropriations of State and local revenues and the associated changes to expenditures.

		2017-2018	AMENDED	INCREASE
		BUDGET	BUDGET	(DECREASE)
100	<u>GENERAL FUND</u>			
	REVENUE			
18990-6002	Sale of Timber	\$18,049	\$45,359	\$27,310
33010-0012	USDA Grant	25,000	50,000	25,000
41040-0003	Proceeds from Loans	205,000	0	(205,000)
41050-0150	Use of Unassigned Fund Balance	914,258	1,119,258	205,000
				\$52,310
	EXPENDITURES			
31100-8105	Motor Vehicles	\$91,000	\$137,500	\$46,500
43200-8500	Building Maint-Tree Planting	0	5,810	5,810
				\$52,310
220	<u>FOUNDATION GRANTS FUND</u>			
	REVENUE			
18990-3000	Camp Family Foundations Grant	\$76,100	\$86,100	\$10,000
				\$10,000
	EXPENDITURES			
31100-5848	Camp Foundation Grant Police	\$23,712	\$33,712	\$10,000
				\$10,000
250	<u>EDUCATION FUND</u>			
	REVENUE			
33010-0253	21 st Century	\$0	\$313,000	\$313,000

18990-1800	Donations and Special Gifts	0	6,500	6,500
33010-0282	Opportunity Inc.	110,000	129,125	19,125
18990-1801	Other Local	16,470	22,720	6,250
33010-0271	Title I, Part A	1,061,590	1,062,476	886
33010-0273	Title III	4,238	4,241	3
33010-0274	Title IV, Part A	0	19,092	19,092
				\$364,856
	EXPENDITURES			
60000-0053	21 st Century	\$0	\$313,000	\$313,000
60000-0001	Instruction	13,744,232	13,750,732	6,500
60000-0034	Opportunity Inc.	110,000	129,125	19,125
60000-0002	Admin, Health & Attendance	0	6,250	6,250
60000-0071	NCLB Grant-Title I Part A	1,061,590	1,062,476	886
60000-0073	NCLB Grant-Title III Part A	4,238	4,241	3
60000-0074	NCLB Grant-Title III Part A	0	19,092	19,092
				\$364,856

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

Clerk to the City Council



FRANKLIN CITY PUBLIC SCHOOLS

207 West Second Avenue
Franklin, Virginia 23851-1713
(757) 569-8111 • Fax (757) 569-8078

To: Randy Martin, City Manager
From: Tamara Sterling, Division Superintendent
Date: April 17, 2018
Re: Changes in Appropriations

The Franklin City School Division is requesting the following changes in appropriations. The Franklin City School Board has approved the requested changes.

REVENUE #	ACCOUNT DESCRIPTION	INCREASE OF	EXPENDITURE#
250-3-33010-0253	21ST CENTURY	\$313,000.00	250-4-60000-0053
250-3-18990-1800	DONATIONS AND SPECIAL GIFTS	\$6,500.00	250-4-60000-0001
250-3-33010-0282	OPPORTUNITY INC	\$19,125.00	250-4-60000-0034
250-3-18990-1801	OTHER LOCAL	\$6,250.00	250-4-60000-0002
250-3-33010-0271	TITLE I, PART A	\$885.74	250-4-60000-0071
250-3-33010-0273	TITLE III	\$2.65	250-4-60000-0073
250-3-33010-0274	TITLE IV, PART A	\$19,091.87	250-4-60000-0074
TOTAL		\$364,855.26	

CC: City Council Clerk

CAMP-YOUNTS FOUNDATION

Post Office Box 813
Franklin Virginia 23851
Telephone (757) 562-3439

December 13, 2017

Dear Randy:

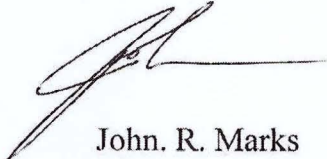
I am fortunate to be a Trustee for the Camp-Younts Foundation established by my great aunt, Willie Camp Younts and her husband, Charles Younts. My aunt and uncle were very civic minded and were supportive of many organizations that helped the needy, the sick and those who educate the young.

It is my privilege to be able to gift funds to the City for the amount of \$10,000 to be used by our police department for the community's safety and wellbeing. Thank you for your strong leadership and especially working with the County in ways that help the entire area and taxpayers.

I am sending a copy of this letter to Phil for his information.

Hope you all have a Joyful Christmas and Prosperous New Year.

Sincerely,



John. R. Marks

POLICE
CITY OF FRANKLIN



April 12, 2018

Mr. R. Randy Martin, City Manager
City of Franklin
207 W. Second Avenue
Franklin, Virginia 23851

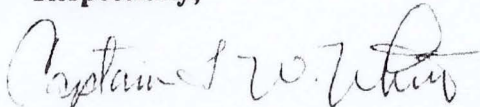
Sir,

I respectfully request that monies from the city's general fund, in the amount of 46,500.00 (25,000.00 for grant vehicle purchase and 21,500.00 for the city's matching funds) be made available in the police department vehicle line item, number 100-4-31100-8105, so that we may proceed with the purchase of one new patrol vehicle.

Upon confirmation that the city has purchased the new vehicle, USDA / Rural Development will reimburse the city's general fund in the amount of 25,000.00.

I thank you in advance for your attention to this matter.

Respectfully,


Captain T. W. Whitt

BUDGET AMENDMENT # 2018 – 13

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA that the 2017-2018 City Budget is hereby amended to: authorize transfer of Investor/Owner Housing line items.

		2017-2018	AMENDED	INCREASE
		BUDGET	BUDGET	(DECREASE)
Fund 296	<u>MADISON STREET NEIGHBORHOOD</u>			
	<u>CDBG FUND (MY-2)</u>			
86000-4501	Investor-Owned Construction	72,200.00	0	(72,200.00)
86000-4503	Rehabilitation Specialist	7,220.00	0	(7,220.00)
86000-4505	Temporary Relocation	6,000.00	0	(6,000.00)
86000-4507	Home Maintenance Training	600.00	0	(600.00)
				<u>(\$86,020.00)</u>
86000-4301	Owner Construction	0	72,200.00	72,000.00
86000-4303	Rehabilitation Specialist	0	7,220.00	7,220.00
86000-4305	Temporary Relocation	0	6,000.00	6,000.00
86000-4307	Home Maintenance Training	0	600.00	600.00
				<u>\$86,020.00</u>

DHCD Approved Budget Revision #PR00004 to move funding from Investor-Owned Housing rehabilitation to Owner-Occupied Housing rehabilitation for the Madison Street Neighborhood Revitalization CDBG Grant #16-07 (MY-2).

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

Clerk to the City Council



Office of the City Manager
Randy Martin

February 7, 2018

Mr. Matthew Weaver, Associate Director
Virginia Department of Housing & Community Development
600 East Main Street, Suite 300
Richmond, Virginia 23219

REF: CIG #16-07 MY2, City of Franklin Madison Street Neighborhood Revitalization Project
REQUEST FOR BUDGET AMENDMENT #2

Dear Mr. Weaver:

The City of Franklin is nearing completion of the housing rehabilitation portion of the Madison Street Neighborhood Revitalization Project and is ready to obligate the remaining funds for this activity.

Via this letter and the enclosed information, the City of Franklin requests Budget Revision #2 (PR00004) for CIG #16-07, the City of Franklin's Madison Street Neighborhood Revitalization Project (MY2). This Budget Revision is submitted to move \$86,020.00 in CDBG funds to the Owner-Occupied Housing Rehabilitation activity from the Investor-Owned Housing Rehabilitation activity. Please see the attached Budget Revision Worksheet and corresponding Budget Revision Request submitted through CAMS.

The City has reviewed the remaining applications received for housing rehabilitation and has prioritized the funds remaining to be used for owner-occupied structures.

As explained in previous correspondence and conversation with DHCD, the City has experienced higher than expected construction costs for the housing rehabilitation projects in the Madison Street neighborhood. The project team has determined that this is due mainly to the fact that the homes, all built at approximately the same time, have structural issues which have been discovered as the projects unfolded.

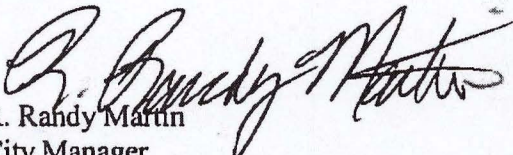
To help meet the contracted project outcomes, the City utilized over \$200,000 additional non-CDBG funds through allocations from the Western Tidewater HOME Consortium which have been applied to several of the owner-occupied housing rehabilitation projects completed during the MY1 budget.

Our letter dated August 23, 2017 requesting Contract Amendment #2 to CIG #14-26 (MY1) addressed the number of units anticipated to be completed with available CDBG and non-CDBG funding in MY1.

This proposed budget revision does not reduce the scope of the MY2 project or its anticipated beneficiaries; the City plans to complete three (3) additional housing rehabilitation projects as contracted.

Again, thank you for your interest in and assistance with this project. We look forward to your positive feedback on this request to revise our budget. Please contact my office if you have any questions or need additional details during your review of this request.

Sincerely,



R. Randy Martin
City Manager

Copy: Donald Goodwin, Director of Community Development, City of Franklin
Joe Ann Faulk, Finance, City of Franklin
Elizabeth Boehringer, DHCD
Joanne Peerman, DHCD
Janet Jonas, Community Planning Partners, Inc.

Budget Revision #: PR00004

Revised On: 04/10/2018

Status: Approved

Cost/Activity Category	DHCD Request	Other Funding	Total
Administration	\$32,760.00	\$0.00	\$32,760.00
Contract Monitoring	\$3,950.00	\$0.00	\$3,950.00
Construction Completion	\$17,160.00	\$0.00	\$17,160.00
Administrative Project Closeout	\$2,500.00	\$0.00	\$2,500.00
Satisfactory Compliance Review(s)	\$1,000.00	\$0.00	\$1,000.00
Execution of Project Contract(s)	\$3,650.00	\$0.00	\$3,650.00
Execution of DHCD Contract	\$4,500.00	\$0.00	\$4,500.00
Interim Assistance	\$0.00	\$0.00	\$0.00
Permanent Relocation	\$0.00	\$0.00	\$0.00
Acquisition	\$0.00	\$0.00	\$0.00
Clearance and Demolition	\$0.00	\$0.00	\$0.00
Owner Occupied Housing Rehabilitation	\$86,020.00	\$0.00	\$86,020.00
Home Maintenance Education Program	\$600.00	\$0.00	\$600.00
Temporary Relocation	\$6,000.00	\$0.00	\$6,000.00
Rehabilitation Specialist	\$7,220.00	\$0.00	\$7,220.00
Owner Occupied Housing Rehabilitation	\$72,200.00	\$0.00	\$72,200.00
Investor-Owned Housing Rehabilitation	\$0.00	\$0.00	\$0.00
Temporary Relocation	\$0.00	\$0.00	\$0.00
Rehabilitation Specialist	\$0.00	\$0.00	\$0.00
Investor-Owned Housing Rehabilitation	\$0.00	\$0.00	\$0.00
Home Maintenance Education Program	\$0.00	\$0.00	\$0.00
Owner Occupied Substantial Reconstruction	\$0.00	\$0.00	\$0.00
Homeownership Creation	\$0.00	\$0.00	\$0.00
Sewer Improvements	\$238,741.00	\$20,158.00	\$258,899.00
Other: Design (Architect/Engineer)	\$7,744.00	\$588.00	\$8,332.00
Other: Resident Inspections	\$12,623.00	\$570.00	\$13,193.00
Construction	\$218,374.00	\$19,000.00	\$237,374.00
Water Improvements	\$15,750.00	\$0.00	\$15,750.00
Other: Resident Inspections	\$750.00	\$0.00	\$750.00
Construction	\$15,000.00	\$0.00	\$15,000.00
Storm Sewer Improvements	\$160,304.00	\$0.00	\$160,304.00
Construction	\$154,000.00	\$0.00	\$154,000.00
Other: Resident Inspections	\$6,304.00	\$0.00	\$6,304.00
Street Improvements	\$0.00	\$141,846.00	\$141,846.00
Other: Design (Architect/Engineer)	\$0.00	\$3,123.00	\$3,123.00
Other: Resident Inspections	\$0.00	\$3,123.00	\$3,123.00
Construction	\$0.00	\$135,600.00	\$135,600.00
Flood Drainage Facilities	\$0.00	\$0.00	\$0.00

Microenterprise Assistance	\$0.00	\$0.00	\$0.00
Business District Revitalization	\$0.00	\$0.00	\$0.00
Telecommunications	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
Total:	\$533,575.00	\$162,004.00	\$695,579.00



*Office Of The City Manager
R. Randy Martin*

April 18, 2018

To: Mayor & Council Members
From: R. Randy Martin, City Manager
Subject: Utility/EMS Charge-off Reports

Enclosed are two reports for recommended charge-offs for Council action. The first is for year 2011 utility accounts and includes a cover letter from the Treasurer. The total amount is \$284,037.05 which includes original charges of \$99,276.03 and accrued penalties for the balance of the total charge-offs. One account comprises a significant amount with a principal of \$62,365.17 and accumulated principal & interest totaling \$175,317.88. This was a former industrial customer that was located in the now demolished ST. Regis building on Armory Drive.

The second report includes outstanding amounts for unpaid EMS billings. These have accumulated for the most part since the new billing company took over billing responsibilities in the 2015 timeframe. Recall that the City agent currently only does soft collections on these accounts. As discussed previously, City Management recommends the city more actively pursue collections going forward to improve revenue collections to offset costs to provide EMS services that are primarily borne by taxpayers. As also previously advised, these delinquencies are the responsibility of all users which includes non-residents and citizens who do not pay property taxes.

Action Recommended: Council approve the recommended Utility/EMS charge-offs.

Enclosures



Date: April 18, 2018

To: R. Randy Martin, City Manager
Tracy Gregory, Interim Director of Finance

From: Dinah M Babb, MGT, Treasurer
Subject: Charge-Off Uncollectible Utility Accounts

Enclosed you will find a list of Utility Accounts for year 2011 that are deemed uncollectable due to the Statue of Limitations in Virginia State Code 58.1-3940. The Statute of Limitations restricts the office from actively placing any collections on these accounts. The Treasurer's office has pursued all collection tools allowed of the office to collect these inactive accounts. It is my recommendation that \$284,037.05 (\$99,276.03 utility charges and \$184,761.02 penalty) inactive utility accounts be charged off.

Respectfully,

A handwritten signature in black ink, appearing to read "Dinah M Babb", with a large, sweeping flourish that loops back to the left.

