



Growth

Community

Spirit

City Manager's Adopted Budget

For the Period July 1, 2019 - June 30, 2020



TABLE OF CONTENTS

BUDGET OVERVIEW

CITY OFFICIAL LISTING	
CITY ORGANIZATIONAL CHART	
COMMUNITY PROFILE.....	2
QUICK REFERENCE GUIDE.....	4
CITY MANAGER’S BUDGET MESSAGE.	5
CITY TAX RATE TABLE.....	12
HIGHLIGHTS & ACCOMPLISHMENTS...	13
CITY COUNCIL SECTION:	
MEMBERS.....	27
VISION STATEMENT.....	28
4 YEAR PRIORITIES.....	29
STRATEGIC WORK PLAN.....	33
BUDGET ADJUSTMENTS.....	37

SECTION 1

DESCRIPTION OF BUDGETED FUNDS...	40
SUMMARY OF BUDGETED FUNDS.....	44

SECTION 2

FINANCIAL POLICIES.....	49
BUDGET PROCESS.....	55
TABLE OF AUTHORIZED POSITIONS.	56
PERSONNEL CHANGE ANALYSIS	57

SECTION 3

GENERAL FUND

GENERAL FUND REVENUE	
ANALYSIS.....	59
GENERAL FUND EXPENDITURE	
ANALYSIS.....	70
GENERAL FUND BUDGET HIGHLIGHTS	
GENERAL GOV’T & FINANCIAL.....	72
JUDICIAL ADMINISTRATION.....	74
PUBLIC SAFETY.....	75
PUBLIC WORKS.....	76
HEALTH & WELFARE.....	77
PARKS, REC. & CULTURE.....	78

COMMUNITY DEVELOPMENT.....	79
NON DEPARTMENTAL.....	80

SECTION 4

ENTERPRISE FUNDS

WATER & SEWER FUND.....	82
SOLID WASTE FUND.....	85
AIRPORT FUND.....	88
ELECTRIC FUND.....	90

SECTION 5

OTHER FUNDS

DEBT SERVICE FUNDS.....	99
SCHOOL FUNDS.....	105
SOCIAL SERVICES FUND.....	106
COMPREHENSIVE SERVICES FUND.....	108
ECONOMIC DEVELOPMENT FUND.....	109
CAPITAL IMPROVEMENT PROGRAM.....	110

SECTION 6

SUPPLEMENTAL DOCUMENTS

BUDGET RESOLUTION.....	123
ELECTRIC RATE ORDINANCE.....	133

SECTION 7

REVENUE DETAIL - ALL CITY FUNDS	
(SEE INDEX FOR DETAIL PAGE NUMBERS)	

SECTION 8

EXPENDITURE DETAIL - ALL CITY FUNDS	
(SEE INDEX FOR DETAIL PAGE NUMBERS)	



City Council

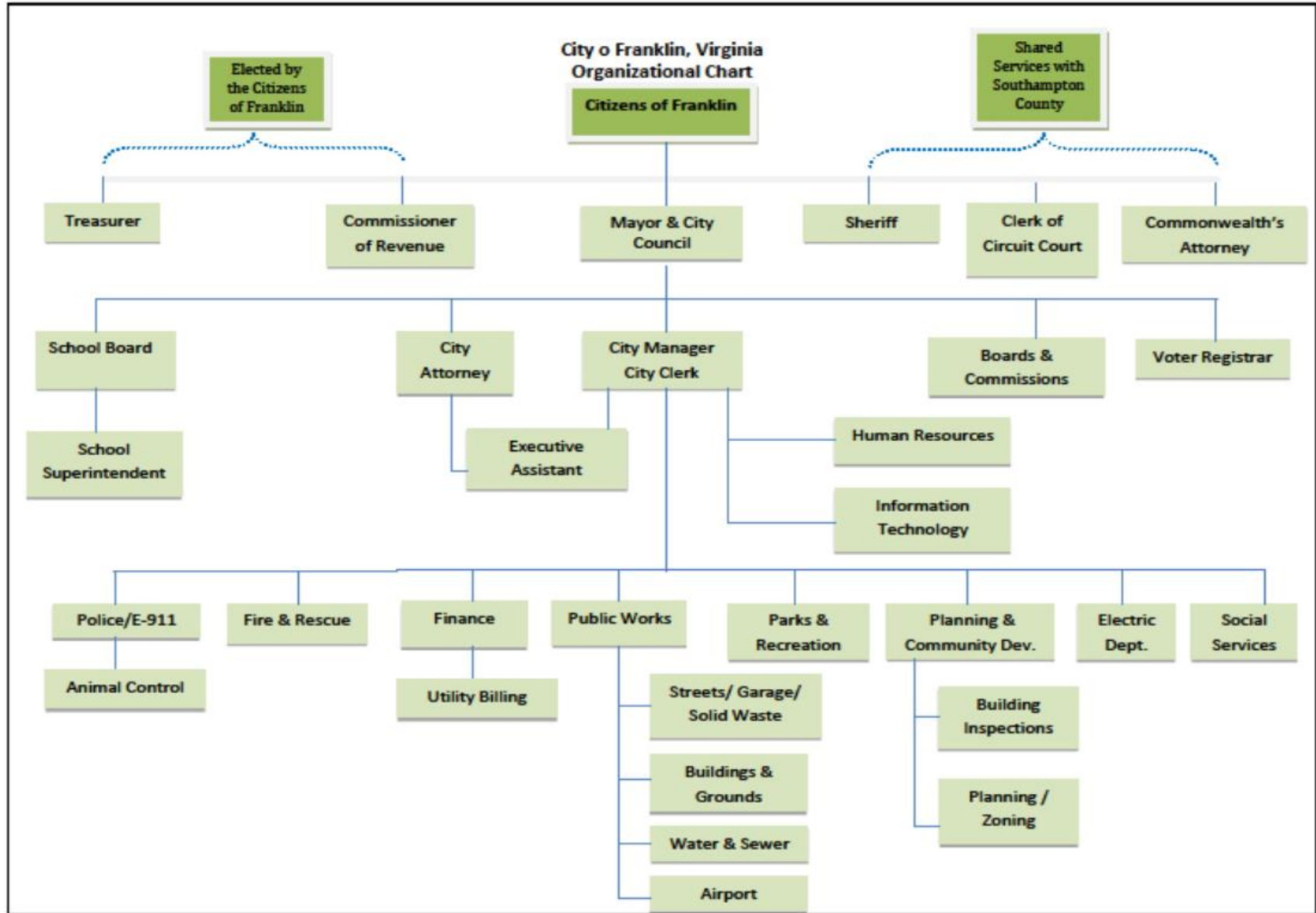
Frank M. Rabil	Mayor, At Large
Barry W. Cheatham	Vice-Mayor, Ward 1
Brenton D. Burgess	Ward 2
Gregory Mclemore	Ward 3
Linwood W. Johnson, III	Ward 4
Wynndolyn Copeland	Ward 5
Robert L. Cutchins, II	Ward 6

CITY MANAGER

Amanda C. Jarratt

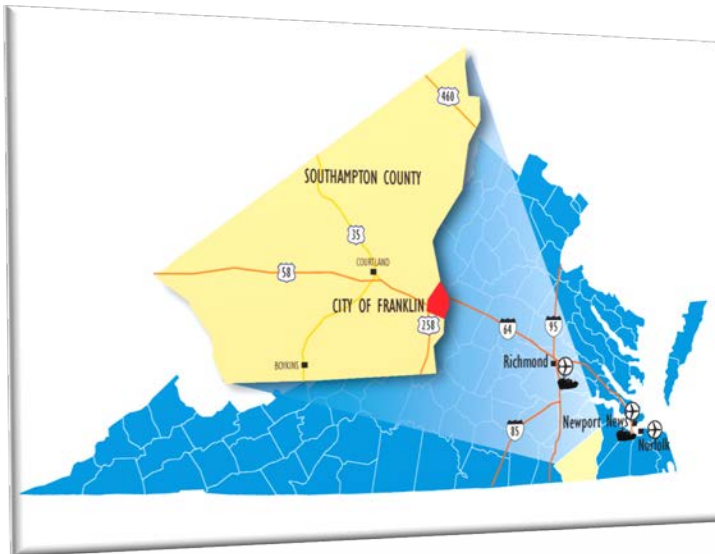
City Departments/Agencies Executive Staff

H. Taylor Williams, IV.	City Attorney
Brenda B. Rickman	Commissioner of the Revenue
Dinah M. Babb	Treasurer
Tracy Spence	Interim Director of Finance
Robert Porti	Deputy Chief of Police
Mark Carr	Interim Chief of Emergency Services
Donald E. Goodwin	Director of Community Development
Russell L. Pace	Director of Public Works
Mark Bly	Director of Franklin Power & Light
Jennifer Maynard	Registrar
Frank Davis	Interim Director of Parks & Recreation
Anne White	Director of Social Services
Michelle Dandridge	Human Resources Director
Tamara Sterling	Superintendent of Franklin City schools



Background & Geography

Franklin became an independent City in December 1961 after being a Town in Southampton County since 1876. The City is located in southeastern Virginia immediately adjacent to the Virginia Beach-Norfolk *Newport News Metropolitan Statistical Area (MSA)* and approximately nine miles from the North Carolina State line. It is surrounded by Southampton and Isle of Wight Counties. The community has historically been the center of trade and transportation for the surrounding countryside owing largely to its: location on the Blackwater River; service availability of the railroad; proximity to the Port of Virginia; and, access to two major U.S. highways (U.S. 58 and U.S. 460) which connect to Interstates 95 and 85 to the West. The Port of Hampton Roads is 45 miles east; Richmond, the state capitol, is 75 miles to the northwest; Washington D.C. is 195 miles north. The land area is 8.75 square miles.



Quick Facts

- Population
- Income
- Age/Race Demographics
- Unemployment
- Education
- Utility Customers Served

Source: Franklin Southampton Economic Development Inc. Community Profile

<u>Population Trends (1)</u>	<u>Franklin</u>	<u>Virginia</u>
July 2018 (Estimate)	8,582	8,517,685
April 2010 (Actual)	8,580	8,001,043

<u>Income (1)</u>	<u>Franklin</u>	<u>Virginia</u>
Median Household Income (2018)	40,200	68,100
Per Capita Income (2018)	23,182	34,967
Persons In Poverty (2018)	20.8%	10.6%



<u>Age, Gender & Race (1)</u>	<u>Franklin</u>	<u>Virginia</u>
Persons Over 65 years	18.5%	15%
Female Persons	56%	50.8%
White	37.4%	69.7%
African American	58.9%	19.8%

<u>Unemployment Rate (2)</u>	<u>Franklin</u>	<u>Virginia</u>
Unemployment Rate (Jan. 31, 2019)	4.3%	3.2%
Unemployment Rate (Feb. 28, 2018)	5.0%	3.4%

<u>Education (3)</u>	
S.P. Morton Elementary School	591 students
J.P. King Middle Skill	245 students
Franklin High School	296 students
Public School Enrollment March 31 st ADM (2017-18)	1,075

<u>Education (4)</u>	
Average Expenditures Per Pupil (2015-16) Actual	16,587
Average Expenditures Per Pupil (2017-18) Estimate	13,659

<u>Franklin Utilities (5)</u>	
Customer Accounts Serviced by Power & Light-	5,600
Customer Accounts Serviced by Water & Sewer	3,550
Customer Accounts Serviced by Solid Waste	2,820

Data Sources:

- (1) U.S. Census Bureau
- (2) Bureau of Labor Statistics
- (3) Franklin City Public Schools Website
- (4) Virginia Department of Education
- (5) City Records (March 2018 Reports)



QUICK REFERENCE GUIDE

The following reference guide will assist the reader with answering some commonly asked questions about the City of Franklin’s Fiscal Year 2018-2019 Budget:

If the question is.....	See.....	Page #.....
What major policy issues are addressed in the FY 2018-2019 Budget?	Manager’s Message	5-11
What are the real estate tax rates & fees?	Manager’s Message City Tax Rate Table	5-11 12
What are some of the departmental highlights & accomplishments?	Highlights & Accomplishments	13-26
What are the City Council Priorities?	City Council Priorities	29-32
What agencies and organizations receive funding support from the City?	City Council Priorities Section 8 – Expenditure Detail	29-32 1
What are the personal property tax rate and other local taxes & fees?	City Tax Rate Table & Other Fee Changes	12
What are the City’s major general fund revenue sources?	Summary of All Budgeted Funds	44-47
How many employees work for the City?	Table of All Authorized Positions	56
What are the City’s major general fund expenditures?	Summary of All Budgeted Funds	44
Where can I find information about the Electric Utility rates?	Electric Rate Ordinance	133
Is there a listing of the various types of debt for the City?	Schedule of Debt Service	98
How much is allocated in the budget for Schools?	School Fund Summary	105
Is there a capital improvement plan?	Capital Improvement Plan	110
Where are the Documents approving the budget?	Budget Resolution & Electric Rate Ordinance	123-137



City Manager's Message

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

In accordance with statutory provisions regulating local government budgetary practices in the Commonwealth of Virginia, the **proposed** operating budget for the fiscal year beginning the first day of July, 2019, is hereby submitted for Council consideration. In preparing the recommendation, management has developed a budget proposal that is balanced in terms of appropriating funds necessary to provide essential and desired service levels while minimizing the burden imposed by taxes and fees.

OVERVIEW

Evaluating ways to implement the priorities and needs of a community is a constant challenge. Strategizing on how to fund those priorities and needs with the available resources requires strategic and long term planning by the community. In an effort to meet the challenges the City of Franklin is currently facing, the entire management team joined together to present a balanced budget that provides essential services to our citizens. City departments held the line in terms of requests and overall submitted flat budgets. In a matter of weeks' staff pulled together to reduce the overall budget by more than \$2M. Department budgets are greatly reduced even over the operating budget for the current fiscal year. The most valuable asset the City of Franklin has are its long term dedicated employees that creatively do more with less each year to maintain City operations. The current budget includes frozen positions and impacts to existing personnel. Despite all of this, City staff has pulled together for the best interest of the citizens. I have been in awe of their commitment to presenting a realistic balanced budget that meets the needs of the City of Franklin citizens and maintains City operations. The entire management team has spent hours analyzing how expenditures can be cut and services maintained. Moving forward City Council will work to identify priorities for the City of Franklin and the services that are considered essential to work toward a sustainable balanced budget.

FY 2019-2020 PROPOSED BUDGET SUMMARY

The Proposed Fiscal Year 2019 - 2020 Financial Plan for the City of Franklin is comprised of the General Fund, Debt Service Fund, Social Services Fund, Education Funds (School Operating, Cafeteria & Textbook), Economic Development Fund and Enterprise Funds. The Capital Budget is incorporated into applicable budgets of the General and Enterprise funds. A summary of the Proposed Financial Plan is shown in the table that follows:



Fiscal Year 2019-2020 Financial Plan	
Fund	Proposed Budget
General Fund	\$23,590,006
Debt Service Fund (School & General Debt)	\$1,134,368
Education (School Operating Fund)	\$15,889,944
Education (School Cafeteria Fund)	\$856,133
Education (School Textbook Fund)	\$94,941
Social Services & CSA Fund	\$2,204,392
Economic Development Fund	\$347,005
Enterprise Funds	\$20,743,918
TOTAL FINANCIAL PLAN	\$64,860,707
Capital Improvement Budget (Incorporated into General & Enterprise Funds)	\$3,243,459

GENERAL FUND

The City’s General Fund has experienced significant challenges over the past several fiscal years. In previous years the general fund budget was balanced utilizing debt service reserve funds obtained when the City of Franklin initially restructured their debt in 2010. These funds were depleted in FY 2015-2016 budget. As was shared in previous budget work sessions, the 2018-2019 budget was balanced utilizing \$286,020 from the water, sewer, and solid waste, and \$677,000 in savings from freezing positions. In prior years, there were valiant and concerted efforts aimed at maintaining the current tax rate. It is acknowledged, however, absent strategic and incremental tax increases paired with growth of the tax base maintaining the levels of services that the citizens of Franklin are accustomed to will not be possible.

Management is presenting a structurally balanced budget in the wake of fiscal challenges which are to a great extent, beyond the City’s control. The balanced budget proposal was achieved without eliminating direct services to Franklin residents; but necessitating an increase in the real estate tax rate for the first time since July 1, 2015. The City of Franklin is resilient even with faced with what may appear as insurmountable challenges. Management remains optimistic about Franklin’s future and knows that as a team we can move the City of Franklin forward.

The Proposed General Fund budget is a decrease of \$635,229 or 2.62% below the FY 2018-2019 amended budget. The proposed General Fund Budget is \$23,590,006. During recent years, the City has evaluated programs and services and identified ways to improve efficiency without significantly reducing service levels directly impacting residents and customers. Efficiencies have been achieved across all



departments and at this point, in order to maintain essential services, an increase in the revenue stream is necessary.

Included in the presented budget are the filling of several long vacant positions which is consistent with the City Council’s top priorities. However, please also note that even with the proposed tax revenue increase, staff is not able to recommend full staffing in the Franklin Police Department, E-911 Department, Fire and Emergency Services and Public Works. As mentioned previously a variety of positions have been frozen and positions throughout the City have been eliminated.

RECOMMENDED TAX RATES

In consideration of the aforementioned, management recommends the real property tax rate increase to \$1.05 per \$100.00 of real property valuation for FY 2019-2020. City Council voted to advertise a \$.06 increase which would increase the real estate rate to \$1.05. Despite the increase, the City remains among the lowest city tax rates in the region as illustrated in the table that follows. A goal of City Council is certainly to minimize the tax burden. Recommending this increase in the tax rate was a very difficult task in this challenging budget year and represents management’s concerted effort to balance the budget in accordance with City Council’s desire to minimize the tax burden on Franklin property owners. There were a number of factors that contributed to it being very difficult to keep rates and fees as low as possible this year. The justification for the real property tax rate recommendation is detailed throughout the budget proposal that follows with the most significant factors being the desire of Council to no longer rely on funding from the various Enterprise Funds. It is also recommended to increase the meals tax by 0.5% and to increase the cigarette tax by \$0.10. All other tax categories are recommended to remain unchanged.

Locality	Real Estate	Personal Property	Meals	Lodging
Franklin	\$0.99	\$4.50	6.50%	8.00%
Colonial Heights	\$1.20	\$3.50	6.00%	8.00%
Emporia	\$0.90	\$5.00	7.50%	11.00%
Hopewell	\$1.13	\$3.50	6.00%	8.00%
Portsmouth	\$1.30	\$5.00	6.50%	8.00%
Southampton County	\$0.85	\$5.00	4.00%	
Isle of Wight County	\$0.85	\$4.50	4.00%	5.00%



RECOMMENDED FEES FOR SERVICES

In terms of service user fees, the budget maintains the current residential fee for solid waste services at \$38.00 monthly. This rate has been cumulatively reduced since July, 2012 by \$8.36 or 18%. The new SPSA use and support agreement which took effect in January, 2018, resulted in reduced SPSA tipping fees. Unfortunately, due to transfers from the Solid Waste Fund Balance in addition to the cost for administrative services and past operational subsidies to the General Fund, the user fees cannot be lowered at this time. The adopted policy requires a minimum fund balance ranging between 25%-40%. We are not currently at the 25% level and have deferred the purchase of a necessary trash truck for the past two fiscal years. The proposed budget includes maintaining monthly water and sewer rates at current levels. The City's Water & Sewer Rates had not been increased since 2008 until new rates were adopted effective July 1, 2016. Not surprisingly, 2018 statewide comparison data verifies that the City's water and sewer rates remain below the median for comparable utility systems in Virginia at this time. A \$195,000 transfer is recommended from the Water and Sewer fund in addition to the transfer for services to balance the General Fund budget. Management noted this is not a sustainable practice. For the third year in a row City retail electric rates are proposed to remain the same despite Dominion Virginia Power's stated intentions to increase wholesale electric rates by 7.8% effective July, 2019. We are also expecting a decrease in the fuel adjustment charge which is a direct pass through to the customer. The retail rate is only able to remain unchanged due to the decision by management to freeze four positions in Franklin Power & Light. As the collective budget proposal attests, management has made a concerted effort to minimize the impacts on utility customers that would result in increased customer bills, but the City must ensure adequate funding is available to continue delivering these essential services. A \$205,000 transfer is recommended from the Electric fund in addition to the transfer for services to balance the General Fund budget. Again, it was noted by management that this should be reduced in future fiscal years and is not a sustainable practice.

It is financial policy to regularly evaluate the City's fee structure to determine if user fees and other charges are adequately producing desired and expected revenue generation levels to maintain service. Based upon this policy evaluation, the FY 2019-2020 budget does not include any changes to the City's current fee structure as detailed in the proposed budget document.

ELECTRIC UTILITY FUND

As noted, based upon information provided to the City by Dominion Virginia Power to date, electric utility user fees will see no increase in the retail rate for the third year in a row. Be advised that Dominion continues to evaluate its rate structure with final action expected in June, 2019. Any significant change will impact upon the City's rates going forward and potentially result in future adjustments to be considered by City Council. Alternatively, any Dominion change that reduces the rate would result in additional revenue that could be designated for capital needs now that reserves have met minimum policy requirements for the first time since prior to 2010.



Fortunately for customers, we also anticipate Dominion to decrease the fuel surcharge per month on usage. It is important to remember that the City has no input on this adjustment and customers alternatively benefited from a significant reduction in the fuel surcharge in the two years prior.

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

SCHOOL OPERATING FUND

Regarding essential City financial support for the Franklin City Public Schools, the proposed budget includes level funding of \$5,037,395. The local base appropriation was increased two years ago by \$50,000 and four years ago by an additional \$150,000. If this year's funding recommendation is approved, the School Division base appropriation will have cumulatively increased by \$370,000 within five fiscal years. The City Council for several years held the base funding level and only approved one-time carryover funds resulting from the School Division having unexpected funds in their budget at fiscal year end. It is also noteworthy that Council approved significantly increased debt service to fund capital needs during the last six years. The proposed budget does not include allocation of any carryover funds. Moving forward in accordance with adopted policy the City of Franklin will only approve carry over funds upon conclusion of and adoption of the City's audit.

Management will continue to communicate to the school system that carryover funds should be restricted and utilized only for capital items and thus avoid the use of "one-time" or non-recurring funds (carryover) for recurring operating expenditures. Given the limitations and uncertainties of future City funding described earlier, school system appropriations may likely be similarly limited to any future end-of-year carryover funds which can and will vary dramatically from year to year. As is the case for FY 2019-2020, future base operating appropriations will not be automatically increased to include this one-time carryover allocation amount, but instead, at the City Council's discretion, will be determined by the amount of carryover available, if any, at June 30, 2019 for the FY 2019-2020 budget and similarly for future years. The proposed General Fund budget also includes a decrease in school related debt service by \$11,433 for FY 2019-2020. Total school funding is the equivalent of 21.9% of the General Fund operating budget. The City also provides in-kind support for the school division that is valued in excess of \$196,659 based upon the City's most recent cost allocation analysis.

With these qualifying comments, management believes the recommended level of school system funding illustrates the continued high priority that the City has for adequately funding the public schools as evidenced by the City's favorable ranking among all Virginia cities in terms of per capita spending on education.



CAPITAL IMPROVEMENTS PROGRAM

An additional but integral consideration for analysis concerning all categories of City services is further refinement and ongoing evaluation of the City's multi-year Capital Improvements Program (CIP) planning and funding strategies. Long-term capital needs remain on the horizon and have not been funded for multiple years. CIP planning every year deserves serious attention. Included in the budget documents is the annual update of the recommended CIP program funding for the requisite period covered by the plan. Management has been working with Davenport & Company to strategize ways to incorporate the costs associated with the Southampton Courthouse and the City's Capital Improvements Program. The majority of these improvements will begin to be funded in the FY2020-2021. Only minimal CIP requests are recommended to be funded in the FY 2019-2020 budget.

PERSONNEL

Comments in this message thus far have not addressed City government's number one asset essential to providing quality service to citizens and customers. This reference is of course to the dedicated City employees that so skillfully serve this community throughout the year. Concerning personnel benefits, some historical review is needed on prior year actions. For FY 2018-2019, the City was faced with an unprecedented major health insurance increase of 30.8%. The magnitude of the increase forced management to modify the plans offered and again recommended a sharing of the increased premiums with personnel. The City's share of the 30.8% increase was set at 24.7% with the employees facing responsibility for 6.1%. Employees with dependent coverage were especially adversely impacted by this increase. To offset this insurance increase for employees, management recommended that salaries for non-exempt employees be increased with a 2.0% COLA effective with the first July payroll. Exempt employees are recommended to receive a 1.0% increase also effective with the first July payroll. Included in the budget detail is additional historical salary increase information. In the FY 2019-2020 year the City of Franklin received a 3% decrease in insurance premiums. Due to no COLA this year for employee's management recommended to share 2% of the decrease with the City employees and the City absorb 1% of the savings.

Personnel costs are by far the largest single expenditure category in the City's budget as it is in practically any organization or enterprise. The FY 2018-2019 budget recommended total personnel costs of \$9,702,550 which comprised 62% of the general fund budget. There are significant impacts to personnel in the FY 2019-2020. The following positions are frozen: three police officers, two E-911 dispatchers, three fire fighters, one payroll clerk, and one athletic specialist position. The following positions have been eliminated in the FY 2019-2020 budget: Captain position in the Police Department, one position at the Franklin Municipal Airport, one position in the City garage, and one custodian position. This total reflects an overall estimated decrease in spending for General Fund personnel costs of \$207,063 in the new fiscal year when comparing the budgeted amount to the current fiscal year.

Management will continue to evaluate the merits of considering other peer-tested efforts to control the growth of personnel costs [e.g. early retirement incentive packages for retirement eligible employees; potential additional reduction-in-force policies; contracted services opportunities in lieu of



city staff provided services; adjustments to benefit providers and offerings; and, particularly health insurance policies and other post- employment benefit cost reduction measures; etc.].

BALANCING THE FY 2019-2020 PROPOSED BUDGET

To balance the proposed budget for FY 2019-2020, management has adjusted departmental expenditure requests and revenue estimates by more than \$1.9M million of the total General Fund requests. The budget message and summary that follows reference some of the various challenges faced in this budget preparation exercise and improved circumstances in this cycle for goal development and prioritization which management committed to ensuring in future budget years. Included in this proposed budget summary are the priorities established by Council following a strategic planning retreat and top priority goal setting work session, as well as the 2030 city vision statement. Management is scheduling a retreat to discuss goals, priorities, and strategies to implement in coming years in May of 2019.

