

AGENDA

FRANKLIN CITY COUNCIL

MONDAY, FEBRUARY 10, 2013 – CITY HALL COUNCIL CHAMBERS – 207 W. SECOND AVENUE

7:00 P.M.

REGULAR MEETING

CALL TO ORDER. . . . MAYOR RAYSTINE D. JOHNSON-ASHBURN

PLEASE TURN OFF CELL PHONES . . . MAYOR RAYSTINE D. JOHNSON-ASHBURN

PLEDGE OF ALLEGIANCE

CITIZENS' TIME:

AMENDMENTS TO AGENDA

1. CONSENT AGENDA
 - A. Minutes of the January 27, 2014 City Council Meeting
2. FINANCE
 - A. Franklin Public Schools Budget Amendment #2014-19
 - B. Tentative FY 2014 – 2015 Budget Calendar
3. OLD/NEW BUSINESS
 - A. City Manager's Report
4. COUNCIL/STAFF REPORTS ON BOARDS AND COMMISSIONS

RECESS OF REGULAR MEETING

5. WORKSESSION: SCHOOL BOARD NOMINATION & APPOINTMENT PROCESS
6. ADJOURN

UPCOMING ITEMS TO BE SCHEDULED...

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

SUBJECT**TENTATIVE TIME LINE****FY 2014 – 2015 Goal/Budget Work Session****TBA****Personnel Policies Review****TBA****2014 Council Retreat****TBA**

CONSENT AGENDA

A. Minutes of the January 27, 2014 Meeting

Minutes from the January 27, 2014 City Council Meeting

The Franklin City Council held a regular meeting on Monday, January 27, 2014 at 7:00 p.m. in the Council Chambers at City Hall.

Council Members in Attendance: Raystine D. Johnson-Ashburn, Mayor; Barry Cheatham, Vice-Mayor; Greg McLemore, Benny Burgess, Mary Hilliard and Mona Murphy (Councilman Don Blythe absent).

Staff in Attendance: Randy Martin, City Manager; Taylor Williams, City Attorney; Jen Maynard, Registrar; Vince Holt, Director of Emergency Services; Alan Hogge, Director Social Services; Carolyn Joyner, Director of Human Resources; Phil Hardison, Chief of Police; Mark Bly, Director of Power & Light; Dinah Babb, Treasurer; Brenda Rickman, Commissioner of Revenue; Melissa Rollins, Director of Finance; Frank Davis, Director of Parks and Recreation; Russ Pace, Director of Public Works and Donald Goodwin, Director of Community Development

Other Staff in Attendance: Chad Edwards, Deputy Director of Public Works; Scott Halverson, Police Sergeant; Quentin Livingston, Police Officer; Teresa Rose-McQuay, Administrative Assistant and Acting Secretary, Recording Minutes.

CALL TO ORDER

Mayor Raystine Johnson-Ashburn called the regular City Council Meeting to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited by everyone in attendance.

CITIZEN'S TIME

No citizens signed up to speak at Citizen's Time.

AMENDMENTS TO AGENDA

There were no amendments to the Agenda.

CONSENT AGENDA

Minutes of the January 13, 2014

A motion was made by Vice-Mayor Cheatham to approve the minutes from the City Council Meeting held on January 13, 2014 as presented. The motion was seconded by Councilwoman Murphy and passed with a 6-0 vote (Councilman Blythe absent).

Departmental Reports

There were no questions or comments concerning the December 2013 Departmental Reports.

Minutes from the January 27, 2014 City Council Meeting

FINANCE

Budget Amendments

Police Department Budget Amendment #2014-16

Melissa Rollins, Director of Finance presented a Police Department Budget Amendment. The Franklin City Police Department was awarded a \$35,000 grant from Franklin Southampton Charities for Information Technology improvements in the Police Department and E-911 Communications Center.