Dinah M Babb, MGT
Treasurer

Utility Billing
Year 2011
Uncollectible Accounts
City of Franklin

Account ID	Water Sewer Garbage Electric Principal Balance	Water Sewer Garbage Electric Penalty Balance	Principal & Penalty Balance
370475-0	\$ 1,993.31	\$ 3,930.43	\$ 5,923.74
370594-0	99.96	222.03	321.99
363955-0	436.22	843.39	1,279.61
365241-0	229.71	424.05	653.76
366214-0	290.51	563.62	854.13
367129-0	559.66	1,010.09	1,569.75
369841-0	509.26	1,096.97	1,606.23
369980-0	164.82	300.52	465.34
370449-0	449.85	960.11	1,409.96
331140-0	307.55	573.00	880.55
369292-0	68.21	157.47	225.68
369941-0	149.46	13.98	163.44
367620-0	65.84	200.89	266.73
359936-0	365.06	643.15	1,008.21
367962-0	22.27	0.00	22.27
101230-0	364.16	732.81	1,096.97
369329-0	570.65	101.98	672.63
321440-0	21.80	0.00	21.80
71420-0	474.54	826.65	1,301.19
342035-0	98.12	204.07	302.19
370678-0	442.94	873.39	1,316.33
370351-0	54.71	145.98	200.69
90955-0	762.17	1,443.27	2,205.44
370718-0	370.01	710.93	1,080.94
369455-0	1,979.34	4,145.06	6,124.40
370373-0	588.14	1,068.32	1,656.46
359830-0	299.05	593.59	892.64
364632-0	62,365.17	116,032.71	178,397.88
370488-0	575.54	1,030.14	1,605.68
326215-0	173.09	373.62	546.71
91005-0	450.16	781.82	1,231.98
370456-0	249.51	485.08	734.59
370839-0	903.31	1,622.58	2,525.89
370520-0	83.60	156.61	240.21
367058-0	397.27	688.97	1,086.24
366505-0	425.50	899.96	1,325.46
367885-0	417.93	886.23	1,304.16
370359-0	1,143.08	2,424.88	3,567.96
369847-0	412.91	794.42	1,207.33
370393-0	85.41	210.66	296.07
370480-0	287.40	583.74	871.14
360189-0	1,121.98	2,435.75	3,557.73
370514-0	155.21	332.36	487.57
369602-0	202.59	22.25	224.84
91585-0	59.30	163.65	222.95
370586-0	1,412.76	2,940.92	4,353.68
367954-0	308.48	570.37	878.85
369913-0	392.49	816.70	1,209.19
370617-0	205.49	412.18	617.67
353645-0	211.90	369.68	581.58
366905-0	20.85	0.00	20.85
370700-0	349.92	649.12	999.04
370677-0	367.44	724.73	1,092.17
369833-0	84.95	176.58	261.53
369769-0	15.84	47.84	63.68
358159-0	27.08	158.56	185.64
363543-0	1,292.51	1,371.07	2,663.58
370127-0	258.13	516.47	774.60
370646-0	596.44	1,184.47	1,780.91
81640-0	3,655.40	6,848.52	10,503.92
368035-0	540.20	935.44	1,475.64
363711-0	80.77	205.93	286.70
370475-1	0	0	0
91245-0	512.08	599.12	1,111.20
100960-0	445.99	950.51	1,396.50
368842-0	314.93	779.96	1,094.89
369850-0	448.87	756.59	1,205.46
361995-0	86.29	184.23	270.52

Utility Billing
Year 2011
Uncollectible Accounts
City of Franklin

Account ID	Water Sewer Garbage Electric Principal Balance	Water Sewer Garbage Electric Penalty Balance	Principal & Penalty Balance
370305-0	176.81	357.13	533.94
365325-0	1,043.65	1,892.67	2,936.32
370297-0	121.35	244.57	365.92
370247-0	106.39	213.12	319.51
369531-0	458.19	838.88	1,297.07
370610-0	257.28	460.23	717.51
357743-0	85.84	187.47	273.31
358451-0	799.45	1,351.20	2,150.65
368880-0	151.32	323.23	474.55
369433-0	597.92	1,002.43	1,600.35
365375-0	571.58	1,125.24	1,696.82
370709-0	174.78	314.54	489.32
370712-0	567.46	1,085.87	1,653.33
370908-0	303.28	519.48	822.76
368618-0	685.14	1,333.34	2,018.48
369840-0	219.62	411.55	631.17
369131-0	30.49	32.63	63.12
370704-0	50.39	157.27	207.66
Totals	\$ 99,276.03	\$ 184,761.02	\$ 284,037.05
Water	4,757.23	8,052.65	12,809.88
Sewer	5,316.60	584.46	5,901.06
Garbage	4,338.47	477.29	4,815.76
Electric	84,863.73	175,646.62	260,510.35
	\$ 99,276.03	\$ 184,761.02	\$ 284,037.05

757 Accounts terminated in 2011
86 Accounts uncollected
11.36% Percentage of uncollected

\$ 99,276.03	Amount of actual charges uncollected
184,761.02	Amount of penalty on uncollected
\$ 284,037.05	Total uncollected

65.05% of uncollected amount is penalties

**Total uncollected breakdown
by customer type:**

	Water	Sewer	Garbage	Electric	Penalties	Total
Deceased	\$ 610.16	\$ 748.17	\$ 1,131.45	\$ 5,432.45	\$ 12,363.39	\$ 20,285.62
Residential	2,271.48	2,384.12	3,049.19	16,283.17	46,926.46	70,914.42
Commercial	1,875.59	2,184.31	157.83	63,148.11	125,471.17	192,837.01
	\$ 4,757.23	\$ 5,316.60	\$ 4,338.47	\$ 84,863.73	\$ 184,761.02	\$ 284,037.05

Ambulance Billing
FY18 Write-Offs
City of Franklin

Claim#	Date of Service	Current Payer	Balance
A1246	6/18/2013	SELF PAY	\$ 516.30
A2689	7/6/2014	SELF PAY	463.00
00279	10/19/2014	SELF PAY	73.13
00745	2/2/2015	SELF PAY	486.40
01190	6/1/2015	SELF PAY	463.00
01183	6/2/2015	SELF PAY	589.00
01182	6/2/2015	SELF PAY	589.00
01227	6/4/2015	SELF PAY	85.67
01234	6/4/2015	SELF PAY	463.00
01235	6/4/2015	SELF PAY	335.00
01264	6/6/2015	SELF PAY	585.10
01220	6/7/2015	SELF PAY	107.60
01215	6/8/2015	SELF PAY	42.85
01219	6/8/2015	SELF PAY	489.00
01210	6/10/2015	SELF PAY	888.40
01208	6/10/2015	SELF PAY	583.80
01212	6/10/2015	SELF PAY	476.00
01263	6/11/2015	SELF PAY	481.20
01262	6/11/2015	SELF PAY	582.50
01243	6/15/2015	SELF PAY	489.00
01241	6/16/2015	SELF PAY	583.80
01296	6/18/2015	SELF PAY	706.00
01297	6/18/2015	SELF PAY	625.40
01294	6/19/2015	SELF PAY	92.22
01289	6/20/2015	SELF PAY	563.00
01287	6/21/2015	SELF PAY	245.00
01270	6/23/2015	SELF PAY	482.50
01277	6/23/2015	SELF PAY	463.00
01275	6/23/2015	SELF PAY	486.40
01273	6/23/2015	SELF PAY	573.40
01269	6/24/2015	SELF PAY	481.20
01331	6/25/2015	SELF PAY	94.52
01332	6/25/2015	SELF PAY	654.00
01337	6/26/2015	SELF PAY	250.00
01334	6/26/2015	SELF PAY	563.00
01340	6/27/2015	SELF PAY	489.00
01339	6/27/2015	SELF PAY	489.00
01344	6/28/2015	SELF PAY	463.00
01342	6/28/2015	SELF PAY	91.66
01350	6/29/2015	SELF PAY	250.00
01355	6/30/2015	SELF PAY	92.32
01363	7/1/2015	SELF PAY	78.79
01409	7/3/2015	SELF PAY	482.50
01412	7/3/2015	SELF PAY	87.18
01411	7/3/2015	SELF PAY	572.70

Ambulance Billing
FY18 Write-Offs
City of Franklin

Claim#	Date of Service	Current Payer	Balance
01408	7/4/2015	SELF PAY	591.60
01401	7/5/2015	SELF PAY	450.00
01400	7/5/2015	SELF PAY	469.50
01402	7/5/2015	SELF PAY	589.00
01423	7/5/2015	SELF PAY	904.00
01425	7/6/2015	SELF PAY	589.00
01395	7/8/2015	SELF PAY	245.00
01394	7/8/2015	SELF PAY	587.70
01443	7/9/2015	SELF PAY	570.80
01477	7/11/2015	SELF PAY	552.70
01435	7/13/2015	SELF PAY	478.60
01429	7/14/2015	SELF PAY	250.00
01426	7/15/2015	SELF PAY	482.50
01474	7/16/2015	SELF PAY	42.85
01469	7/17/2015	SELF PAY	490.30
01473	7/17/2015	SELF PAY	590.30
01472	7/17/2015	SELF PAY	563.00
01465	7/18/2015	SELF PAY	486.40
01461	7/19/2015	SELF PAY	577.30
01464	7/19/2015	SELF PAY	489.00
01459	7/20/2015	SELF PAY	477.30
01446	7/22/2015	SELF PAY	485.10
01498	7/23/2015	SELF PAY	478.60
01497	7/23/2015	SELF PAY	74.38
01500	7/23/2015	SELF PAY	103.55
01495	7/24/2015	SELF PAY	602.00
01489	7/26/2015	SELF PAY	563.00
01490	7/26/2015	SELF PAY	95.62
01482	7/28/2015	SELF PAY	578.60
01480	7/29/2015	SELF PAY	489.00
01526	7/30/2015	SELF PAY	250.00
01525	7/30/2015	SELF PAY	613.70
01523	7/31/2015	SELF PAY	90.11
01521	7/31/2015	SELF PAY	101.12
01515	8/1/2015	SELF PAY	100.00
01520	8/1/2015	SELF PAY	628.00
01514	8/1/2015	SELF PAY	126.26
01512	8/2/2015	SELF PAY	576.00
01513	8/2/2015	SELF PAY	577.30
01504	8/4/2015	SELF PAY	245.00
01506	8/4/2015	SELF PAY	589.00
01507	8/4/2015	SELF PAY	485.10
01550	8/6/2015	SELF PAY	589.00
01546	8/8/2015	SELF PAY	43.57
01542	8/8/2015	SELF PAY	528.00

Ambulance Billing
FY18 Write-Offs
City of Franklin

Claim#	Date of Service	Current Payer	Balance
01547	8/8/2015	SELF PAY	548.00
01534	8/11/2015	SELF PAY	225.00
01537	8/11/2015	SELF PAY	450.00
01536	8/11/2015	SELF PAY	87.91
01528	8/12/2015	SELF PAY	245.00
01530	8/12/2015	SELF PAY	92.32
01531	8/12/2015	SELF PAY	89.80
01532	8/12/2015	SELF PAY	563.00
01572	8/14/2015	SELF PAY	512.50
01563	8/16/2015	SELF PAY	42.85
01565	8/16/2015	SELF PAY	589.00
01564	8/16/2015	SELF PAY	680.00
01557	8/18/2015	SELF PAY	92.32
01556	8/19/2015	SELF PAY	576.00
01552	8/19/2015	SELF PAY	489.00
01588	8/23/2015	SELF PAY	576.00
01583	8/24/2015	SELF PAY	554.00
01585	8/24/2015	SELF PAY	90.11
01581	8/25/2015	SELF PAY	83.19
01615	8/27/2015	SELF PAY	567.00
01612	8/28/2015	SELF PAY	589.00
01704	8/29/2015	SELF PAY	489.00
01610	8/30/2015	SELF PAY	43.58
01607	8/31/2015	SELF PAY	489.00
01608	8/31/2015	SELF PAY	489.00
01605	9/1/2015	SELF PAY	586.40
01604	9/1/2015	SELF PAY	463.00
01629	9/4/2015	SELF PAY	225.00
01633	9/4/2015	SELF PAY	76.58
01632	9/4/2015	SELF PAY	476.00
01625	9/6/2015	SELF PAY	245.00
01626	9/6/2015	SELF PAY	589.00
01624	9/6/2015	SELF PAY	74.82
01623	9/7/2015	SELF PAY	648.80
01618	9/8/2015	SELF PAY	30.98
01702	9/9/2015	SELF PAY	86.37
01697	9/9/2015	SELF PAY	566.90
01701	9/9/2015	SELF PAY	113.01
01696	9/10/2015	SELF PAY	245.00
01693	9/10/2015	SELF PAY	476.00
01692	9/11/2015	SELF PAY	481.20
01691	9/11/2015	SELF PAY	486.40
01689	9/12/2015	SELF PAY	478.60
01688	9/12/2015	SELF PAY	464.30
01685	9/13/2015	SELF PAY	250.00

Ambulance Billing
FY18 Write-Offs
City of Franklin

Claim#	Date of Service	Current Payer	Balance
01681	9/14/2015	SELF PAY	463.00
01669	9/16/2015	SELF PAY	250.00
01667	9/17/2015	SELF PAY	577.30
01662	9/17/2015	SELF PAY	78.79
01659	9/18/2015	SELF PAY	38.13
01658	9/19/2015	SELF PAY	655.30
01648	9/21/2015	SELF PAY	35.71
01644	9/22/2015	SELF PAY	477.30
01641	9/23/2015	SELF PAY	482.50
01640	9/23/2015	SELF PAY	476.00
01730	9/25/2015	SELF PAY	463.00
01721	9/27/2015	SELF PAY	490.30
01722	9/27/2015	SELF PAY	479.90
01723	9/27/2015	SELF PAY	656.60
01763	10/1/2015	SELF PAY	826.00
01756	10/3/2015	SELF PAY	245.00
01757	10/3/2015	SELF PAY	476.00
01741	10/6/2015	SELF PAY	576.00
01785	10/9/2015	SELF PAY	476.00
01813	10/10/2015	SELF PAY	250.00
01777	10/10/2015	SELF PAY	576.00
01780	10/10/2015	SELF PAY	564.30
01773	10/12/2015	SELF PAY	90.11
01767	10/13/2015	SELF PAY	563.00
01768	10/13/2015	SELF PAY	90.11
01764	10/14/2015	SELF PAY	45.11
01765	10/14/2015	SELF PAY	489.00
01811	10/16/2015	SELF PAY	101.78
01804	10/17/2015	SELF PAY	250.00
01805	10/17/2015	SELF PAY	577.30
01801	10/17/2015	SELF PAY	133.53
01800	10/18/2015	SELF PAY	250.00
01795	10/20/2015	SELF PAY	245.00
01792	10/21/2015	SELF PAY	463.00
01817	10/27/2015	SELF PAY	563.00
01840	10/31/2015	SELF PAY	245.00
01836	11/1/2015	SELF PAY	481.20
01847	11/2/2015	SELF PAY	45.11
01846	11/2/2015	SELF PAY	265.79
01829	11/4/2015	SELF PAY	481.20
01854	11/5/2015	SELF PAY	88.13
01858	11/6/2015	SELF PAY	568.20
01861	11/7/2015	SELF PAY	91.88
01869	11/9/2015	SELF PAY	652.70
01879	11/13/2015	SELF PAY	585.10

Ambulance Billing
FY18 Write-Offs
City of Franklin

Claim#	Date of Service	Current Payer	Balance
01886	11/16/2015	SELF PAY	564.40
01892	11/17/2015	SELF PAY	468.20
01896	11/17/2015	SELF PAY	587.70
01902	11/18/2015	SELF PAY	572.10
01905	11/20/2015	SELF PAY	466.90
01904	11/20/2015	SELF PAY	577.30
01907	11/21/2015	SELF PAY	469.50
01914	11/23/2015	SELF PAY	225.00
01925	11/25/2015	SELF PAY	652.70
01927	11/27/2015	SELF PAY	463.00
01933	11/29/2015	SELF PAY	563.00
01946	12/2/2015	SELF PAY	481.20
01963	12/5/2015	SELF PAY	473.40
01956	12/5/2015	SELF PAY	586.40
01970	12/7/2015	SELF PAY	245.00
01978	12/8/2015	SELF PAY	628.00
01980	12/8/2015	SELF PAY	113.90
02000	12/12/2015	SELF PAY	563.00
02010	12/14/2015	SELF PAY	496.80
02018	12/14/2015	SELF PAY	581.20
02013	12/15/2015	SELF PAY	476.00
02021	12/20/2015	SELF PAY	573.40
02025	12/20/2015	SELF PAY	90.11
02041	12/26/2015	SELF PAY	101.12
02047	12/30/2015	SELF PAY	77.91
02048	12/30/2015	SELF PAY	589.00
02050	1/1/2016	SELF PAY	576.00
02049	1/1/2016	SELF PAY	463.00
02059	1/3/2016	SELF PAY	476.00
02063	1/4/2016	SELF PAY	466.90
02064	1/4/2016	SELF PAY	89.76
02056	1/4/2016	SELF PAY	579.90
02066	1/5/2016	SELF PAY	563.00
02065	1/5/2016	SELF PAY	486.40
02068	1/6/2016	SELF PAY	481.20
02079	1/7/2016	SELF PAY	573.40
02081	1/8/2016	SELF PAY	573.40
02087	1/10/2016	SELF PAY	528.00
02091	1/10/2016	SELF PAY	861.10
02100	1/13/2016	SELF PAY	582.50
02544	1/14/2016	SELF PAY	339.66
02102	1/14/2016	SELF PAY	589.00
02129	1/15/2016	SELF PAY	577.30
02109	1/15/2016	SELF PAY	576.00
02112	1/18/2016	SELF PAY	576.00