SUMMATION

Included in the budget document that follows is a listing of FY 2018-2019 Highlights and Accomplishments of the various City departments which is evidence of the City's ongoing commitment to provide outstanding service to the citizens and customers of the City of Franklin Further details about the proposed budget and insights into the City of Franklin's financial outlook are addressed in the various sections of the budget that follow. Considering economic forecasting for next year, budget estimates are again being conservatively projected in an effort to improve overall financial reliability and outcomes. It deserves emphasis that the proposed spending plan and tax rates are preliminary. Following review by the City Council, the public hearing is scheduled for April 22, 2019 and further Council consideration until adopted.

I am truly humbled by the opportunity afforded me to serve the citizens and customers of this wonderful community and being entrusted with the enormous responsibility for preparation of the recommended City budget. Preparation of this budget proposal resulted from an extraordinary team effort by all City Department Heads. The decisions that have been made to date have been difficult and wearing on the current City staff. Despite these challenges we are all confident that the City of Franklin will come out stronger and more fiscally stable. I would like to especially recognize and express my sincerest gratitude to Interim Director of Finance Tracy Spence for her professionalism, skill and dedication to this process. She has been a tremendous resource for me throughout the last few months and I am indebted to her for her support.

Respectfully submitted this the 11th day of April, 2019

Amanda C. Jarratt, City Manager



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

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

<u>Real Estate Taxes</u> (Per \$100 of assessed value)	
Current City-wide Tax Rate	\$0.99
Proposed Tax Rate	\$1.05
City Council –Adopted Tax Rate	\$1.03
Downtown Business District-Current	\$0.24
<u>Personal Property Taxes</u>	
Vehicles	\$4.50
PPTRA rate – 50% (Current rate – 50%)	
Boats	\$4.50

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

Personal property, other than motor vehicles, used in a trade or business is subject to local taxation as Business Personal Property. Returns are due no later than February 15th for property in use as of January 1 of a tax year.

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

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

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

<u>Meals Tax</u>
Rate - 7%

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

<u>Cigarette Tax</u>
Rate- \$0.70 per pack

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



Highlights and Accomplishments

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

Legislative & General Government Administration

- ❖ Submitted the City's Comprehensive Annual Financial Report to the Government Finance Officers' Association and received the award for a sixth consecutive time of the Certificate of Achievement in Financial Reporting; received a clean "unqualified" opinion on the June 30, 2018 Financial Report with no General Government Fund findings reported by the auditors.
- ❖ Maintained the AA credit rating from Standard & Poor's bond rating agency received in April 2014, an upgrade from an A+ rating received April 2010 and affirmed in September 2013. The City's bond rating with Moody's rating agency was also upgraded on December 14 2017 to Aa1 from Aa2.
- ❖ Achieved a 99.64% collection rate on delinquent real estate taxes and 99.2% on personal property taxes.
- ❖ The Deputy Treasurer continues to work towards accreditation as a Master Governmental Treasurer from the University of Virginia Weldon Cooper Center. The Treasurer's office received the Office of Accreditation status from the Treasurer's Association of Virginia for a sixth consecutive year.
- ❖ City's staff in the Commissioner's of the Revenue Office and Treasurer's Office worked to implement software Tax/Pet modules while maintaining day to day operations.

Police Department

- ❖ \$150,000 grant from the Virginia Wireless Board for E-911 upgrades.
- ❖ \$27,000 grant from OBICI Foundation for Emergency Medical Dispatching.
- ❖ \$468,000 grant project with VITA for Next Gen 911 planning and implementation
 - This program may increase up to an additional \$1.2M based upon the cost of fiber optic work (all paid for through VITA)

Fire and Emergency Medical Services



- ❖ Responded to 1,621 Fire and EMS related calls for service
- ❖ Completed 1,596 manhours of training instruction for career and volunteer staff on a variety of both EMS and Fire related topics
- ❖ Received grant monies from VDEM for training and updating manuals
- ❖ Updated City's Emergency Operation Plan to include a new section dedicated to re-entry procedures in affected areas after the emergency is over.
- ❖ Completed 15 station tours for schools and various educational groups
- ❖ Completed numerous Fire and EMS apparatus static displays for schools, civic organizations and the general public
- ❖ Completed in-house preventative maintenance on all small engines (i.e. HURST tools, chain saws, K-12 Saws, Generators, etc.)
- ❖ Completed preventative maintenance on Stryker Stretchers and stair chairs
- ❖ Partnered with Southampton Memorial Hospital to conduct "hands only" CPR classes for the general public
- ❖ Sponsored 3 Hunter Safety Education Courses for the General Public
- ❖ Sponsored 3 Boater Safety Courses for the General Public
- ❖ Taught 30 CPR certification classes for various agencies and departments
- ❖ Completed 20 Child Safety Seat Installations/Inspections
- ❖ Established 10 new Standard Operating Guidelines (SOG's) and put into service
- ❖ Initiated a new SOG for Patient PPCR's and billing procedures. For the past 60 days, the department has seen an increase of 30% in the revenue recovery
- ❖ Implemented a Firefighter Cancer Reduction program
- ❖ Completed 10 Pre-Fire plans of various businesses in the city
- ❖ Designed and placed in service Fire Turnout Gear drying system



- ❖ Procured funding from Southampton Charities for the purchase of 6 Automatic External Defibrillators (AED) that were placed at various sites around the city in public places. These AED units were placed in the following locations: MLK Center, Field House at Armory Field, Foyer at Public Works/Franklin Power & Light building, Court building, Barrett's Landing Riverfront Park concession stand and Social Services building.
- ❖ Partnered with American Red Cross in their Sound the Alarm, Save a Life Program by inspecting, testing, installation of smoke detectors and batteries for citizens.
- ❖ Provided upkeep, maintenance, cleaning and needed repairs of the Western Tidewater Regional Fire Training Grounds
- ❖ Have 1 Firefighter/Medic assigned to the Metropolitan Medical Strike Team
- ❖ Participated in all TEMS meetings and Advisory Boards
- ❖ Participated in Local Emergency Planning Committee (LEPC) meetings and table-top exercises
- ❖ Participated in Active Shooter Drill held at P.D. Camp Community College

Public Works

Franklin Municipal Airport

- ❖ In FY 17-18 the Franklin Municipal Airport handled approximately 11,000 aircraft operation. These operations were up slightly from the previous year. The following is a list of projects and events held at the airport.
 - Fuel sales – AVGAS 100LL 7,410 gallons / JET A 9,586 gallons.
 - Finalized the Taxiway to Runway 27 engineering project.
 - Applied for and received the Taxiway to Runway 27 Construction Grant.
 - Fuel Farm quality control inspection and training was completed.
 - Hosted one local school field trip to the airport (JP King Elementary School).
 - Administered the SWPPP to meet the new DEQ requirements.
 - Hosted the National Intercollegiate Flying Association Regional meet.
 - Maintained 100% hangar occupancy throughout the year.
 - The airport continued to strive to provide the highest quality of service to the flying public and the citizens of Franklin and surrounding communities.

Garage

- ❖ In 2007, the Public Works department implemented a fleet management system to track all aspects of service and repairs to city vehicles. In 2017 - 2018, The City Garage completed the following number of services or repairs to fleet vehicles per department:



○ Airport	14
○ Community Development	16
○ Power and Light	70
○ Fire and Rescue	59
○ Garage	4
○ Police	170
○ Recreation	18
○ Refuse	111
○ Schools	243
○ Sewer	8
○ Wastewater Treatment	12
○ Social Services	21
○ Streets	249
○ Water	87

- ❖ The City Garage completed a total of 1,082 services or repairs in 2017-2018.

Streets Division

- ❖ The Street Division maintains roads, drainage systems, ditches, concrete appurtenances, and assists in setup for special events. They also assist the Sanitation Division during times of heavy leaves and yard debris pickup.
 - 26 repairs to drainage structures and replaced 60 LF of storm drain pipe
 - 1,000 LF of ditches graded
 - Cleaned numerous storm drain structures and lines
 - Cleared 2,400 LF of vegetation from various ditches
 - 53 tons of 21A stone repairing various alleys and road shoulders
 - 62 bags of cold mix used for pothole patching
 - 60 tons of hot mix asphalt placed
 - 38.75 cubic yards of concrete poured repairing sidewalks or curbing
 - Moved bleachers and goal post twice a year at Armory Field
 - Painted various curbs around the city for no parking
 - Assisted KABOOM in installing a new playground at Armory Park.
- ❖ Other projects completed by Contractors include:
 - Milled 18,080 SY of asphalt and installed 1,838.32 tons of asphalt resurfacing
 - Installed 2,288 LF of CIPP on various sizes of storm drain pipe. (953- 15", 965- 24", 110- 30", 260- 36")



Right of Way Grounds Maintenance

- ❖ During the course of the year and on a weekly basis the division maintains all interchanges of Route 58, North High Street, Hunterdale Road, Fairview Drive, Pretlow Street, Pretlow Industrial Park, Clay Street, entrance at the river bridge, several lots owned by the city, pond area on Morton Street, pocket park in downtown, Delaware Road, area at Post office, lot at South and High Streets, Commerce Park Road, Bruce Street entrance, Bowers Road, Andrews Avenue, Dog pound, and Crescent Drive to the school. Activities include cutting, trimming and litter control.
- ❖ They also empty all trash receptacles and dog waste containers along South Street, the downtown areas, city parks and facilities.
- ❖ Clean ditches of trash and vegetation as directed as well as all major streets.
- ❖ Assist the Sanitation Division during times of heavy leaves and yard debris pickup.

Sanitation & Refuse Collection

- ❖ Street sweeping is conducted every day unless personnel needs dictate otherwise or in the event of equipment outages.
- ❖ Trash and refuse are collected on a daily basis each week.
 - Refuse Tonnage Collected: 2,497.89 Tons
 - Yard waste Tonnage Collected: 930.90 Tons
 - Recycling Tonnage Collected: 275.27 Tons
- ❖ Completed 952 work orders for picking up or delivering refuse containers.
 - 1,720 cans delivered
 - 1,743 cans picked up

Building Maintenance

- ❖ Our Building Maintenance Technician is responsible for the repairs and maintenance of fourteen city owned or operated buildings. These buildings include Public Works / Power and Light, Police / Courts, City Hall, ESB, Airport, M.L.K. Center, Library, Social Services, Health Department, Franklin Business Center, HVFD, Armory Field House, Homestead Property and the Train Depot.
- ❖ Notable accomplishments were:
 - Closure of the Social Services basement due to mold issues.
 - Replaced the roof at Hunterdale Volunteer Fire Department.
 - Updated the lighting in the City Garage to LED for better lighting and efficiency.
 - Responded to 87 alarms for HVAC problems at City Hall
 - Responded to 148 alarms for HVAC problems at Police/Courts
 - Responded to 27 alarms for HVAC problems at Franklin Business Center



Custodial Services

- ❖ Our custodians are responsible for year round building cleaning and upkeep for 11 City buildings. City Hall, Public Works/Electrical Department, King Center, Armory Field House, Health Department, Airport, Police Department/Courts Facilities, Social Services, Library, Train Depot/Visitors Center, and the Franklin Business Center Facility.
- ❖ Daily routines include cleaning of floors, bathrooms, dusting, vacuuming, window cleaning and trash removal.
- ❖ Setup of City Council and School Board meetings are performed by our custodial staff.
- ❖ Waxing of appropriate floors is performed as needed to include preparation and buffing.
- ❖ City mail is distributed to various departments by custodial staff.
- ❖ Custodians also provide services during times of inclement weather to facilities that operate 24 hours a day.

Sewer/Water Utilities

Utility Division FY 17/18

❖ Water Leaks	125
❖ Meter Replacements	196
❖ Water Meters Read	42,120
❖ Utility Billing Work Orders	1328
❖ Water and Sewer Demolition	4
❖ Water and sewer taps paid	5
❖ Sewer Pumping Station Inspections	2,340
❖ Sewer Pump Station cleaning and Grease Removal	36
❖ Miss Utility Locate Tickets	378

Water Distribution

❖ Well Inspections	745
❖ Customer Complaints	10

Water Withdrawn

❖ College Drive Well #4	90,000
❖ Hunterdale Well #5	1,275,000
❖ Pretlow Well #6	166,043,000
❖ Hunterdale Well #7	<u>126,524,000</u>
	Total
	293,932,000 Gallons
❖ Water Sampling	



❖ Chlorine Testing	2,555
❖ Bacteriological	120
❖ MPN	4
❖ Fluoride	2
❖ Metals	1
❖ Nitrate/Nitrite	4

- ❖ Received no drinking water violations.
- ❖ Completed the DEQ water withdrawal permit.
- ❖ Performed ground maintenance at 3 water distribution facilities and 15 sewer pumping stations and other various locations in the city.
- ❖ Placed the International 7500 service line truck in service.
- ❖ Completed painting and maintenance of all city owned fire hydrants.
- ❖ Oversaw performance of the annual tank maintenance contract.

Sewer System Rehab

- ❖ Maintained the city wide sewer system and responded to complaints.
- ❖ Rehabbed system by Cured in Place Pipe lining: 9,642 L.F. \$368,342.97

Wastewater Treatment Plant

- ❖ Treated 340.54 million gallons.
- ❖ Oversaw contract chief operator services.
- ❖ Replaced scraper arm assemblies in Clarifier #2.
- ❖ Replaced two main diffuser racks in aeration Basin #1.
- ❖ Replaced all diffuser assemblies in Aeration basin #1 and #2.
- ❖ Purchased and replaced 3 main OS&Y valves and check valves for the three main influent pump headers.
- ❖ Replaced rear deck steps to basement due to safety concerns.
- ❖ Continued to haul Bio-Solids to McGill composting facility.



- ❖ Installed two 24 hours, 7 days per week chart recorders to monitor WWTP effluent and Isle of Wight county influent.

Administration

- ❖ Continued the process of updating our Geographic Information System to include water, sewer and stormwater as incorrect or missing data was discovered.
- ❖ Provided oversight and management of the daily operations of the department.
- ❖ Managed all aspects of two City owned Cemeteries to include selling spaces, marking spaces for funerals, marking spaces for headstone placement, and meeting with families over concerns.
- ❖ Completed the stake out of Section C at Southview cemetery by driving over 1,000 property pins.
- ❖ Managed Grounds and Landscape maintenance contracts for the cemeteries, various city buildings and right of ways.

Community & Economic Development

- ❖ Managed and implemented the 4th year of a \$1.2 mil multi-year CDBG grant for the Madison Street Neighborhood Revitalization project. Twenty-five (25) housing units are complete with 2 additional housing units under construction for a total of 27 housing units for low to moderate income households in the project area. With assistance from Public Works we managed the installation of approximately 374 LF of cured-in-place lining in existing sanitary sewer mainline and approximately 2,513 LF of cured-in-place lining in existing storm drain in the grant area.
- ❖ Managed the use of approximately \$290,000 of HOME funds provided by HUD through the City's allocation through the Western Tidewater HOME Consortium. These funds were used as leverage to complete six (6) housing rehabs one within the Madison Street Neighborhood Revitalization project and reach our project outcomes. One substantial reconstruction was completed outside the Madison Street Neighborhood Revitalization project
- ❖ Continued staff training in the Community Rating System (CRS) program through FEMA seeking to lead to inclusion of Franklin in the CRS program. Provided required material to FEMA to complete process enabling City to receive "Letter of Good Standing" with regard to the NFIP (National Flood Insurance Program). City now eligible to apply for inclusion in the CRS program
- ❖ Worked with the City Planning Commission and City Council to hold public hearings leading to the amendment of the zoning ordinance to include the following:
 - Adoption of Temporary Family Health Care Facilities as required by the Virginia General Statutes
 - Creation of the B3-A zoning designation to permit mixed use and other types of development in the downtown area to spur development and redevelopment



- Adoption of the definition and regulations regarding Accessory Dwelling Units to help provide housing options not currently available in Franklin, i.e., “mother-in-law” suites
 - Adoption of a definition of “mixed use” development to help spur development and redevelopment throughout the City
 - Adoption of a change to the zoning ordinance to permit two-family dwellings in the R-2 zoning designation to recognize the existence of such units throughout that district. Such recognition removes the nonconforming status of such units and allows substantial repair and redevelopment of such units for the betterment of neighborhoods that have housed such units for years, allowing the units to make a positive contribution to the community
- ❖ Managed entitlement process for Belmont Peanuts west of Courtland, the Woodard office building near Courtland, Dollar General near Capron, wetland bank improvements in the County’s industrial park for the Atlantic Coast pipeline project, Southampton Academy improvements in Courtland, Parker’s Peanuts redevelopment of Charlie’s Glass property in Courtland, laydown yard outside Franklin in conjunction with the construction of the Atlantic Coast pipeline project
 - ❖ Managed construction through inspections of projects including:
 - Dollar General in Ivor
 - Veterinary office in Ivor
 - Fire stations in Newsoms and Capron
 - Upper floor housing above the Main Event facility
 - Rock Church in Franklin and Rising Star Church near Branchville
 - 53 new single family residences in Southampton County
 - Wetland bank amendments for the Enviva Pellet plant
 - Cheroenhaka wetland mitigation improvements near Courtland
 - Southampton Solar project on 1,400 acres near Boykins
 - Hayden School redevelopment in Franklin
 - ❖ Continued work with VDOT on \$500,000 grant to study the US 58/258 interchange to facilitate safety and access improvements
 - ❖ Completed grant requirements for City acquisition of 16 acres of land through the Virginia Land Conservation Fund for future park development
 - ❖ Submitted grant applications that resulted in two awards through the Obici Healthcare Foundation totaling \$55,000 for City Parks and Recreation Department projects, including repurposing of tennis courts at Armory Park
 - ❖ Managed submittal of 48 applications through the County Voluntary Agriculture and Forestal District program, requiring 96 public hearings and resulting in a total of 103,000 acres of land being part of the program, 27% of County land area
 - ❖ Continued work with the Hampton Roads Planning District Commission (HRPDC) as part of a coastal resiliency work group, as well as continued activity with the Regional Environmental Committee. Continued work with the Hampton Roads Transportation Planning Organization (HRTPO) on a corridor



study for US 58, covering an area from Suffolk to US 58's intersection with I-85. Worked with HRTPO on the completion of an Active Transportation Plan for Southampton County, which was accepted by the Board of Supervisors after review by the County Planning Commission

- ❖ The Inspections Department received a Building Code Effectiveness Grading System (BCEGS) rating from ISO of "3" for one and two family construction and a "3: for all other construction for both the City and Southampton County. This rating places the City in the top 5% of the approximately 144 localities in Virginia that participate.
- ❖ Continued City's participation in the Tree City program for the 34th year, which included a program with the Virginia Department of Forestry and the planting of two trees at Memorial Park
- ❖ Worked with County Planning Commission and Board of Supervisors to adopt zoning ordinance amendments including comprehensive requirements for utility scale solar development as well as event facilities

Parks & Recreation

- ❖ Developed well-rounded program for youth & adults that use the Dr. Martin Luther King, Jr. Community Center for their leisure and educational enjoyment. As well as special programs accomplished such as:
 - Fall-O-Rama Party :300 Participants
 - Christmas Candy Crush:150 Participants
 - Easter Egg Extravaganza: 300 Participants
 - Daily activities for leisure witch include Video Games, Wii U, Board Games, Crafts, Table Top games, and Wi-Fi.
 - Cover 3 Daily Tutoring and Feeding Program
 - Community computer in activity room
 - African American Festival 2018
 - The Youth Group Dance and Step
 - Family Wellness Fun day 2018
 - Adult Night Swim
 - Youth Modeling group developed for youth in Summer Super Jam
 - Created the Sunshine Ladies & King Senior Modeling Troupe & have performed in many fashion shows as, Franklin African-American Festival, Family Wellness Fun Day & many programs of the Oak Street Senior Seniors
 - Teen Summit
- ❖ Improved attendance in youth programs through use of the social media and Wi-Fi.
 - Posting flyers on Facebook. On our Facebook we average about 400 views per week and a monthly basis about 2000 views. It has been a great way in this past year to communicate with our youth as well as parents who are on social media. Our youth and adult really enjoy the Wi-Fi we have at the MLK Center. We have over 20 to 30 people daily connected to Wi-Fi.



- ❖ Purchased new recreational equipment, games, etc. that are both educational & recreational for youth that attend center
- ❖ Provide during the school year monthly trips that are both educational & recreational
- ❖ Continued in expanding on existing programs and partnering with community organizations on projects
- ❖ Athletics Section Goals accomplished in 2018-2019
 - \$50,000 Grant awarded for tennis court through OBICI healthcare Foundation
 - Summer Soccer league was the biggest year ever with 90 players
 - Worked with Paul D. Camp Community College in improvements to the softball field at Armory Drive Recreational Park to accommodate the Hurricanes Woman's Softball team.
- ❖ Youth Athletics
 - Down the Middle Foundation Senior League (4 T-Ball teams, 3 Coach pitch)
 - Camp25 Youth Soccer League with well over 100 kids registered.
 - Down The Middle Foundation have 4 teams that compete in the county league for travel ball
 - The Youth Group winter basketball league has well over 70 kids registered
 - Continued work with the Franklin Youth Football & Cheer program

Schools

- ❖ Maintained level funding for the Franklin Public Schools System.

Electric Fund

Line Dept

- ❖ Responded to 67 Trouble Calls during regular business hours and 69 calls after hours. These ranged from no power to no trouble on the city side of meter. These included broken poles, lines torn down by trees, secondary connectors, bad underground cables, blown fuses due to contact by squirrels and lightning.
- ❖ Responded to 149 calls for malfunctioning street and yard lights.
- ❖ Responded to 2 traffic signal malfunctions
- ❖ Responded to 65 other miscellaneous calls for tree trimming, voltage problems, etc.
- ❖ The department also connected three new commercial services requiring new poles, overhead and underground wires and pad-mounted transformers.
- ❖ Assisted Public Works with lighting replacements at municipal buildings, tree removal at various locations
- ❖ Assisted Parks and Rec with putting netting back up at the softball field, changing bulbs at the football/baseball field.
- ❖ Assisted Franklin/Southampton Fairgrounds repairing parking lot lights, removed bulbs for their haunted house activities and reinstalled afterwards.

Engineering and Services



- ❖ Responded to 3117 work orders including 517 Turn Off, 373 Turn On, 573 Transfer Reading, 259 requests to re-read meter (all readings were correct), 584 Cut Offs, 430 Reconnects as well as miscellaneous requests.
- ❖ Responded to 51 requests for energy audits.
- ❖ Conducted 403 Miss Utility underground locates of FP&L underground facilities.

Goals:

- ❖ Continue to determine ways to reduce power costs that will in turn keep retail rates from increasing.
- ❖ Continue with the street lighting LED replacement project with a goal of full deployment by end of 2020. This project will help to reduce power purchase requirements for street and yard lights and reduce annual maintenance costs.
- ❖ Work towards implementation of a new AMI System (automated metering infrastructure? Which would include new electric meters, would allow further reduction to our power costs by allowing instantaneous monitoring of the entire electric system and transformer loading. This would also reduce manpower costs for disconnects/reconnects and transfer readings which can be done remotely. The customer would also be able to monitor the exact time of their power usage.

Information Technology

- ❖ Replaced 3 replication servers with 1 new server for replication and disaster recovery.
- ❖ Completed code upgrades to all switches at the Franklin Business Center to improve security.
- ❖ Completed SANS course for hacking tools and exploits to better defend against attempted network intrusions.
- ❖ Attended ISC2 security congress for continuing education credits and to continue learning new ways to better improve network security.
- ❖ Completed City social media project.
- ❖ Continued with technology upgrades in various departments including increasing bandwidth at Hunterdale Fire station, replacing old equipment and planning for infrastructure upgrades.

Commissioner of the Revenue

- ❖ The Commissioner of the Revenue and Deputy maintained their Career Development Master Certification designations through the Weldon Cooper Center at the University of Virginia.
- ❖ Wampler-Eanes Appraisal Group, LTD completed the 2018 Real Estate General Reassessment. The Real Estate Clerk worked with them to provide expert assistance.



- ❖ The Commissioner of the Revenue and Staff worked diligently with Edmunds and Associates by researching City and State codes to help develop the tax modules needed to “Go Live” in 2019.

Social Services

- ❖ \$34,323,996.00 spent on Social Services in the locality
- ❖ \$421,173.00 spent on Social Services contributed locality
- ❖ 3139 citizens served with SNAP benefits
- ❖ 3603 citizens served with Medical Assistance
- ❖ 232 citizens served with TANF
- ❖ 99 citizens served in Daycare
- ❖ 4242 citizens served in the Energy Assistance Program
- ❖ 143 children in CPS referrals
- ❖ 9 adults served in APS
- ❖ 7 children in Foster Care

Economic Development Fund

- ❖ Closed on the sale of the Franklin Skating Rink and completed the renovation by Quality Aire.
- ❖ The renovation of the former Winn Dixie building by Sheet Metal Products was completed and the business began operations in the first week of 2019.
- ❖ A \$5.7M expansion of Hampton Farms Peanut Butter Plant was announced in October of 2018. This is in the revenue sharing area with Southampton County.
- ❖ FSEDI in cooperation with the Tidewater News hosted a job fair with more than 200 people in attendance.
- ❖ The Salty Southern Route which is a collaboration between the City of Franklin, Southampton County, Sussex County, Surry, Isle of Wight County, and the City of Suffolk was launched.
- ❖ The Franklin Business Center has 27 clients and an occupancy rate of 73%.



- ❖ The Start-Up Downtown grant program year two grants were awarded for business startups and all three business recipients are operating. A year three start-up program is currently underway with awards to be announced in June, 2019.
- ❖ DFA Main Street Evaluation and visioning process initiated for downtown

What was provided above is a summary of the major accomplishments by each of the City Departments. As evidenced, the City continued its history of (1) seeking grant funds for public safety and community improvements, (2) utilizing resources to provide quality governmental services to Franklin Citizens, (3) expanding technology to improve operational efficiencies and control costs, (4) promoting safety and wellness throughout all City departments, (5) improving activities and programs to enhance overall quality of life.

Updated:April2019

City Council



Frank M. Rabil, Mayor (At Large)



Barry W. Cheatham, Vice-Mayor, Ward 1



Benny Burgess, Ward 2



Gregory Mclemore, Ward 3



Linwood W. Johnson, Ward 4



Wyndolyn H. Copeland, Ward 5



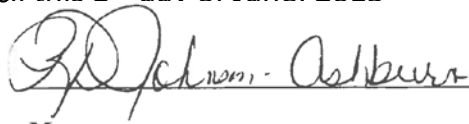
Robert L. Cutchins, Ward 6



Vision Statement

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

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


Mayor urn



During a retreat in January of 2015, Council Members were asked to identify Priorities that would be most critical to achieving the Vision and Target Areas over the next four years. Council used a process of discussion and consensus to arrive at the priorities. Staff was charged with the responsibility to develop a Strategic Plan to address the priorities including timetable and responsibility and regularly update Council on progress. Priorities have been number consecutively for reference only and do not indicate priority order. Due to staff and Council changes a retreat to update these priorities is being scheduled for May of 2019.

❖ Economic Development

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

❖ Education

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

❖ Housing

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



❖ Regionalism and Partnerships

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

❖ Citywide Infrastructure

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



❖ Public Services

22	Determine need, feasibility, and alternatives for a grant writer and pursue this strategy (consider whether to serve Franklin City only or to have a regional focus)
23	Implement training to enhance customer service and diversity awareness for all City personnel
24	Develop and implement a strategy to have appropriate staffing and succession for key positions
25	Develop and implement a manpower plan for public safety (i.e. preparedness, training, diverse work force reflective of the community, response)
26	Update our personnel policies
27	Update the plan for emergency management response (i.e. to include preparedness for disasters, public health concerns, and haz-mat situations)
28	Update the City's transportation project priorities list, including those that have regional significance
29	Consider new options to enhance public transportation (i.e. Uber, LIFT, I-Ride)



OVERVIEW

As directed by Council, City Management with input from staff “will continue to develop a strategic work plan to address Council’s priorities to include a timetable and responsibility and provide for Council’s endorsement”. Attached are administrative planning principles aimed at complimenting and supporting the Council’s approved Vision and Priorities. These administrative support comments are grouped by service area or related departmental activities. To assist in developing these administrative planning principles, management solicited input from each City department. The list is not intended to be all inclusive. Rather, it is a summation of specific areas of responsibility for which City resources should be prioritized and focused on achieving the Council established priorities while meeting all administrative responsibilities for governmental operations. Next steps for administrative staff will be further refinement of the draft plan then development of an administrative responsibility assignment plan and refined timetable for action as applicable.

- ❖ Communicate and interact with citizens and customers utilizing available technology and other more traditional cost-effective means focused on being as citizen, customer and business friendly as possible – continue efforts to evaluate and improve information technology capabilities and resources to further City interests in all service areas.
- ❖ As a governmental entity, implement legally compliant policies that ensure fairness in the treatment of citizens and customers in as professional and business-like an environment as is practical; update and maintain legally compliant personnel policies that ensure fairness in the treatment of city employees while adequately protecting the City’s fiduciary responsibilities and interests.
- ❖ Evaluate municipal operations with a balanced approach aimed at providing as high a quality of designated services as possible while minimizing the costs necessary to provide priority services – pursue initiatives to illicit and promote volunteerism as a citizen engagement and cost reduction technique.
- ❖ When evaluating and developing service priorities, apply as a “litmus test” the impact and potential to preserve or improve on all aspects of the community’s quality-of-life.
- ❖ Maintain a financial management system with established Council benchmarks and performance standards which ensure the long-term financial well-being of the City and its essential funding obligations.
- ❖ Promote intergovernmental and interagency cooperation with neighboring counties and through regional partnerships – pursue cost-effective “win-win” opportunities to promote optimum service levels at minimal cost.



- ❖ Support Community Organizations that promote the City through their sponsorship of major public events which showcase the community and provide services that enhance the general quality-of-life of residents and visitors or otherwise accomplish a city goal.
- ❖ Maintain a qualified and capable municipal work force focused on the efficient delivery of services – promote a safe working environment where the well-being of employees is valued – implement a locally competitive compensation package that attracts and retains employees dedicated to public service.
- ❖ Implement adopted Comprehensive Plan particularly components on regional collaboration within designated revenue sharing zones outside the City in cooperation with neighboring counties.
- ❖ Enhance economic development efforts and community readiness to promote private investment and job creation (e.g. regulatory streamlining, utility infrastructure readiness, educational achievement, other key competitiveness criteria).
- ❖ Broaden economic development focus to ensure inclusion of not only diversified industrial development, but also commercial business recruitment and retention efforts as a regional center; governmental & service industry investment; health care industry expansion interests; tourism opportunities; and, cultural/heritage possibilities.
- ❖ Streamline services of the City-County Consolidated Community Development Planning & Inspections departments to meet needs as cost efficiently as possible while maintaining quality customer service and regulatory compliance at all levels; plan and consider implementation of rental housing inspection program efforts as directed by Council.
- ❖ Develop and maintain a comprehensive Capital Improvements Program (CIP) to meet and finance capital outlay needs of the City in all service responsibility areas for at least five years into the future.
- ❖ Provide as well-trained and professional a police agency as possible that is adequately equipped and staffed to reasonably ensure the delivery of high quality and reliable community policing services to meet the City’s public health, welfare and safety responsibilities and needs as determined by the City Council
- ❖ Provide as well-trained and professional a Fire & Emergency Medical Services (EMS) response agency as possible that is adequately equipped and staffed to reasonably ensure the delivery of high quality and reliable emergency services to meet the City and service response area’s public health, welfare and safety responsibilities and needs as determined by the City Council-position resources strategically to optimize emergency response times



- ❖ Ensure the safety of citizens and public safety providers by maintaining an efficient and reliable emergency communications system
- ❖ Protect citizens and property through development and maintenance of a well- organized Emergency Operations Plan (EOP) outlining resources, procedures, mutual aid arrangements and designating responsibilities for emergency preparedness and response
- ❖ Provide a safe, reliable, cost-effective and efficient electric utility power supply system to ensure the provision of essential regulatory compliant electric service to all customers served within and outside the city limits – evaluate the long-term value of the system and its service obligations including an independent evaluation of equipment and technology to ensure accuracy in utility usage and customer billing components.
- ❖ Provide a cost-effective and efficient public water supply system to ensure the provision of essential, safe, reliable and regulatory compliant potable water for customer consumption and to meet fire protection and economic development needs – assess capabilities, feasibility and needs for regional water supply approaches as outlined in recently renewed State Groundwater Withdrawal permit to ensure a long term adequate water supply.
- ❖ Provide an efficient and reliable public wastewater collection and treatment system to ensure the public health and safety while protecting environmental quality of the receiving stream through regulatory compliance efforts – assess long term alternatives for meeting wastewater needs including regional treatment options in cooperation with County partners.
- ❖ Provide for and regulate the efficient and cost-effective collection and disposal of solid waste within the City in an effort to protect the public health and welfare – manage the volume of waste disposal to minimize the flow of waste to the landfill including promotion of recycling and reuse opportunities – emphasizing the benefits and opportunities of continued regional collaboration for solid waste disposal options – study privatization alternatives for solid waste collection services.
- ❖ Develop and manage a safe and efficient multi-modal system of highways, streets and associated appurtenances for vehicles, non-motorized transportation alternatives and pedestrians.
- ❖ Implement and maintain a safe and reliable stormwater utility management system for collecting stormwater runoff to protect public health, welfare and safety.
- ❖ Pursue federal/state assistance to study (i.e. required cost-benefit analysis criteria evaluation) viable alternatives which might mitigate impacts of flooding and related natural disasters on public and private property or otherwise pose a threat to citizens – pursue as a priority efforts to improve city flood insurance ratings to lower flood insurance premiums.



- ❖ Evaluate, prioritize, and provide for comprehensive parks, recreational and leisure opportunities in terms of facilities and programs for all segments of the population; adequately maintain facilities to ensure safe and reliable continuation of leisure services to citizens and visitors.
- ❖ Provide safe and FAA regulatory compliant municipal airport facilities and services to customers utilizing the service – update the City’s Master Plan for Airport facilities.
- ❖ Maintain a system of public infrastructure and buildings, as well as, a fleet of vehicles and equipment to facilitate the safety of employees and others and the provision of services to citizens in as cost-efficient a manner as possible – manage resources by promoting and pursuing energy efficiency opportunities in the provision of City services when determined to be cost-effective alternatives.
- ❖ Provide support for City Constitutional Officers (i.e. Commissioner of Revenue, Treasurer) and Election Registrar responsibilities and functions to meet City obligations and the needs of the citizenry.
- ❖ Cooperatively provide for shared Constitutional Office Support functions with Southampton County including: Judicial System, Sheriff, Commonwealth’s Attorney and Clerk of the Court to meet the City’s obligations and the needs of the citizens – cooperate with Southampton County to provide adequate and safe court facilities.
- ❖ Provide City funding, as determined by the City Council, to satisfy local responsibilities to provide the City share of essential School System funding to meet operating and capital needs – assist the Council in efforts to identify and appoint School Board members committed to high caliber student achievement and educational system accountability.
- ❖ Provide sufficient resources, as determined by the Council, to satisfy local responsibilities for the City’s share of Department of Social Services funding to meet operating and capital requirements and community assistance needs while optimizing the leverage of federal and state resources for the benefit of citizen beneficiaries.
- ❖ Provide the City share of funding, as determined by the Council and contractual obligations, for other important services and agencies including: Blackwater Regional Library, Western Tidewater Regional Jail, CSA, Senior Services, Boys & Girls Club, Smart Beginnings, Paul D. Camp Community College, Franklin- Southampton Economic Development, Inc., Hampton Roads Planning District Commission, Western Tidewater Community Services Board, etc. Excluding obligations for juvenile and adult detention care, the City contributes nearly \$550,000 annually to community agencies and organizations.

October, 2015
(Updated May 2019)



Section 1

INFORMATION ON ALL BUDGETED FUNDS

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



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

DESCRIPTION OF BUDGETED FUNDS

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

GOVERNMENTAL-TYPE FUNDS

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

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

Component Unit Fund

- ❖ **Education** – The City’s School Fund is reported in financial statements as a discretely presented component unit. The City’s total budget includes the funds of the Franklin City Public Schools. The primary sources of revenues, exclusive of the transfer from the City’s General Fund, are basic school aid, sales tax revenue, grants and federal revenues that fund certain programs. The **School Operating Fund** is the General Fund of the School Board. It includes the City’s local appropriation



to the schools referred to as an annual base appropriation. Additional appropriations, in the form of prior year carryover as identified in audited financial statements, are funded at City Council's discretion. The Cafeteria Fund of the Schools, supports the school breakfast and lunch program. It is a self-funded operation supported through cafeteria sales and federal and state reimbursements.

Non Major Funds

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

BUSINESS TYPE ACTIVITIES FUNDS

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

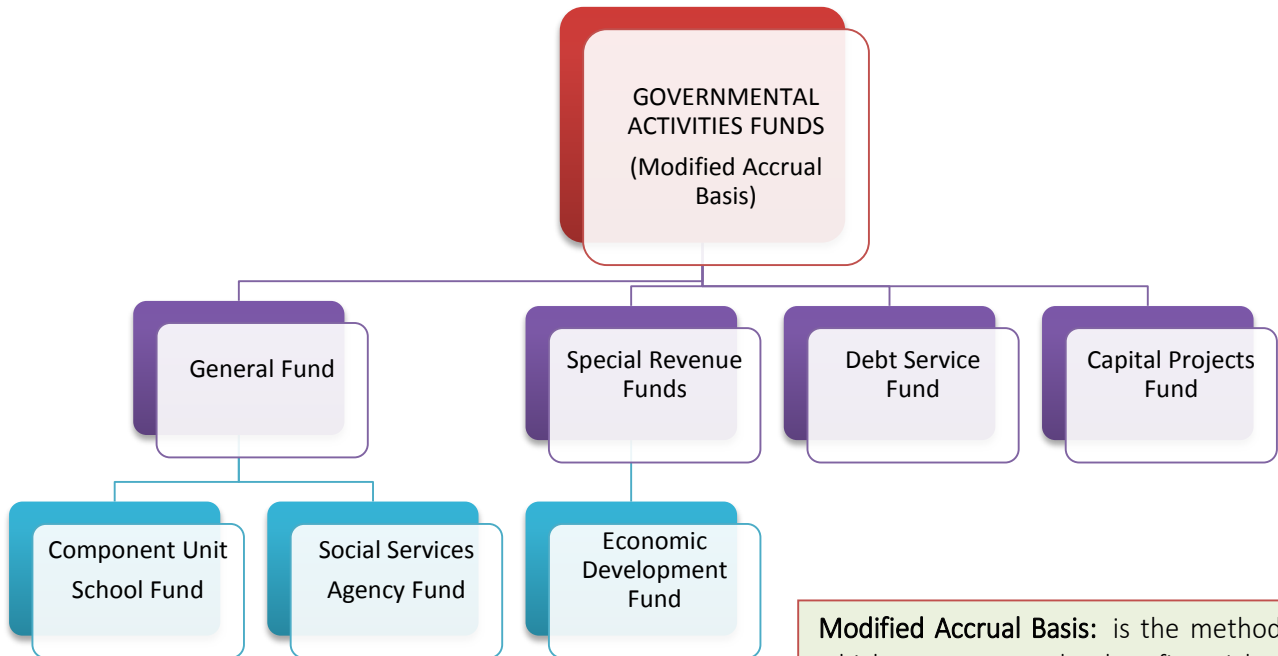
Solid Waste Fund, created in 2013, is an enterprise fund which pays for such services as refuse collection, disposal and recycling. Revenue for this fund is derived from predominantly residential customers and a limited number of commercial customer user fees.

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

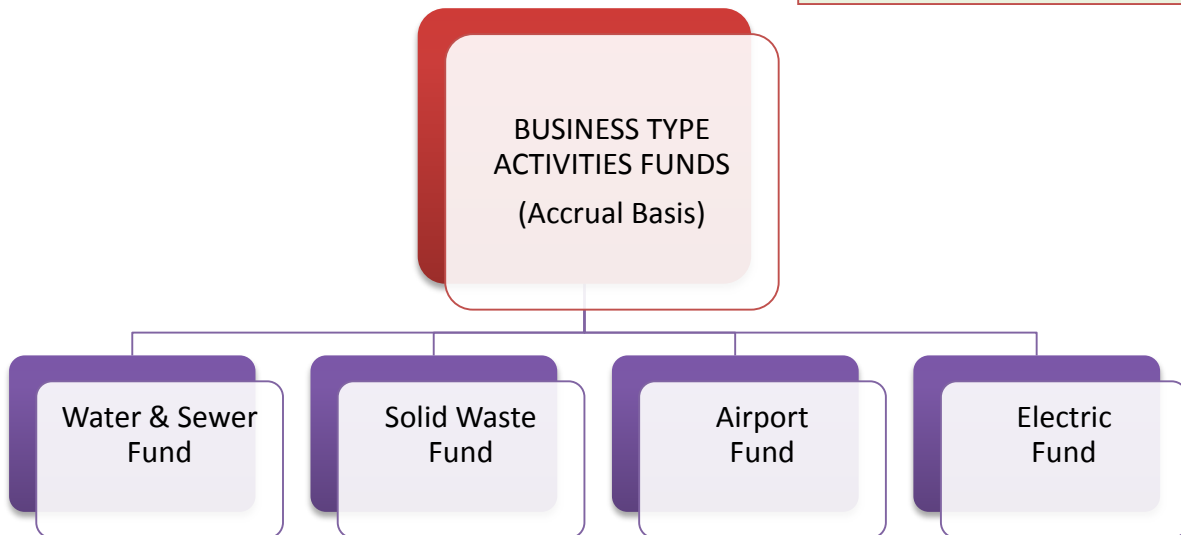
Electric Fund - Franklin Municipal Power and Light is the electricity provider in the City of Franklin and parts of the City of Suffolk, Southampton and Isle of Wight Counties. Established in 1892, Franklin Municipal Power and Light provides reliable and efficient energy and energy-related services for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



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



Modified Accrual Basis: is the method under which revenues and other financial resource increments are recognized when they become both “measurable” and “available to finance expenditures in the current period.” “Available” means collectable in the current period or soon enough thereafter to be used to pay the liabilities of the current period.



Accrual Basis: indicates revenues are recorded when they are earned (whether or not cash is received at the time) and expenditures are recorded when goods and services are received (whether cash disbursements are made at the time or not).



SUMMARY OF ALL BUDGETED FUNDS

TOTAL BUDGET SUMMARY

REVENUE	2019-20 PROPOSED	EXPENDITURES	2019-20 PROPOSED
General Property Tax	\$ 7,985,009	Legislative	\$ 190,003
Other Local Taxes	\$ 5,839,463	General Gov't	\$ 2,606,242
Permits, Fees, Licenses, Etc.	\$ 167,420	Judicial	\$ 1,257,383
Fines and Forfeitures	\$ 25,700	Public Safety	\$ 6,909,642
Use of Money and Property	\$ 263,201	Public Works	\$ 3,182,699
Charges for Services	\$ 1,754,453	Health & Welfare	\$ 146,958
Miscellaneous Revenue	\$ 1,256,742	Recreation & Culture	\$ 789,372
Recovered Costs	\$ 583,680	Community Develop.	\$ 375,856
Shared Expenses	\$ 187,200	Misc.-Non Departmental	\$ 755,000
Non-Categorical Aid: State	\$ 1,591,797		\$ 16,213,155
Categorical Aid: State	\$ 2,095,948		
Categorical Aid: Federal	\$ -	Transfer To Funds	\$ 6,995,901
Transfers From Electric Fund	\$ 1,644,393		
Transfer from Solid Waste Fund	\$ -		
Transfer from Water & Sewer Fund	\$ 195,000		
Use of Restricted Fund Balance	\$ -		
Use of Unassigned Fund Balance	\$ -		
TOTAL GENERAL FUND	\$ 23,590,006	TOTAL GENERAL FUND	\$ 23,590,006
Schools - Operations -Local Funds	\$ 60,000		
Schools - Operations -Local Appropriation -Base	\$ 5,037,395		
Schools - Operations -State & Federal Aid	\$ 10,792,549	Education Fund	\$ 15,889,944
Subtotal - School Operating Fund	\$ 15,889,944	Cafeteria	\$ 856,133
Schools- Cafeteria & Textbook Fund - State, Federal & L	\$ 951,074	Textbook	\$ 94,941
SCHOOL OPERATIONS	\$ 16,841,018	SCHOOL OPERATIONS	\$ 16,841,018
Social Services Fund - State Aid	\$ 904,228	Administrative, Foster Care,	
Social Services Fund - Federal Aid	\$ 617,498	Eligibility and Other Social	
Transfer from General Fund	\$ 484,396	Services Functions	\$ 2,006,122
SOCIAL SERVICES	\$ 2,006,122	SOCIAL SERVICES	\$ 2,006,122
State Aid	\$ 121,699		
Transfer from General Fund	\$ 49,686	Mandated Services	\$ 150,000
Use of Restricted Fund Balance	\$ 26,885	Administrative	\$ 48,270
COMPREHENSIVE SERVICES	\$ 198,270	COMPREHENSIVE SERVICES	\$ 198,270



SUMMARY OF ALL BUDGETED FUNDS

REVENUE	2019-2020 PROPOSED	EXPENDITURES	2019-2020 PROPOSED
Sale of Water	1,300,000	Water Operations	880,006
Sewer Service Fees	1,850,000	Sewer Operations	302,419
Sewage Treatment Fees	83,000	Wastewater Treatment Operations	714,651
Miscellaneous	60,000	Transfer to General Fund-Admin Services	381,819
Use of Fund Balance	195,000	Transfer to General Fund-Lieu of Taxes	26,460
		Transfer to General Fund-Operational Subsid	195,000
		Transfer to Capital Fund	621,559
		Debt Service	366,086
TOTAL WATER & SEWER FUND	3,488,000	TOTAL WATER & SEWER FUND	3,488,000
		Waste Collection & Disposal	348,200
Waste & Collection Disposal Fees	1,279,481	Other Operating Expense	658,588
Miscellaneous Revenue	4,000	Transfer to General Fund-Admin Services	270,245
		Debt Service	6,448
TOTAL SOLID WASTE FUND	1,283,481	TOTAL SOLID WASTE FUND	1,283,481
		Operating Expenses	123,719
Local Revenue	52,100	Transfer to General Fund-Admin Services	25,515
Federal & State Revenue	101,000	Transfer to Capital Fund	100,000
Transfer from General Fund	96,134		
TOTAL AIRPORT FUND	249,234	TOTAL AIRPORT FUND	249,234
		Operating Expenses	1,780,933
		Cost of Energy	10,920,276
		Capital Outlay	476,166
Sale of Energy Fuel Adjustment	1,221,787	Transfer to General Fund-Admin Services	569,774
Slae of Electric Energy	14,044,220	Transfer to General Fund-Lieu of Taxes	59,282
Miscellaneous Revenue	252,196	Transfer to General Fund-Operational Subsid	1,644,393
Use of Unrestricted Fund Balance	205,000	Debt Service	272,379
TOTAL ELECTRIC FUND	15,723,203	TOTAL ELECTRIC FUND	15,723,203
		School Fund Debt Principal	601,965
		School Fund Debt Interest	112,986
Transfers from General Fund - School	676,651	School Fund Debt Administrative Fee	3,700
Transfers from General Fund - General	415,717	General Fund Debt Principal	170,000
Interest Income	42,000	General Fund Debt Interest	242,217
Debt Service Reserves	-	General Fund Debt Administrative Fee	3,500
TOTAL DEBT SERVICE FUND	1,134,368	TOTAL DEBT SERVICE FUND	1,134,368
		Operating Expenses	222,005
Rents & Program Fees	119,000	Payments to Economic Develop	125,000
Transfer from General Fund Operations	103,005		
Transfer from GF-Joint Economic Deve	125,000		
TOTAL ECONOMIC DEVELOP	347,005	TOTAL ECONOMIC DEVELOP	347,005
TOTAL CITY FUNDS	64,860,707	TOTAL CITY FUNDS	64,860,707

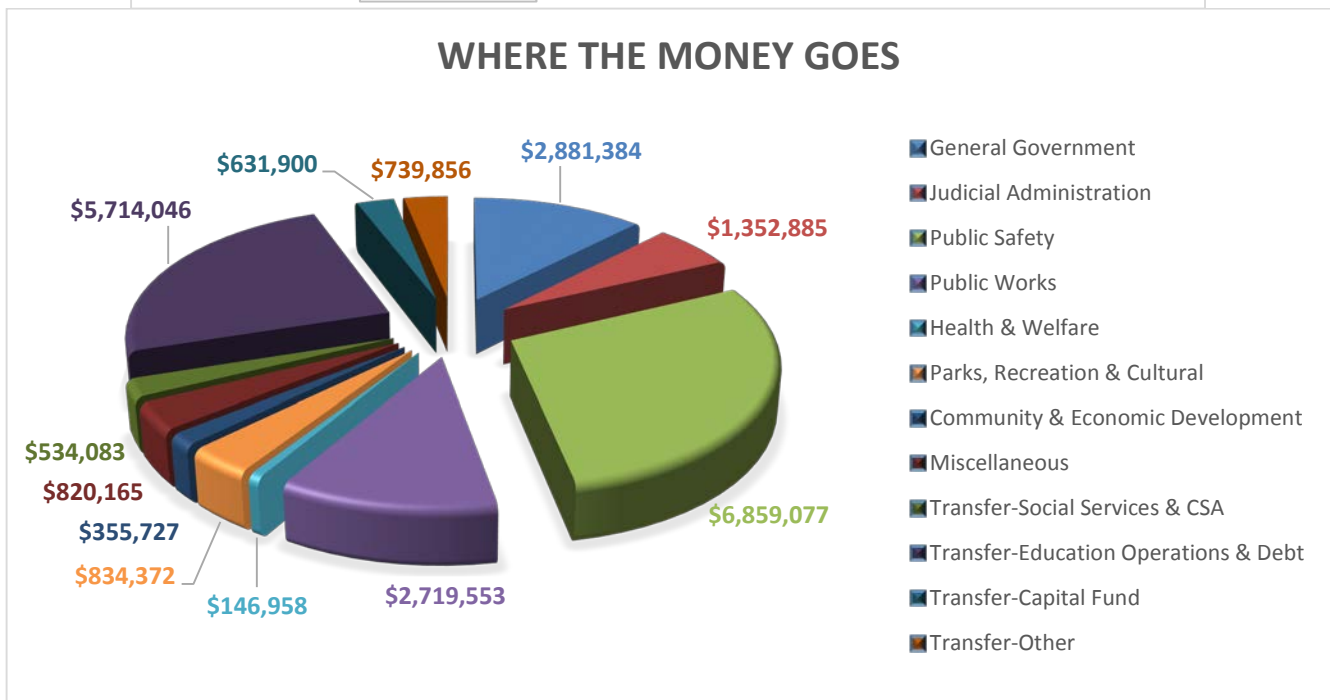
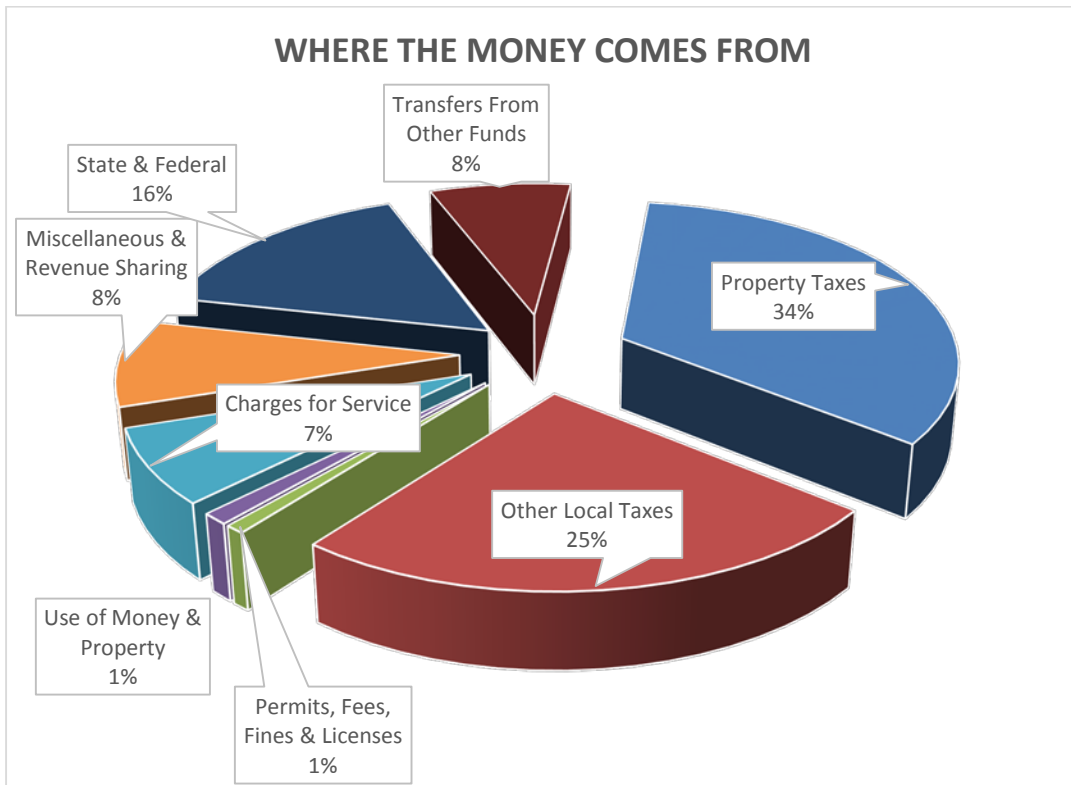


**FY 2019-20 BUDGET BY FUND
PRIOR YEAR COMPARISON**

AS OF 3/1/19	FY 18-19 ADOPTED	FY 18-19 AMENDED	City Manager Recommended FY 19-20	Variance over FY 18-19 Amended	Variance (%)	Variance Over FY 18-19 Adopted	Variance (%)
General Fund*	\$ 22,955,988	\$ 24,225,235	\$ 23,590,006	\$ (635,229)	-2.62%	634,018	2.76%
Water & Sewer Fund	\$ 3,520,837	\$ 3,606,351	\$ 3,488,000	\$ (118,351)	-3.28%	(32,837)	-0.93%
Airport Fund	\$ 464,090	\$ 828,090	\$ 249,234	\$ (578,856)	-69.90%	(214,856)	-46.30%
Electric Fund	\$ 16,243,462	\$ 16,243,462	\$ 15,723,203	\$ (520,259)	-3.20%	(520,259)	-3.20%
Solid Waste Fund	\$ 1,313,481	\$ 1,395,224	\$ 1,283,481	\$ (111,743)	-8.01%	(30,000)	-2.28%
Economic Dev. Fund	\$ 316,550	\$ 317,144	\$ 347,005	\$ 29,861	9.42%	30,455	9.62%
School Fund	\$ 16,371,557	\$ 16,954,760	\$ 15,889,944	\$ (1,064,816)	-6.28%	(481,613)	-2.94%
School Cafeteria Fund	\$ 821,472	\$ 821,472	\$ 856,133	\$ 34,661	4.22%	34,661	4.22%
School Textbook Fund	\$ 209,663	\$ 209,663	\$ 94,941	\$ (114,722)	-	(114,722)	-
Social Services	\$ 1,875,334	\$ 1,939,264	\$ 2,006,122	\$ 66,858	3.45%	130,788	6.97%
Comprehensive Services	\$ 198,270	\$ 198,270	\$ 198,270	\$ -	0.00%	-	0.00%
School Debt Service	\$ 730,084	\$ 730,084	\$ 718,651	\$ (11,433)	-1.57%	(11,433)	-1.57%
General Fund Debt Service	\$ 404,707	\$ 404,707	\$ 415,717	\$ 11,010	2.72%	11,010	2.72%
TOTAL	\$ 65,425,495	\$ 67,873,726	\$ 64,860,707	\$ (3,013,019)	-4.44%	\$ (564,788)	-0.86%

2018-19 Primary Budget Major Amendments – General Fund	Amount
Prior Year Carryovers	192,201
Grants	73,671
Children's Center Funds	595,794
Ambulance Charges Reduction	145,000
Street Improvements	162,196
Personnel Costs	122,590
Monopole	75,000
TOTAL	1,366,452

General Fund Summary





Section 2

FINANCIAL POLICIES & POSITION SUMMARY

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



Financial Policies

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

OVERALL GOALS

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

DEFINITIONS

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

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

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

Committed Fund Balance: amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of City Council. Formal Council action includes designations of funds to be held for a specific purpose in future fiscal years and budget amendments to carry forward appropriations that were unexpended at fiscal yearend.