Ambulance Billing
FY18 Write-Offs
City of Franklin

Claim#	Date of Service	Current Payer	Balance
02116	1/18/2016	SELF PAY	476.00
02114	1/18/2016	SELF PAY	300.00
02122	1/19/2016	SELF PAY	75.40
02124	1/20/2016	SELF PAY	89.66
02139	1/21/2016	SELF PAY	565.60
02144	1/22/2016	SELF PAY	615.00
02143	1/22/2016	SELF PAY	524.10
02142	1/22/2016	SELF PAY	583.80
02138	1/22/2016	SELF PAY	572.10
02174	1/27/2016	SELF PAY	466.90
02180	1/28/2016	SELF PAY	583.80
02182	1/29/2016	SELF PAY	490.30
02186	1/29/2016	SELF PAY	91.29
02188	1/31/2016	SELF PAY	573.40
02193	2/1/2016	SELF PAY	589.00
02192	2/1/2016	SELF PAY	300.00
02190	2/1/2016	SELF PAY	579.90
02197	2/2/2016	SELF PAY	563.00
02198	2/2/2016	SELF PAY	862.00
02207	2/4/2016	SELF PAY	102.92
02209	2/6/2016	SELF PAY	485.10
02215	2/8/2016	SELF PAY	581.20
02217	2/9/2016	SELF PAY	476.00
02221	2/10/2016	SELF PAY	602.00
02224	2/11/2016	SELF PAY	502.00
02233	2/14/2016	SELF PAY	565.60
02235	2/15/2016	SELF PAY	576.00
02240	2/15/2016	SELF PAY	472.10
02249	2/16/2016	SELF PAY	476.00
02246	2/16/2016	SELF PAY	589.00
02251	2/17/2016	SELF PAY	576.00
02256	2/18/2016	SELF PAY	589.00
02266	2/20/2016	SELF PAY	596.80
02270	2/22/2016	SELF PAY	599.40
02271	2/22/2016	SELF PAY	300.00
02275	2/23/2016	SELF PAY	90.86
02273	2/23/2016	SELF PAY	552.70
02281	2/24/2016	SELF PAY	589.00
02280	2/24/2016	SELF PAY	489.00
02279	2/24/2016	SELF PAY	20.00
02282	2/24/2016	SELF PAY	87.78
02286	2/25/2016	SELF PAY	300.00
02292	2/26/2016	SELF PAY	813.00
02299	2/29/2016	SELF PAY	300.00
02303	2/29/2016	SELF PAY	581.20

Ambulance Billing
FY18 Write-Offs
City of Franklin

Claim#	Date of Service	Current Payer	Balance
02314	3/2/2016	SELF PAY	839.00
02312	3/2/2016	SELF PAY	572.10
02311	3/2/2016	SELF PAY	572.10
02317	3/3/2016	SELF PAY	496.80
02320	3/5/2016	SELF PAY	667.00
02338	3/11/2016	SELF PAY	669.60
02342	3/11/2016	SELF PAY	466.90
02337	3/11/2016	SELF PAY	463.00
02348	3/14/2016	SELF PAY	917.00
02347	3/14/2016	SELF PAY	574.70
02351	3/15/2016	SELF PAY	476.00
02354	3/15/2016	SELF PAY	481.20
02408	3/15/2016	SELF PAY	472.10
02361	3/16/2016	SELF PAY	550.00
02359	3/16/2016	SELF PAY	831.20
02363	3/17/2016	SELF PAY	473.40
02365	3/17/2016	SELF PAY	557.90
02362	3/17/2016	SELF PAY	565.60
02374	3/21/2016	SELF PAY	115.06
02377	3/22/2016	SELF PAY	90.86
02384	3/23/2016	SELF PAY	560.50
02464	3/24/2016	SELF PAY	698.20
02386	3/24/2016	SELF PAY	579.90
02390	3/26/2016	SELF PAY	466.90
02391	3/26/2016	SELF PAY	290.00
02398	3/27/2016	SELF PAY	474.70
02402	3/28/2016	SELF PAY	91.51
02411	3/31/2016	SELF PAY	600.70
02416	4/2/2016	SELF PAY	391.09
02419	4/3/2016	SELF PAY	589.00
02418	4/3/2016	SELF PAY	131.45
02421	4/5/2016	SELF PAY	476.00
02427	4/6/2016	SELF PAY	341.10
02422	4/6/2016	SELF PAY	276.00
02428	4/9/2016	SELF PAY	325.64
02430	4/10/2016	SELF PAY	589.00
02607	4/11/2016	SELF PAY	566.90
02439	4/14/2016	SELF PAY	554.00
02443	4/15/2016	SELF PAY	563.00
02445	4/16/2016	SELF PAY	576.00
02449	4/17/2016	SELF PAY	476.00
02455	4/18/2016	SELF PAY	470.80
02456	4/19/2016	SELF PAY	93.83
02484	4/20/2016	SELF PAY	75.40
02460	4/20/2016	SELF PAY	650.10

Ambulance Billing
FY18 Write-Offs
City of Franklin

Claim#	Date of Service	Current Payer	Balance
02465	4/22/2016	SELF PAY	572.10
02466	4/22/2016	SELF PAY	360.29
02470	4/23/2016	SELF PAY	489.00
02469	4/23/2016	SELF PAY	878.00
02472	4/25/2016	SELF PAY	76.72
02479	4/27/2016	SELF PAY	478.60
02482	4/28/2016	SELF PAY	469.50
02495	5/2/2016	SELF PAY	115.06
02493	5/2/2016	SELF PAY	1,171.40
02494	5/2/2016	SELF PAY	85.05
02500	5/3/2016	SELF PAY	89.66
02502	5/4/2016	SELF PAY	476.00
02508	5/6/2016	SELF PAY	481.20
02516	5/7/2016	SELF PAY	76.73
02524	5/8/2016	SELF PAY	595.50
02525	5/9/2016	SELF PAY	573.40
02527	5/9/2016	SELF PAY	77.38
02528	5/9/2016	SELF PAY	466.90
02534	5/11/2016	SELF PAY	577.30
02536	5/12/2016	SELF PAY	151.88
02537	5/16/2016	SELF PAY	472.10
02538	5/17/2016	SELF PAY	463.00
02548	5/21/2016	SELF PAY	579.90
02550	5/24/2016	SELF PAY	455.20
02554	5/25/2016	SELF PAY	583.80
02555	5/26/2016	SELF PAY	576.00
02560	5/28/2016	SELF PAY	99.97
02564	5/28/2016	SELF PAY	56.48
02565	5/29/2016	SELF PAY	111.70
02570	5/30/2016	SELF PAY	563.00
02575	5/31/2016	SELF PAY	275.45
02573	5/31/2016	SELF PAY	563.00
02576	6/1/2016	SELF PAY	224.66
02577	6/1/2016	SELF PAY	582.50
02585	6/5/2016	SELF PAY	596.80
02594	6/7/2016	SELF PAY	559.10
02603	6/9/2016	SELF PAY	660.50
02605	6/10/2016	SELF PAY	576.00
02609	6/11/2016	SELF PAY	476.00
02611	6/11/2016	SELF PAY	300.00
02613	6/11/2016	SELF PAY	576.00
02619	6/13/2016	SELF PAY	656.60
02616	6/13/2016	SELF PAY	478.60
02615	6/13/2016	SELF PAY	476.00
02618	6/13/2016	SELF PAY	463.00

Ambulance Billing
FY18 Write-Offs
City of Franklin

Claim#	Date of Service	Current Payer	Balance
02621	6/13/2016	SELF PAY	455.20
02633	6/17/2016	SELF PAY	473.40
02630	6/17/2016	SELF PAY	481.20
02636	6/18/2016	SELF PAY	566.90
02640	6/19/2016	SELF PAY	706.00
02638	6/19/2016	SELF PAY	58.66
02644	6/20/2016	SELF PAY	90.86
02647	6/22/2016	SELF PAY	563.00
02661	6/28/2016	SELF PAY	468.20
02660	6/28/2016	SELF PAY	476.00
02668	7/1/2016	SELF PAY	576.00
02671	7/2/2016	SELF PAY	300.00
02678	7/3/2016	SELF PAY	441.13
02675	7/3/2016	SELF PAY	91.07
02680	7/3/2016	SELF PAY	479.90
02679	7/3/2016	SELF PAY	581.20
02683	7/5/2016	SELF PAY	476.12
02684	7/5/2016	SELF PAY	72.55
02696	7/9/2016	SELF PAY	539.70
02695	7/9/2016	SELF PAY	489.00
02701	7/13/2016	SELF PAY	576.00
02704	7/13/2016	SELF PAY	300.00
02707	7/14/2016	SELF PAY	589.00
02710	7/15/2016	SELF PAY	581.20
02712	7/15/2016	SELF PAY	615.00
02711	7/15/2016	SELF PAY	113.45
02715	7/17/2016	SELF PAY	820.80
02716	7/17/2016	SELF PAY	600.80
02720	7/19/2016	SELF PAY	563.00
02728	7/20/2016	SELF PAY	582.50
02727	7/20/2016	SELF PAY	569.50
02732	7/21/2016	SELF PAY	476.00
02736	7/23/2016	SELF PAY	89.76
02743	7/28/2016	SELF PAY	566.90
02744	7/28/2016	SELF PAY	556.50
02749	7/29/2016	SELF PAY	91.51
02747	7/29/2016	SELF PAY	557.90
02757	7/31/2016	SELF PAY	353.73
02758	7/31/2016	SELF PAY	461.70
02767	8/1/2016	SELF PAY	87.78
02765	8/1/2016	SELF PAY	479.90
02762	8/1/2016	SELF PAY	440.10
02781	8/2/2016	SELF PAY	78.47
02771	8/3/2016	SELF PAY	589.00
02787	8/9/2016	SELF PAY	476.00

Ambulance Billing
FY18 Write-Offs
City of Franklin

Claim#	Date of Service	Current Payer	Balance
02785	8/9/2016	SELF PAY	300.00
02789	8/10/2016	SELF PAY	74.81
02791	8/11/2016	SELF PAY	508.37
02796	8/11/2016	SELF PAY	135.87
02795	8/11/2016	SELF PAY	554.00
02797	8/12/2016	SELF PAY	589.00
02802	8/13/2016	SELF PAY	30.00
02811	8/15/2016	SELF PAY	992.00
02812	8/16/2016	SELF PAY	300.00
02817	8/18/2016	SELF PAY	300.00
02825	8/18/2016	SELF PAY	307.16
02818	8/19/2016	SELF PAY	581.20
02821	8/21/2016	SELF PAY	570.80
02827	8/22/2016	SELF PAY	466.90
02829	8/23/2016	SELF PAY	300.00
02832	8/24/2016	SELF PAY	88.88
02834	8/25/2016	SELF PAY	90.09
02851	8/31/2016	SELF PAY	443.73
02858	9/1/2016	SELF PAY	474.70
02855	9/1/2016	SELF PAY	599.50
02863	9/5/2016	SELF PAY	555.30
02865	9/6/2016	SELF PAY	473.40
02869	9/8/2016	SELF PAY	470.80
02874	9/9/2016	SELF PAY	90.86
02871	9/9/2016	SELF PAY	564.30
02880	9/11/2016	SELF PAY	465.60
02883	9/11/2016	SELF PAY	646.20
02888	9/12/2016	SELF PAY	581.20
02889	9/13/2016	SELF PAY	570.80
02891	9/13/2016	SELF PAY	481.20
02896	9/15/2016	SELF PAY	552.70
02900	9/17/2016	SELF PAY	512.40
02904	9/20/2016	SELF PAY	574.70
02905	9/20/2016	SELF PAY	574.70
02907	9/21/2016	SELF PAY	635.80
02911	9/21/2016	SELF PAY	77.16
02926	9/26/2016	SELF PAY	466.90
02925	9/26/2016	SELF PAY	576.00
02927	9/27/2016	SELF PAY	487.70
02928	9/28/2016	SELF PAY	511.10
02931	9/29/2016	SELF PAY	100.00
02930	9/29/2016	SELF PAY	300.00
02941	10/2/2016	SELF PAY	569.50
02947	10/3/2016	SELF PAY	478.60
02946	10/3/2016	SELF PAY	559.10

Ambulance Billing
FY18 Write-Offs
City of Franklin

Claim#	Date of Service	Current Payer	Balance
02949	10/4/2016	SELF PAY	479.90
02952	10/5/2016	SELF PAY	469.50
02953	10/5/2016	SELF PAY	77.38
02974	10/11/2016	SELF PAY	470.80
02978	10/12/2016	SELF PAY	470.80
02979	10/13/2016	SELF PAY	477.30
02986	10/15/2016	SELF PAY	541.00
02994	10/17/2016	SELF PAY	77.16
02991	10/17/2016	SELF PAY	478.60
02989	10/17/2016	SELF PAY	470.80
02998	10/17/2016	SELF PAY	468.20
02990	10/17/2016	SELF PAY	470.80
03006	10/22/2016	SELF PAY	300.00
03009	10/23/2016	SELF PAY	74.30
03014	10/24/2016	SELF PAY	469.50
03015	10/24/2016	SELF PAY	472.10
03016	10/27/2016	SELF PAY	294.20
03021	10/30/2016	SELF PAY	233.43
03023	10/30/2016	SELF PAY	175.14
03017	10/30/2016	SELF PAY	559.10
03026	11/1/2016	SELF PAY	459.10
03027	11/1/2016	SELF PAY	102.26
03030	11/2/2016	SELF PAY	585.10
03031	11/2/2016	SELF PAY	579.90
03036	11/3/2016	SELF PAY	802.30
03043	11/6/2016	SELF PAY	602.00
03051	11/8/2016	SELF PAY	469.50
03054	11/9/2016	SELF PAY	564.30
03061	11/13/2016	SELF PAY	827.30
03068	11/16/2016	SELF PAY	76.50
03070	11/16/2016	SELF PAY	634.60
03081	11/20/2016	SELF PAY	479.90
03084	11/20/2016	SELF PAY	581.20
			\$ 208,916.25



*Office Of The City Manager
R. Randy Martin*

April 17, 2018

To: Mayor & Council Members
From: R. Randy Martin, City Manager
Subject: CAFR Award Recognition

I am very pleased to announce that the City's 2017 Comprehensive Annual Financial Report (CAFR) has qualified for and received its 6th consecutive annual Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting. Enclosed is a copy of the certificate and a press release.

I congratulate all parties that contributed to this outstanding achievement but specifically Interim Finance Director Tracy Gregory and the Finance Department staff.

Enclosures



GOVERNMENT FINANCE OFFICERS ASSOCIATION
NEWS RELEASE

FOR IMMEDIATE RELEASE

04/12/2018

For more information contact:
Michele Mark Levine, Director/TSC
Phone: (312) 977-9700
Fax: (312) 977-4806
E-mail: mlevine@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.



Government Finance Officers Association

**Certificate of
Achievement
for Excellence
in Financial
Reporting**

Presented to

**City of Franklin
Virginia**

For its Comprehensive Annual
Financial Report
for the Fiscal Year Ended

June 30, 2017

Christopher P. Morill

Executive Director/CEO

OLD/NEW BUSINESS

- A. EMS Ambulance Billing Fee Charges • • • Chief Vince Holt
- B. Paramedic Pay Adjustment • • • Chief Vince Holt
- C. Planning & Development Changes to Facilitate Economic Growth
Donald Goodwin
- D. School Board Terms & Appointments • • H. Taylor Williams, IV
- E. City Manager’s Report • • R. Randy Martin
 - 1. 2018 Employee Health Insurance Plan Renewal



Franklin Fire and Rescue

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

Vince Holt
Director of Emergency Services

DATE: February 8, 2018
TO: Mr. Randy Martin – City Manager
FROM: Chief Vince Holt
REF: Ambulance Billing Fees

Ordinance Modification

On November 7, 2017 we received notification from our ambulance billing company that a new category for billing was going to be implemented in January 2018. The new category is classified as Treatment-Without-Transport. This category would allow us to bill patients that we treat on the scene but are not transported to the hospital due to them refusing to go. To enable our agency to take advantage of this new payment category we would need to revise our current ambulance ordinance. During the revision I would also recommend updating the billing rates for the other levels of service. I have attached the current and a recommended revision which includes adding the new category of billing along with updating the existing bill rates to a more current rate that is being applied in the neighboring jurisdictions of Isle of Wight County and the City of Suffolk.

EMS Subscription

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

Southampton County charges an annual rate of \$59 with Isle of Wight County and the City of Suffolk charging \$60 per household. As we move forward with investigating whether to take a harder line on the recovery of ambulance costs this may offer our citizens a fairly inexpensive method of reassurance that they will not face the burden of paying a large sum out of pocket should they need to utilize our ambulance service. I have attached examples of program literature and applications from Isle of Wight County and the City of Suffolk.

Please advise if you have any questions on the above items,

City of Franklin, VA
Tuesday, January 30, 2018

Chapter 10. FIRE PREVENTION AND PROTECTION

Article III. Ambulance Services

§ 10-31. Fees for ambulance services.

[Ord. of 10-28-2002(2)]

- (a) There shall be fees charged by the City for ambulance service provided by the Department of Emergency Services as follows:

Type	Fee
Basic Life Support (BLS)	\$300
Advanced Life Support 1 (ALS1)	\$400
Advanced Life Support 2 (ALS2)	\$575

- (b) In addition to the above fees, there is also imposed a fee of \$8.25 per mile from the location where pickup of the patient is made to the hospital or other institution where the patient is delivered (loaded miles).