Debt Service Fund: Accounts for repayment of debt.

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



funds.

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

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

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

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

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

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

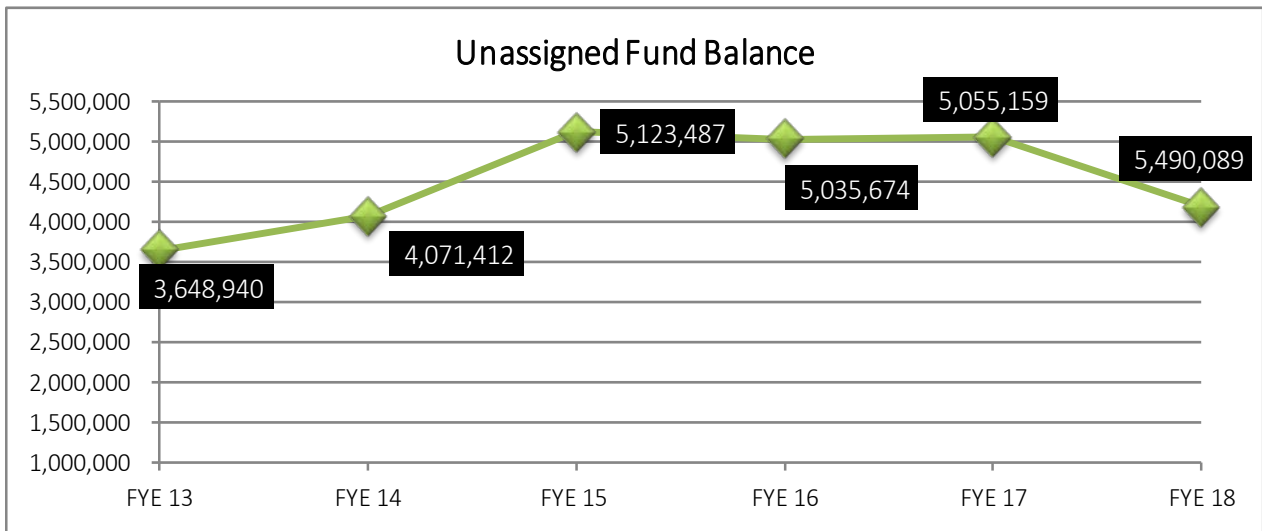
MINIMUM UNASSIGNED FUND BALANCE (NET ASSETS) POLICY

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

Fiscal Year 2017-2018 Actual	General Government Actual	Fiscal Year 2018-2019 Projected	General Government Budget
	\$24,019,127		\$24,225,235
	Unassigned Fund Balance Ending June 30, 2018		Unassigned Fund Balance Ending June 30, 2019
	\$4,189,190		\$3.9 million*
	= 17.44% of GF Budget		=16 % of GF Budget
	The Required Minimum per the Unassigned Fund Balance of 15% = \$3.65 mil		The Required Minimum per the Unassigned Fund Balance of 15% = \$3.63 mil

***Policy Evaluation: The FY 2018-2019 projected unassigned fund balance at June 30, 2019 is yet to be determined.**

Below is a history of the City’s Unassigned Fund Balance from June 30, 2013 through June 30, 2018.



RESTORATION OF MINIMUM CASH OR UNASSIGNED FUND BALANCES

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



EXCESS UNASSIGNED FUND BALANCES (NET ASSETS)

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

POLICY ON THE ORDER OF SPENDING RESOURCES

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

REVENUE POLICIES

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



- ❖ Revenues from fees and charges will be reviewed annually and compared with surrounding localities to determine whether they are fair and equitable and in-line with services provided.

DEBT MANAGEMENT POLICIES

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

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

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

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

**2018 General Debt Service as a Percentage of
*General Fund Expenses = 3.88%**
*calculation represents payment of annual principal and interest obligation

**2019 Projected General Debt Service as a Percentage of
*General Fund Expenses =4.68%**
*calculation represents payment of annual principal and interest obligation

2018 Net Bonded Debt as a Percentage of Taxable Real Estate – 3.34%

Enterprise Funds
Debt Service as a percentage of annual expenses for the Water & Sewer, Electric and Solid Waste Funds is less than 4.0%, well below the minimum policy guideline.

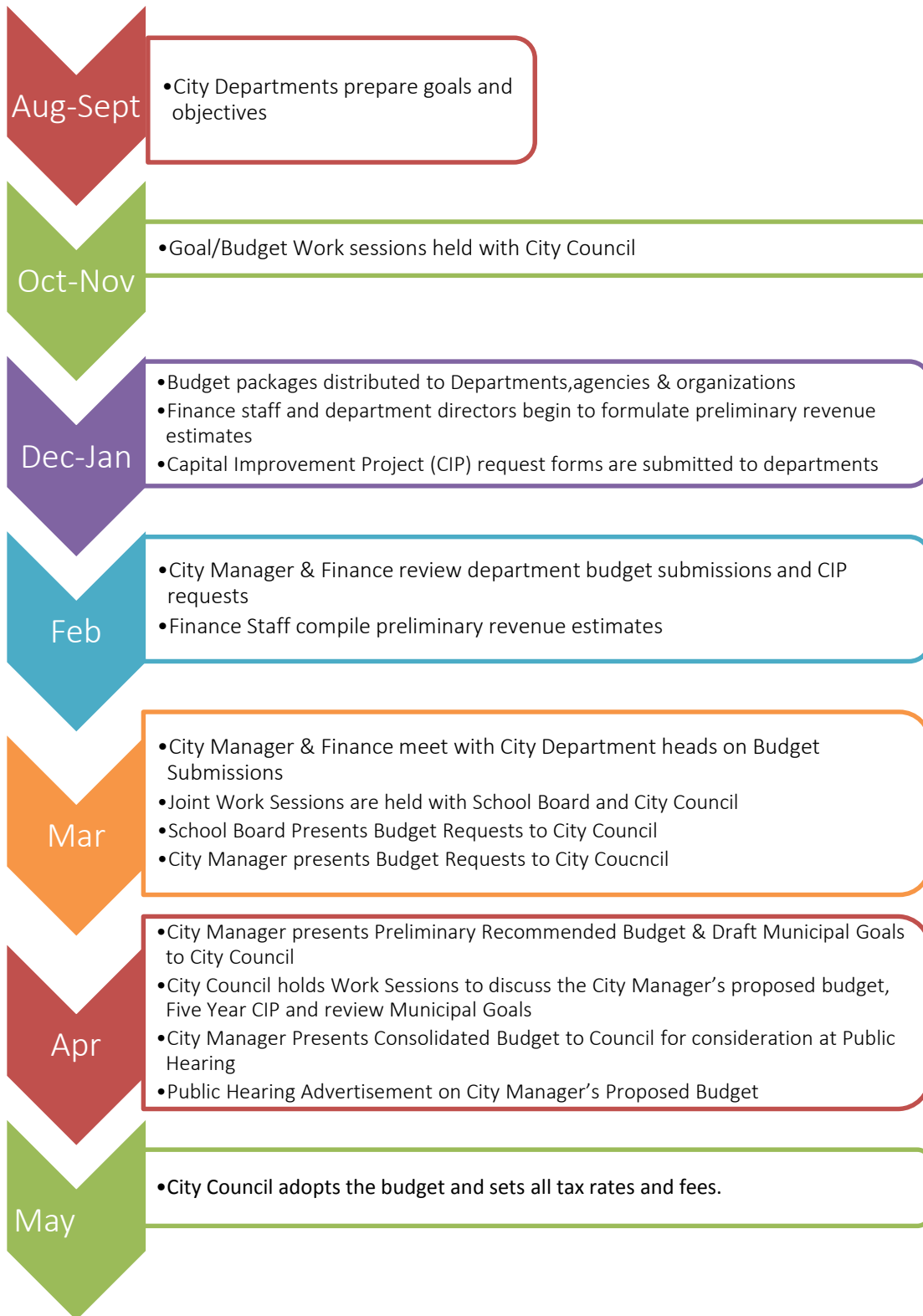
Policy Evaluation: The City is in compliance with its debt management policy guidelines for all debt funds.



Budget Development and Budgetary Controls

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

- ❖ The budget is formulated from estimates of revenues and expected expenditures from various departments. Line item detail of the various local, state and federal revenue sources is used to project current year estimated actual revenue, and anticipated revenue for the following year. Trend analysis, evaluation of current economic conditions and actions by the State legislature serve as the basis for projecting the ensuing year budget.
- ❖ The City also develops a Five Year Capital Improvement Plan to adequately address capital needs in the City and a proposed plan for financing projects. A recommended CIP is presented to City Council during presentation of the Operating Budget and adopted simultaneously. The first year of the CIP is incorporated into the City Manager's proposed operating and capital budget.
- ❖ At least 60 days prior to June 30, the City Manager submits to City Council a proposed operating budget for the fiscal year commencing the following July 1. The operating budget includes proposed expenditures and the means of financing them. The budget submitted to Council must be in balance, meaning expenditures recommended by the City Manager must not exceed the estimated revenue.
- ❖ Budget work sessions are held in which the various departmental proposed budgets are presented to City Council. This is a process which enables Council to make informed budgetary and financial planning decisions.
- ❖ City Council then holds a public hearing(s) on the proposed budget. Notice of such public hearing is advertised in the local newspaper not less than seven days prior to the hearing.
- ❖ The budget must be approved by a majority vote of City Council and legally adopted before July 1. A budget resolution is approved by City Council that formally adopts the budget by the various funds, levies the tax rates for the new fiscal year and sets various fees for City services.
- ❖ Additional appropriations may be made by City Council only if there is an undesignated fund balance or additional funding becomes available.
- ❖ Department Heads are responsible for managing departmental budgets within the total appropriated budget. Department heads shall prepare budget amendments for expenditures over a budgeted line item by more than \$20,000. The City Manager is authorized to transfer budgeted amounts within departments up to \$20,000. Expenditures over the original budget of any department must be approved by City Council. Transfers over \$20,000 must also be approved by City Council. The School Board is authorized to transfer budgeted amounts within the school system's categories. However, amendments to the School System budget (additional appropriations) require approval of City Council.
- ❖ Appropriations lapse on June 30 for all City units with the exception of the Capital funds.





Function/Program	FY 2018-2019 Adopted	FY 2019-2020 Proposed	Net FTE Change
GENERAL FUND			
City Manager	2	2	0
City Attorney	1	1	0
Human Resources	2	2	0
Treasurer	5	5	0
Commissioner of Revenue	5	5	0
Finance	4.5	4.5	0
Finance-Utility Billing	3.5	5	1.5
Registrar	1.5	1.5	0
Information Technology	1	1	0
Total General Government Administration	25.5	27	1.5
Police	33	32	-1
E-911 Communications	10.5	10.5	0
Animal Control	1.5	1.5	0
Fire & Rescue - EMS	27	27	0
Inspections	7	7	0
Total Public Safety Administration	79	78	-1
Public Works-Streets	16	16	0
Public Works - Garage	4	3	-1
Public Works - Refuse collection	0	0	0
Public Works-Bldgs & Grounds	10	9.5	-0.5
Total Public Works Administration	30	28.5	-1.5
Park and Recreation	4	4	0
Senior Program	1	1	0
Library	0.5	0	-0.5
Total Parks & Recreation	5.5	5	-0.5
Community Development & Stormwater Mgt.	2	2	0
Downtown Development	1	1	0
Total Community Development	3	3	0
TOTAL GENERAL FUND	143	141.5	-1.5
Social Services	23	23	0
Economic Development - Incubator	0.5	0.5	0
Water & Sewer	13	13	0
Solid Waste	8	8	0
Electric Fund	16	16	0
Airport	2	1	-1
TOTAL NON GENERAL FUND	62.5	61.5	-1
TOTAL POSITIONS - ALL FUNDS	205.5	203	-2.5



Personnel Change Analysis

The Fiscal Year 2019-2020 Proposed Budget calls for a net decrease in total net full time equivalent positions. A 14-year history of the City’s budgeted full-time equivalent positions is shown below in table 1.

HISTORY OF FULL TIME EQUIVALENT POSITIONS AS OF JUNE 30

Table 1.

FUND	2020	2019	2018	2017	2016	2015	2014	2013	2012	2011	2010	2009	2008	2007
General	140.5	142.5	142.5	141	141	144	142	145	139	132	129	130	134	146
Social Services	23	23	23	23	23	22	22	20	20	19	19	20	18	19
Electric	16	16	16	16	16	16	16	16	14	14	16	15	20	20
Water & Sewer	13	13	13	13	13	13	16	13	13	16	14	14	16	16
Airport	1	2	2	2	2	2	2	2	2	2	2	2	2	2
Solid Waste	8	8	8	8	8	8	8	0	0	0	0	0	0	0
Economic Development	.5	.5	.5	.5	.5	1	1	1	1	Na	Na	Na	Na	Na
TOTAL	203	205.5	205	203.5	203.5	206	207	197	188	183	178	182	185	204



Section 3

ANALYSIS OF THE GENERAL FUND

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



General Fund Analysis FY 2019-20 Annual Operating Budget Revenue Analysis

INTRODUCTION

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

Several factors were considered as part of the revenue projections for the upcoming fiscal year. Economic conditions are projected to show moderate recovery in select areas of the local economy. The City has been in a conservative mode in budgeting for revenues indicative of the economy such as meals, lodging and sales taxes and business license fees. Some of these revenue sources are showing signs of growth that are consistent with the performance of the current fiscal year.

While the State in large part recognizes its obligation to reimburse localities for State responsible functions, it does not provide the necessary funding nor reduce the service requirements. Even though the State eliminated the “Reduction in State Aid to Localities” beginning in FY 2015-2016, funding required by localities to adequately fund state supported operations continue to grow without a corresponding equivalent increase in state funding. The City receives little funding from the Federal Government outside of general government grant related activities and support for Social Services and Education programs (non General Fund).

	FY 2018-2019	FY 19-20 Proposed	Change	FY 19-20 Percent of Budget
Property Taxes	\$ 7,706,023	\$ 7,985,009	\$ 278,986	3.6%
Other Local Taxes	\$ 5,497,800	\$ 5,839,463	\$ 341,663	6.2%
Permits, Fees, Fines & Licenses	\$ 226,950	\$ 193,120	\$ (33,830)	-14.9%
Use of Money & Property	\$ 257,010	\$ 263,201	\$ 6,191	2.4%
Charges for Service	\$ 1,725,496	\$ 1,754,453	\$ 28,957	1.7%
Miscellaneous & Revenue Sharing	\$ 1,911,383	\$ 2,027,622	\$ 116,239	6.1%
State & Federal	\$ 4,615,542	\$ 3,687,745	\$ (927,797)	-20.1%
Transfers From Other Funds	\$ 1,725,421	\$ 1,839,393	\$ 113,972	6.6%
Use of Unassigned Fund Balance	\$ 559,610	\$ -	\$ (559,610)	-100.0%
TOTAL REVENUE	\$ 24,225,235	\$ 23,590,006	\$ (635,229)	-2.6%



Approximately 58% of General Fund revenues are derived from taxes; 34% from real estate and personal property taxes and 25% from other local taxes such as meals, sales, cigarette, lodging and license taxes. The next largest source is revenue from the State (both categorical and non-categorical aid such as state reimbursement for shared expenses, HB 599 funds for police, street and highway maintenance funds and the state PPTRA reimbursement). A complete analysis of all revenue sources is included in the following section (Revenue Analysis and Descriptions).

The General Fund provides for the basic services extended to all residents and businesses in the City, including public safety, streets, recreation, library, court services, community development and general administration. It also includes significant contributions to the operation of the Franklin City Public School System, constitutional offices and other community organizations. Most General Fund Services are non-revenue producing, thereby requiring the use of ad valorem property taxes and other General Fund related revenue sources to provide funding. The Electric Fund provides significant support of General Fund operations through an inter-fund transfer in lieu of taxes and a City Council established appropriation of \$1.439 million annually which reduces pressure on the property tax. In FY20, this annual appropriation was increased to \$1.645 million.

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



General Property Taxes are one of the major revenue sources for the General Fund and include *real estate, public service, personal and business property taxes*, and taxes on *machinery & tools*. Analyzing the cumulative tax values of all types of property on which the City levies a tax, the total City tax base for 2019 is projected to be \$643,491,318. A history of total property values by type is shown in Table 1.

PROJECTION OF TAXABLE PROPERTY VALUES

2018-2019 Valuation Real Estate	2018 Valuation Personal Property	2018 Valuation Machinery & Tools	2018-2019 Valuation Public Service Real Estate	2018 Valuation Public Service Personal Property	Total
\$ 569,916,900	\$ 65,003,471	\$ 973,154	\$ 7,535,131	\$ 3,262	\$ 643,431,918

Last Ten Fiscal Years Ended June 30th

Year	Real Estate	Personal Property	Machinery and Tools	Public Service Corporations		Total
				Real Estate	Personal Property	
2018	550,853,846	62,891,034	1,000,717	7,535,131	3,262	622,283,990
2017	551,169,536	64,088,674	994,840	6,885,844	9,872	623,148,766
2016	550,548,631	61,007,684	970,081	6,771,272	14,362	619,312,030
2015	546,840,453	60,195,857	928,666	6,551,183	43,818	614,559,977
2014	571,544,231	59,269,598	3,136,696	6,588,695	77,003	640,616,223
2013	550,495,439	55,575,941	2,993,303	6,927,392	13,914	616,005,989
2012	606,470,410	55,398,273	3,032,569	7,371,365	16,575	672,289,192
2011	629,410,310	57,061,332	3,018,957	7,761,879	42,224	697,294,702
2010	671,857,100	59,307,993	2,909,231	7,646,642	27,151	741,749,017
2009	561,634,400	57,716,863	573,729	8,480,797	39,340	628,445,129

Source: Franklin City Audit Report 6/30/18 and 2019 Projections from the Commissioner of the Revenue

Table 1

FY 2019-2020 TAX RATE RECOMMENDATION			
Tax (per \$100 of assessed value)	FY 18-19	FY 19-20 Proposed	Prior Year Change
Real Estate	\$0.99	\$1.05	\$0.06
Real Estate (Downtown Tax District)	\$1.24	\$1.24	\$0.00
Personal Property	\$4.50	\$4.50	\$0.00
Machinery & Tools	\$2.00	\$2.00	\$0.00
Public Service(Real Estate & Personal Property)	\$1.00/\$4.50	\$1.00/\$4.50	\$0.00 Real Estate
Personal Property Tax Relief Percentage	52%	50%	(2.00%)

Table



PROPOSED TAX RATE:

The current real estate tax rate is \$0.99 per \$100 of assessed value. The FY 2019-2020 budget proposes an increase of \$0.06 per \$100. The City’s ten year tax rate history is depicted on the table that follows:

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

Fiscal Year	Real Estate	Downtown District*	Personal Property	Machinery & Tools	Public Service (RE/PP)
2018-19	\$0.99	\$1.24	\$4.50	\$2.00	\$0.99/\$4.50
2017-18	\$0.99	\$1.24	\$4.50	\$2.00	\$0.99/\$4.50
2016-17	\$0.99	\$1.24	\$4.50	\$2.00	\$0.99/\$4.50
2015-16	\$0.99	\$1.24	\$4.50	\$2.00	\$0.99/\$4.50
2014-15	\$0.96	\$1.20	\$4.50	\$2.00	\$0.96/\$4.50
2013-14	\$0.90	\$1.14	\$4.50	\$2.00	\$0.90/\$4.50
2012-13	\$0.77	\$1.01	\$4.50	\$2.00	\$0.77/\$4.50
2011-12	\$0.77	\$1.01	\$4.50	\$2.00	\$0.77/\$4.50
2010-11	\$0.77	\$1.01	\$4.50	\$2.00	\$0.77/\$4.50
2009-10	\$0.77	\$1.01	\$4.50	\$2.00	\$0.77/\$4.50

*Table3. *The Real Estate Tax Rate for the Downtown District is \$0.24 in addition to the City’s tax rate.*

Real Estate Tax Relief Program for the Elderly or Disabled - To counter the cost of real estate taxes for eligible citizens with fixed incomes, the City has established a program to fully or partially exempt elderly or disabled homeowners in Franklin based upon income limits and age. In Tax Year 2018, the tax relief amount for the elderly was \$23,373 and \$28,510 for qualifying disabled veterans.

Personal property tax revenue is budgeted at \$1,577,200, an increase of \$21,500 from FY 2018-2019 budget based on the current tax rate of \$4.50 per \$100 of assessed value. Since 1999, the Commonwealth of Virginia has reimbursed localities in Virginia for a portion of the levy included in the personal property tax on vehicles as authorized by the Personal Property Tax Relief Act (PPTRA). Beginning in 2006, the State began to reimburse localities a fixed amount based on the 2004 level of State. In essence, since the City receives a set value from the State for the Personal Property Tax Relief reimbursement, the City must annually adjust the relief percentage to maintain revenue neutrality.