§ 10-31 Fees for ambulance services.
[Ord. of 10-28-2002(2)]

(a)

There shall be fees charged by the City for ambulance service provided by the Department of Emergency Services as follows:

Type	Fee
Treatment –Without- Transport (A0998)	\$380
Basic Life Support (BLS)	\$400
Advanced Life Support 1 (ALS1)	\$650
Advanced Life Support 2 (ALS2)	\$800

(b)

In addition to the above fees, there is also imposed a fee of \$10.25 per mile from the location where pickup of the patient is made to the hospital or other institution where the patient is delivered (loaded miles).



I WANT TO GUIDE TO SERVICES COUNTY OFFICES ELECTED OFFICIALS LOCAL WEBSITES



EMS Subscription Services Program

The EMS Subscription Service is a program to help residents and those who work in the County defray out-of-pocket expenses, such as health insurance co-payments and deductibles, when they need emergency ambulance transportation. Subscribers will not be billed for transportation services under the EMS Revenue Recovery Program. Potential subscribers should check with their health insurance carrier to determine if the program is right for them.

For only \$60 a year, a subscriber may enroll all family members of his or her household. A residential subscription subscription may also include family members of the subscriber listed on the application who reside in assisted living or nursing facilities located in the County. Please complete the EMS Subscription Service application and list all family members that currently reside in your home, assisted living facilities in Isle of Wight, and nursing facilities located in Isle of Wight. Please include copies of all insurance cards for each applicant. Mail the completed application and your check or money order in the amount of \$60 to:

*Isle of Wight County EMS
Subscription Service Program
PO BOX 109
Isle of Wight, VA 23397*

[Link to EMS Subscription Service Application](#)

After your application is processed , your canceled check will serve as your receipt to confirm enrollment in the subscription program.

For assistance please call the Department of Emergency Services at: (757) 365-6295.

Search Emergency Services

HOT TOPIC:

[Winter Weather](#)

- [Emergency Services Home](#)
- [Meet the Staff](#)
- [Volunteer Fire and Rescue Agencies](#)
- [Fire and EMS Training Calendar](#)
- [Standard Operational Guidelines](#)
- [Response Data](#)
- [Fire and EMS Documents](#)
- [Knox Box Program](#)
- [Emergency Management](#)
- [Open Burning Information](#)
- [Fire Safety Education](#)
- [Employee Information](#)
- [EMS Provider Training](#)
- [EMS Ambulance Billing Information](#)

Temperature: F
Humidity: %
Bar: inHg
Dew Point: F
Pressure: in
Updated: 1/1/2018 10:00 AM

[Real-Time Weather Link](#)

What is the EMS Subscription Service?

The **EMS Subscription Service** is a program to help citizens and those who work in the County defray out-of-pocket expenses, such as health insurance co-payments and deductibles, when they need emergency ambulance transportation. On July 1, 2005 the County of Isle of Wight will begin charging for emergency ambulance transportation provided by the County and the Volunteer EMS agencies in Carrollton, Smithfield and Windsor as part of the County's EMS Revenue Recovery Program. **Subscribers** will not be charged for transportation services. Potential subscribers should check with their health insurance carrier to determine if the program is right for them.

For only **\$60 a year**, a subscriber may enroll all family members of his or her household. A subscription covers individuals listed on the application form who reside at the listed address. A residential subscription may also include family members of the subscriber listed on the application who reside in assisted-living or nursing facilities located in the County. These individuals must also be listed on this form.

Part 1: APPLICANT				
Last Name	First Name	MI.	Social Security Number	Date of Birth
Street Address				
City		State	Zip Code	Telephone Number
Part 2: ADDITIONAL RESIDENTS AT THIS ADDRESS; FAMILY IN NURSING HOMES, ETC.				
Last Name	First Name	MI.	Social Security Number	Date of Birth
Last Name	First Name	MI.	Social Security Number	Date of Birth
Last Name	First Name	MI.	Social Security Number	Date of Birth
Last Name	First Name	MI.	Social Security Number	Date of Birth

Note: Applicants who are eligible to subscribe individually as students or workers at County businesses should only complete Part 1.

BILLING AUTHORIZATION/RESPONSIBILITY FOR PAYMENT

I understand that I am financially responsible for the services provided to me by Isle of Wight County (the County) regardless of insurance coverage. I request that payment of authorized Medicare or other insurance benefits be made on my behalf to the County or its billing agent for any services provided to me by the County. I authorize and direct any holder of medical information or documentation about me to release to the Center for Medicare and Medicaid Services or its successors and its carriers and agents, as well as to the County and its billing agents, any information or documentation needed to determine these benefits, or benefits payable for any services provided to me by the County, now or in the future. I agree to immediately remit to the County any payments that I receive directly from any source for the services provided to me. A copy of this form is as valid as the original.

Signature _____ Date _____

Please make your check or money order payable to **Isle of Wight County** and mail to:

Isle of Wight County EMS Subscription Service Program
PO Box 80
Isle of Wight, VA 23397

QUESTIONS AND ANSWERS

Does my insurance pay for ambulance transports?
Many insurance companies, Medicare and Medicaid pay either in full or a portion of an emergency ambulance bill. To be certain, please contact your insurance company.

What charges will my insurance be billed?
Charges will be dependent upon care given and distance traveled:

Basic Life Support \$400
Advanced Life Support I \$650
Advanced Life Support II \$800
Mileage to Hospital - \$10.00/mile

What if my insurance denies the claim?
The billing company will work with you to resubmit the bill. A letter from your physician might be requested to reinforce the need for an emergency transportation on that occasion.

If I am injured in a vehicle accident will my medical insurance be billed?
The auto insurance company will be billed if provided that information.



SUBSCRIPTION SERVICE

To assist with out-of-pocket expenses that a patient may incur, the City has implemented a Subscription Service that allows residents to cover their entire family for a \$60 annual subscription fee. Non-residents may also purchase a subscription for themselves for \$60/year. Call today for information on this program and for an application.

HELP US FIND YOU IN AN EMERGENCY

Can the ambulance find your home at night, in the rain?

Make sure your home and mailbox are correctly marked with your house number. Numbers should be durable and easily visible and not less than 3" tall. The numbers should be placed by the main entrance to your house. If your entrance is not visible from the road, or is more than 50 feet from the road, then your driveway should be marked as well.



EMERGENCY MEDICAL SERVICES

Passport Subscription Service



City of Suffolk
Fire & Rescue
P.O. Box 1858
Suffolk, Virginia 23439
Phone (757) 514-4550

EMS PASSPORT SUBSCRIPTION SERVICE

THE MONEY IS THERE *for EMS CARE*

Most patients have sources of funding already **paid for** and **dedicated** to EMS services.

Funds come from premiums paid to health and auto insurance policies, workers' compensation, Medicare and Medicaid. Until now, these funds have gone **untapped**. Using this method, those who use the service fund the service. This relieves the taxpayers of the burden of funding the increasing costs of providing EMS in the community. Were it not for this program, taxes would need to be increased in order to supply the needed funding.

EMS REVENUE RECOVERY WORKS LIKE BILLING FOR OTHER HEALTHCARE SERVICES:

- As required by law, Statements of Services Rendered are sent to all patients treated and transported. Charges are based on the type of service provided and the distance traveled. If the patient is not transported, there is no charge.
- Claims are filed by the City seeking reimbursement directly from the insurance carriers.
- Patients are billed for any deductibles, co-payments and charges not paid by third-party sources. If patients do not have insurance, they will be responsible for any charges.

ABSOLUTELY NO ONE WILL EVER BE DENIED EMS SERVICES BASED UPON THEIR ABILITY TO PAY.

Will EMS Revenue Recovery eliminate the need for me to support my local EMS agency?

Absolutely not! In order for the Volunteer agency to continue to provide our community with the **best personnel** and **equipment** it is essential for you to support the agencies giving of your time, talents, and donations.

For additional information call
(757) 514-4550 or visit the City's website
at
www.suffolkva.us.



How to Enroll

Complete the EMS
Subscription Service
Application, including
Assignment of Benefits
(please print or type). Mail
the completed application and
your check or money order in
the amount of \$60 to:

City of Suffolk EMS
Subscription Program
PO Box 1858
Suffolk, VA 23439

After your application is
processed, your canceled
check will serve as your
receipt confirming your
enrollment in the subscription
program. For assistance
please call Suffolk Fire and
Rescue at (757) 514-4550.

City of Suffolk
EMS Subscription Program
PO Box 1858
Suffolk, VA 23439
(757) 514-7550



EMS PASSPORT A SUBSCRIPTION SERVICE APPLICATION

Part of the Emergency Medical Services
Revenue Recovery Program

What is the EMS Subscription Service?

The **EMS Subscription Service** is a program to help citizens and those who work in the City defray out-of-pocket expenses, such as health insurance co-payments and deductibles, when they need emergency ambulance transportation. On September 1, 2006 the City of Suffolk, as well as Nansemond Suffolk Volunteer Rescue Squad, began charging for emergency ambulance transportation as part of the City's EMS Revenue Recovery Program. Subscribers will not be charged for transportation services. Potential subscribers should check with their health insurance carrier to determine if the program is right for them.

For **\$60 a year**, a subscriber may enroll all members of his or her household. A subscription covers individuals listed on the application form, who reside at the listed address. A residential subscription also includes family members of the subscriber listed on the application, who reside in assisted-living or nursing facilities located in the City.

Part 1: APPLICANT				
Last Name	First Name	MI.	Social Security Number	Date of Birth
Street Address				
City		State	Zip Code	Telephone Number
Part 2: ADDITIONAL RESIDENTS AT THIS ADDRESS; FAMILY IN NURSING HOMES, ETC.				
Last Name	First Name	MI.	Social Security Number	Date of Birth
Last Name	First Name	MI.	Social Security Number	Date of Birth
Last Name	First Name	MI.	Social Security Number	Date of Birth
Last Name	First Name	MI.	Social Security Number	Date of Birth

Note: Applicants who are eligible to subscribe individually as students or workers at City businesses should complete only Part 1.

BILLING AUTHORIZATION/RESPONSIBILITY FOR PAYMENT

I understand that I am financially responsible for the services provided to me by Suffolk Fire & Rescue (SFR) and Nansemond Suffolk Volunteer Rescue Squad (NSVRS) regardless of insurance coverage. I request that payment of authorized Medicare or other insurance benefits be made on my behalf to the City of Suffolk or its billing agent for any services provided to me by SFR and or NSVRS. I authorize and direct any holder of medical information or documentation about me to release to the Center for Medicare and Medicaid Services or its successors and its carriers and agents, as well as to the City of Suffolk and its billing agents, any information or documentation needed to determine these benefits, or benefits payable for any services provided to me by SFR and or NSVRS, now or in the future. I agree to immediately remit to the City of Suffolk any payments that I receive directly from any source

Signature _____

Date _____

Please make your check or money order payable to the City of Suffolk and mail to:

P.O. Box 1858

Suffolk, VA 23439



Southampton County

EMS Subscription Application

Boykins Volunteer Fire Department and Rescue Squad, Inc.

WHAT IS AN E.M.S. SUBSCRIPTION?

An EMS subscription is a program to help citizens defray out-of-pocket expenses, such as health insurance co-payments and deductibles, when they need emergency ambulance transportation. On November 1, 2005 the volunteer rescue squads in Boykins, Capron, Courtland and Ivor began charging for emergency ambulance transportation as part of Southampton County's EMS Revenue Recovery Program. **Subscribers will not be charged for co-payments and deductibles.** Potential subscribers should check with their health insurance carrier to determine if the EMS subscription program is right for them.

For \$59 annually, a subscriber may enroll all members of his or her household. A single subscriber may enroll for \$39 annually. A subscription covers individuals listed on this application form, who reside at the listed address.

Please make your check or money order payable to Boykins Volunteer Fire Department and Rescue Squad, Inc. and mail this application and payment to:

Boykins VFD and Rescue Squad, Inc.
P.O. Box 347
Boykins, VA 23827

Part 1: APPLICANT

Last Name	First Name	MI.	Social Security Number	Date of Birth
Street Address				
City	State	Zip Code	Phone No.	

Part 2: ADDITIONAL RESIDENTS AT THIS ADDRESS

Last Name	First Name	MI.	Social Security Number	Date of Birth
Last Name	First Name	MI.	Social Security Number	Date of Birth
Last Name	First Name	MI.	Social Security Number	Date of Birth
Last Name	First Name	MI.	Social Security Number	Date of Birth

BILLING AUTHORIZATION/RESPONSIBILITY FOR PAYMENT

I understand that I am financially responsible for the services provided to me by agents of Southampton County and the Boykins Volunteer Rescue Squad regardless of insurance coverage. I request that payment of authorized Medicare or other insurance benefits be made on my behalf to Southampton County or its billing agent for any ambulance transportation services provided to me by Boykins Volunteer Rescue Squad. I authorize and direct any holder of medical information or documentation about me to release to the Centers for Medicare and Medicaid Services or its successors and its carriers and agents, as well as to Southampton County and its billing agents, any information or documentation needed to determine these benefits, or benefits payable for any services provided to me by Southampton County or the Boykins Volunteer Rescue Squad, now or in the future. I agree to immediately remit to Southampton County any payments that I receive directly from any source for the ambulance transport services provided to me. A copy of this form is as valid as the original.

Signature of Applicant

Date



To: Our Valued AMB Clients

Date: November 7, 2017

Re: Anthem/BCBS Payment for Treatment, No Transport

Please see the information below received from Chris Kelly, a legal EMS expert, regarding payment for treatment, no transport:

I'm sure you have already heard that Anthem/Blue-Cross has announced that in some states they will be paying for ambulance service when treatment has been given but no transport was made. The payment for this will be around \$380. This policy will go into effect in January, 2018, for 14 states: California, Colorado, Connecticut, Georgia, Indiana, Kentucky, Maine, Missouri, Nevada, New Hampshire, New York, Ohio, Virginia and Wisconsin.

This announcement comes on the heels of Anthem stating that they would not pay for Emergency Room claims where there was no actual emergency medical condition. This seems to indicate that Anthem is trying to reduce the average cost of a claim by encouraging their insureds to use primary care physicians when appropriate instead of ERs which are much more expensive.

To achieve that same goal, they are also looking to encourage ambulance service suppliers not to transport to an ER just because that is the only covered destination. With this new policy, they can encourage EMS to treat on scene, with a reimbursement rate that is roughly the same as Medicare would pay for a BLS level emergency transport (but which is also much less than an average ER visit bill). Of course I am all for this, it is definitely a benefit for ambulance service suppliers and one that is long over-due, however it comes with some challenges.

Here are some things you should consider in getting prepared for to take advantage of this new policy:

- 1. You will have to identify early on which patients may have this type of coverage- this may require some dispatch involvement or crew inquiry.*



AMB

Ambulance Medical Billing

2. *You will need to set a rate for this treatment-without-transport service (HCPCS code A0998);*
3. *Actual treatment must be documented by your crew (whether that be in your normal trip report or on a refusal form modified to include a treatment section is up to you);*
4. *Patient signature for assignment of benefits should be captured (and if you are using a modified refusal form, that will need to be another one of the modifications); and*
5. *Crews may need additional training on all of the above, as well as the decision making process and informed consent piece for patients that are not transported.*

Finally, keep in mind that even if you are not in one of the 14 states listed above, other payors have either implemented similar policies or are considering it, including Medicare and some Medicaid programs. So I strongly feel that this type of payment policy will spread, therefore preparing for it cannot start too early.

*Chris Kelly
Chief Legal Officer*

If there is anything that AMB can do to help in preparing to take advantage of this new payment option, please let us know. We will be happy to help revise/review your refusal form or assist with addition training materials.

Best regards,

Bill Harrod

MARS/AMB Executive Director



Franklin Fire and Rescue

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

Vince Holt
Director of Emergency Services

DATE: February 8, 2018
TO: Mr. Randy Martin – City Manager
FROM: Chief Vince Holt
REF: Paramedic Pay Adjustments

Attached is an updated spreadsheet with the recommended salary adjustments that are necessary to prevent us from continuing to lose our Paramedics to neighboring localities and to position us to be able to recruit trained personnel. Our goal would be to maintain a trained staff of 13 paramedics with the remainder of the staff being EMT-Intermediates, Advanced, or Basic.

I feel we could absorb the initial phase in this year's budget and plan for the remaining phase in our 2018-19 budget preparation.

Please let me know if you have any questions.

Fire & Rescue Recruitment/Retention Talking Points

- In six months we have lost four employees
 - Two were Firefighter/EMT-Paramedics, 1 Firefighter/EMT-Intermediate, and 1 Firefighter/EMT-Advanced
 - Combined 30 years of service.
 - Firefighter/EMT-Paramedic Mason – 11 years – \$43,849
 - Lieutenant/EMT-Intermediate Russell – 10 years – \$ 44,144
 - Firefighter/EMT-Paramedic Jordan – 5 years- \$42,224
 - Firefighter/EMT-Advanced Minga – 4 years - \$35,695
 - Three of the four were hired by Suffolk Fire & Rescue and the remaining employee went into the private industry.
 - The localities that we have lost personnel to within the last three years due to special hires are:
 - Chesapeake
 - Suffolk
 - Isle of Wight
- Average starting pay for a FF/Paramedic with these localities is \$47,463 as compared to \$41,241 that the City of Franklin pays.
- Per the attached screenshot of Career Opportunities for the City of Suffolk an entry level Firefighter starts at a higher salary than we pay a Firefighter/Paramedic.

Search

13 jobs found



Sort Filter

Facebook Twitter LinkedIn Google+ Email

Firefighter

Suffolk, VA

Full Time - \$42,344.00 - \$54,412.00 annually

Category: Community Services / Public Safety / Fire & EMS / Safety / EMS / Emergency Management

Suffolk Fire & Rescue is interested in hiring experienced Firefighters readily equipped with the training, experience and knowledge required to be a Suffolk Firefighter. Below are the minimum qualifications and special requirements necessary to be hired as a Firefighter. Be at least 18 y...

Facebook Twitter LinkedIn Google+ Email

Firefighter/Medic

Suffolk, VA

Full Time - \$46,684.00 - \$62,240.00 annually

Category: Community Services / Public Safety / Fire & EMS / Safety / EMS / Emergency Management

Suffolk Fire & Rescue is interested in hiring experienced Fire/Medics readily equipped with the training, experience and knowledge required to be a Suffolk Fire/Medic. Below are the minimum qualifications and special requirements necessary to be hired as a Fire/Medic. Be at least 18...

Facebook Twitter LinkedIn Google+ Email

Park Attendant (Part-time)

Suffolk, VA

Part Time - \$11.34 hourly

Category: Community Services / Parks and Recreation / Parks / Natural Resources / Building & Grounds Cleaning and Maintenance

Under limited supervision, performs various tasks associated with maintaining park facilities and grounds for use by the public. Work involves cleaning and setting up park shelters/facilities, mowing and edging grass, cutting trees/branches, repairing/maintaining equipment, assisting c...

Franklin Fire & Rescue Proposed Salary Adjustment

- 1) FF/Paramedic Miller was just promoted to Lieutenant which will become effective 4/27/18 and his Personnel Action Sheet is being accomplished for this promotion.
- 2) Individuals in green are currently certified as FF/Paramedics
- 3) Individuals in yellow are currently enrolled in Paramedic class and should finish in June. Only one of the four used tuition assistance with the remainder paying out of pocket for their class. Upon certification they would qualify for the proposed FF/Paramedic annual salary of \$51,855.
- 4) We have 5 FF/EMT-Intermediates that I am recommend a \$3,198 increase in annual salary.
- 5) Our goal would be to maintain a maximum of 13 FF/Paramedic positons with the remainder being FF/EMT Intermediates or Basics. This would allow 4 paramedics on each shift with one additional should someone leave.
- 6) Under our current ALS incentive program Story, Maynard, and Harrison would receive a 5% pay increase by advancing to Paramedic. They received a 12.5% increase when they advanced from EMT-B to EMT-I. Crocker will be entitled to a 17.5% increase under our current policy since he is going from EMT-Basic to EMT-Paramedic. These increases are also based on the entry level firefighter rate and not their current salary. Crocker is doing his oral boards for his EMT-Intermediate certification on Monday and if he passes he would qualify for his EMT-I step increase before he completes his Paramedic program

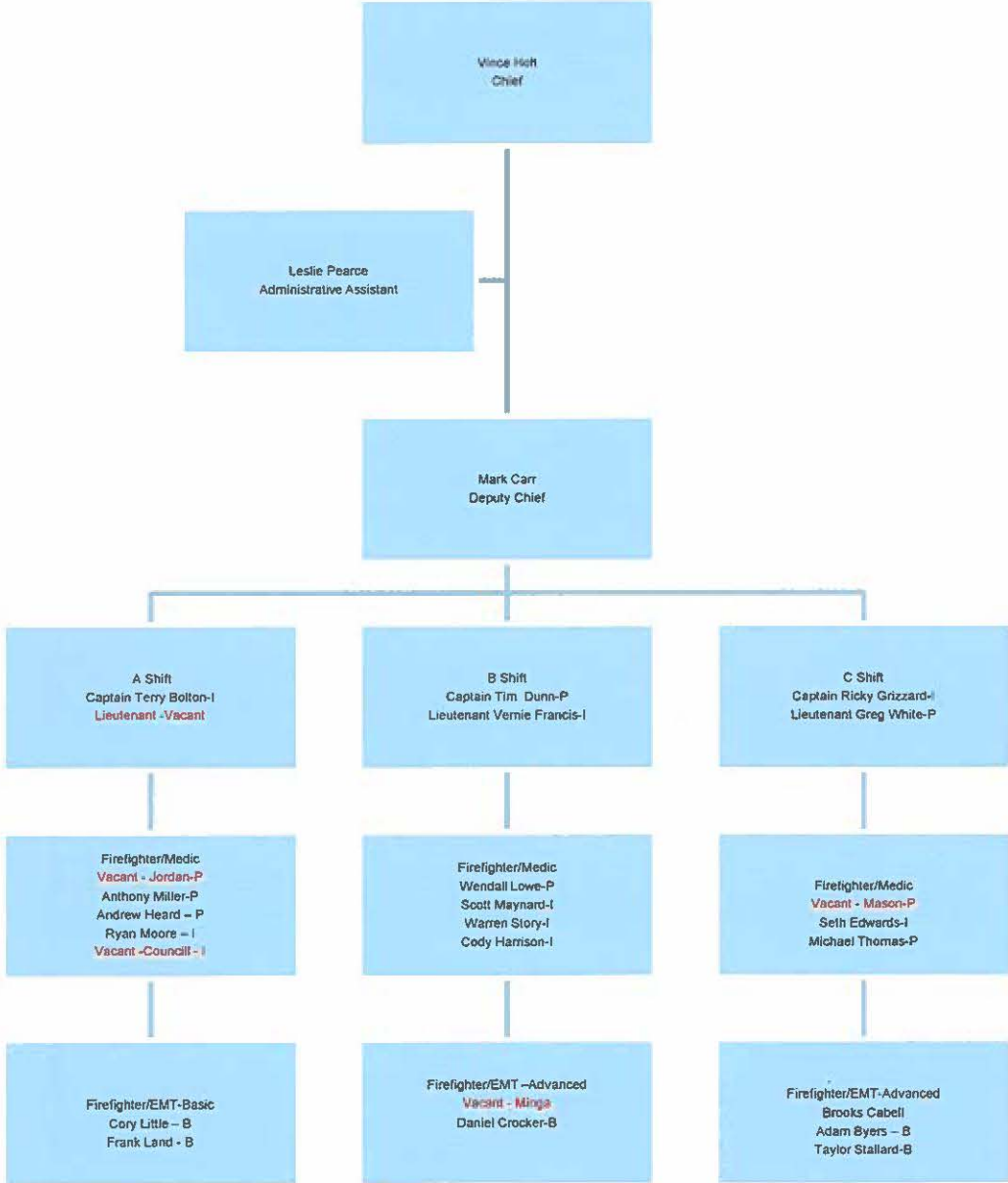
FF/EMT-B – Firefighter/Emergency Medical Technician Basic

FF/EMT- I – Firefighter/Emergency Medical Technician Intermediate

FF/EMT- P – Firefighter/Emergency Medical Technician Paramedic

Employee	Current Certification	Current Salary	Salary Adjustment	New Salary
Chief	EMT-I	94,637	0.00	94,637
Deputy Chief	EMT-I	86,388	0.00	86,388
Admin. Asst	N/A	33,743	0.00	33,743
Capt.	EMT-P	53,740	10,284	64,024
Capt.	EMT-I	62,449	3,198	65,647
Capt.	EMT-I	53,926	3,198	57,124
Lt.	EMT-P	47,186	10,284	57,470
Lt. ***	EMT-P	43,649	10,284	53,933
Lt.	EMT-I	44,146	7,854	52,000
FF –	EMT-P	41,571	10,284	51,855
VACANT -	EMT-P	43,849	8,006	51,855
FF	EMT-P	41,571	10,284	51,855
VACANT -	EMT-P	42,584	9,271	51,855
FF	EMT-P	41,571	10,284	51,855
FF	EMT-I	39,802	12,053	51,855
FF	EMT-I	39,802	12,053	51,855
FF	EMT-I	39,802	3,198	43,000
FF	EMT-I	39,802	12,053	51,855
VACANT -	EMT-P	39,802	12,053	51,855
FF	EMT-I	39,802	3,198	43,000
FF	EMT-I Not released	35,695	0.00	No Change 35,695
VACANT -	EMT-P	35,695	16,160	51,855
FF	EMT-B	35,695	0.00	No Change 35,695
FF	EMT-B	34,995	0.00	No Change 34,995
FF	EMT-I Not released	35,695	16,160	51,855
FF	EMT-B	35,695	0.00	No Change 35,695
EMT	EMT – B only	32,000	0.00	32,000
TOTAL		1,215,292	180,159	1,395,451

Franklin Fire & Rescue Career Staff





Join Our Team!
***Prepare yourself for an exciting
career with***
Norfolk Fire-Rescue

Compensation Plan: January 2018 to January 2019

Firefighter/AEMT	\$42,450	\$62,830
Firefighter/EMT-I	\$43,500	\$64,384
Firefighter/EMT-P	\$49,354	\$73,049

Norfolk Fire-Rescue special hires new employees with previous experience. Special hires enter the Department as Firefighter / EMT A, I, or P. Compensation is based on a 52-hour work week. Tours of duty are comprised of 24-hour shifts on a rotating schedule. A typical Firefighter works 10 days per month, spending 12 hours on an Ambulance and 12 hours on a Fire Apparatus during a 24-hour shift.

Requirements: Completion of the Tidewater Regional Fire Academy (or other training program approved by the Fire Chief) and two (2) years' experience as a Firefighter AEMT, EMT-I or P.

Benefits

Recently hired firefighters accrue 12 vacation days, 13 holidays and 12 sick leave days per year. Accrual of vacation days increases with years of service. Other benefits include:

- Medical and Dental Insurance Plans
- Disability Coverage Plans
- Sick Leave Bank Plans
- 62.5 % Retirement after 25 Years of Service, 65% after 26 years
- 9 Credit Hours of tuition reimbursement per year

“Individuals hired October 5, 2010 or after to a position with City of Norfolk Retirement system benefits are required to contribute five percent (5%) of earnable compensation towards the retirement benefit. This will be a pre-tax payroll deduction.”

Additional benefits are available, including 457 plans and retirement health savings plans.

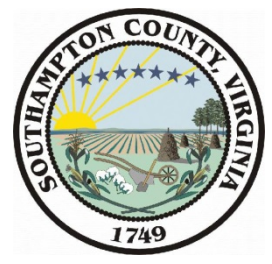
Visit us and submit an online application at <http://www.norfolk.gov/index.aspx?NID=2172>*

Or call the City of Norfolk Human Resources @ 757-664-6654.

The City of Norfolk is an equal opportunity employer and operates a drug free workplace.

<http://www.norfolk.gov/index.aspx?NID=2172>
[Facebook.com/NorfolkVAFireRescue](https://www.facebook.com/NorfolkVAFireRescue)

***Accepting Applications
until 3/2/2018**



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

To: R. Randy Martin, City Manager

From: Donald E. Goodwin, CBO, CFM, Director of Community Development

Date: April 18, 2018

CC: City Council Members

RE: Proposed Zoning Ordinance Text Amendments and Rezoning in the
Downtown B-3 Zoning District

Please be advised that the planning commission has been hard at work reviewing the provisions of the zoning ordinance since the adoption of the 2015-2025 Comprehensive Plan which was adopted by Council on August 10, 2015. The Commission's goal is to insure that the City has the tools necessary to implement the Plan's recommendations and vision. The Commission is proposing several text amendments to the zoning ordinance. A couple are housekeeping issues and a couple include new provisions that will help implement some of the recommendations as outlined in the comprehensive plan that will facilitate growth and affordable housing opportunities not only in the downtown but city wide.

1. Ordinance amendment to delete "Foster Homes" and add "Temporary Family Health Care Structure". *Foster Homes are regulated by the Department of Social Services and there should be no oversight by the planning commission or staff. Temporary Health Care Structures are to be allowed as a permitted accessory structure on any in accordance with § 15.2-2292.1 of the Code of Virginia.*
2. Ordinance amendment to define "Accessory Dwelling Unit"
3. Ordinance amendment to allow accessory dwelling units in all residential zoning districts.
4. Ordinance amendment to remove the requirement for a public hearing for a group home.
5. Ordinance amendment to create a new zoning district designation B-3A that will replace the current B-3 designation downtown. The new designation will keep all current B-3 businesses in the downtown conforming and will allow residential and mixed-use development.

The Commission has expressed their willingness to move forward with formal action to set a public hearing to make recommendation on these ordinance amendments to Council for their consideration.

STAFF RECOMMENDATION: Set date for a joint public hearing with the planning commission

On motion made by _____ and seconded by _____ it was unanimously RESOLVED that the City of Franklin Planning Commission hereby recommends that the Franklin City Council approve the following amendment to the City of Franklin Zoning Ordinance:

ORDINANCE NO. 2018 _____

THE CITY COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA DOES ORDAIN AS FOLLOWS:

That (1) Section 3.4 of Article III R-O One Family Residence District Use Regulations, (2) Section 4.4 of Article IV R-OA One Family Residence District Use Regulations, (3) Section 5.4 of Article V R-1 One Family Residence District Use Regulations, (4) Section 6.4 of Article VI R-1A General Residence District Use Regulations, (5) Section 7.4 R-1B One Family Residence District Use Regulations, (6) Section 8.4 of Article VIII R-2 General Residence District Use Regulations, (7) Section 8A.4 of Article VIIIA RUR Single Family Urban Revitalization District Use Regulations and (8) Section 10.4 of Article X B-1 Neighborhood Business District Use Regulations of the City of Franklin Zoning Ordinance are hereby amended to delete “Foster Homes” and are hereby amended to add “Temporary Family Health Care Structure” to read as follows:

Sec. 3.4 Permitted accessory uses.

Accessory uses, customarily incidental to a permitted principal use or a conditional use, are allowed on the same lot including but not limited to the following:

- (1) Private garages or carports.
- (2) Storage buildings other than shipping containers, sea containers, freight containers, portable storage units and like containers.
- (3) Guest homes.
- (4) Workshops.
- (5) Living quarters within a one-family dwelling for persons employed therein.
- (6) Home occupations.
- (7) Signs, as permitted by article XXII of this ordinance.
- (8) Fences and walls as permitted in section 2.9 of this ordinance.
- (9) ~~Foster homes~~ **Temporary family health care structure**

For information purposes additional provisions dealing with the location, size and height of accessory structures are found in section 19.2(11) of this ordinance.

Sec. 4.4 Permitted accessory uses.

Accessory uses, customarily incidental to a permitted principal use or a conditional use, are allowed on the same lot including but not limited to the following:

- (1) Private garages or carports.
- (2) Storage buildings other than shipping containers, sea containers, freight containers, portable storage units and like containers.
- (3) Guest homes.

- (4) Workshops.
- (5) Living quarters within a one-family dwelling for persons employed therein.
- (6) Home occupations.
- (7) Signs, as permitted by article XXII of this ordinance.
- (8) Fences and walls as permitted in section 2.9 of this ordinance.
- (9) ~~Foster homes~~ **Temporary family health care structure**

For information purposes additional provisions dealing with the location, size and height of accessory structures are found in section 19.2(11) of this ordinance.

Sec. 5.4 Permitted accessory uses.

Accessory uses, customarily incidental to a permitted principal use or a conditional use, are allowed on the same lot including but not limited to the following:

- (1) Private garages or carports.
- (2) Storage buildings other than shipping containers, sea containers, freight containers, portable storage units and like containers.
- (3) Guest homes.
- (4) Workshops.
- (5) Living quarters within a one-family dwelling for persons employed therein.
- (6) Home occupations.
- (7) Signs, as permitted by article XXII of this ordinance.
- (8) Fences and walls as permitted in section 2.9 of this ordinance.
- (9) ~~Foster homes~~ **Temporary family health care structure**

For information purposes additional provisions dealing with the location, size and height of accessory structures are found in section 19.2(11) of this ordinance.

Sec. 6.4 Permitted accessory uses.