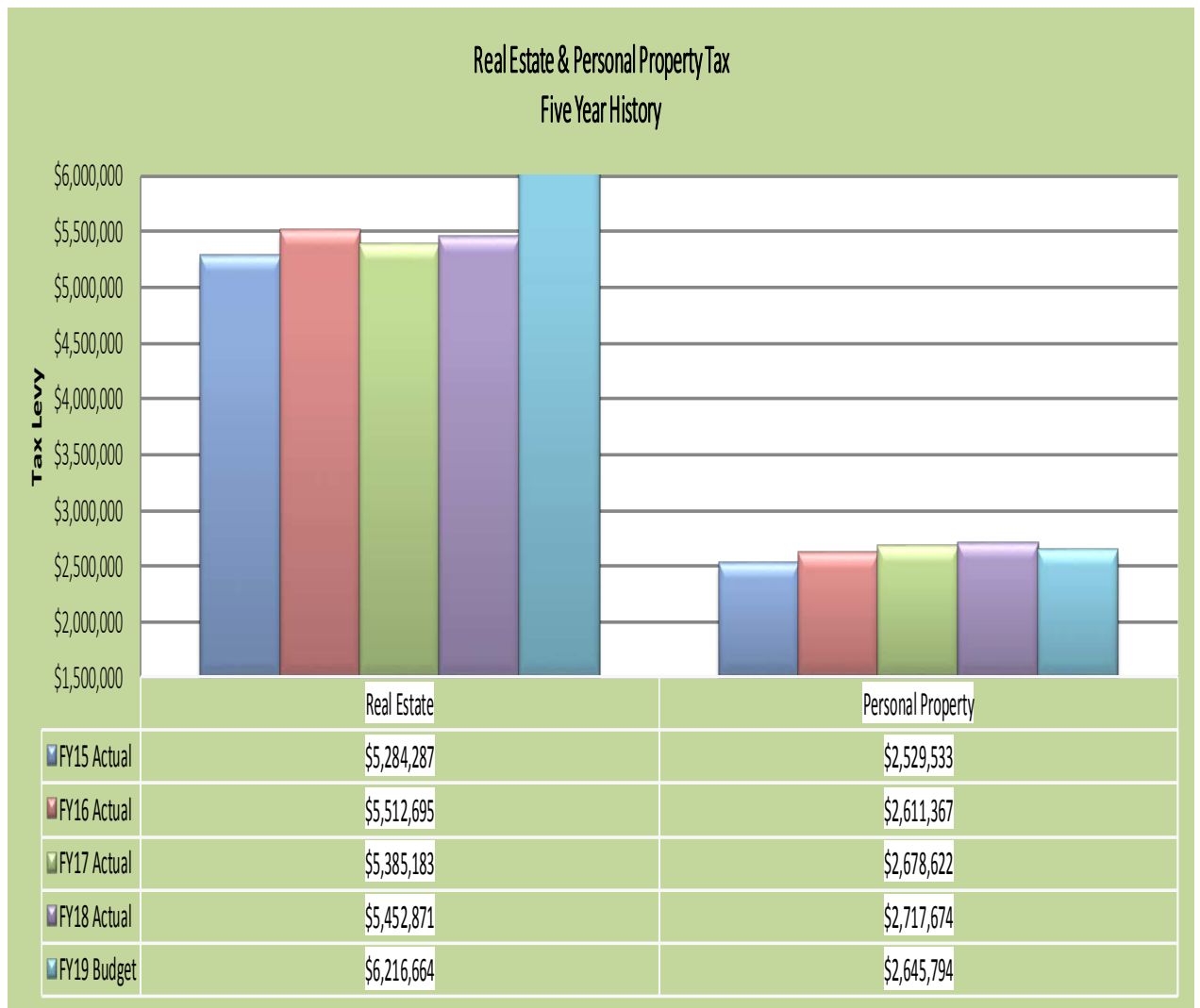
Disabled Veteran Personal Property Tax Exemption - The City exempts qualified disabled veterans from tax on one vehicle.



Public Service Corporation Taxes constitute the assessment value for all property owned by Public Service Corporations in the City and subject to local taxation. Revenue for FY 2020 is budgeted at \$80,150, a slight increase above current year projections.

Machinery & Tools tax is assessed to machinery and equipment used in manufacturing and processing. The City currently receives a marginal amount of revenue from this tax type. The FY 2019-2020 budget of \$20,600 is slightly higher than current year based on projected actual revenue.

Penalties & Interest – Property Taxes revenue is budgeted at \$139,000, marginally higher than the prior fiscal year.





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

Every person or business in the City that sells or furnishes a utility service must collect a consumer utility tax from the purchaser of the service. Utility tax is based on residential and commercial usage and is budgeted at \$646,000 for FY 2019-2020. However, of this amount, \$80,000 is remitted to Southampton County, City of Suffolk and Isle of Wight County for the utility taxes paid by utility customers located in these jurisdictions but serviced by Franklin City's electrical utility company.

Sales & Use Tax is the retail sales and use tax charged and collected by certain businesses on behalf of the Commonwealth of Virginia. The City collects one percent of the 5.0% imposed by the Commonwealth on gross receipts from retail merchants in the City. Sales are indicative of consumer confidence and spending. Collections are estimated at \$1.983 million, a \$113,000 increase compared to the current budgeted amount.

Business license revenue is projected at \$940,500, a \$22,000 increase compared to the current fiscal year budget. This tax is generally assessed on the gross receipts of businesses in the City depending on the category of the business. A new business must obtain a business license from the Commissioner of Revenue before conducting business in Franklin.

Lodging tax is imposed and levied by the City in the amount of 8% of the total paid for lodging, by or for any transient, to any hotel. The budget for FY 2019-2020 is \$160,000, the same amount in the current year's budget.

Restaurant/Meal Tax is assessed on the sales price of prepared food and beverages sold at food establishments in the City. The City imposes a tax of 6.5% which is recommended to increase to 7%. Revenue from meals tax is budgeted at \$1.52 million for FY 2019-2020, an increase from budgeted revenue in FY 2018-2019 based on a full year of new business activity.

Cigarette Tax – The Code of Virginia, Section 58.3830 allows for local taxation on the sale or use of cigarettes. The City of Franklin charges \$0.60 per pack of cigarettes and it is currently proposed to increase to \$0.70. The FY 2019-2020 budget of \$356,263 is based on projected actual receipts for the current fiscal year budget and the \$0.10 increase.

Other local tax collected is the remaining local taxes not previously mentioned including bank stock, motor vehicle licenses, local electric consumption tax, right of way use, local probate and recordation taxes as well as penalties and interest. The combined total for these revenues is \$344,200 which is in line with the current year budget. The table below provides a history of revenue received from various local taxes.



	FY 15-16 Actual	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Budget	FY 19-20 Projected	Percent Growth since FY 15-16
Local Tax						
Sales	1,767,781	1,799,419	1,854,694	1,870,000	1,983,000	12%
Meals	1,494,137	1,498,567	1,522,481	1,480,000	1,522,500	2%
Lodging	123,626	141,317	170,060	160,000	160,000	29%
Cigarette	352,199	316,662	298,773	280,000	356,263	1%
Business License	969,181	959,132	973,005	918,500	940,500	-3%
Motor Vehicles	188,080	185,505	187,023	192,000	208,700	11%
Utility Tax (Net)	524,048	499,791	534,835	463,000	533,000	2%



License, Permit & Privilege Fee

These revenues are generated from various activities within the City primarily from the issuance of building, electrical and plumbing permits for the City and Southampton County. Other fees are collected for animal licenses, zoning and land use activities and charges. The projected revenue for this category totals \$167,420 a \$24,000 decrease from the previous year budget. The City collects all fees under the Shared Services agreement with Southampton County and a portion of the fees are remitted to the County for their applicable share of expenses less fees collected for services provided in the County. The shared percentage of these revenues varies depending on the use of the services.

Fines and Forfeitures

These collections are the result of charges ordered by the courts for violations of City ordinances, and is projected at \$25,700 for FY 2019-2020, a \$10,000 decrease from FY 2018-2019 budget.

Revenues from Use of Money & Property

Interest earned on investments and revenue received from the rental of City property comprises the category of revenue generated from the use of money and property (agency rental of M. L. King, Jr. Center and Health Department). However, the majority of this revenue source is received from the Department of Social Services under the current Memorandum of Understanding for the reimbursement of building rental and facility operations. The City also receives annual rental payments from the use of City owned land. The FY 2019-2020 proposed budget is \$263,201, a \$6,191 increase from current year's budget.

Charges for Services

This category consists of revenues from fees charged by ambulance services, fire and EMS fees charged to Southampton County, recreation fees, charges for general administrative services provided on the behalf of the City's Enterprise Funds (Water & Sewer, Electric, Airport, and Solid Waste), and other miscellaneous charges. Charges for services will see a slight increase in FY 2019-2020 based on the City's most recent Cost Allocation calculation.

The City's Emergency Medical Services (EMS) Cost Recovery program is designed to obtain reimbursement for the cost of emergency medical services associated with transporting citizens to the hospital by ambulance. Charges for Ambulance Service Fees are based on premiums paid by Medicare, Medicaid and other private insurance for ambulance transport. Charges vary based on the type of service provided and the distance traveled to the hospital. Franklin uses AMB to administer the EMS Recovery Program. FY 2019-2020 projected revenue from this source is \$335,000.

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



FEES FOR AMBULANCE BILLING SERVICES

Type of Service	Current Year	Proposed Rates	Change
Treatment Without Transport (A0998)	\$ 380.00	\$ 380.00	\$ -
Basic Life Support (BLS) (A0428)	\$ 450.00	\$ 450.00	\$ -
Basic Life Support Emergent (A0429)	\$ 550.00	\$ 550.00	\$ -
Advanced Life Support (ALS1) (A0426)	\$ 650.00	\$ 650.00	\$ -
Advanced Life Support Emergent (A0427)	\$ 725.00	\$ 725.00	\$ -
Advanced Life Support (ALS2) (A0433)	\$ 900.00	\$ 900.00	\$ -
Mileage Rate to Hospital	\$ 13.00	\$ 13.00	\$ -

Miscellaneous Revenue and Recovered Cost

This category includes revenue sharing received under the City’s Revenue Sharing Agreement with Isle of Wight County. It also includes donations, proceeds from the sale of property, and other unanticipated miscellaneous revenue. Reflected in recovered cost are proposed payments received from Southampton County under the consolidated shared services agreement. The City is slated to receive \$473,180 for all services (personnel and operating) provided to the County as administered by the City net of fees collected from services strictly provided to County residents and businesses. The FY 2019-2020 budget also includes a projected \$345,000 in utility billing fees associated with late payments in accordance with billing and collection policies established in February 2014.

Under a revenue sharing (annexation) agreement, the City receives a percentage of the taxes, primarily machinery & tools, from operations at the International Paper, S.T. Tissue, Franklin Lumber, and M&M Milling located in Isle of Wight County. Prior to the closure of the mill in 2009, the City consistently received revenue sharing benefits in excess of \$1.0 million annually. This amount was significantly reduced beginning in FY 2010-2011 as a result of the closure. In 2012, a portion of the mill was repurposed and other business interests have located on the campus which results in partial revenue recovery as evidenced the projected payment for FY 2019-2020 of \$720,000.



History of Revenue Sharing Payments from Isle of Wight County

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

Fiscal Year	Payment
2008-2009	\$ 1,274,706
2009-2010	\$ 1,283,291
2010-2011(1)	\$ 409,232
2011-2012	\$ 1,193,025
2012-2013	\$ 227,529
2013-2014	\$ 540,850
2014-2015	\$ 699,141
2015-2016	\$ 709,170
2016-2017	\$ 717,304
2017-2018	\$ 720,000
2018-2019 (2)	\$ 720,000

(2) Reflects current year payment from Isle of Wight County.

Shared Expenses

This category consists of reimbursement for shared expenses in which the State provides funding assistance for salaries as determined by the State Compensation Board on an annual basis for specified local officials. The affected offices in this category are the Commissioner of Revenue, Treasurer and Voter Registrar. In FY 2019-2020 the City is expected to receive reimbursements of \$81,100, \$71,100, and \$35,000 respectively for the Commissioner, Treasurer and Registrar offices for a total of \$187,200 in categorical aid. This is a slight decrease over FY 2018-2019. State support for constitutional officers overall continues to fall short of adequately funding their fair share of operating expenses for FY 2019-2020. The City must fund the remainder of these operating expenses with local resources.

The following table shows the estimated reimbursement along with the FY 2019-2020 recommended budget amount for each office, and the City cost for each:

Department	FY 2019-2020			
	FY 2019-20 State Revenue	Total Expense Budget	City Share of Cost	City Cost as a % of Budget
Comm of Revenue	\$ 81,100	\$ 288,874	\$ 207,774	72%
Treasurer	\$ 71,100	\$ 345,218	\$ 274,118	79%
Registrar	\$ 35,000	\$ 153,122	\$ 118,122	77%
Total	\$ 187,200	\$ 787,214	\$ 600,014	76%



State Revenues (Non-Categorical Aid)

This category includes funding for PPTRA tax reimbursement, communication taxes, recordation taxes, stock taxes, and auto rental taxes. The FY 2019-2020 budget is \$1,591,797, a decrease of \$27,100 compared to the current year budget.

State Revenues (Categorical Aid)

This section includes funding for a variety of city functions and state grants, the largest being *street and highway maintenance funds* followed by *599 funds for Law Enforcement*. Revenue for street & highway maintenance is received from the Virginia Department of Transportation for the City's maintenance of primary and secondary roads based on a formula including reimbursement rate and locally maintained lane miles. The street and highway maintenance budget for FY 2019-2020 is \$1,621,456, consistent with the current year budget. The City's police department recovers some of its costs from the "599 funds" distributed by the Commonwealth of Virginia. The budget for these funds for FY 2019-2020 is \$432,992, a \$15,000 increase from the current year budget.

Federal Revenue

Federal revenue represents monies received by the City from various federal grant programs. Grants associated with the General Fund are normally appropriated upon notification and/or receipt of the grant award.

Use of Restricted & Unassigned Fund Balance

A fund balance is created when revenue exceeds expenditures in prior fiscal years and should not be considered a continuing income source and particularly not for recurring operating expenditures. A portion of fund balance may be appropriated in subsequent years to meet expenditure requirements. Due to reductions in unassigned fund balances or reserves experienced in prior years, management has consistently recommended that the City refrain from significant appropriation of unassigned fund balance except for debt reserve funds created for that purpose, restricted revenues and capital expenditures particularly until reserve levels comfortably exceed minimum policy requirements. In uncertain or difficult times, the value of adequate reserve funds to either meet unexpected needs or take advantage of opportunities cannot be overstated. These funds can also be utilized when balances exceed minimum policy requirements to reduce costs by funding major items on a "pay-as-you-go" basis rather than relying entirely upon borrowing funds in the case of capital projects. This is also a good source for matching funds when grant opportunities are identified. This spending plan is consistent with the long-term goal of maintaining an acceptable minimum reserve while avoiding fluctuations in rates and charges. The budget proposal for FY2019-2020 does not recommend any transfer from the General Fund Unassigned Fund Balance.



General Fund Analysis FY 2019-20 Annual Operating Budget Expenditure Analysis

Introduction

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

Provided below are brief highlights of major expenditure adjustments incorporated into the FY 2019-2020 Recommended Operating Budget. Preceding the categorical highlights are “items of interest” that affect the entire General Fund budget and may not be necessarily mentioned in the highlights sections:

- ❖ **Virginia Retirement System (VRS)** - The City currently provides equitable deductions to all groups of employees since the VRS phase in on longer term employees was completed in a prior year.

Approximately 91% of the City’s full time employees participate in the City’s Health Insurance Plan

- ❖ **Health Care Insurance** – The City currently participates in the State’s Local Choice Program for health insurance. The Local Choice is a pooled program whereby localities similar in size are grouped together. This is intended to increase purchasing power, which reduces cost while shared claims experience offers some protection in years when jurisdictions experience high claims. Trend estimates tend to track lower than the commercial health care market. Overall, the City will experience a 3% decrease in health insurance costs effective July 1, 2019. Given the amount of the premium decrease for FY 2019-2020, management recommended and Council has approved that employees will benefit from 2% of the decrease and the City will retain 1% of the savings.

G-F Decrease in City Share of Health Insurance Cost (Includes Early Retirees)	\$12,667
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- ❖ **Worker’s Compensation** - The City participates in the Virginia Municipal League Insurance Program (VMLIP) for its worker’s compensation coverage. VMLIP is a self-insurance pool in the Commonwealth of Virginia and provides auto, property, liability, and workers’ compensation coverage to political subdivisions across Virginia. The FY2019-2020 budget for Worker’s Compensation reflects updated premium amounts based on the most recent evaluation of rates for each class of worker by VML. The City experienced a high claims year in terms of its worker’s compensation claims experience. The proposal from VML resulted in a \$10,000 increase in worker’s compensation expense for the General Fund.
- ❖ **Salary Adjustments** – The proposed budget does include freezing of positions as well as the elimination of positions throughout the City of Franklin. No salary increase in the form of a COLA is



proposed for FY 2019-2020 in the General Fund. The chart that follows provides a history of salary adjustments for the past fourteen years.

History of Salary Adjustments

	COLA	COLA Effective Date	Bonus	Bonus Effective Date	VRS Effective July 1st
FY 06-07	4.0%	7/1/2006			
FY 07-08	4.0%	7/1/2007			
FY 08-09	2.0%	7/1/2008			
FY 09-10	0.00%				
FY 10-11	0.00%				
FY 11-12	1.5%	8/1/2011			
FY 12-13	0.0%		\$500	12/18/2012	1.1%
FY 13-14	2.0%	7/1/2013			1.1%
FY 14-15	0.0%		\$500	12/16/2014	1.1%
FY 15-16	2.0%	9/1/2015			1.1%
FY 16-17	2.0%	12/1/2016			1.1%
FY 17-18	2.0%	12/1/2016			1.1%
FY 18-19 (Non-Exempt)	2.0%				
FY 18-19 (Exempt)	1.0%				
FY 19-20	0.0%				

Excludes Any Additional State Raises for Applicable Employees



General Government Administration

FUND - GENERAL	ACTUAL FY 17-18	BUDGET FY 18-19	PROPOSED FY 19-20	Variance \$	Variance %
CITY COUNCIL	152,519	145,149	150,218	5,069	3%
CITY MANAGER	205,138	246,992	243,822	(3,170)	-1%
CITY ATTORNEY	169,181	158,609	160,372	1,763	1%
MANAGEMENT SERVICES & HR	100,005	175,611	205,026	29,415	17%
COMMISSIONER OF REVENUE	267,058	284,163	288,874	4,711	2%
REAL ESTATE ASSESSOR	116,569	74,074	133,764	59,690	81%
TREASURER	315,794	334,749	345,218	10,469	3%
FINANCE	683,762	736,276	795,097	58,821	8%
INSURANCE	174,979	180,298	213,171	32,873	18%
ELECTIONS	124,015	128,434	153,122	24,688	19%
INFORMATION TECHNOLOGY	207,440	262,641	192,700	(69,941)	-27%
TOTAL	2,516,460	2,726,996	2,881,384	154,388	6%

FY 2019-2020 Highlights

City Council – The FY2019-2020 budget for contributions to various agencies and organizations in the City is \$51,823. This holds everyone to previous fiscal year levels other than Paul D. Camp Community College.

City Manager - The FY 2019-2020 budget reflects changes in personnel.

City Attorney – The FY 2019-2020 budget no significant highlights.

Human Resources – The FY 2019-2020 budget is increased as a result of funding the needs associated with the department.

Commissioner of the Revenue – The increase in the FY 2019-2020 budget is primarily associated with increased printing and costs associated with the software conversion.

Real Estate Assessor – The 2019-2020 budget reflects the increase in professional services for the bi-annual property reassessment that will be completed in FY 2019-2020.

City Treasurer - The FY 2018-2019 budget is comparable to the current year budget and includes increased costs associated with printing and the increase in contractual services.

Finance – The FY 2019-2020 budget includes increased funding for an additional full time utility customer service representative, as well as increased postage. The new position is funded by the Enterprise Funds.



Insurance –Currently, 18 early retirees are enrolled in the City’s health insurance plan. The estimated annual cost to the City is \$161,136.00. The City of Franklin has experienced a significant increase in the worker’s compensation insurance premium and general property insurance.

Elections – The FY 2019-2020 budget includes net increase for the elections scheduled throughout the upcoming fiscal year.

Information Technology – The FY 2019-2020 budget includes a decrease associated with lower professional services, lower travel and convention, and other lower costs as a result of the completion of the software conversion.



Judicial Services

FUND - GENERAL	ACTUAL FY 17-18	BUDGET FY 18-19	PROPOSED FY 19-20	Variance \$	Variance %
GENERAL DISTRICT COURT	15,334	20,775	21,100	325	2%
JOINT OPERATIONS	260,241	333,070	317,069	(16,001)	-5%
DISTRICT COURT/JUVENILE	68,989	68,743	66,703	(2,040)	-3%
WESTERN TIDEWATER REGIONAL JAIL	921,983	948,013	948,013	-	0%
TOTAL	1,266,547	1,370,601	1,352,885	(17,716)	-1%

FY 2019-2020 Highlights

Joint Services – The City shares the cost of court services with Southampton County based on an agreed upon distribution formula of 30% of the total cost. FY 2019-2020 cost associated with the Courthouse have increased slightly due to maintenance issues with the existing building and costs related to the studies for the renovation.

District Court-Juvenile - Includes cost incurred for juvenile detention. A decrease is projected for FY 19-20. Actual costs can fluctuate dramatically from year to year based upon services rendered.

Western Tidewater Regional Jail – The City’s cost for FY 2019-2020 for adult prisoner remained the same as the current fiscal year. Participating localities of Franklin, Isle of Wight and Suffolk proportionately absorb their applicable share of jail administration costs.



Public Safety Administration

FUND - GENERAL	ACTUAL FY 17-18	BUDGET FY 18-19	PROPOSED FY 19-20	Variance \$	Variance %
POLICE	3,253,513	3,085,539	3,085,064	(475)	0%
E911 COMMUNICATIONS	721,874	1,110,675	622,220	(488,455)	-44%
ANIMAL CONTROL	72,532	104,293	84,488	(19,805)	-19%
FIRE & EMERGENCY SERVICES	2,329,440	2,403,030	2,506,501	103,471	4%
BUILDING INSPECTIONS	530,505	500,020	560,804	60,784	12%
TOTAL	6,907,864	7,203,557	6,859,077	(344,480)	-5%

FY 2019-2020 Highlights

Police Department - The FY 2019-2020 budget includes freezing three positions and the elimination of the Captain position. The variance shown here does not reflect the cuts absorbed by the Department this upcoming fiscal year due to the vacancy savings not reflected in last years budget.

E911 Communications – The FY2019-2020 budget includes freezing two vacant positions. The reduction is also associated with a reduction of \$80,000 in overtime, \$75,000 in capital outlay, and a reduction of a \$382,000 grant.

Fire & Emergency Services – The FY 2019-2020 budget includes freezing three positions, and a decrease of \$31,434 due to the elimination of the payment to volunteer firefighters. In addition, a savings of \$11,000 is realized due to the delay of replacing antiquated equipment. The increase is a result of the capital lease associated with the fire truck replacement.

Building Inspections – The budget includes full staffing levels in the Franklin Southampton Community Development Department. Costs associated with this department are shared between the City of Franklin and Southampton County based on the actual level of service provided.



Public Works Administration

FUND - GENERAL	ACTUAL FY 17-18	BUDGET FY 18-19	PROPOSED FY 19-20	Variance \$	Variance %
PUBLIC WORKS - STREETS	1,881,428	1,295,962	1,308,621	12,659	1%
PUBLIC WORKS - SNOW REMOVAL	13,843	13,000	15,000	2,000	15%
PUBLIC WORKS - GARAGE	234,044	247,142	215,478	(31,664)	-13%
BUILDING & GROUNDS	1,049,240	1,094,644	1,180,454	85,810	8%
TOTAL	3,178,555	2,650,748	2,719,553	68,805	3%

FY 2019-2020 HIGHLIGHTS

Public Works Streets – No general operating highlights. The variance is primarily attributable to funding the FY 2019-2020 Capital Improvement Plan.

Public Works Garage – The decrease is associated with the elimination of one position.

Building & Grounds - The FY2019-2020 budget includes a \$25,000 reduction due to the delay of building maintenance, and a \$35,000 decrease due to the elimination of the emergency building repair. The increased costs are associated with the actual bids received for contractual grass cutting services for City buildings and property, as well as increased utility costs, and increased maintenance contracts due to the aging HVAC systems.



Health and Welfare

FUND - GENERAL	ACTUAL FY 17-18	BUDGET FY 18-19	PROPOSED FY 19-20	Variance \$	Variance %
HEALTH DEPARTMENT	110,000	110,000	110,000	-	0%
MENTAL HEALTH DISTRICT	36,958	36,958	36,958	-	0%
CHILDREN'S CENTER	498,490	565,794	-	(565,794)	-100%
TOTAL	645,448	712,752	146,958	(565,794)	-79%

FY 2019-2020 Highlights

Health Department – The City’s contribution to the Franklin City Health Department remains at \$110,000 for various environmental, family health & nutrition and disease prevention services.

Mental Health District – The proposed expenditures reflect the contribution to the Western Tidewater Community Services Board for community mental health services provided to Franklin citizens.

Children’s’ Center- The City of Franklin serves as the fiscal agent for the Children’s Center.



Parks and Recreation

FUND - GENERAL	ACTUAL FY 17-18	BUDGET FY 18-19	PROPOSED FY 19-20	Variance \$	Variance %
PARKS & RECREATION	389,917	394,986	409,291	14,305	4%
CEMETERY MAINTENANCE	42,751	53,020	61,000	7,980	15%
SENIOR CITIZENS PROGRAM	50,013	46,521	45,201	(1,320)	-3%
LIBRARY	300,123	333,941	318,880	(15,061)	-5%
TOTAL	782,804	828,468	834,372	5,904	1%

FY 2019-2020 Highlights

Parks & Recreation – The Parks and Recreation budget includes the freezing of the Athletic Specialist position and the hiring of a seasonal part time employee to cut the grass for the athletic fields and pick up trash at the park facilities. This budget increase is a result of the required repairs to the bleachers at Armory Field.

Cemeteries – The increased costs are associated with the costs of grass cutting.

Senior Citizens Program – No significant changes in total senior citizens program expenditures.

Blackwater Regional Library – There is a \$1,171 decrease as a result of holding everyone to FY 19 levels. The custodial positions associated with the library will be eliminated due to budget cuts.

Parks & Recreation Facilities:

Armory Drive Recreational Park
 Barrett's Landing Park
 Bruce Street Park
 Hayden Sports Complex

Martin Luther King, Jr. Center
 Memorial Park
 Paul D. Camp Field
 High Street Park College Drive Park



Community Development

FUND - GENERAL	ACTUAL FY 17-18	BUDGET FY 18-19	PROPOSED FY 19-20	Variance \$	Variance %
PLANNING	268,294	273,751	279,340	5,589	2%
BEAUTIFICATION	8,615	20,793	1,500	(19,293)	-93%
DOWNTOWN DEVELOPMENT	104,403	110,000	74,887	(35,113)	-32%
TOTAL	381,312	404,544	355,727	(48,817)	-12%

FY 2019-2020 Highlights

Planning – No significant changes to report. The cost of this department is shared with Southampton County.

Beautification –Funds related to any replacement of dead trees and bushes was removed in the draft budget. Funds are amended to the budget each year for a Litter Control Grant awarded by the State Department of Environmental Quality for litter control activities and programs in the City. Funds have been used in the past to purchase trash receptacles which are strategically placed throughout various areas of the City. The City annually participates in Arbor Day activities as a long standing designated “Tree City USA” community.

Downtown Development – This program is being cut by \$35,000 per Council direction. A portion of the funding for this budget comes from the collection of the \$.024 real estate tax rate charged in the downtown tax district. The amount anticipated from the tax levy to fund the Downtown Development office is \$55,000. The remainder is the City’s contribution of \$20,000.