Accessory uses, customarily incidental to a permitted principal use or a conditional use, are allowed on the same lot including but not limited to the following:

- (1) Private garages or carports.
- (2) Storage buildings other than shipping containers, sea containers, freight containers, portable storage units and like containers.
- (3) Guest homes.
- (4) Workshops.
- (5) Living quarters within a one-family dwelling for persons employed therein.
- (6) Home occupations.
- (7) Signs, as permitted by article XXII of this ordinance.
- (8) Fences and walls as permitted in section 2.9 of this ordinance.
- (9) ~~Foster homes~~ **Temporary family health care structure**

For information purposes additional provisions dealing with the location, size and height of accessory structures are found in section 19.2(11) of this ordinance.

Sec. 7.4 Permitted accessory uses.

Accessory uses, customarily incidental to a permitted principal use or a conditional use, are allowed on the same lot including but not limited to the following:

- (1) Private garages or carports.
- (2) Storage buildings other than shipping containers, sea containers, freight containers, portable storage units and like containers.
- (3) Guest homes.
- (4) Workshops.
- (5) Living quarters within a one-family dwelling for persons employed therein.
- (6) Home occupations.
- (7) Signs, as permitted by article XXII of this ordinance.
- (8) Fences and walls as permitted in section 2.9 of this ordinance.
- (9) ~~Foster homes~~ **Temporary family health care structure**

For information purposes additional provisions dealing with the location, size and height of accessory structures are found in section 19.2(11) of this ordinance.

Sec. 8.4 Permitted accessory uses.

Accessory uses, customarily incidental to a permitted principal use or a conditional use, are allowed on the same lot including but not limited to the following:

- (1) Private garages or carports.
- (2) Storage buildings other than shipping containers, sea containers, freight containers, portable storage units and like containers.
- (3) Guest homes.
- (4) Workshops.
- (5) Living quarters within a one-family dwelling for persons employed therein.
- (6) Home occupations.
- (7) Signs, as permitted by article XXII of this ordinance.
- (8) Fences and walls as permitted in section 2.9 of this ordinance.
- (9) ~~Foster homes~~ **Temporary family health care structure**

For information purposes additional provisions dealing with the location, size and height of accessory structures are found in section 19.2(11) of this ordinance.

Sec. 8A.4 Permitted accessory uses.

Accessory uses, customarily incidental to a permitted principal use or a conditional use, are allowed on the same lot including but not limited to the following:

- (1) Private garages and carports.
- (2) Storage buildings other than shipping containers, sea containers, freight containers, portable storage units and like containers.
- (3) Workshops.
- (4) Living quarters within a one-family dwelling for persons employed therein.
- (5) Home occupations.
- (6) Signs, as permitted by article XXII of this ordinance.
- (7) Fences and walls as permitted by section 2.9 of this ordinance.
- (8) ~~Foster homes~~ **Temporary family health care structure**

For information purposes additional provisions dealing with the location, size and height of accessory structures are found in section 19.2(11) of this ordinance.

Sec. 10.4 Permitted accessory uses.

Accessory uses, customarily incidental to a permitted principal use or a conditional use, are allowed on the same lot. They include:

- (1) Private garages or carports.
- (2) Storage buildings other than shipping containers, sea containers, freight containers, portable storage units and like containers.
- (3) Guest homes.
- (4) Workshops.
- (5) Living quarters within a one-family dwelling for persons employed therein.
- (6) Home occupations.
- (7) Signs, as permitted by article XXII of this ordinance.
- (8) Fences and walls as permitted in section 2.9 of this ordinance.
- (9) ~~Foster homes~~ **Temporary family health care structure**

For information purposes additional provisions dealing with the location, size and height of accessory structures are found in section 19.2(11) of this ordinance.

On motion made by _____ and seconded by _____ it was unanimously RESOLVED that the City of Franklin Planning Commission hereby recommends that the Franklin City Council approve the following amendment to the City of Franklin Zoning Ordinance:

ORDINANCE NO. 2018 _____

THE COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA DOES ORDAIN AS FOLLOWS:

That Article XXIX. DEFINITIONS of the City of Franklin Zoning Ordinance is hereby amended by the addition of the following definition:

Accessory Dwelling Unit (ADU): Living quarters within a detached accessory building located on the same premises with the main building. Either the ADU or the main residence must be occupied by the property owner. ADUs must meet the following criteria:

1. ADU's shall be located in the rear yard only
2. ADU's are limited to a minimum of 300 and a maximum of 900 square feet of living space and shall be smaller in area than the main structure.
3. No more than one (1) ADU shall be allowed per lot
4. ADU's must meet the minimum side yard setback as the main structure

On motion made by _____ and seconded by _____ it was unanimously RESOLVED that the City of Franklin Planning Commission hereby recommends that the Franklin City Council approve the following amendment to the City of Franklin Zoning Ordinance:

ORDINANCE NO. 2018 _____

THE CITY COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA DOES ORDAIN AS FOLLOWS:

That (1) Section 3.4 of Article III R-O One Family Residence District Use Regulations, (2) Section 4.4 of Article IV R-OA One Family Residence District Use Regulations, (3) Section 5.4 of Article V R-1 One Family Residence District Use Regulations, (4) Section 6.4 of Article VI R-1A General Residence District Use Regulations, (5) Section 7.4 R-1B One Family Residence District Use Regulations, (6) Section 8.4 of Article VIII R-2 General Residence District Use Regulations, and (7) Section 8A.4 of Article VIIIA RUR Single Family Urban Revitalization District Use Regulations of the City of Franklin Zoning Ordinance are hereby amended to add “Accessory Dwelling Unit” to read as follows:

Sec. 3.4 Permitted accessory uses.

Accessory uses, customarily incidental to a permitted principal use or a conditional use, are allowed on the same lot including but not limited to the following:

- (1) Private garages or carports.
- (2) Storage buildings other than shipping containers, sea containers, freight containers, portable storage units and like containers.
- (3) Guest homes.
- (4) Workshops.
- (5) Living quarters within a one-family dwelling for persons employed therein.
- (6) Home occupations.
- (7) Signs, as permitted by article XXII of this ordinance.
- (8) Fences and walls as permitted in section 2.9 of this ordinance.
- (9) Temporary family health care structure

(10) Accessory dwelling unit

For information purposes additional provisions dealing with the location, size and height of accessory structures are found in section 19.2(11) of this ordinance.

Sec. 4.4 Permitted accessory uses.

Accessory uses, customarily incidental to a permitted principal use or a conditional use, are allowed on the same lot including but not limited to the following:

- (1) Private garages or carports.
- (2) Storage buildings other than shipping containers, sea containers, freight containers, portable storage units and like containers.
- (3) Guest homes.
- (4) Workshops.
- (5) Living quarters within a one-family dwelling for persons employed therein.
- (6) Home occupations.
- (7) Signs, as permitted by article XXII of this ordinance.

- (8) Fences and walls as permitted in section 2.9 of this ordinance.
- (9) Temporary family health care structure

(10) Accessory dwelling unit

For information purposes additional provisions dealing with the location, size and height of accessory structures are found in section 19.2(11) of this ordinance.

Sec. 5.4 Permitted accessory uses.

Accessory uses, customarily incidental to a permitted principal use or a conditional use, are allowed on the same lot including but not limited to the following:

- (1) Private garages or carports.
- (2) Storage buildings other than shipping containers, sea containers, freight containers, portable storage units and like containers.
- (3) Guest homes.
- (4) Workshops.
- (5) Living quarters within a one-family dwelling for persons employed therein.
- (6) Home occupations.
- (7) Signs, as permitted by article XXII of this ordinance.
- (8) Fences and walls as permitted in section 2.9 of this ordinance.
- (9) Temporary family health care structure

(10) Accessory dwelling unit

For information purposes additional provisions dealing with the location, size and height of accessory structures are found in section 19.2(11) of this ordinance.

Sec. 6.4 Permitted accessory uses.

Accessory uses, customarily incidental to a permitted principal use or a conditional use, are allowed on the same lot including but not limited to the following:

- (1) Private garages or carports.
- (2) Storage buildings other than shipping containers, sea containers, freight containers, portable storage units and like containers.
- (3) Guest homes.
- (4) Workshops.
- (5) Living quarters within a one-family dwelling for persons employed therein.
- (6) Home occupations.
- (7) Signs, as permitted by article XXII of this ordinance.
- (8) Fences and walls as permitted in section 2.9 of this ordinance.
- (9) Temporary family health care structure

(10) Accessory dwelling unit

For information purposes additional provisions dealing with the location, size and height of accessory structures are found in section 19.2(11) of this ordinance.

Sec. 7.4 Permitted accessory uses.

Accessory uses, customarily incidental to a permitted principal use or a conditional use, are allowed on the same lot including but not limited to the following:

- (1) Private garages or carports.

- (2) Storage buildings other than shipping containers, sea containers, freight containers, portable storage units and like containers.
- (3) Guest homes.
- (4) Workshops.
- (5) Living quarters within a one-family dwelling for persons employed therein.
- (6) Home occupations.
- (7) Signs, as permitted by article XXII of this ordinance.
- (8) Fences and walls as permitted in section 2.9 of this ordinance.
- (9) Temporary family health care structure
- (10) Accessory dwelling unit**

For information purposes additional provisions dealing with the location, size and height of accessory structures are found in section 19.2(11) of this ordinance.

Sec. 8.4 Permitted accessory uses.

Accessory uses, customarily incidental to a permitted principal use or a conditional use, are allowed on the same lot including but not limited to the following:

- (1) Private garages or carports.
- (2) Storage buildings other than shipping containers, sea containers, freight containers, portable storage units and like containers.
- (3) Guest homes.
- (4) Workshops.
- (5) Living quarters within a one-family dwelling for persons employed therein.
- (6) Home occupations.
- (7) Signs, as permitted by article XXII of this ordinance.
- (8) Fences and walls as permitted in section 2.9 of this ordinance.
- (9) Temporary family health care structure
- (10) Accessory dwelling unit**

For information purposes additional provisions dealing with the location, size and height of accessory structures are found in section 19.2(11) of this ordinance.

Sec. 8A.4 Permitted accessory uses.

Accessory uses, customarily incidental to a permitted principal use or a conditional use, are allowed on the same lot including but not limited to the following:

- (1) Private garages and carports.
- (2) Storage buildings other than shipping containers, sea containers, freight containers, portable storage units and like containers.
- (3) Workshops.
- (4) Living quarters within a one-family dwelling for persons employed therein.
- (5) Home occupations.
- (6) Signs, as permitted by article XXII of this ordinance.
- (7) Fences and walls as permitted by section 2.9 of this ordinance.
- (9) Temporary family health care structure
- (10) Accessory dwelling unit**

For information purposes additional provisions dealing with the location, size and height of accessory structures are found in section 19.2(11) of this ordinance.

On motion made by _____ and seconded by _____ it was unanimously RESOLVED that the City of Franklin Planning Commission hereby recommends that the Franklin City Council approve the following amendment to the City of Franklin Zoning Ordinance:

ORDINANCE NO. 2018 _____

THE CITY COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA DOES ORDAIN AS FOLLOWS:

That Section 2.12 Group home public hearing of Article II General Provisions of the City of Franklin Zoning Ordinance is hereby repealed.

ARTICLE XIII. B-3A GENERAL BUSINESS DISTRICT USE REGULATIONS

Sec. 12A.1 Purpose of the district.

The purpose of commercial district, B-3A, is to provide for commercial development to serve the needs of the residents within the district and the surrounding neighborhoods and related uses, including those public and semi-public uses and accessory uses as may be necessary to serve those businesses, which serve a large portion of the community. It includes specialized businesses. It is also the intent of this chapter to preserve and enhance the established character of older mixed use commercial and residential neighborhoods in the city by ensuring that infill development, as well as redevelopment, will be consistent with the predominant existing development pattern of such neighborhoods. The district regulations incorporate form-based provisions that are designed to preserve the urban nature and sustainability of such neighborhoods as characterized by a mixture of medium impact commercial and residential uses with a distinct orientation to the street, and situated on small lots with narrow yards, minimal setbacks from the streets and minimal interruption of the street frontages by open spaces, driveways, parking areas or accessory buildings visible from the streets. The district regulations are also intended to encourage traditional neighborhood development, as well as improvement and efficient use of older commercial-style buildings by enabling by right, commercial uses and mixed use developments that are limited in location, type and scale and are intended to provide for the convenience of neighborhood residents within walking distance and to avoid traffic, parking congestion, noise and other impacts that typically result from uses that draw patrons from outside a neighborhood.

Sec. 12A.2 Permitted principal uses.

- (a) Dwellings for watchmen or caretakers.

- (b) All types of commercial and miscellaneous service uses not characterized by extensive warehousing, frequent heavy trucking, open storage of material or the nuisance problems of dust, odor, and noise associated with manufacturing.
- (c) Churches, public and private schools, public libraries and museums.
- (d) Public parks, playgrounds and community centers.
- (e) Existing railroad lines, not including switching or storage yards, or other station facilities.
- (f) Public water and sanitary facilities, except sewage treatment or disposal plants.
- (g) Rooming houses not primarily for transients.
- (h) Any retail business or service establishment. Representative businesses include food stores, drugstores, barbershops, clothes cleaning or laundry depots, self-service laundries, shoe repair shops, tailors, restaurants, clothing stores, hardware stores, health and fitness clubs, dance studios, pawn shops, business or professional offices, service stations, convenience stores, retail sales, services, recreation, theatres, bus terminals, hotels, motels or motor hotels, banks, furniture stores, parking lots, mortuaries, automotive sales or repair establishments, drive-in eating places, outdoor sales yards, carpentry, plumbing, electrical shops, sheet metal or upholstery shops, bottling works, food storage lockers, laundry or dry cleaning plants, wholesale bakeries, bowling alleys, feed stores, printing, publishing or engraving shops and warehouses.
- (i) Clubs, lodges and social or recreational buildings.
- (j) Amusement place in an enclosed building, auditorium or theater except open air drive-in theaters.
- (k) Child day centers.
- (l) Adult day care centers.
- (m) Adult day treatment facilities.

(n) Mixed Use Developments (As defined in Article XXIX of Appendix D the zoning ordinance of the City Code)

Sec. 12A.3 Permitted conditional uses.

Certain uses shall be conditionally permitted in the B-3A district, when authorized as a special exception by the board of appeals.

- (a) One-family detached dwelling units.
- (b) Single-family attached dwelling units, such as townhouses as set forth in section 2.7 of this ordinance provided that not more than four dwelling units shall be attached laterally in a series.
- (c) Two-family dwelling units

Sec. 12A.4 Permitted accessory uses.

Accessory uses, customarily incidental to a permitted principal use or a conditional use, are allowed on the same lot. They include:

- (1) Private garages or carports.
- (2) Storage buildings other than shipping containers, sea containers, freight containers, portable storage units and like containers.
- (3) Signs, as permitted by article XXII of this ordinance.
- (4) Fences and walls as permitted in section 2.9 of this ordinance. Additional provisions dealing with the location and size of accessory structures are found in section 19.2(11) of this ordinance.
- (5) Satellite television antennas or ground-mounted conventional television or radio antennas, when installed and maintained in accordance with article XXIII.
- (6) Live/work units, provided that:
 - (1) Not more than one person who does not reside in the unit shall be employed at any one time in the conduct of the nondwelling activity.

(2) Space devoted to the nondwelling activity within such unit shall not exceed 40 percent of the total floor area of the unit.

(3) The nondwelling activity shall not involve the sale of products directly to customers on the premises, the housing of persons for compensation, or any group instruction or group assembly involving more than two patrons or clients at any one time.

(4) There shall be no process or activity conducted or equipment operated in conjunction with the nondwelling activity that generates any noise, vibration, odor, smoke, fumes, glare or electrical interference discernable to the normal senses outside of the live/work unit. The use or storage or both of hazardous materials of such type or in such quantities not normally permitted in a residential structure shall be prohibited.

(7) Temporary family health care structure.

Additional provisions dealing with the location and size of accessory structures are found in section 19.2(11).

Sec. 12A.5 Minimum lot area.

(a) Business uses and mixed use developments -- No minimum lot area is established.

(b) Residential uses -- The minimum lot area is 7,500 square feet.

(c) The minimum lot area for each townhouse unit shall be 3,000 square feet including a pro-rata portion of common areas.

(d) Mixed Use Development -- No minimum lot area is established.

Sec. 12A.6 Setback regulations.

(a) Business uses and mixed use developments -- There is no minimum setback.

(b) Residential uses -- All structures shall be set back at least ten feet from the right-of-way of all public streets. Pursuant to subsection 19.2(5), for the purpose of calculating setbacks no street shall be considered to have a right-of-way less than 50 feet wide.

Sec. 12A.7 Minimum lot frontage.

- (a) Business uses and mixed use developments -- There is no minimum lot frontage.
- (b) Residential uses - The minimum lot frontage shall be at least 50 feet at the minimum front setback line for single-family detached dwellings, 60 feet for two family dwellings and at least 20 feet at the minimum front setback line for attached single family dwellings (townhouses).

Sec. 12A.8 Minimum lot width.

- (a) Business uses and mixed use developments -- There is no minimum lot width.
- (b) Residential uses -- The minimum lot width shall be at least 50 feet for single-family detached dwellings, 60 feet for two family dwellings and at least 20 feet at the minimum front setback line for attached single family dwellings (townhouses).

Sec. 12A.9 Yard regulations.

This section sets forth the minimum yard dimensions in the district. Additional provisions dealing with size and special circumstances can be found in article XIX.

- (1) Side yard--Business uses and mixed use developments. There is no minimum side yard.
- (2) Side yard--One- and two-family dwelling units. The minimum width of the side yard shall be ten feet for one yard. The minimum width of the combined side yards shall be 15 feet.
- (3) Side yard--Townhouses. The minimum width of the side yard for an exterior unit shall be fifteen feet.
- (4) Rear yard--Business uses and mixed use developments. There is no minimum rear yard, except in those cases where a conditionally permitted B-3 use abuts an R District. In that case there shall be a rear yard of at least 30 feet.
- (5) *Rear yard--One- and two-family dwelling units.* The minimum depth of the rear yard shall be 40 feet.
- (6) Rear yard for Townhouses. The minimum depth of the rear shall be at least 25 feet from the principal permitted structure.

(7) *Front yard.* Except as provided for in article XIX, front yard regulations are set forth in section

Sec. 12A.10 Height regulations.

(a) *Business uses and mixed use developments.* The maximum height of all structures shall not exceed 80 feet and shall not exceed six stories.

(b) Residential uses other than mixed use developments. The maximum height of all structures shall not exceed 80 feet and may not exceed six stories.

Sec. 12A.11 Sign regulations.

All provisions for the regulation of signs in this district are found in article XXII.

Sec. 12A.12 Parking regulations.

All provisions for the regulation of parking in this district are found in article XVIII.

Sec. 12A.13 Floodplain regulations.

Floodplain regulations that apply to certain properties within the district are set forth in article XXI.

Sec. 12A.14 Aircraft approach zone regulations.

Certain properties within the district may also be located within the aircraft approach zone. Applicable regulations are found in article XX.



Future Planning Elements to Foster New Growth

Franklin Southampton
Community Development
April 23, 2018 City Council Meeting

2015 – 2025 Comprehensive Plan

An excerpt from the Comp Plan Reads as follows.....
“what type of city do we want to be in the future”
and “what steps are we going to take to ensure that
we manage the attainment of our vision once
determined?”. A mix of housing opportunities and
affordability, neighborhood businesses that can be
accessed from walkable neighborhoods, parks and
open space, active and passive recreational facilities,
a vibrant historical downtown with a mix of
professional services, retail sales, restaurants and
entertainment establishments are certainly in the mix
of, what the City wants to be. These are also
elements of what we believe that our citizens want
the city to be.



The following documents are hereby incorporated and made part of this Plan:

- Neighborhood Needs Assessment, Nov. 2012
- Bicycle and Pedestrian Master Plan, 2009
- City of Franklin Parks, Recreation and Open Space Master Plan 2003
- 2035 Rural Long Range Transportation Plan
- Gateway Enhancement Plan, 2009
- Franklin All Hazard Mitigation Plan, 2011
- Southampton Franklin Transit Development Plan, 2012
- City of Franklin Master Water and Sewer Plan
- VDOT 2020 Transportation Plan
- City of Franklin Storm Sewer Study, June 2011

- Franklin All Hazard Mitigation Plan, 2011
- Southampton Franklin Transit Development Plan, 2012
- City of Franklin Master Water and Sewer Plan
- VDOT 2020 Transportation Plan
- City of Franklin Storm Sewer Study, June 2011



Housing Chapter Recommendations

- ☑ Consider the adoption of an ordinance to allow for the repair or removal of building that are declared to be derelict as authorized by state code.
- ☑ Amend the B-2 district to permit mixed use development by right.
- 1. Amend the B-3 district to allow mixed use development either by right or as a conditional use.
- 2. Add “granny pods”, auxiliary dwelling units, garage apartments, and pool houses by right in the single family residential districts to provide additional housing opportunities.
- 3. Explore the inclusion of a mix of housing types and price points in mixed use, cluster and planned unit developments as a means to improve availability of affordable housing.
- 4. Expedite Mixed-Use zoning for the Downtown Special Taxing District.
- 5. Amend the Cluster zoning district to provide for higher density with more open space
- 6. Develop cooperative undertakings with the Franklin Redevelopment and Housing Authority to encourage and assist single-family home ownership, to rehabilitate deteriorating neighborhoods, to encourage welfare to work and self-sufficiency programs, and to encourage and assist the conversion of public housing residents to owner occupants.

Land Use Chapter Recommendations

- Consideration should be given concerning the creation of a Unified Development Ordinance bring together development guidelines for both localities in a single document that would aid in future development activities.
- Consideration should be given to the creation of a new Downtown Master Plan, created with extensive public input as well as input from agencies such as the Downtown Franklin Association.
- Consider undertaking a revitalization study of the Armory Drive Corridor to address under-utilized buildings, roadway access and mix-use opportunities that could re-characterize this commercial area. Also, include the possible reworking of the streetscape in the area and the introduction of pedestrian amenities would allow for better integration of this corridor with the urban fabric of Franklin



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

April 18, 2018

Memorandum

From: H. Taylor Williams, IV, City Attorney

To: Members of the Franklin City Council

Re: School Board terms and appointments

It is the time of year I bring to your attention the need to consider appointments to the Franklin City School Board. You may recall that the City Charter provides for a regular three-year rotation of 2-2-3 for either appointment or reappointment of School Board members. Ward's 1 and 3 rotate together; Ward's 2 and 5 rotate together; and, Ward's 4 and 6 and the At-Large position all rotate together.

This year Council will consider appointments or reappointments for Ward's 4 (Marchelle Williams) and 6 (Robert Holt) and the At-large seat (Ronald Rusnak). All three incumbents are eligible for reappointment for another three year term. Please check with these persons to determine if they will be seeking reappointment and remind them they must be nominated once again to be considered for reappointment. If the incumbent is not seeking reappointment or if you wish to nominate another person please inform the person that he/she must be nominated at the public hearing on May 14 to be eligible to be considered.

Virginia Code 22.1-30 provides the following persons may not serve on the school board: no city officer or any deputy of a city officer; no member of city council; no employee of a school board may be appointed to serve as a member of the school board. The following persons related to any member of the City Council cannot serve on the school board: no father, mother, brother, sister, spouse, son, daughter, son-in-law, daughter-in-law, sister-in-law or brother-in-law, can be appointed.

I will be happy to answer any questions you have concerning the process for nomination and appointment of school board members.

H. Taylor Williams, IV
City Attorney



*Office Of The City Manager
R. Randy Martin*

April 17, 2018

To: Mayor & Council Members
From: R. Randy Martin, City Manager
Subject: City Manager's Report

The following items to be included in the City Manager's Report at the April 23rd Council meeting:

- 1) Be reminded that the Council will conduct two Public Hearings at the May 14, 2018 Regular meeting. The FY 2018 – 2019 Budget Public Hearing is scheduled for that meeting. Also, the Council will have a Public Hearing to receive School Board nominations to fill seats with expiring terms. As a separate agenda item, the City Attorney provides correspondence on this topic.
- 2) Enclosed is an updated Electric Fund demand & billing spreadsheet to reflect the past nine months of the fiscal year. Note that the latest billing details for electric usage through March 20, 2018, which was billed to customers earlier this month reflects continued further reductions in billed electricity which is tracking milder weather conditions like the previous month. These last two months (listed as February & March) are significantly less than the month prior (listed as January) which set an all-time system record high.

This report has also been modified to show the average electric monthly bill amount among residential customers only. Note that the most recent bill (listed as March) shows an average residential bill for the month of \$168.00. The average monthly bill information for residential customers is included for the entire fiscal year-to-date for comparison.

To further inform the Council and the public, I asked Power & Light staff to provide additional information concerning customer requests for energy audits/meter checks since January 1, 2018. Staff has responded to 105 work orders for these services as requested by electric utility customers. Of this total, inspections revealed the following findings:

- At 65 locations, staff found heat pumps to be malfunctioning with most running on heat strips only.

- At 11 locations, staff found that customers had baseboard electric heaters with little to no insulation in the home and the fins within the units were not cleaned to allow air flow.
- Numerous homes were found where customers had thermostat settings at 80 degrees or higher.
- No meter malfunctions were found; checked with Electronic Radio Transmitter (ERT) reader and visually by eye; found 4 meters where the ERT had stopped working that does not affect the customer billing or the staff's ability to read visually. These instances where ERT is not functioning are identified each month when the meters are read. They are replaced when found.
- 3 separate meter tests were requested (no meter was found to be out of the normal range).
- 3 homes were identified with hot water leaks.
- 2 homes were identified as having the hot water heater thermostats stuck in the "on" position.
- 1 home had heating coils located inside the house but in an un-insulated space that was exposed to the outside temperatures. This condition was causing the unit to work 10 times harder. Homeowner was advised to relocate or insulate the room it is located in.

On April 18, 2018, Councilman McLemore (at his request) and I did a ride along with Power & Light meter reading staff during meter reading activities. The staff was very professional and did an outstanding job answering questions and explaining their procedures. We read three reading routes within the city and observed the process. We identified one meter that was not sending a signal. Staff went to the location and checked the equipment and explained the next steps to address the situation. We identified a location where a meter had been tampered with at a home that was recently disconnected for non-payment. The staff followed established procedure and contacted the Police who assisted. The meter was removed and the occupant was advised of the tampering fine and next steps to have power restored. Staff & Police documented the scene and advised that by city policy a second offense would result in a warrant being pursued for any additional tampering. We observed several different types of meters and the procedure for reading each type and how the reading equipment operates.

- 3) This is a report on the Citizens' Time comments made by Mr. James Cross at the last meeting. I want to advise Council that a FOIA request has been received on behalf of Mr. Cross from Legal Aid related to an energy audit at this location. City Attorney Williams has responded as the City's designated FOIA officer. Enclosed is his cover email. All the attachments are not included as they include confidential customer billing information that cannot be released except by the customer. Also be advised that Legal Aid had previously sent a FOIA request on Mr. Cross's behalf requesting information on all city accounts, but when advised of the cost to produce the records, the request for most of the information was withdrawn.

I offer the following comments based upon Mr. Cross's requests during Citizens' Time while avoiding the release of any confidential customer information other than what is required to provide a response to information the customer put in the public record at the meeting.

Attached is a summary that is also referenced in the Attorney's FOIA reply which was provided by the Power & Light Department concerning the energy audit request for 312 Hogart Street. In this case, it is my judgment that staff efforts were wasted (approximately 2 hours on site) in large part due to the lack of necessary direct interaction and involvement of the homeowner who could benefit from the feedback offered by staff. I was briefed by staff after the audit appointment before Mr. Cross came to the meeting. I am also concerned that the Utility Billing office; on numerous occasions is being visited by a third party on behalf of customers, which is consuming an inordinate amount of time. Similar instances are regularly occurring with other staff which is time consuming. Considerable staff time involved in these activities is impacting efficient operations especially during periods of the heaviest work load. To address these concerns, I have instructed staff to refer similar contacts of third parties including elected officials to me when contacted directly consistent with city policy and the charter. When my time permits, I have participated in these meetings like the energy audit ride along today which I thought was a productive use of staff time, but my time is limited as well for such matters. I offer this feedback not to be critical but to better meet the priorities established for the City by Council.

I feel compelled to further comment on the Citizens' Time remarks. In this case, regarding 312 Hogart Street, the amount stated as "\$1,800.00 for a single light bill" is inaccurate. The monthly bills for this address for the last four months for all services including electric, water, sewer & garbage were as follows: \$402.89, \$406.20, \$214.74 and \$129.12. These four months total only \$1,152.95. Of this total \$800.00 has been paid from sources other than the customer. The electric usage at this location has been consistently "significantly less" than average for a residential customer of the Power & Light Department at 913 kWh on average per month for the past 12 month period. This is a fact despite the limited energy audit visit and documentation that this is an older cinder block house with minimal insulation and a number of maintenance issues. The evidence does further support the likely use of oil heat reported by the customer that helps reduce electric consumption to some degree.

- 4) As previously advised, I am providing a recommendation on Monday that the Council authorize renewal of the city's employee health insurance plan with The Local Choice as the same provider effective July 1, 2018. As Council is aware the City must commit by the end of April, so that coverage is uninterrupted. This allows time for the renewal process and open enrollment to occur during the May timeframe. Due to the amount of the premium increase being 30.8%, I am compelled to recommend changes to the plan offerings and for the City to bear the brunt of the premium increase rather than place an undue burden on covered employees. I will recommend the city offer two plans with one being a new High Deductible Option (HDHP) that has a lower premium and a \$1,000 deductible option. For the \$1,000 deductible option, the City will continue to exceed minimum plan requirements for the employer paid monthly premium share for each employee and the threshold for dependent coverage in like manner to prior years. The City will likewise meet plan requirements for the new HDHP option.

These changes will help to some degree to contain the City's cost while minimizing the impact on the employee share of premium costs while offering the high deductible

option that would help reduce overall costs for the City and employees for those that elect to use it.

I will provide further information and comment on the recommendation at the meeting. Enclosed is information from the provider on the renewal premiums.