Non Departmental

FUND - GENERAL	ACTUAL FY 17-18	BUDGET FY 18-19	PROPOSED FY 19-20	Variance \$	Variance %
MISCELLANEOUS	4,695	-	-	-	0%
REVENUE SHARING PAYMENT	729,149	700,000	702,875	2,875	0%
MERCHANT CARD FEES	65,159	66,000	5,000	(61,000)	-92%
RESERVE-GENERAL FUND	-	-	112,290	112,290	0%
TOTAL	799,003	766,000	820,165	54,165	7%

FY 2019-2020 Highlights

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

Merchant Card Fees – In March of 2019 the City Treasurer informed City Council that her research indicated that how the merchant card fees are paid is the sole decision of the Treasurer. As a result, as soon as the online portal is constructed by Edmonds the City will begin to take payments online and pass 100% of the fees on to the client. This results in a savings of \$61,000 to the City of Franklin budget.

Reserve- General Fund – Should Franklin City Council increase the tax rate \$0.06 then \$0.02 of that increase will be designated to go into the General Fund Reserve.



Section 4

ENTERPRISE FUNDS

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



Water and Sewer Fund

The Department of Public Utilities is responsible for the operation, maintenance, and expansion of the City of Franklin's public water and sanitary sewer systems. Water and wastewater services are provided to the residents and businesses in the City as well as portions of the surrounding localities of Isle of Wight and Southampton Counties. The department's primary mission is to ensure the delivery of potable water and the collection and treatment of wastewater that meets all State and Federal regulations. The Department of Public Utilities operates as a self-sustaining enterprise fund (Water & Sewer Fund) utilizing the revenues (charges for services) generated from the City's water and sanitary sewer system operations without the support of General Fund revenues. The fund consists of the following divisions: Water Services, Sewer Operations and Waste Water Treatment Plant. The Fund's revenues support both the department's capital improvements and operating budget.

As verified by a 2018 statewide rate analysis annual report completed by Draper Aden Associates, the City Water and Sewer rates currently remain below median statewide utility system rates and do not generate revenues sufficient to adequately address longer term capital needs of an aging utility system or qualify the City for various federal and state revenue assistance programs which require a minimum rate to income ratio.

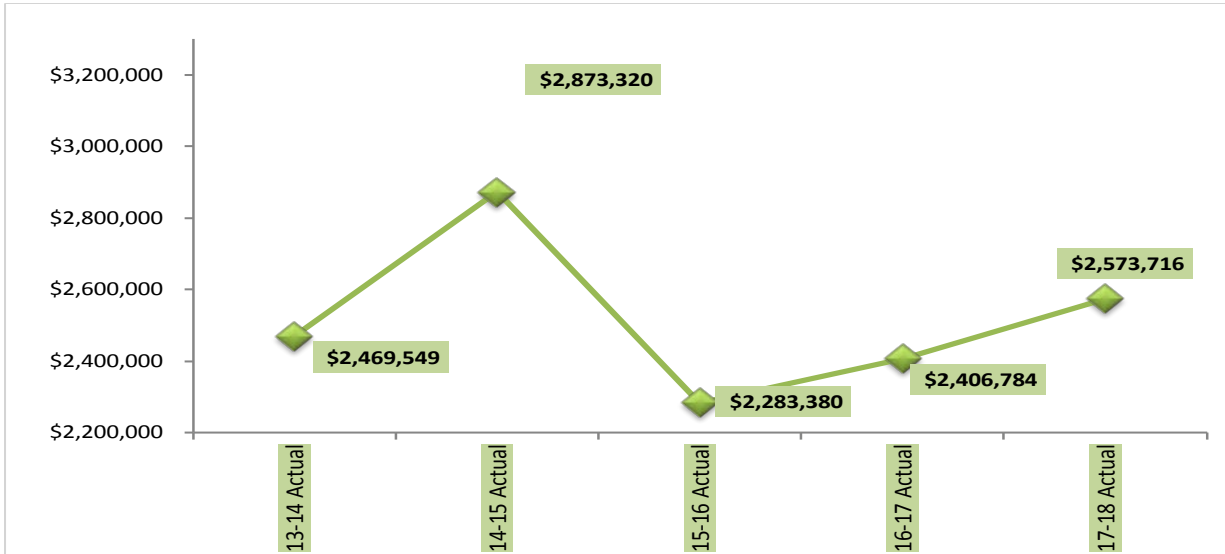
The City has wisely invested over \$2 million to address the maintenance needs of the aging wastewater collection system over the last eight years utilizing available reserve funds, which is not sustainable without depleting reserve levels below policy minimums. Additional revenue is needed in the immediate future to expand efforts to rehab the City's aging wastewater and water collection, treatment and distribution systems. Wastewater collection system improvements needed total \$8.67 million alone. Without future increases in the current rates, needed expenditures will take decades to complete.

Considering water resources to meet the City's water distribution system needs, the City successfully negotiated a Groundwater Withdrawal renewal permit with DEQ. The new permit has been renewed for up to 15 years, but it has specific requirements for the City to evaluate and pursue within the permit term. Funds are included to begin pursuing the necessary study and analysis now to meet future requirements.



Graph 1 shows a five year trend of actual expenditures in the Water & Sewer Fund.

Graph 1. - Water & Sewer Fund Expenditure History



FY 2019-2020 revenues of \$3,488,000 are allocated among Water, Sewer and Wastewater Operations as noted in Table 1 that follows. The transfer to the General Fund includes transfers for administrative services (\$384,814), payments in lieu of taxes (\$26,460), and operational General Fund support (\$195,000).

Proposed Budget

Table 1.

	Water	Sewer	Wastewater	All Operations	Total	Percent of Budget
Personnel	390,021	101,497	266,270		757,788	21.73%
Operating Expenses	437,985	200,922	440,381		1,079,288	30.94%
Capital Outlay	52,000	-	8,000		60,000	1.72%
General Fund Transfers-Services/Lieu Taxes	-	-	-	408,279	408,279	11.71%
General Fund Transfers-Operational Subsidy				195,000	195,000	0.00%
Capital Fund Transfer				621,559	621,559	0.00%
Debt Service	-	-	-	366,086	366,086	10.50%
Total	880,006	302,419	714,651	1,590,924	3,488,000	76.59%



FY 2019-2020 Highlights:

- ❖ The transfer to the General Fund for administrative services increased from \$368,589 to \$381,819 based on a recent cost allocation analysis of services provided by the General Fund and the addition of a staff member in utility billing.

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

Fiscal Year	Personnel	Operating(1)	Capital Outlay	GF Transfer	Debt(2)	Total
2011-12 Actual	762,832	713,730	940,060	772,235	88,066	3,276,923
2012-13 Actual	693,850	707,954	532,957	530,736	154,923	2,620,420
2013-14 Actual	734,119	714,876	627,321	283,765	109,468	2,469,549
2014-15 Actual	726,972	798,993	907,085	312,380	127,890	2,873,320
2015-16 Actual	690,091	911,696	208,727	366,682	106,183	2,283,380
2016-17 Actual	718,612	1,014,525	146,932	428,828	97,887	2,406,784
2017-18 Actual	701,664	982,202	354,981	462,435	72,433	2,573,715
2018-19 Budget	760,209	1,194,377	716,980	568,732	366,053	3,606,351

(1) Excludes depreciation expense.

(2) Excludes payment of principal per financial statements where interest only is expensed.



Solid Waste Fund

The City provides waste collection and disposal services to approximately 2650 residential customers and 105 commercial customers. The City formally structured the budget for solid waste as an “Enterprise Fund” effective July 1, 2013 which better enables the City to plan for future needs.

An analysis of the Fiscal Year 2019-2020 Budget for the Solid Waste Fund (revenues and expenditures) follows:

Revenue Analysis

No Rate Change – The proposed budget includes the current residential rate of \$38.00 per month. Since FY 2011-2012, cumulative reductions in solid waste fees total \$8.36 or a decrease of 18%. Table 1 below shows the history of monthly residential solid waste collection rates.

Table 1

FY 2019 – 2020 Highlights

- ❖ The budget reflects no change to the residential fee. While SPSA has significantly reduced the tipping fee for the municipalities, as a result of the transfer to the General Fund over and above the costs for services the fund balance cannot support a reduction in the rate. Adopted City Policy requires a minimum balance of 25%-40%. Until the fund balance is over the 25% minimum no rate reduction can occur.

Fiscal Year	Residential Rate	Net Change
06-07	\$26.45	
07-08	\$31.00	\$4.55
08-09	\$32.00	\$1.00
09-10 (SPSA increase)	\$46.36	\$14.36
10-11	\$46.36	\$ -0-
11-12	\$43.41	\$2.95
12-13	\$42.24	\$1.17
13-14	\$39.74	\$2.50
14-15	\$39.74	\$ -0-
15-16	\$38.00	\$1.74
16-17	\$38.00	\$ -0-
17-18	\$38.00	\$ -0-
18-19	\$38.00	\$ -0-
19-20 Proposed	\$38.00	\$ -0-
Net Change Since 10-11		(48.36) or 18% reduction
Net Change Since 06-07		\$11.55 or 43.6% increase

Waste collection and disposal fees account for the revenues for solid waste services. Revenue projected in fiscal year 2019-2020 based on the recommended rate is \$1,279,481. Total revenues for the fund are projected at \$1,283,481.



Minimum Cash Balance Policy

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

Restoration of Minimum Cash Fund Balances

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

Table 2

<u>Policy Evaluation</u>
Annual Revenue (Net of Reserves) = \$1,279,481
Minimum of 25% = \$319,870
Maximum of 40% = \$511,792

Cash in the Fund for FY 2019-2020 is expected to improve by \$65,000 from the beginning of the fiscal year. The recommendation for no change to the rate is not anticipated to adversely impact the City’s Solid Waste Cash Balance Policy going forward as additional capital equipment replacement needs remain necessary.

Cash Balance History

Table 3

	FY 17-18	FY18-19
Month	Cash Balance	Cash Balance
July	\$271,649	\$226,627
August	\$265,937	\$238,139
September	\$275,027	\$250,455
October	\$274,940	\$240,796
November	\$265,379	\$255,153
December	\$257,988	\$282,542
January	\$255,839	\$292,126
February	\$132,974	\$311,695
March	\$142,195	\$315,571
April	\$164,243	
May	\$180,101	
June	\$211,529	



History of Expenditures in Solid Waste Fund
Table 4

	FY 2016- 2017 Actual	FY 2017- 2018 Actual	FY 2018- 2019 Budget	FY 2018- 2019 Proposed
Personnel Expense	310,283	245,298	308,682	384,050
Operating Expense (1)	97,389	108,205	103,957	114,167
Waste Collection & Disposal Cost	440,439	405,705	329,400	348,200
Capital Outlay	48,606	35,937	45,000	94,464
General Fund Transfer-Services	210,560	212,962	259,392	270,245
General Fund Transfer-Operational Subsidy	82,845	112,345	112,345	-
Capital Fund Transfer	-	-	230,000	-
Debt Service	6,430	6,448	6,448	6,448
Reserves	-	-	-	65,907
Total	1,196,552	1,126,900	1,395,224	1,283,481

(1) Excludes depreciation expense.



Franklin Municipal Airport

Franklin Municipal Airport situated in Isle of Wight County and owned by the City of Franklin is located two nautical miles from the City’s central business district. The Airport Fund is an Enterprise Fund, but receives annual financial support from the City’s General Fund to sustain operations. The majority of the revenue supporting the fund (outside of federal and state revenue that may be slated for aviation projects) is derived from the sale of aviation gas and jet fuel. Airport rental and tie down fees make up the balance of the revenue sources for the fund. The budget for FY 2019-2020 is \$249,234, \$214,856 lower than FY 2018-2019 budget. Table 1 provides a breakdown of the revenue for the Airport Fund by the various sources and the expenditures by area.

Table 1

Airport Rental & Tie Down	52,000
Miscellaneous Revenue	100
General Fund Transfer	96,134
State & Federal Aid	101,000
Total Revenue	249,234
Personnel Expenses	68,266
Operating Cost	55,453
Transfer to General Fund	25,515
Transfer to Capital Fund	100,000
Total Expenses	249,234

FY 2019-2020 Highlights:

- ❖ As a result of budget cuts the City of Franklin will cease selling fuel and eliminate one of the personnel at the facility. The Airport Manager will remain but when he is on vacation or out of the office the airport will remain unmanned.



❖ Table 2 provides a history of the Airport Fund by area of expenditure.

History of Expenditures in Airport Fund

Table 2

Fiscal Year	Personnel	Operating	Capital Outlay	GF Transfer	Debt	Total
2010-11 Actual	104,596	152,633	146,030	2,020	1,853	407,132
2011-12 Actual	106,921	167,309	42,728	2,020	309	319,287
2012-13 Actual	102,372	123,563	180,033	2,222	20,000	428,190
2013-14 Actual	105,840	118,595	101,824	17,833	-	344,092
2014-15 Actual	103,998	95,309	1,147,792	18,864	-	1,365,963
2015-16 Actual	108,762	82,403	7,738	20,749	-	219,652
2016-17 Actual	114,002	78,662	31,838	36,511	-	261,013
2017-18 Actual	107,256	108,526	0	27,235	-	243,017
2018-19 Budget	121,167	104,908	576,500	25,515	-	828,090



Electric Fund

The City of Franklin purchases wholesale electric power from the Virginia Municipal Electric Association (VMEA), who in turn, purchases power from Dominion Virginia. The complexity of the Electric Fund necessitates an understanding of the Fund's rate history, the impact on Cash balance and City Council actions taken regarding rates over time. Historical data is included herein to assist in developing such an understanding among all interested parties.

FY 2019-2020 BUDGET RECOMMENDATION

Based upon information provided to the City by Dominion Virginia Power to date, electric utility user fees are to remain the same. The proposed budget is based upon a 7.8% increase from Dominion Virginia Power and a projected reduction in the fuel adjustment charge. Due to the decision by management to freeze four positions within the Electric Department we are able to hold the rate flat for the third year in a row.

Fuel Factor Charge

The fuel factor charge by Dominion is a direct pass thru from the City to Franklin Power & Light customers. Dominion makes rate announcements on the fuel charge usually on an annual basis effective April 1st each year. The City of Franklin is projecting a decrease in the fuel rate that will be announced at some point in April. The change in the fuel adjustment charge will be reflected in the May billing.



Table 1

Table 1 below provides a history of the fuel charges that are a direct pass through from Dominion to Franklin Power & Light residential customers using an average of 1000 kwh per month. An increase in the fuel rate charge negatively impacts customer's electric bills causing an increase in the charges for use of electricity. Conversely, a decrease positively affects customer total bills.

HISTORICAL FUEL ADJUSTMENT CHARGES				
	YEAR		PER kWh	CHANGE
	2006		\$ 0.01330	
	2007		\$ 0.01216	-9%
	2008		\$ 0.02279	87%
	2009	April	\$ 0.01096	-52%
		November	\$ 0.00556	-49%
	2010		\$ 0.01241	123%
	2011		\$ 0.01723	39%
	2012		\$ 0.00931	-46%
	2013		\$ 0.01177	26%
	2014		\$ 0.01604	36%
	2015		\$ 0.00927	-42%
	2016		\$ 0.00225	-76%
	2017		\$ 0.00826	267%
	2018		\$ 0.01190	44%
Projected	2019		\$ 0.00890	-25%



HISTORICAL FUEL ADJUSTMENT CHARGES				
	YEAR		PER kWh	CHANGE
	2006		\$ 0.01330	
	2007		\$ 0.01216	-9%
	2008		\$ 0.02279	87%
	2009	April	\$ 0.01096	-52%
		November	\$ 0.00556	-49%
	2010		\$ 0.01241	123%
	2011		\$ 0.01723	39%
	2012		\$ 0.00931	-46%
	2013		\$ 0.01177	26%
	2014		\$ 0.01604	36%
	2015		\$ 0.00927	-42%
	2016		\$ 0.00225	-76%
	2017		\$ 0.00826	267%
	2018		\$ 0.01190	44%
Projected	2019		\$ 0.00890	-25%



Rate History

The following table (Table 2) provides a history of the wholesale power cost increases experienced by the City from Dominion between January 2011 to July 2018 compared to the rate changes passed onto the customers by the City and the average dollar impact to a residential customer.

Table 2

TOTAL WHOLESALE COST OF POWER			Retail Rate Increases
Actual Cost per kWh	FY12	\$ 0.07652	7.00%
Actual Cost per kWh	FY13	\$ 0.07019	10.00%
Actual Cost per kWh	FY14	\$ 0.07444	2.80%
Actual Cost per kWh	FY15	\$ 0.08301	2.00%
Actual Cost per kWh	FY16	\$ 0.07615	4.00%
Actual Cost per kWh	FY17	\$ 0.07309	8.00%
Actual Cost per kWh	FY18	\$ 0.07234	NONE
<i>Year To Date</i>	<i>FY19</i>	<i>\$ 0.07289</i>	NONE
<i>Projected</i>	<i>FY20</i>	<i>\$0.08113</i>	NONE



Cash Balance Analysis

Minimum Cash Balance Policy

In order to provide liquidity adequate to address future unexpected revenue reductions or unanticipated expenditures, the minimum cash balance in the Electric Fund, by Council policy, should be 10% of annual revenue net of the fuel adjustment at the end of each quarter.

Restoration of Minimum Cash Fund Balances

Should the cash balance fall below the target levels, the City Manager is required by policy to prepare and present a plan for restoration to the targeted level. If a target level is not met or anticipated not to be met, a line item will be included in the fund’s expense section to budget a minimum of 2% of the upcoming projected budget revenues until the targeted levels are met. The recommendation for FY2019-2020 meets this requirement as further detailed in this budget proposal.

FY 2017-2018 Cash Balance as a Percentage of Annual Revenues (excluding fuel adjustment) at 6/30/18 = \$2,823,097 or 19.3%.

FUND - ELECTRIC	BUDGET FY 19-20
ELECTRIC FUND REVENUE	
Sale of Energy Fuel Adjustment	\$ 1,221,787
Sale of Electric Energy	14,163,320
Cycle & Save	(119,100)
Meter Connection Fee	12,000
Pole Attachment Fees	70,196
Cut-On Fees and Penalties	150,000
Sale Of Electrical Items	5,000
Miscellaneous Revenue	15,000
TOTAL REVENUE	\$ 15,518,203
Less Fuel Adjustment	(1,221,787)
Budget Basis for Policy	\$ 14,296,416
10% of Annual Revenue	\$ 1,429,642

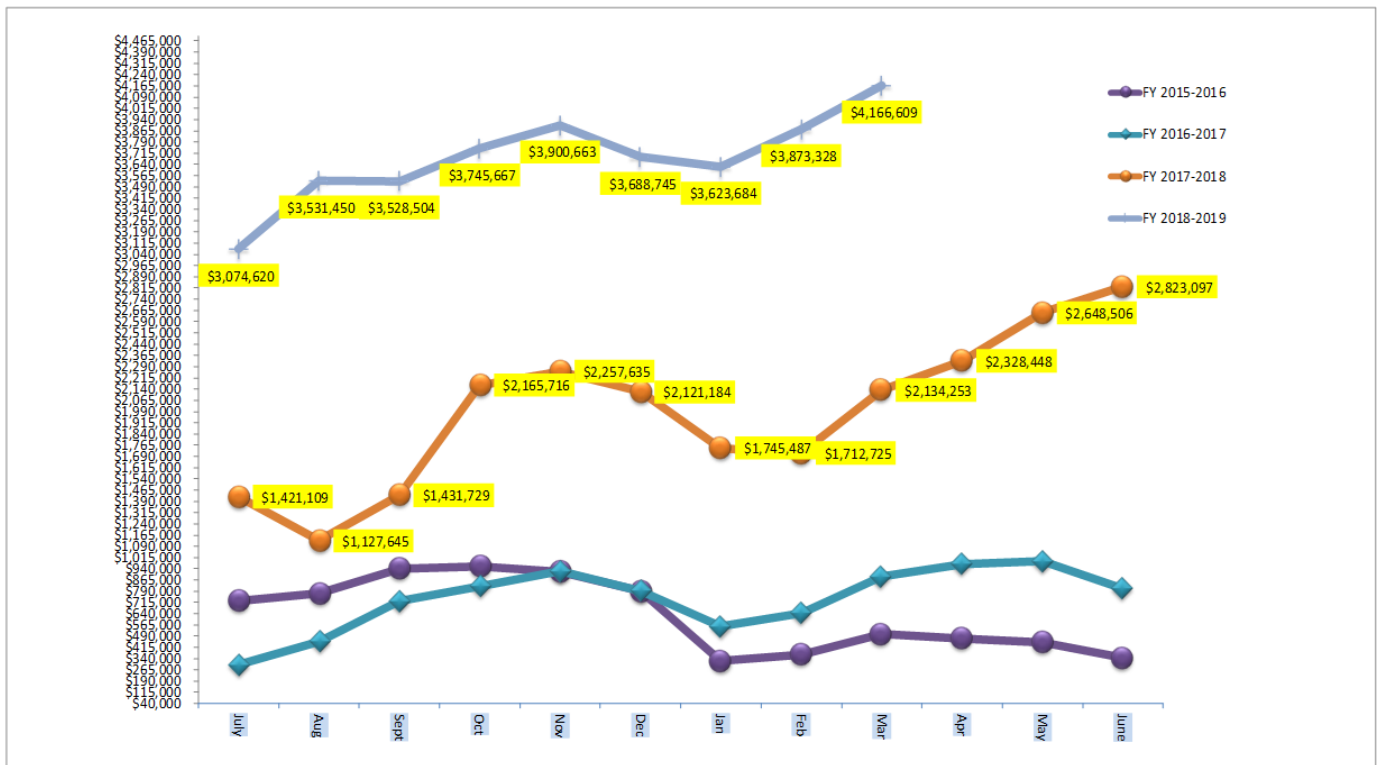
Table 3

FY 2018-2019 Projected Cash Balance as a Percentage of Annual Revenues (excluding fuel adjustment) at 3/30/19 = \$4,166,609 or 29.1%.

Policy Evaluation: Above policy guidelines with overall improvement since corrective action initiated in 2012.

Table 4

ELECTRIC FUND CASH ANALYSIS



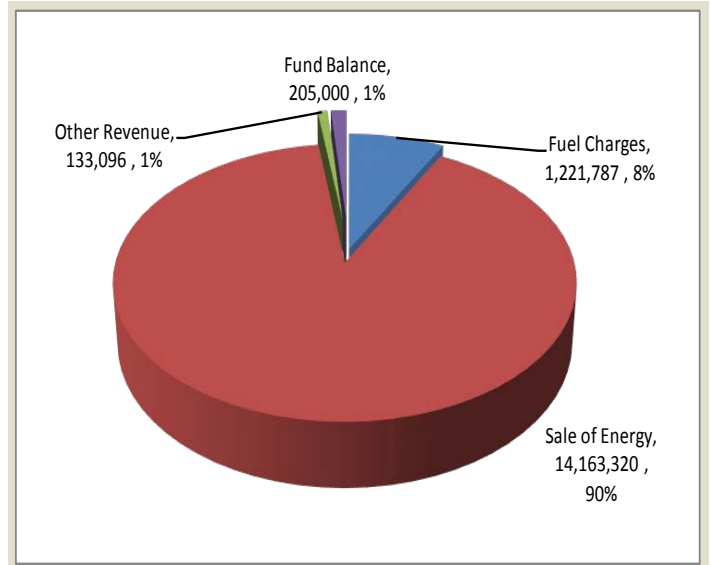
ELECTRIC FUND CASH TREND ANALYSIS
COMPARES FY 2015-2016 TO FY 2018-2019(through March 31, 2019)

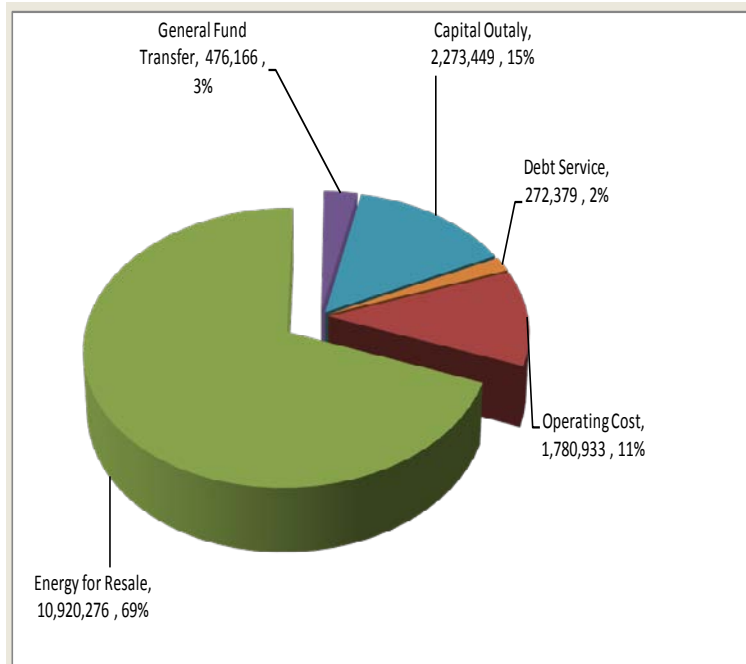


Electric Fund Proposed Budget

The Proposed budget for the Electric Fund is \$15,723,203 comprised of the following revenue sources and expenditures:

	FY 19-20 Proposed Budget
Revenue from Sale of Energy	14,163,320
Revenue from Fuel Charges	1,221,787
Other Revenue*	133,096
Use of Fund Balance	<u>205,000</u>
Total Revenue	15,723,203
Operating Expenses	1,780,933
Energy for Resale	10,920,276
Capital Expenses	476,166
General Fund Transfer	2,273,449
Debt Service	<u>272,379</u>
Total Expenses	15,723,203
*Other revenue consists of pole attachment fees, cut on fees and penalties, sale of supplies (all net of cycle and save reductions)	
Revenue Less Fuel Adjustment & Use of Fund Balance	14,296,416
Cash Balance Minimum Policy Level (10%)	\$1,429,642





Budget Highlights: The FY 2019-2020 budget includes a \$385,891 decrease in fuel for resale and fuel adjustment costs, \$144,000 decrease in personnel costs, and \$40,000 decrease in generation maintenance, \$132,513 increase in transfer to general fund for services per the cost allocation plan, \$205,000 transfer to General Fund.



Section 5

OTHER CITY FUNDS

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



Debt Service Fund

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

Debt Administration. Per the audit statement, the City’s total outstanding general obligation debt at June 30, 2018 was \$17,936,676 down from \$19,011,946 at the end of June 30, 2018. This includes \$6,925,000 in general government debt and \$7,833,676 in School related debt. Of the total outstanding, the general and school debt combined total of \$14,758,676 is considered to be tax supported debt. The balance of the total debt amount is \$3,178,000 and is related to Enterprise Fund (water & sewer, solid waste and electric debt), which is directly supported by revenues generated from enterprise operations and not supported by taxes (see chart below).

State statutes limit the amount of general obligation debt a government may issue to 10% of its total assessed valuation of real property and public service corporations. The ratio of the City’s net bonded debt to assessed value totals 2.40%.

Audited Financial Statement Comparison of Outstanding Debt at June 30th*

	FY 2018	FY 2017
General Government Activities:		
Bonds Payable - General	\$ 6,925,000	7,119,000
School Related Bonds & Notes	7,833,676	8,206,946
Total Tax Supported Debt(*)	\$ 14,758,676	15,325,946
Business-type Activities:	\$ 3,178,000	3,686,000
Total Long -Term Debt	\$ 17,936,676	19,011,946
Total Per Capita Debt	\$ 2,400	2,490

*The City restructured certain portions of its Tax Supported debt in December of 2015. This strategy to level the City’s debt obligations over the next nine fiscal years to reduce ensuing year debt obligations, mitigated the need for an increase on the tax rate.

No new debt was issued for Business type activities and debt obligations.

Activity Impacting the FY 2019-2020 Debt Service Fund

- ❖ The FY 2019-2020 total net debt service requirement for the General Fund will be \$11,010 more than FY 2018-2019. The debt service requirement for school related debt will increase by \$11,433.



The following tables outline the City’s debt outstanding at the end of FY 2018 and through final maturity for the Governmental and Business type activities. Information is also included on specific debt instruments, interest rates and projects funded with the use of debt proceeds.

General Fund Totals				
FY	Principal	Interest	Total	Outstanding
	\$6,925,000	\$2,535,549	\$9,460,549	
2019	153,000	247,023	400,023	6,772,000
2020	170,000	242,217	412,217	6,602,000
2021	222,000	235,443	457,443	6,380,000
2022	313,400	227,657	541,057	6,066,600
2023	318,000	216,820	534,820	5,748,600
2024	333,200	205,123	538,323	5,415,400
2025	364,800	193,063	557,863	5,050,600
2026	434,200	180,220	614,420	4,616,400
2027	587,600	164,823	752,423	4,028,800
2028	608,600	143,970	752,570	3,420,200
2029	645,200	122,377	767,577	2,775,000
2030	669,600	99,378	768,978	2,105,400
2031	659,800	75,591	735,391	1,445,600
2032	640,600	51,619	692,219	805,000
2033	100,000	32,941	132,941	705,000
2034	105,000	28,408	133,408	600,000
2035	110,000	23,843	133,843	490,000
2036	115,000	19,068	134,068	375,000
2037	120,000	14,069	134,069	255,000
2038	125,000	8,828	133,828	130,000
2039	130,000	3,069	133,069	-

Source: City Financials, City Finance Office, Bond Documents.



Debt Service

School Fund Totals				
FY	Principal	Interest	Total	Outstanding
	\$4,619,247	\$917,633	\$5,536,880	
2019	382,092	124,377	506,469	4,237,155
2020	482,155	112,986	595,141	3,755,000
2021	368,000	103,922	471,922	3,387,000
2022	487,000	136,731	623,731	2,900,000
2023	496,000	86,499	582,499	2,404,000
2024	502,000	75,260	577,260	1,902,000
2025	487,000	64,516	551,516	1,415,000
2026	279,000	53,315	332,315	1,136,000
2027	154,000	41,421	195,421	982,000
2028	161,000	34,262	195,262	821,000
2029	155,000	27,296	182,296	666,000
2030	158,000	21,736	179,736	508,000
2031	153,000	16,232	169,232	355,000
2032	115,000	10,561	125,561	240,000
2033	120,000	6,390	126,390	120,000
2034	120,000	2,130	122,130	-

Source: City Financials, City Finance Office, Bond Documents.



Debt Service Enterprise Funds

Water & Sewer Fund Totals

FY	Principal	Interest	Total	Outstanding
	\$1,920,000	\$231,168	\$2,151,168	
2019	302,000	64,053	366,053	1,618,000
2020	311,000	55,086	366,086	1,307,000
2021	321,000	44,869	365,869	986,000
2022	333,000	33,824	366,824	653,000
2023	343,000	22,374	365,374	310,000
2024	310,000	10,962	320,962	-

Source: City Financials, City Finance Office, Bond Documents.

Electric Fund

FY	Principal	Interest	Total	Outstanding
	\$1,010,000	\$92,956	\$1,102,956	
2019	220,000	33,652	253,652	790,000
2020	222,000	27,234	249,234	568,000
2021	234,000	19,254	253,254	334,000
2022	241,000	10,780	251,780	93,000
2023	93,000	2,037	95,037	-

Source: City Financials, City Finance Office, Bond Documents.

SOLID WASTE

FY	Principal	Interest	Total	Outstanding
	\$ 248,000	\$ 78,920	\$ 326,920	
2019	-	6,448	6,448	248,000
2020	-	6,448	6,448	248,000
2021	-	6,448	6,448	248,000
2022	600	6,448	7,048	247,400
2023	9,000	6,432	15,432	238,400
2024	9,800	6,198	15,998	228,600
2025	14,200	5,944	20,144	214,400
2026	6,800	5,574	12,374	207,600
2027	6,400	5,398	11,798	201,200
2028	6,400	5,231	11,631	194,800
2029	4,800	5,065	9,865	190,000
2030	5,400	4,940	10,340	184,600
2031	48,200	4,800	53,000	136,400
2032	136,400	3,546	139,946	-

Source: City Financials, City Finance Office, Bond Documents.



<u>Description</u>	<u>Issue Date</u>	<u>Final Maturity</u>	<u>Interest Rate</u>	<u>Authorized and Issued</u>	<u>Outstanding June 30, 2018</u>
Primary Government					
Governmental Obligations					
<i>General Obligation Bonds</i>					
Public Improvement Series 1999A	05/28/99	07/15/19	3.97	\$2,041,330	\$ 202,247
Virginia General Obligation Qualified Zone Academy Bond, Series 2003	12/31/03	12/31/17	-	1,000,000	1,000,000
Virginia General Obligation Qualified Zone Academy Bond, Series 2005	12/29/05	12/20/20	-	2,214,429	2,214,429
Public Improvement Series 2008	02/15/08	01/15/18	3.56	400,000	-
Public Improvement and Refunding Series 2010	04/27/10	01/15/26	2.00-4.50	5,235,000	680,000
General Obligation Refunding Bond, Series 2013	04/04/13	10/01/38	3.65	2,075,000	1,825,000
General Obligation School Bonds, Series 2013A	04/12/13	07/15/33	3.05-5.05	1,695,000	1,465,000
Virginia General Obligation Qualified Zone Academy Bond, Series 2014	12/30/14	12/01/24	0.0	1,816,000	1,566,000
Tax-Exempt GO Bond Refunding Series 2015A	10/09/15	10/09/30	2.60	2,568,000	2,451,000
Tax-Exempt GO Bond Refunding Series 2015B	10/09/15	10/09/31	3.90	3,549,000	3,355,000
Southampton County Debt Assumed*	01/01/96	06/30/14	N/A	N/A	-
Total General Obligation Bonds					14,758,676
<i>Capital Lease Obligations</i>					
Fire truck	06/13/11	08/20/20	3.74	217,020	71,777
Telephone system	07/01/15	07/01/20	0.0	461,417	184,567
Total Capital Lease Obligations					256,344

This above information represents the various debt instruments for the City's Tax Supported General Obligation Debt. Projects associated with the debt acquisition include both are not limited to the following for both general government and school improvements: City Hall & Other governmental facility improvements, Cemetery improvements, School Roof, Gym, and Bleacher Repairs/Replacement, Oven Replacements, General Government & School Technology Improvements (to include mobile classroom initiative), School Buses, HVAC upgrades, General Government Roof Repairs, public works equipment, police vehicles, and the High School Breezeway enclosure.



Description	Issue Date	Final Maturity	Interest Rate		Authorized and Issued	Outstanding June 30, 2018
Water and Sewer Fund:						
General obligation bonds - Public Improvement and Refunding Series 2010	4/27/2010	1/15/2026	2.00-4.50	\$	3,435,000	\$ 295,000
Taxable General Obligation Refunding Bond, Series 2012A	12/20/2012	1/15/2024	3.05		1,387,000	1,268,000
Tax-Exempt General Obligation Public Improvement and Refunding Bond, Series 2012B	12/20/2012	1/15/2023	3.05		907,000	357,000
Total Water and Sewer Fund						\$ 1,920,000
Electric Fund:						
General obligation bonds - Public Improvement and Refunding Series 2010	4/27/2010	1/15/2026	2.00-4.50	\$	3,435,000	\$ 565,000
Tax-Exempt General Obligation Public Improvement and Refunding Bond, Series 2012B	12/20/2012	1/15/2023	3.05		844,000	445,000
Total Electric Fund						\$ 1,010,000
Solid Waste Fund:						
Tax General Obligation Refunding Bond Series, 2012A	10/9/2015	10/9/2032	2.6		248,000	\$ 248,000
Total Proprietary Funds						\$ 3,178,000

This table represents the various debt instruments for the City's Business Type Activities Debt. Debt proceeds were used to upgrade, acquire and/or replace various equipment such as backhoes, dump trumps, utility truck, trencher, solid waste collection truck, electric utility emissions improvements and other equipment.

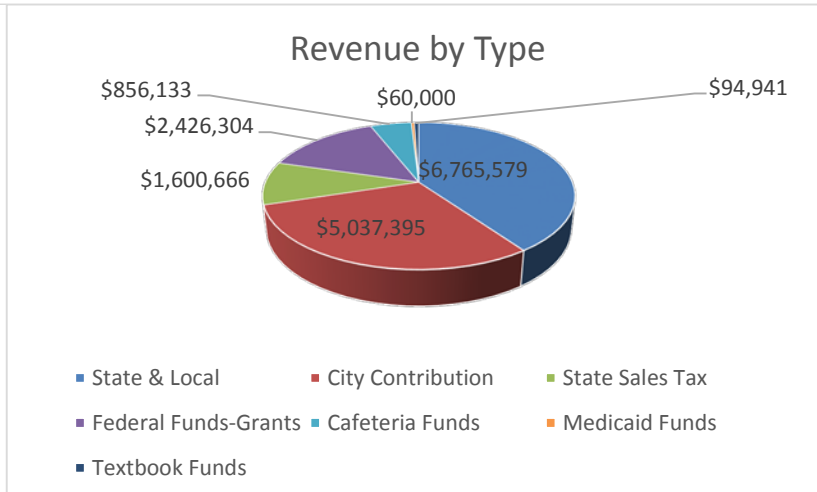
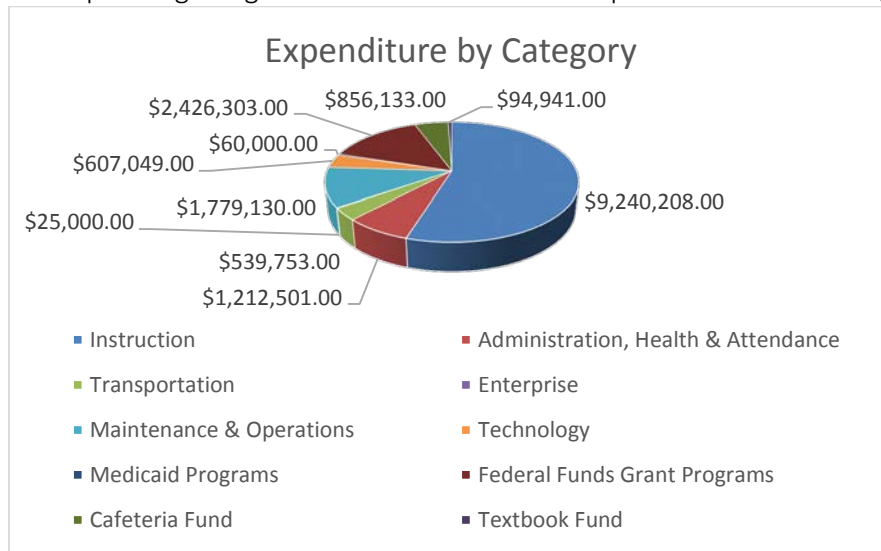


School Fund

The Franklin City Council appropriates funds for the operation of the City’s Public School System. It is the responsibility of the Superintendent and the School Board to develop an annual budget request reflecting the needs of the school division. The budget is transmitted to the City Manager for consideration with the City’s Operating Budget. Details of the FY 2019-2020 School System Budget are available in a separate document maintained by the School Board. The School’s budget for the School System Operating, Cafeteria & Textbook Fund for FY 2019-2020 is \$16,841,018. The graphs below depict the revenue by source and the expenditure plan by category.

FY 2019-2020 Budget Highlights

- ❖ The recommended local appropriation to the School Division is \$5,037,395 which is the same appropriation as FY2018-2019.
- ❖ The School Division operating budget sources of revenue are depicted on the following charts:





Social Services Fund

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

FY 2019-2020 Budget Highlights

- ❖ The proposed City appropriation for FY 2019-2020 is \$484,396, a decrease of \$33,370 from the FY 2018-2019 budgeted appropriation and represents 24.1% of the total revenue needed to fund the various programs administered by the department.
- ❖ While the budget for the City DSS is \$2.0 million (See Table 1), Franklin City residents were provided benefits from the state and federal government of over \$34.3 million via pass through funding from Medicaid, Family Access to Medical Insurance Security (FAMIS), SNAP, Energy Assistance, Foster Care & Adoption and TANF in SFY 2018. (See Table 2) This is a \$2.2 million increase over actual benefits distributed in SFY2017.

Table 1. Revenue by Source

Revenue by Source		
State	582,143	29.02%
Federal	904,228	45.07%
Local City Approp.	484,396	24.15%
Cost Allocation	35,355	1.76%
TOTAL	2,006,122	100%



Table 2. 2018 DSS Spending Profile (Source: Virginia Department of Social Services)

Social Services Spending, SFY 2018 Franklin City	Federal	State	Local	NER	All Sources
Administrative Costs	\$685,365	\$334,708	\$289,778	\$60,652	\$1,370,503
Staff and operations	\$659,279	\$334,708	\$263,693	\$21,120	\$1,278,800
Other expenses	\$26,085	\$0	\$26,085	\$39,532	\$91,703
Admin costs - % by Funding Source	50%	24%	21%	4%	100%
Admin costs -% of Total SS spending	4%	2.00%	80.00%	100.00%	4.00%
Services purchased for clients	\$19,200	\$33,043	\$9,721	\$0	\$61,964
Services - % by Funding Source	31%	53%	16%	0%	100%
Services - % Total SS spending	0.10%	0.20%	2.70%	0.00%	0.20%
Client Benefits Spending	\$18,460,359	\$14,370,149	\$61,021	\$0	\$32,891,528
Medicaid & FAMIS	\$14,363,318	\$14,041,162	\$13,643	\$0	\$28,418,123
SNAP	\$3,548,070	NA	N/A	N/A	\$3,548,070
TANF	\$69,888	\$89,209	\$0	N/A	\$159,097
Energy Assistance	\$283,213	N/A	N/A	\$0	\$283,213
Foster care/adoption	\$80,198	\$86,822	\$0	\$0	\$167,021
Comprehensive Services (Title IV-E)	\$0	\$70,375	\$36,499	N/A	\$106,874
Child Care	115872	\$39,065	N/A	\$0	\$154,737
Other benefits	\$0	\$43,515	\$10,879	\$0	\$54,394
Benefits - % by Funding Source	56%	44%	0.20%	0%	100%
Benefits - % Total SS spending	96%	98%	17%	0%	96%
Total SS Spending	\$19,164,923	\$14,737,900	\$360,520	\$60,652	\$34,323,996
SS Funding - % by Funding Source	56%	43%	1%	0%	100%



Comprehensive Services Act

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

FY 2019-2020 BUDGET & FUNDING

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

The CSA budget for FY 2018-2019 is \$198,270 of which \$76,571 is the City’s local funding requirement. Overall, this is a \$28,092 decrease from FY 2017-2018. State aid is projected to be the same as current year. Expenditures for the program are largely based on anticipated community need per the State Comprehensive Services Act Department projections. The City also reviews historical trends of CSA expenditures to determine budget estimates. FY 2018-2019 proposed administrative cost, shared by Franklin City, Isle of Wight and Suffolk are 25%, 25% and 50% respectively.

COMPREHENSIVE SERVICES ACT FUND	ACTUAL FY 17-18	BUDGET FY 18-19	City Manager's Recommended 19-20	Variance 18-19 to 19-20
REVENUE				
State Aid	52,594	121,699	121,699	-
Patient Income	2,731	-	-	-
Transfers from General Fund	104,663	76,571	49,686	(26,885)
Use of Unassigned Fund Balance	-	-	26,885	26,885
Total Revenue	159,988	198,270	198,270	-
EXPENDITURES				
Mandated Services	109,909	150,000	146,362	(3,638)
Administrative Services	49,164	48,270	51,908	3,638
Local Medicaid Match				-
Total Expenses	159,073	198,270	198,270	-



Economic Development Fund

The City of Franklin, along with Southampton County the Camp Family Foundations and the Franklin Southampton Charities, supports the mission of Franklin Southampton Economic Development, Inc. (FSEDI) aimed at “diversification of the economy and job creation through partnerships with existing businesses, attraction of new businesses, and promotion of entrepreneurship and tourism” (www.visitfranklinsouthampton.com). The City, County and Charities equitably share the total budget for FSEDI which is independent of the City. The FY 2019-2020 Budget includes a city contribution, as a portion of the jointly funded total budget, to support the initiatives of FSEDI in the amount of \$125,000, the same as FY 2018-2019.

FSEDI manages, as a service to the City, the rental of spaces in the **Franklin Business Center** which is owned by the City. In addition to the joint contribution, the City’s general fund provides for the maintenance and upkeep of the facility (i.e. janitorial services, utilities, insurance, etc.). A portion of the cost is derived from rental income paid by the business tenants that occupy the facility and other fees.



FSEDI has done an exceptional job in marketing the facility to new tenants thus preventing a major decline in revenue which would increase the transfer.

Franklin Business Center 2019 Economic Impact

# of Full Time Employees	136
# of Part Time Employees	104
Average Salary FT Employees	\$67,633.44
Taxes paid to Franklin	\$35,902.62
Rents Paid to City in FY 16-17	\$125,093.22
Total Business Profits	\$2.301 million

FY 2019-2020 Revenue	
Rental Income	117,000
Misc. Fees	2,000
Transfer from General Fund	103,005
Joint Contribution	<u>125,000</u>
Total Revenue	347,005
FY 2019-2020 EXPENSES	
Personnel	18,272
Operating Expenses	203,733
Joint Payment	<u>125,000</u>
Total Expenses	347,005



Five Year Capital Improvement Plan

Fiscal Year
2019-2020 through FY
2023-2024



Capital Improvement Program

Introduction

Capital Improvement Programming is a method of planning for the effective and efficient provision of public facilities, infrastructure improvements, road improvements, major maintenance requirements, and acquisition of property and equipment. Preserving and upgrading these investments, along with planning for future infrastructure needs of the City represents an ongoing challenge, given existing revenue streams and the growth in demand for City services. In past years, the City Council, through its actions, has demonstrated a firm commitment to, and investment in the City's Capital Improvement Plan.

The purpose of this document is not to present a complete and detailed financial plan for each individual project listed on the CIP project list, but rather to outline the estimated cost, timing and anticipated revenue sources available for each of the projects.

A five-year CIP allows the City Council and citizens an opportunity to view both the five-year capital construction and infrastructure maintenance needs of the City and the Franklin Public Schools. The CIP is not a static document which fixes the community improvement projects which the City "must" complete during the next five years. Instead, it should be viewed as a planning document or guide to what the City "believes" it will be able to accomplish in the future. As time passes, changes beyond the City's control may affect the timing and magnitude of the projects listed in the CIP. Therefore, the CIP will be reviewed annually during the budget process and updated as necessary to reflect the changed circumstances that may occur over time. Viewing these needs enables the City to better plan a financing strategy for capital improvements and annual operating requirements. A five-year CIP also allows for programming of multi-year projects. The first year of the *Capital Improvement Program (CIP)* represents the City Manager's proposal to the City Council as the Capital Improvement Budget.

Definition of a Capital Improvement

A capital improvement results in a permanent addition to the City's assets resulting from the nonrecurring expenditure of public funds. This is accomplished through: 1) acquisition of property or easement; 2) construction; 3) renovation or replacement of physical assets of the city which extends the useful life or increases the usefulness or capacity, and 4) studies which are an integral part thereof. Capital improvements are large-scale endeavors in cost, size, and benefit to the community and typically have a service life in excess of five years and cost in excess of \$30,000. This definition differs from capital expenditures, which are requested as part of the operating budget. A capital expenditure is a fixed asset, which will benefit current and future budget years, is of a tangible nature, has a value between \$5,000 and \$30,000, and typically has a service life of 5 years or less. All projects included in the General Fund CIP are classified in six categories: General Government Administration, Public Works, Public Safety, Street Maintenance, Facility Improvements, and Parks & Recreation Improvements. Other funds include: Solid Waste, Water & Sewer, Electric Utility, Airport and Education.

Guiding Principles

Basic principles are used to help shape the Capital Improvement Program. These principles include, but are not limited to developing a balanced capital plan that funds projects in a variety of program areas which meet the highest priority needs; ensuring the CIP will be the platform for development in the City and business



community and preserving the existing tax base. To further guide the CIP decision-making process, projects to be included in the CIP are evaluated on the degree to which they meet the following objectives:

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

Benefits of Capital Improvement Programming

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

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

CIP Process & Discussions

The annual CIP process commences during the normal budget proceedings. City departments identify potential CIP projects on a Capital Project Budget Requests form. The Finance Department compiles a listing of all the capital project requests submitted by the various City departments. The list is reviewed by the City staff and projects are prioritized for inclusion in the five-year plan. The City conducts a public hearing on the budget, at which time the recommended CIP is presented. After all public comments have been received and discussion satisfied, the CIP is then adopted. This is normally done in conjunction with the hearing and adoption of the annual operating budget. The first year of the CIP is incorporated into the City Manager's Recommended Budget as the Capital Improvement Budget for the upcoming fiscal year.

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



Funding Sources

A distinction must be made between the revenue sources available for a CIP project and the method of financing used to provide some of those revenues. For this CIP, the primary revenue sources are: proceeds from general obligation bonds, general fund reserves, federal and state government grants and proceeds from short term lease financing agreements. The term “Unfunded” is used to identify projects that have been placed on the City’s radar for possible future funding, but no source has been considered.

General Obligation Bonds

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

Contributions from the General Fund (Assigned Fund Balance)

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

Federal and State Government

The federal and state governments provide funding primarily in the arena of state and federal supported grants. In Franklin’s case, for example, federal funds (USDA) have been used for the purchase of police vehicles and the Federal Aviation Administration to support vast improvements to the City’s Airport. It is important to note that funding received from these sources *may* require a local match from the City. State and federal funds support certain highway maintenance and road improvement projects and are utilized to help the City provide the required match for airport improvement projects.

Lease Financing Agreements

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

Other: User fees generated from various Enterprise Funds are intended to pay for the majority of capital projects within the Electric, Solid Waste and Water & Sewer Funds. Pay as you go (PAYGO) has become a more preferable option than lease arrangements for equipment purchases particularly for Enterprise Fund operations when adequate reserve funds are available



**FISCAL YEAR 2019-2020
Capital Improvement Budget
\$3,343,459**

**FISCAL YEAR 2020-2024
Capital Improvement Plan
\$32,725,641**

**Capital Improvement Budget for Fiscal Year
2019-2020**

The first year of the Capital Improvement Plan is identified as the Capital Improvement Budget. The projects outlined herein have been programmed in year 2018-2019. The total amount is \$6,438,512 comprised of capital improvements proposed in the following funds:

FY 19-20 Capital Improvement Budget by Fund	
General Fund	\$ 2,291,900
Solid Waste Fund	\$ 230,000
Water & Sewer Fund	\$ 621,559
Electric Fund	\$ -
Airport Fund	\$ 100,000
Total CIP Budget	\$ 3,243,459

Funding Source - FY19-20 Capital Improvement Budget	
Cash:	
Donation	\$ 400,000
General Fund Transfer	631,900
Solid Waste Fund Transfer	0
Water & Sewer Fund Transfer	621,559
Airport Fund Transfer	100,000
Electric Fund Transfer	0
Subtotal - City Cash	\$ 1,753,459
Federal, State & Grant Funds	215,000
Subtotal - Cash (all sources)	\$ 1,968,459
Debt Financing:	
Leases	\$ 1,275,000
Energy Efficiency Debt	0
GO Debt - Electric	0
Subtotal - Debt Financing	\$ 1,275,000
Total CIP Funding	\$ 3,243,459



- **Street Improvement Projects**

Projects dedicated to convenient public transportation through the widening, re-grading and upgrading of the City's streets, sidewalks and other infrastructure projects; budgeted projects are less in scope than the major transportation/street projects that entail widening of major streets (North High St. from Fairview Drive to City limits, a portion of Clay Street from Kings Lane to City limits) and intersection improvements.

- **Municipal Facilities Upgrades**

Protection of the community's investment in City- owned buildings through renovation, acquisition and construction. There are no improvements included in the FY19-20 budget.

- **General Administration**

There are no funds budgeted for General Administration Capital items in the FY 19-20 budget.

- **Education**

Dedicated to providing upgrades to City schools and facilities and transportation needs. For FY 19-20, no capital projects are funded with the focus on the operating fund. We are awaiting an updated CIP Plan from Franklin City Public Schools.

- **Water & Sewer Utility**

Replacement and rehabilitation of water and sewer lines in various locations throughout the City and to maintain compliance with DEQ on the City's water quality and wastewater treatment plant operations.

- **Public Safety**

Projects are related to the safety of Franklin citizens in the areas of fire and rescue, police and E911 Communications. Projects for FY 19-20 include vehicle replacement for adequate emergency response and other emergency equipment replacement.

- **Parks, Recreation & Cultural Projects**

Replacement and construction of recreational and cultural projects that enrich the quality of life for citizens and visitors to the community.

- **Solid Waste**

Replacement of aging equipment used in solid waste collection. The City has replaced three collection equipment vehicles in the last five years using user fees and cash reserves to replenish aging equipment in

- **Major Transportation/Streets**

Improvements to major City streets to include widening and intersection improvements; projects are unfunded until such time a funding source can be identified.