Enclosures

	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18
RS-401								
# of Customers	4640	4654	4639	4646	4534	4531	4512	4506
Kwh	6,958,981	5,633,048	3,899,183	4,056,893	4,973,174	7,729,927	12,008,607	7,057,882
AVG BILL	\$ 190	\$ 150	\$ 107	\$ 110	\$ 137	\$ 207	\$ 320	\$ 192
Amount	879,971.93	697,588.76	496,311.17	512,172.89	620,535.27	938,851.64	1,443,296.58	863,253.68
SGS Single-405								
# of Customers	411	418	408	407	405	410	409	406
Kwh	455,561	400,791	285,959	316,725	300,103	445,745	676,085	445,584
Amount	49,858.29	42,770.29	34,142.05	37,015.18	34,445.25	48,697.16	71,177.26	48,630.99
SGS Three-402/406								
# of Customers	166	165	165	165	162	163	161	161
Kwh	432,868	418,765	325,559	317,752	288,665	347,783	473,215	379,970
Amount	42,679.17	42,603.33	35,467.66	34,728.54	31,820.19	37,615.48	49,819.09	40,713.70
MGS-D Single-404								
# of Customers	4	4	4	4	4	4	4	4
Kwh	151,713	102,535	87,418	93,336	75,447	79,597	90,433	77,886
Amount	8,830.16	5,995.79	5,138.34	5,474.02	4,459.35	4,694.73	5,309.37	4,597.70
Demand Usage	311.720	235.630	219.740	216.160	215.800	206.787	229.470	204.590
Amount	4,666.49	3,527.34	3,289.51	3,235.95	3,230.46	3,095.60	3,435.12	3,062.64
MGS-D Three-407								
# of Customers	66	64	64	64	65	65	65	65
Kwh	2,251,718	2,174,794	1,776,571	1,857,021	1,721,265	1,771,090	2,136,186	1,860,691
Amount	134,770.12	129,114.29	106,527.10	111,090.24	103,480.16	106,306.26	127,014.50	111,388.41
Demand Usage	5,135.270	4,277.310	4,416.850	4,455.980	4,381.940	10,548.952	5,832.530	5,090.820
Amount	81,535.98	64,031.29	66,120.32	66,705.96	65,597.65	157,917.82	87,313.00	76,209.51
LGS-403								
# of Customers	5	5	5	5	5	5	5	5
Kwh	1,350,480	1,252,800	918,000	1,117,440	1,003,920	888,480	936,000	944,880
Amount	72,043.17	66,921.81	49,368.25	59,824.88	53,873.02	47,820.50	50,311.98	50,777.56
Demand Usage	2,421.120	2,379.360	2,295.600	2,226.720	2,054.640	1,675.200	1,873.200	1,877.040
Amount	39,682.17	38,997.71	37,624.88	36,495.94	33,675.55	27,456.51	30,701.75	30,764.68
MGS-I Single-451								
# of Customers	4	4	4	4	4	4	4	4
Kwh	45,948	29,564	41,992	17,193	27,152	16,440	39,517	27,010
Amount	1,513.89	2,606.29	3,618.67	1,598.53	2,409.80	1,537.20	3,417.05	2,398.23
Demand Usage	311.720	144.640	122.000	255.000	192.400	193.120	80.960	399.300
Amount	4,666.49	983.56	829.60	1,734.00	1,308.32	1,313.22	550.53	2,715.25
MGS-I Three-453								
# of Customers	44	44	43	43	43	43	43	43
Kwh	478,571	405,437	336,230	325,666	320,890	356,100	599,357	383,034
Amount	44,458.61	37,580.92	31,745.29	30,785.79	30,396.74	33,264.92	53,080.62	35,458.96
Demand Usage	15,523.200	2,931.100	1,685.820	1,306.190	1,517.900	1,870.327	1,823.170	1,601.650
Amount	21,196.10	46,859.44	11,463.52	9,968.97	10,321.72	12,718.23	12,397.52	10,891.23
MS Single -408								
# of Customers	70	70	70	70	70	70	70	70
Kwh	86,094	71,109	51,246	61,140	72,324	109,246	166,300	116,928
Amount	10,331.78	8,734.50	6,617.27	7,671.92	8,864.03	12,799.50	18,880.89	13,618.37
MS Three -409								
# of Customers	51	52	52	52	52	52	51	52
Kwh	1,167,792	1,038,405	1,040,613	816,600	1,189,116	903,376	1,237,014	1,007,157
Amount	125,807.60	112,042.36	111,727.08	88,402.12	128,106.63	97,649.61	133,185.95	108,711.63
Church & Synagogue-419								
# of Customers	6	6	6	6	6	6	6	6
Kwh	48712	35317	35742	28434	23974	29600	44761	42599
Amount	7,183.25	5,156.45	5,166.12	4,042.86	3,387.73	4,208.05	6,643.05	6,283.18
Church & Synagogue-429								
# of Customers	1	1	1	1	1	1	1	1
Kwh	4000	5040	4000	2960	3280	5920	10480	6000
Amount	519.60	687.88	519.60	353.31	403.09	830.28	1,568.12	843.22
Church & Synagogue-440								
# of Customers	1	1	1	1	1	1	1	1
Kwh	5680	3680	8720	0	0	2240	3600	5200
Amount	791.44	467.82	1,283.35	22.00	22.00	272.72	454.88	713.77
Church & Synagogue-418								
# of Customers	12	12	12	12	12	12	12	12
Kwh	25654	21040	14109	13636	11355	20886	38292	24445
Amount	3,271.85	2,667.20	1,727.79	1,679.34	1,419.53	2,654.99	5,085.16	3,137.72
Church & Synagogue-443								
# of Customers								
Kwh								
Amount								
Cycle & Save								
# of Customers	1760	1750	1744	1741	1697	1699	1690	1690
Amount	-10,002.50	-9,947.50	-9,922.50	-9,902.50	-9,679.50	-9,692.50	-9,647.50	-9,647.50
Dusk to Dawn								
# of Customers	411	409	407	405	401	402	399	402
Amount	8,496.95	8,413.70	8,380.70	8,358.70	8,201.70	8,347.70	8,292.70	8,380.70
Surge Suppressors								
# of Customers	84	86	84	84	83	85	84	84
Amount	420.00	430.00	420.00	420.00	415.00	425.00	420.00	420.00
Generlink								
# of Customers	2	2	2	2	2	2	2	2
Amount	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00
Total Kwh Sold	13,463,772	11,592,325	8,825,342	9,024,796	10,010,665	12,706,430	18,459,847	12,379,266
Total Amount	\$ 1,382,030.86	\$ 1,154,937.69	\$ 889,359.74	\$ 894,861.62	\$ 1,023,622.79	\$ 1,337,203.04	\$ 1,969,244.50	\$ 1,290,527.12
Total Amount Other	\$ (1,060.55)	\$ (1,078.80)	\$ (1,096.80)	\$ (1,098.80)	\$ (1,037.80)	\$ (894.80)	\$ (909.80)	\$ (821.80)
Demand Usage	23,703.030	9,968.040	8,740.010	8,460.050	8,362.680	14,494.386	9,839.330	9,173.400
Demand Amount	\$ 151,747.23	\$ 154,399.34	\$ 119,327.83	\$ 118,140.82	\$ 114,133.70	\$ 202,501.38	\$ 134,397.92	\$ 123,643.31

TOTAL BILLED	\$ 1,532,717.54	\$ 1,308,258.23	\$ 1,007,590.77	\$ 1,011,903.64	\$ 1,136,718.69	\$ 1,538,809.62	\$ 2,102,732.62	\$ 1,413,348.63
ADJUSTMENTS	\$ (1,502.43)	\$ (21,804.37)	\$ (17,453.59)	\$ 16,834.07	\$ 5,382.06	\$ 1,729.01	\$ (91,830.35)	\$ (3,769.22)
ADJUSTED BILLING	\$ 1,531,215.11	\$ 1,286,453.86	\$ 990,137.18	\$ 1,028,737.71	\$ 1,142,100.75	\$ 1,540,538.63	\$ 2,010,902.27	\$ 1,409,579.41

TOTAL PAYMENTS** \$ 890,694.86 \$ 1,561,334.22 \$ 1,399,586.77 \$ 1,134,434.73 \$ 978,646.24 \$ 997,043.24 \$ 1,176,450.57 \$ 1,793,078.75

Variance (collected over billed) \$ 640,520.25 \$ (274,880.36) \$ (409,449.59) \$ (105,697.02) \$ 163,454.51 \$ 543,495.39 \$ 834,451.70 \$ (383,499.34)

**Total Payments reflects the payments received by customers monthly, payment could be for any billing period.

	Mar-18	Apr-18	May-18	Jun-18	Totals	
RS-401						
# of Customers	4526				41188	4576
Kwh	6,216,660				58534355	1421
AVG BILL	\$ 168	#DIV/0!	#DIV/0!	#DIV/0!		
Amount	762,029.02				\$ 7,214,010.94	
SGS Single-405						
# of Customers	403				3677	409
Kwh	394,411				3,720,964	1012
Amount	43,596.09				\$ 410,332.56	
SGS Three-402/406						
# of Customers	159				1467	163
Kwh	299,478				3,284,055	2239
Amount	32,808.84				\$ 348,256.00	
MGS-D Single-404						
# of Customers	4				36	4
Kwh	75,102				833,467	23152
Amount	4,439.78				\$ 48,939.24	
Demand Usage	215.410				2055.307	57
Amount	3,224.65				\$ 30,767.76	
MGS-D Three-407						
# of Customers	65				583	65
Kwh	1,641,582				17,190,918	29487
Amount	98,960.51				\$ 1,028,651.59	
Demand Usage	4,815.710				48955.362	84
Amount	72,091.24				\$ 737,522.77	
LGS-403						
# of Customers	5				45	5
Kwh	895,680				9,307,680	206837
Amount	48,198.00				\$ 499,139.17	
Demand Usage	1,873.680				18676.560	415
Amount	30,709.62				\$ 306,108.81	
MGS-I Single-451						
# of Customers	4				36	4
Kwh	26,570				271,386	7539
Amount	2,362.39				\$ 21,462.05	
Demand Usage	407.310				2106.450	59
Amount	2,769.74				\$ 16,870.71	
MGS-I Three-453						
# of Customers	44				390	43
Kwh	355,410				3,560,695	9130
Amount	33,307.71				\$ 330,079.56	
Demand Usage	1,569.460				29828.817	76
Amount	12,924.48				\$ 148,741.21	
MS Single -408						
# of Customers	70				630	70
Kwh	91,413				825,800	1311
Amount	10,898.75				\$ 98,417.01	
MS Three -409						
# of Customers	52				466	52
Kwh	857,066				9,257,139	19865
Amount	92,713.44				\$ 998,346.42	
Church & Synagogue-419						
# of Customers	6				54	6
Kwh	31490				320629	5938
Amount	4,497.85				\$ 46,568.54	
Church & Synagogue-429						
# of Customers	1				9	1
Kwh	5040				46720	5191
Amount	687.88				\$ 6,412.98	
Church & Synagogue-440						
# of Customers	1				9	1
Kwh	5760				34880	3876
Amount	804.39				\$ 4,832.37	
Church & Synagogue-418						
# of Customers	12				108	12
Kwh	17889				187306	1734
Amount	2,252.86				\$ 23,896.44	
Church & Synagogue-443						
# of Customers					0	0
Kwh					0	
Amount					\$ -	
Cycle & Save						
# of Customers	1690				15461	
Amount	-9,647.50				\$ (88,089.50)	
Dusk to Dawn						
# of Customers	403				3639	
Amount	8,402.70				\$ 75,275.55	
Surge Suppressors						
# of Customers	85				759	
Amount	425.00				\$ 3,795.00	
Generlink						
# of Customers	2				18	
Amount	25.00				\$ 225.00	
Total Kwh Sold	10,913,551	0	0	0	107,375,994	
Total Amount	\$ 1,137,557.51	\$ -	\$ -	\$ -	\$ 11,079,344.87	
Total Amount Other	\$ (794.80)	\$ -	\$ -	\$ -	\$ (8,793.95)	
Demand Usage	8,881.570	0.000	0.000	0.000	101,622.496	
Demand Amount	\$ 121,719.73	\$ -	\$ -	\$ -	\$ 1,240,011.26	

TOTAL BILLED	\$ 1,258,482.44	\$ -	\$ -	\$ -	\$ 12,310,562.18
ADJUSTMENTS	\$ (1,532.54)				\$ (113,947.36)
ADJUSTED BILLING	\$ 1,256,949.90	\$ -	\$ -	\$ -	\$ 12,196,614.82
TOTAL PAYMENTS**	\$ 1,655,675.48				\$ 11,586,944.86
Variance (collected over billed)	\$ (398,725.58)	\$ -	\$ -	\$ -	\$ 609,669.96

**Total Payments reflects the pay

Robert Randy Martin

From: Taylor Williams
Sent: Tuesday, April 17, 2018 5:41 PM
To: Michael Stultz
Cc: Robert Randy Martin; Mark Bly
Subject: Energy Audit for 312 Hogart Street
Attachments: Scanned from a Xerox Multifunction Printer (003).pdf

April 17, 2018

Re: FOIA request for Energy Audit at 312 Hogart Street

Good afternoon Mr. Stultz: Please excuse the email response to your request for records. I advised you I would be out of the office on Thursday and Friday so this communication allows me to get the information before I go to my LGA Conference. In the attachment above please find the following documents regarding the energy audit performed at 312 Hogart Street. What is being sent is all the records related to the audit. The audit was never completed. Mr. Cross would not let the electric department employees into his residence to allow for a complete audit. So the information is what we have. With reference to the attachment above:

1. Copy of the work order to conduct an energy audit at 312 Hogart Street received on April 2, 2018 with an appointment made for April 3, 2018 at 9 am.
2. Notes that were prepared by the electric department employees that went to 312 Hogart Street on April 3, 2018 to conduct the audit. The last comment makes reference to a comment made by Mr. Cross when he spoke at Citizens Time at the April 9 City Council meeting. In his comments, which are not part of the energy audit but are captured in Council minutes, Mr. Cross said he could not understand why his light bill was so high. He said he was not home half the time. He said his bill was \$1,800, who was using his lights - ghosts? He said he had the audit and the man said the meter is fine. He said the man said he must be using lots of water. In the notes on page 2 it is notated that they did test the meter (see photo 1) and the meter tested and "everything appeared to be working as required." I will say that if you look at the utility bill for the current reading on February 20, 2018, Mr. Cross' electric consumption appears to be very small except for the months on December and January. Those two months his consumption doubled what would be the usual. Water consumption appears elevated also. Mr. Cross' current bill due April 20 is very low, \$129.12. I will also say that the electric bills we discussed before never came close to the \$1,800 he said was his bill on April 9th. When we were discussing Mr. Cross' situation in the middle of March he owed three bills and the combined amount only reached \$1,008 and some change.

3. The first picture shows the testing equipment on the meter at Mr. Cross' house
4. The 2nd picture shows the dryer vent without the property collar around the vent pipe with a cover to prevent cold air from flowing into the house when the dryer is not in operation.
5. The 3rd, 4th and 5th pictures show vents for under the house are not installed and lying on the ground. Cold air would be flowing under the house.
6. The 6th and 7th pictures show the condensation in the windows indicating the windows had lost their capacity to insulate against the cold.
7. The 8th picture shows a crack in the window and appears to not be properly closed to prevent a flow of cold air.
8. The 9th picture attempts to show a hole in the upper pane of glass near the right edge of the window about half way up the pane.

As stated earlier, Mr. Cross would not allow the electric department employees to enter his home to complete the energy audit. No charge is being made for these records.

Taylor

Williams

James Cross

312 Hogart St.

- **Councilman McLemore made the appointment which was scheduled for 09:00 on 4/3/2018.**
- **Jeff and Zach arrived a few minutes early, no one home, attached our meters to load side of meter base as shown in Picture 1. Continued to survey the outside of the property while waiting for someone to arrive, see remaining pictures. Did a quick calculation of the amperage draw on our two meters and compared to usage shown on customer meter, everything appeared to be working as required.**
- **Cinder block house, more than likely not very well insulated. All foundation vents laying on the ground, should be closed in winter months. Dryer vent missing so no vent flap closure available. Many windows show moisture indicating improper seal. Some windows duct taped. At least 2 windows had visible holes in them.**
- **Mr. Cross arrived sometime after 0900, would not get out of car, would not speak to our personnel. Could be overhead speaking on his phone to someone saying "they are here now, you need to get here". Got out of car and went in to house.**
- **McLemore shows up short time later and basically talked to Jeff about everything under the sun for over an hour except what we were there to do. Still not allowed in the house to complete the audit.**
- **McLemore did state to Jeff that he did see daylight showing around the doors.**
- **Mr. Cross made the statement at the most recent council meeting that we conducted an audit and couldn't figure out what was going on. This of course is false, we were never allowed to complete the audit.**

City Of Franklin

Proposed Rates Effective from July 1, 2018 through June 30, 2019

With Comprehensive Dental

	<u>Single</u>	<u>Dual</u>	<u>Family</u>
<u>ACTIVE EMPLOYEES</u>			
Key Advantage Expanded	\$1,155	\$2,137	\$3,119
Key Advantage 250	\$1,043	\$1,930	\$2,816
* Key Advantage 500	\$950	\$1,758	\$2,565
* Key Advantage 1000	\$895	\$1,656	\$2,417
High Deductible Health Plan	\$762	\$1,410	\$2,057
<u>RETIREEES NOT ELIGIBLE FOR MEDICARE</u>			
Key Advantage Expanded	\$1,155	\$2,137	\$3,119
Key Advantage 250	\$1,043	\$1,930	\$2,816
* Key Advantage 500	\$950	\$1,758	\$2,565
* Key Advantage 1000	\$895	\$1,656	\$2,417
High Deductible Health Plan	\$762	\$1,410	\$2,057

With Preventive Dental Only

<u>ACTIVE EMPLOYEES</u>			
Key Advantage Expanded	\$1,139	\$2,107	\$3,075
Key Advantage 250	\$1,027	\$1,900	\$2,773
* Key Advantage 500	\$934	\$1,728	\$2,522
* Key Advantage 1000	\$879	\$1,626	\$2,373
High Deductible Health Plan	\$746	\$1,380	\$2,014
<u>RETIREEES NOT ELIGIBLE FOR MEDICARE</u>			
Key Advantage Expanded	\$1,155	\$2,137	\$3,119
Key Advantage 250	\$1,043	\$1,930	\$2,816
* Key Advantage 500	\$950	\$1,758	\$2,565
* Key Advantage 1000	\$895	\$1,656	\$2,417
High Deductible Health Plan	\$762	\$1,410	\$2,057

Medicare Retiree Rates

<u>RETIREEES WITH MEDICARE</u>	
* Medicare Complementary	\$134
Advantage 65	\$169
Advantage 65 and Dental/Vision	\$201

* Benefit Plans Currently Offered

Coverage under The Local Choice Key Advantage and HDHP contracts is for:

- Active Employees and their Dependents
- Retirees not eligible for Medicare and their Dependents not eligible for Medicare, and/or
- Dependents of Medicare eligible Retirees who are not Medicare eligible.

If coverage is offered to Medicare eligible retirees and their Medicare eligible Dependents, it must be obtained through one of our Medicare Supplemental contracts which require participation in both Parts A and B of Medicare to receive maximum benefits.

The PCORI fee is the responsibility of the group and payment should be submitted directly to HHS, therefore, this

COUNCIL/STAFF REPORTS ON BOARDS & COMMISSIONS