- **Electric Utility**

Projects identified that will significantly improve the electrical infrastructure City wide and provide the necessary electrical services for major industrial and commercial business in the City.

- **Airport**

Improvements to Airport infrastructure to include an airport drainage study and environmental assessment. Parallel Taxiway Extension to Runway 27 and Tree Clearing encroaching near Runway approach. Prior year projects include weather station upgrade and runway lighting construction. Projects are reviewed by the Federal Aviation Administration and are primarily federally funded (95%), state funded (3%) and with the City contributing (2%) for most projects.



Impact of Capital Projects on Operating Budget

GENERAL FUND CAPITAL PROJECTS– Capital Improvement Budget - \$2,291,900

❖ **Vehicle Replacement (Patrol Vehicles) (\$46,500)**

The FY 19-20 operating budget includes \$46,500 to replace one police patrol vehicles. The City plans to replace high mileage/less fuel efficient vehicles as maintenance costs increase on a periodic basis as funds are available. The vehicle will only be purchased if the City is successful in obtaining a USDA Grant. The City has set aside \$21,500 in local funds if we are successful with a grant application.

❖ **Engine 3 Replacement (\$475,000)**

The City of Franklin will enter into a lease agreement to purchase a new fire truck to replace Engine 3. The City is able to utilize funds from the Southampton County Capital Reserve fund for the first two years of the lease payment.

❖ **Emergency Generator Replacements, High School Emergency Shelter (\$200,000)**

\$10,000 in local funds are being set aside to pursue a grant to obtain the Emergency Generator. The City will pursue a grant for \$190,000 for the remainder of the cost.

❖ **Medic 2 Replacement Ambulance (\$250,000)**

The City of Franklin will pursue a lease to replace Medic 2.

❖ **Parks & Recreation (\$342,400)**

Funds are included in the budget for playground equipment at the College Drive, MLK, Jr. Community Center, Bruce Street, and the Riverwalk Park. The funding is also included for replacement and repair of the Armory Drive Recreational Park lighting due to the state of disrepair. This will be funded through a lease.

❖ **Monopole (\$400,000)**

The City of Franklin will work with Community Electric to construct a monopole tower along Delaware Road for use by Fire, EMS, and Franklin Power and Light. The emergency communication equipment currently located on the Hunterdale Water Tower will be relocated to this tower.

❖ **Drainage System Improvements (\$100,000)**

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

❖ **Street Improvements (\$428,000)**

Provides for maintenance of the City's transportation system - These funds are primarily used to resurface city streets. These funds are expended for maintenance only and cannot be used for new construction. Funds



expended on these projects are credited towards the money the City receives from VDOT for maintenance of streets.

❖ **Intersection Signal Upgrades (\$50,000)**

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

SCHOOL FUND CAPITAL PROJECTS (PAY AS YOU GO) – Capital Improvement Budget

❖ **School Capital Projects (\$-0-)**

To date we have not receive a CIP from Franklin City Public Schools.

SOLID WASTE FUND CAPITAL PROJECTS

❖ **Equipment Vehicle (\$230,000)**

The budget includes the cost to replace a 2005 rear loader solid waste collection vehicle to comply with the proposed equipment replacement schedule. A portion of the Fund’s cash balance reserves will be used to cover the costs.

WATER & SEWER FUND CAPITAL PROJECTS

❖ **Sewer System Improvements (\$421,559)**

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

❖ **Wastewater Treatment Plant Upgrades (\$100,000)**

Needed maintenance, compliance and upgraded technology improvements at the Wastewater Treatment to remain compliant with regulatory requirements are included.

Water System Rehabilitation (\$100,000)

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



CITY OF FRANKLIN, VA – PROPOSED
CAPITAL IMPROVEMENT PROGRAM
FY 2019-20 TO FY 2023-24

Project Description		Anticipated Revenue Source	FY 19/20 Request	FY 20/21 Request	FY 21/22 Request	FY 22/23 Request	FY 23/24 Request	Unfunded	5-Year CIP Cost FY 19/20-23/24
GENERAL GOVERNMENT									
NA									
TOTAL GENERAL GOVERNMENT			0	0	0	0	0	0	0
PUBLIC SAFETY									
1	Station 1 Improvement Preliminary Design Year 1	Local			20,000	500,000			520,000
2	Public Safety Building Improvement-Engineering Study	Local		50,000					50,000
3	Engine 3 Replacement	Lease	475,000						475,000
4	Ladder 1 Replacement	Financing		1,250,000					1,250,000
5	Medic 2 Replacement	Lease	250,000						250,000
6	Medic 5 Replacement	Financing		250,000					250,000
7	Fire Command Vehicle Replacement	Local			45,000				45,000
8	E911 Communications Radio Systems Replacement	Financing		450,000	371,382				821,382
9	E911 Communications Monopole Tower	Donation	400,000						400,000
10	Emergency Shelter Generator (@ Franklin High School)	Local \$10k Grant \$190k	200,000						200,000
11	Police Vehicle Replacement	FY20: Local \$21.5k Grant \$25k FY21: Local \$242,800	46,500	242,800					289,300
TOTAL PUBLIC SAFETY			1,371,500	2,242,800	436,382	500,000	0	0	4,550,682
PUBLIC WORKS									
12	Drainage System Improvements	State	100,000	300,000	300,000	300,000	300,000	1,500,000	1,300,000
13	Street Improvements	State	428,000	500,000	500,000	500,000	500,000	2,500,000	2,428,000
14	Traffic Signal Upgrades	State	50,000	50,000	50,000	50,000	50,000	250,000	250,000
15	Vehicle Replacement (Streets Division)	Local						200,000	0
16	City Buildings HVAC Replacement	Financing		1,115,000					1,115,000



CITY OF FRANKLIN, VA – PROPOSED
CAPITAL IMPROVEMENT PROGRAM
FY 2019-20 TO FY 2023-24

	<i>Project Description</i>	<i>Anticipated Revenue Source</i>	<i>FY 19/20 Request</i>	<i>FY 20/21 Request</i>	<i>FY 21/22 Request</i>	<i>FY 22/23 Request</i>	<i>FY 23/24 Request</i>	<i>Unfunded</i> ☐	<i>5-Year CIP Cost FY 19/20-23/24</i>
17	Ceiling Tile Replacement & Painting	Financing		182,000					182,000
18	Generator	Financing		250,000					250,000
19	Street Sweeper	Local		160,000					160,000
20	Bay Heaters & Door Replacement	Local		85,000					85,000
21	Dump Truck	Local		150,000					150,000
22	Backhoe Replacement	Local		135,000					135,000
<i>Transportation Safety/Street Projects</i>									
23	Intersection Improvements Per Comp Plan	Local & State		220,000	220,000	220,000	220,000		880,000
24	North High Street Widening	Local & State					3,200,000		3,200,000
25	Hunterdale Road Widening	Local & State					3,600,000		3,600,000
26	Fairview Drive Widening	Local & State					1,200,000		1,200,000
27	Bobwhite Lane Connector to High Street	Local & State					1,600,000		1,600,000
	TOTAL PUBLIC WORKS		578,000	3,147,000	1,070,000	1,070,000	10,670,000	4,450,000	16,535,000
COMMUNITY DEVELOPMENT									
NA									0
	TOTAL COMMUNITY DEVELOPMENT		0	0	0	0	0	0	0
PARKS & RECREATION									
28	Playground Equipment at College Drive, MLK, Jr. Community Center, Bruce Street & Riverwalk Parks	Local	22,400		50,000	50,000			122,400
29	Community Hall/Recreation Facility	Grant & Donations		200,000	500,000				700,000
30	Resurface Basketball Courts – College Park	Local				100,000			100,000
31	Armory Drive Recreational Park Lighting	Lease	320,000						320,000
32	Hayden Sports Complex Lighting	Local				150,000			150,000
33	MLK Jr. Center Improvements	Local		90,000					90,000
34	Paul D. Camp Community College Athletic Complex	Local		100,000	500,000	400,000			1,000,000



CITY OF FRANKLIN, VA – PROPOSED
CAPITAL IMPROVEMENT PROGRAM
FY 2019-20 TO FY 2023-24

<i>Project Description</i>	<i>Anticipated Revenue Source</i>	<i>FY 19/20 Request</i>	<i>FY 20/21 Request</i>	<i>FY 21/22 Request</i>	<i>FY 22/23 Request</i>	<i>FY 23/24 Request</i>	<i>Unfunded</i> <input type="checkbox"/>	<i>5-Year CIP Cost FY 19/20-23/24</i>
TOTAL EDUCATION		0	0	0	0	0	0	0
TOTAL ALL FUNDS		3,243,459	11,785,800	3,621,382	2,760,000	11,315,000	7,850,000	32,725,641



Section 6

- ❖ Budget Resolution
- ❖ Electric Rate Ordinance



FY 2019 – 2020 Budget Resolution

Proposed Budget Resolution

Setting the Tax Rates, Adopting the Budget and

Appropriating Funds for FY 2019 – 2020

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

WHEREAS, the Franklin City Council has complied with the law by preparing a proposed budget, holding the required public hearings on April 22, 2019 after proper and legal notice and having deliberated;

Section I.

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

Personal Use vehicles valued at \$1,000 or less	Eligible for 100%tax relief
Personal Use vehicles valued at \$1,001 to \$20,000	Eligible for tax relief at 50%
Personal Use vehicles valued at \$20,000 or more	Eligible for tax relief at 50% on the first \$20,000 of value and taxed fully on the balance (down from 52%)

THE FOLLOWING TAXES AND FEES ARE PROPOSED TO REMAIN UNCHANGED

Real Estate Tax Rate	\$1.03/\$100 of assessed value
Personal Property & Business Property	\$4.50/\$100 of assessed value
Downtown District Tax Rate	\$0.24/\$100 of assessed value
Machinery & Tools	\$2.00/\$100 of assessed value
Meals Tax	7.0%
Lodging Tax	8.0%
Cigarette Tax	\$0.70 per pack
Ambulance Service Fee:	
Treatment- Without Transport (A0998)	\$380.00
Basic Life Support (BLS) (A0428)	\$450.00
Basic Life Support Emergent (A0429)	\$550.00
Advanced Life Support 1 (ALS1) (A0426)	\$650.00
Advanced Life Emergent (A0427)	\$725.00
Advanced Life Support 2 (ALS2) (A0433)	\$900.00
Mileage Rate to Hospital	\$13.00



Water Service Fees	
	\$14.22 base rate plus \$3.20 per 1,000 gallons per month (metered usage – inside city)
	\$17.98 base rate plus \$3.96 per 1,000 gallons per month (metered usage – outside city)
	\$30.25 base rate per month – (unmetered usage – inside city)
	\$37.57 base rate per month – (unmetered usage – outside city)
Sewer Service Fees	
	\$19.01 base rate plus \$4.43 per 1,000 gallons per month (metered usage – inside city)
	\$22.94 base rate plus \$5.67 per 1,000 gallons per month (metered usage – outside city)
	\$41.00 base rate per month – (unmetered usage – inside city)
	\$50.95 base rate per month – (unmetered usage – outside city)

Trash Collection Fees	
	\$38.00 per month – (residential – inside city)
	\$76.00 per month – (residential – outside city)
	\$52.61 per month – commercial 1 box
	\$61.90 per month – commercial 2 box

Section II: The following amounts as stated are hereby appropriated in the General Fund for the operation of the City Government and its activities for and during the fiscal year beginning July 1, 2019 and ending June 30, 2020:

REVENUE SUMMARY – GENERAL FUND

Local	18,130,578
State	3,687,745
Federal	-
Subtotal-Operating Revenue	21,818,323
Other Financial Sources	1,839,393
Total General Fund Revenues	23,657,716



EXPENDITURE SUMMARY – GENERAL FUND

City Council	150,218
City Manager	243,822
City Attorney	160,372
Management Services & HR	205,026
Commissioner of the Revenue	288,874
Real Estate Assessor	133,764
Treasurer	345,218
Finance	795,097
Insurance	213,171
Information Technology	192,700
Elections	153,122
Judicial Administration	1,352,885
Public Safety	3,707,284
Emergency Management Services	2,506,501
Inspections	560,804
Animal Control	84,488
Public Works- Streets & Snow Removal	1,323,621
Public Works - Garage	215,478
Maintenance of Buildings & Grounds	1,180,454
Health & Welfare	146,958
Recreation	409,291
Cemeteries	61,000
Senior Citizens Programs	45,201
Library	318,880
Planning/Zoning	279,340
Beautification	1,500
Downtown	74,887
Non Dept.: Rev Sharing/Merchant Fees	707,875
<i>Total</i>	<i>15,857,831</i>
Transfer to Capital Project Fund	631,900
Transfer to Other Funds	6,987,985
Reserve – General Fund	180,000
<i>Total General Fund Expenditures</i>	<i>23,657,716</i>



Section III: The following amounts as stated as hereby appropriated in the Water and Sewer Fund for the operation of the Enterprise and its activities for and during the fiscal year beginning July 1, 2019 and ending June 30, 2020:

REVENUE SUMMARY – WATER & SEWER FUND

Sale of Water	1,300,000
Sale of Sewer	1,850,000
Miscellaneous	143,000
Use of Unassigned Fund Balance	195,000
Total Water & Sewer Fund Revenue	3,488,000

EXPENDITURE SUMMARY – WATER & SEWER FUND

Operating Expense	1,897,076
Debt Service	366,086
Transfer to General Fund – Admin Services & Lieu of Taxes	408,279
Transfer to General Fund – Operational Subsidy	195,000
Transfer to Water & Sewer Capital Fund	621,559
Total Water & Sewer Fund Expenditures	3,488,000

Section IV: The following amounts as stated are hereby appropriated in the Solid Waste Fund for the operation of the Enterprise and its activities for and during the fiscal year beginning July 1, 2019 and ending June 30, 2020:

REVENUE SUMMARY – SOLID WASTE FUND

Solid Waste Collection Fees	1,279,481
Fund Balance - Reserves	0
Miscellaneous	4,000
Total Solid Waste Revenue	1,283,481



EXPENDITURE SUMMARY – SOLID WASTE FUND

Operating Expense	1,006,788
Debt Service	6,448
Transfer to General Fund	270,245
Total Solid Waste Fund Expenditures	1,283,481

Section V: The following amounts as stated are hereby appropriated in the Airport Fund for the operation of the Enterprise and its activities for and during the fiscal year beginning July 1, 2019 and ending June 30, 2020:

REVENUE SUMMARY – AIRPORT FUND

Airport Rental Fees	52,000
Sale of Gas and Fuel	-
Miscellaneous Revenue	100
State & Federal Aid	101,000
Transfer from General Fund	96,134
Total Airport Fund Revenue	249,234

EXPENDITURE SUMMARY – AIRPORT FUND

Operating Expenses	123,719
Capital Outlay	-
Transfer to Airport Capital Project Fund	100,000
Transfer to General Fund	25,515
Total Airport Fund Expenses	249,234



Section VI: The following amounts as stated are hereby appropriated in the Electric Fund for the operation of the Enterprise and its activities for and during the fiscal year beginning July 1, 2019 and ending June 30, 2020:

REVENUE SUMMARY – ELECTRIC FUND

Revenue from Sale of Energy	14,163,320
Revenue from Fuel Charges	1,221,787
Other Revenue	133,096
Transfer from Fund Balance	205,000
Total Electric Fund Revenue	15,723,203

EXPENDITURE SUMMARY – ELECTRIC FUND

Fuel Adjustment	1,258,241
Energy for Resale	9,662,035
Operating Expenses	1,780,933
Capital Improvements	476,166
Debt Service	249,785
Capital Reserve Lease	22,594
Transfer to Electric Capital Project Fund	0
Transfer to General Fund – Admin Services & Lieu of Taxes	629,056
Transfer to General Fund – Operational Subsidy	1,644,393
Total Electric Fund Expenses	15,723,203

Section VII: The following amounts as stated are hereby appropriated in the Social Services Fund for the operation of the fund and its activities for and during the fiscal year beginning July 1, 2019 and ending June 30, 2020:

REVENUE SUMMARY – SOCIAL SERVICES FUND

State Revenue	617,498
Federal Revenue	904,228
Transfer from General Fund	484,396
Total Social Services Fund Revenue	2,006,122



EXPENDITURE SUMMARY – SOCIAL SERVICES FUND

Social Services Expenses	2,006,122
Total Social Services Expenses	2,006,122

Section VIII: The following amounts as stated are hereby appropriated in the Comprehensive Services Act Fund for the operation of the fund and its activities for and during the fiscal year beginning July 1, 2019 and ending June 30, 2020:

REVENUE SUMMARY – COMPREHENSIVE SERVICES ACT FUND

State Revenue	121,699
Transfer from General Fund	49,686
Use of Fund Balance	26,885
Total Comprehensive Services Revenue	198,270

EXPENDITURE SUMMARY – COMPREHENSIVE SERVICES ACT FUND

Mandated Services	146,362
Local Medicaid Match	-
Administrative Services	51,908
Total Comprehensive Services Expenses	198,270

Section XI: The following amounts as stated hereby appropriated in the Education Fund (Schools, Cafeteria, & Textbook) for the operation of the funds and its activities for and during the fiscal year beginning July 1, 2019 and ending June 30, 2020:

REVENUE SUMMARY – EDUCATION FUNDS

Local Revenue	60,000
Cafeteria Fund (State, Federal, & Local)	856,133
Textbook Fund (State, Federal, & Local)	94,941
State	8,366,245
Federal	2,426,304
Transfer from General Fund (Base)	5,037,395
Total School, Cafeteria, & Textbook Revenue	16,841,018



EXPENDITURE SUMMARY – EDUCATION FUNDS

Cafeteria Fund Expenses	856,133
Textbook Fund Expenses	94,941
School Operating Fund Expenses	15,889,944
Total School, Cafeteria, & Textbook Expenses	16,841,018

Section X: The following amounts as stated are hereby appropriated in the Debt Service Fund for the operation of the fund and its activities for and during the fiscal year beginning July 1, 2019 and ending June 30, 2020:

REVENUE SUMMARY – DEBT SERVICE FUND

Transfer from General Fund – General Debt	415,717
Transfer from General Fund – School Debt	676,651
Interest Income – School Debt	42,000
Total General & School Debt Revenue	1,134,368

EXPENDITURE SUMMARY – DEBT SERVICE FUND

General Fund Debt Service	415,717
School Debt Fund	718,651
Total General & School Debt Expenses	1,134,368



Section XI: The following amounts as stated are hereby appropriated in the Economic Development Fund for the operation of the fund and its activities for and during the fiscal year beginning July 1, 2019 and ending June 30, 2020:

REVENUE SUMMARY – ECONOMIC DEVELOPMENT FUND

Program Fees & Rental Income	119,000
Transfer from General Fund – Joint Activity	125,000
Transfer from General Fund – Operating Appropriation	103,005
Total Economic Development Fund	347,005

EXPENITURE SUMMARY- ECONOMIC DEVELOPMENT FUND

General Operating Cost	222,005
Payment to Joint Economic Development	125,000
Total Economic Development Fund	347,005

Section XII: The following amounts as stated are hereby appropriated for the FY 2019-2020 Capital Budget as presented in the City Capital Improvement Plan:

FUNDING SERVICES

CASH	
Donation	400,000
General Fund Transfer	631,900
Solid Waste Fund Transfer	0
Water & Sewer Fund Transfer	621,559
Airport Fund Transfer	100,000
Electric Fund Transfer	0
<i>Subtotal – City Cash</i>	<i>1,753,459</i>
Federal, State, & Grant Funds	215,000
<i>Subtotal – Cash (All Sources)</i>	<i>1,968,459</i>
<i>Debt Financing</i>	
Leases	1,275,000
Energy Efficiency Debt	0
Go Debt – Electric	0
<i>Subtotal – Debt Financing</i>	<i>1,275,000</i>
<i>Total CIP Funding</i>	<i>3,243,459</i>

CAPITAL IMPROVEMENT PLAN BY FUND

General Fund	2,291,900
Solid Waste Fund	230,000
Water & Sewer Fund	621,559
Electric Fund	-
Airport Fund	100,000
Total CIP Expenditures	3,243,459

Section XIII: AUTHORIZATION & LIMITATIONS

A. The City Manager is authorized to transfer budgeted amounts within departments up to \$20,000. Expenditures over the original budget of any department or transfers over \$20,000 must be approved by City Council.

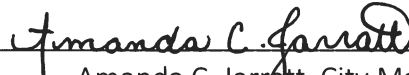
B. No amount between funds nor any contingency appropriation may be transferred within any fund without approval from the City Council. In addition, no appropriation for the Reserve-General Fund can be spent nor transferred without the express authority of Council.

EFFECTIVE DATE: The budget hereby adopted and the respective tax rates and fees so fixed shall be effective July 1, 2019.

DONE THIS 13th day of May, 2019, in the CITY OF FRANKLIN, VIRGINIA



Frank M. Rabil, Mayor

ATTEST: 

Amanda C. Jarrett, City Manager



City Ordinance 8-14(a) Has No Proposed Increase for Electrical Rates

Proposed Motion

The Council of the City of Franklin does ordain that the Franklin City Code 8-14 (a) shall maintain the current monthly electrical rates (FY 19-20 rates) for the non-fuel charge component for the kWh energy charge and the kW demand charge for all billings after July 1, 2019 in the following categories of users:

Sec. 8-14. Electrical rates and deposits.

(a) The following monthly electrical rates are hereby established for the following category of users:
Residential Rate – “Schedule RS-401”:

	<u>July 1, 2018</u>	<u>July 1, 2019</u>
A. Basic Customer Charge:	\$7.98	\$7.98
B. Plus kWh Charge	\$0.10851	\$0.10851
C. Fuel Adjustment: Each kilowatt hour used is subject to adjustment for charges in fuel costs, provided such fuel costs are charged to the City by its supplier.		

Small General Service Rate – “Schedule SGS 405” :

	<u>July 1, 2018</u>	<u>July 1, 2019</u>
A. Basic Customer Charge:		
Single Phase	\$12.61	\$12.61
B. Plus kWh Charge:	\$0.08939 per kWh	\$0.08939 per kWh
C. Fuel Adjustment: Each kilowatt hour used is subject to adjustment for charges in fuel costs, provided such fuel costs are charged to the City by its supplier.		



Small General Service Rate – “Schedule SGS 406” :

A.	Basic Customer Charge:	<u>July 1, 2018</u>	<u>July 1, 2019</u>
	Three Phase	\$22.42	\$22.42
B.	Plus kWh charge:	\$0.08939 per kWh	\$0.08939 per kWh

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

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

A.	Basic Customer Charge:	<u>July 1, 2018</u>	<u>July 1, 2019</u>
	Single Phase	\$49.50	\$49.50
B.	Plus kWh Charge:	\$0.07320 per kWh	\$0.07320 per kWh
C.	Plus kW Demand Charge:	\$6.80 per kW	\$6.80 per kW

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

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

A.	Basic Customer Charge:	<u>July 1, 2018</u>	<u>July 1, 2019</u>
	Three Phase	\$99.00	\$99.00
B.	Plus kWh Charge:	\$0.07320 per kWh	\$0.07320 per kWh
C.	Plus kW Demand Charge:	\$6.80 per kW	\$6.80 per kW

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



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

A.	Basic Customer Charge:	<u>July 1, 2018</u>	<u>July 1, 2019</u>
	Single Phase	\$45.00	\$45.00
B.	Plus kWh Charge:	\$0.04846 per kWh	\$0.04846 per kWh
C.	Plus kW Demand Charge:	\$14.97 per kW	\$14.97 per kW

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

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

A.	Basic Customer Charge:	<u>July 1, 2018</u>	<u>July 1, 2019</u>
	Three Phase	\$90.00	\$90.00
B.	Plus kWh Charge:	\$0.04846 per kWh	\$0.04846 per kWh
C.	Plus kW Demand Charge:	\$14.97 per kW	\$14.97 per kW

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

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

		<u>July 1, 2018</u>	<u>July 1, 2019</u>
A.	Basic Customer Charge	\$247.50	\$247.50
B.	Plus kWh Charge:	\$0.04417 per kWh	\$0.04417 per kWh
C.	Plus kW Demand Charge:	\$16.39 per kW	\$16.39 per kW

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



Municipal Service Rate – “Schedule MS 408” :

A.	Basic Customer Charge:	<u>July 1, 2018</u>	<u>July 1, 2019</u>
	Single Phase	\$16.50	\$16.50
B.	Plus kWh Charge:	\$0.09833 per kWh	\$0.09833 per kWh

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

Municipal Service Rate – “Schedule MS 409” :

A.	Basic Customer Charge:	<u>July 1, 2018</u>	<u>July 1, 2019</u>
	Three Phase	\$26.13	\$26.13
B.	Plus kWh Charge:	\$0.09833 per kWh	\$0.09833 per kWh

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

Church and Synagogue Rate – “Schedule CS 418” :

A.	Basic Customer Charge:	<u>July 1, 2018</u>	<u>July 1, 2019</u>
	Single Phase	\$12.38	\$12.38
B.	Plus KWH Charge:		
	First 3000 kWh	\$0.10367 per kWh	\$0.10367 kWh
	Excess over 3000 kWh	\$0.15355 per kWh	\$0.15355 per kWh

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



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

A.	Basic Customer Charge:	<u>July 1, 2018</u>	<u>July 1, 2019</u>
	Three Phase	\$22.00	\$22.00
B. Plus KWH Charge:			
	First 3000 kWh	\$0.10367 per kWh	\$0.10367 per kWh
	Excess over 3000 kWh	\$0.15355 per kWh	\$0.15355 per kWh

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

OUTDOOR LIGHTING SERVICE

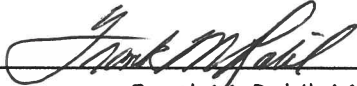
Rate Schedule: OLS

High Pressure Sodium	<u>July 1, 2018</u>	<u>July 1, 2019</u>
100 Watt	\$11.00 per month	\$11.00 per month
150 Watt	\$13.50 per month	\$13.50 per month
250 Watt	\$18.75 per month	\$18.75 per month
400 Watt	\$28.00 per month	\$28.00 per month
1,000 Watt	\$44.00 per month	\$44.00 per month

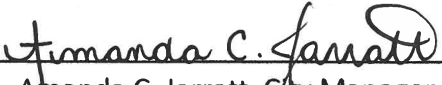
Metal Halide

1,000 Watt	\$39.25 per month	\$39.25 per month
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GIVEN under our hands this 13th day of May 2019.



 Frank M. Rabil, Mayor

Attest: 

 Amanda C. Jarratt, City Manager