Franklin Public School Budget Amendment #2014-17

Mrs. Rollins presented a request from the Franklin City Public School System to amend their FY 2013-2014 Budget to reflect the award of the following grants:

1. Grant funds in the amount of \$3,140 from the Franklin City Educational Foundation. The funds were awarded in support of band and music (\$2,500) and for kitchen supplies (\$640)
2. A state grant in the amount of \$1,000 for the Career Switcher New Teacher Mentor Program

Solid Waste Fund Budget Transfer #2014-18

Mrs. Rollins presented the Franklin Department of Public Works (Solid Waste Fund) request for a budget transfer in the amount of \$40,000 from “garbage containers” to cover the cost of “repairs and maintenance” to Solid Waste vehicles and equipment. Expenditures for the first half of the fiscal year have exceeded the budget estimate due to numerous and ongoing repairs.

A motion was made by Councilman Burgess to authorize acceptance of the \$35,000 grant by adopting amendment #2014-16 to the FY 2013-2014 Budget year and to authorize the transfer of \$40,000 from the garbage container line item to repairs and maintenance to cover the cost of equipment and vehicle repairs in the Solid Waste Fund by adopting Amendment # 2014-18 to the FY 2013 – 2014 Budget. The motion was seconded by Councilwoman Hilliard.

The motion was approved with the vote as follows:

Mayor Raystine Johnson-Ashburn, AYE; Vice-Mayor Barry Cheatham, AYE; Mary Hilliard, AYE; Mona Murphy, AYE; Greg McLemore, NAY; and Councilman Burgess AYE (Councilman Blythe absent).

A motion was made by Councilwoman Murphy to amend the FY 2013-2014 City School Fund Budget by adopting Amendment #2014-17 to reflect the award of local and State grants in the amount of \$4,140 and appropriate the funds for expenditure in the current fiscal year. The motion was seconded by Vice-Mayor Cheatham.

The motion was approved with the vote as follows:

Mayor Raystine Johnson-Ashburn, AYE; Vice-Mayor Barry Cheatham, AYE; Mary Hilliard, AYE; Mona Murphy, AYE; Greg McLemore, AYE; and Councilman Burgess ABSTAIN (Councilman Blythe absent).

Minutes from the January 27, 2014 City Council Meeting

Rescue Squad Assistance Grant Acceptance

Vince Holt, Director of Emergency Services presented a report on the State's approval for the City to receive a Rescue Squad Assistance Grant from the state. This grant will be utilized to replace the Medic 4 ambulance which is 14 years old. This grant requires a 20% match which will be covered through capital improvement funds which the City will receive from Southampton County for the areas served outside the City limits.

Vice-Mayor Cheatham asked what would be done with the ambulance that was being replaced.

Chief Holt responded the ambulance being replaced would be disposed of at public auction.

Councilman Burgess asked if the ambulance would be stripped down before being auctioned.

Chief Holt replied when approved for a grant, the City must ensure that the vehicle will no longer be used for emergency response, so it would be stripped of emergency equipment necessary for it to be used as an ambulance.

Councilman McLemore inquired about the City keeping the ambulance instead of disposing of it.

Chief Holt responded the City has adequate backup equipment and keeping a fifth ambulance is not justified.

A motion was made by Councilwoman Murphy to authorize acceptance of the State Rescue Squad Assistance Grant. The motion was seconded by Vice-Mayor Cheatham and passed with a 6-0 vote (Councilman Blythe absent).

Resolution Authorizing a USDA Police Equipment Grant Application

City Manager Martin reviewed the Resolution authorizing a USDA Police Equipment Grant Application which will facilitate the City of Franklin to obtain financial assistance from the Federal Government, acting by and through the Rural Utilities Service, an agency of the United States Department of Agriculture, (USDA), to purchase police vehicles and equipment. The City Council by adopting the resolution agrees the City will abide by the covenants contained in the following USDA agreements:

1. Form RD-400-4, "Assurance Agreement"
2. Form RD-400-1 "Equal Opportunity Agreement"
3. Form RD-1940-1, "Request for Obligation of Funds"
4. Form RD-442-7, "Operating Budget"
5. Form 1910-11, "Applicant Certification"
6. Form AD-1047, "Certification Regarding the Debarment, Suspension and Other Responsibility Matters – Primary Covered Transactions"
7. Form AD-1049, "Certification Regarding Drug-Free Workplace"
8. Form RD 3570-3, "Agreement for Administrative Requirements for Community Facility Grants"
9. FMHA 1940-Q, "Exhibit A-1, Certification Regarding Lobbying"
10. Form RD 3570-3, Grant Agreement

A motion was made by Vice-Mayor Cheatham to adopt the Resolution authorizing a USDA Police Equipment Grant Application as presented. The motion was seconded by Councilwoman Hilliard and passed with 6-0 vote (Councilman Blythe absent).

Minutes from the January 27, 2014 City Council Meeting

FY 2013-2014 Mid-Year Financial Report – December, 2013

Mrs. Rollins reviewed the following highlights from the FY 2013 – 2014 Mid-Year Financial Report – December, 2013:

- With six months of the fiscal year complete, General Fund Revenues continue to track slightly higher than revenue from the prior year period.
- General Fund Revenues of \$10.16 million at the end of month is 53.3% of budget compared to \$9.86 million or 51.4% of budget at December 2012.

Property Tax Revenue

- Property tax revenue in Fiscal Year 2013-2014 reflects a favorable increase in general property tax collections over the prior year period.

Local Taxes

- Taxes indicative of the City's local economy are tracking slightly less overall than the prior year period.
- Estimated meals and lodging taxes yield positive gains of 0.5% and 16.8%; revenue from cigarette and projected sales taxes reflect less favorable trends decreasing from the prior year period by 9.1% and 3.6% respectively. All sources compare favorably to the FY 2013 – 2014 budget projections.

Other Local Revenue

- Revenue from permits, fees and fines reflect an increase in the current accounting period from \$67,696 in December 2012 to over \$90,000 in December 2013 due to the consolidation of planning and inspection services with Southampton County.
- Fees collected year to date have reached 60% of budget
- Charges for services reflect the budgeted reduction in the general fund associated with the transitioning to the separate Solid Waste Fund effective July 1, 2013.
- Effective August 1, 2013 all revenue collected for solid waste services was reported in the Solid Waste Fund.
- Charges for services also include the administrative transfer from the City's Enterprise Funds to the General Fund; the budget and expenditures for FY 13-14 increased as a result of accurate cost allocation and service charges for the newly established Solid Waste Fund.
- Other charges for services include ambulance billing charges which reflect significant gains (due to timely billing of Medicaid claims) and parks & recreation which also reflect gains over the prior year period.

General Fund Expenditure Summary

- General Fund expenditures increased overall by \$1.3 million or 22% from the prior year period.

Minutes from the January 27, 2014 City Council Meeting

Water & Sewer Fund Summary

- The Water & Sewer Fund continues to perform according to budget with 48% or \$1.50 million of \$3.12 million of budgeted revenue realized at December 31, 2013.
- Operating expenses show a decrease of about \$200,000 due to the timing of projects completed primarily in the water division (waterline rehabilitation).

Solid Waste Fund Summary

- Revenue for the Solid Waste Fund of \$576,734 is recorded for five months beginning with August 2013. (Revenue for solid waste services received in July 2013 was for the prior year service period (June 2013) and therefore credited to the City's General Fund).
- Operating expenditures are 39% of budget for operating cost and 31.7% of the total budget when factoring in capital outlay.
- After factoring in transfers to the General Fund, total expenditures of \$474,000 represent 34% of the Fund's total budget.
- Cash in the Solid Waste Fund at the end of December increased over \$31,000 from the prior month.

Airport Fund Summary

- Fuel Sales at December 31, 2013 were \$68,000, comparable to sales reported at December 31, 2012.
- Federal grant revenue is currently less than \$7,000 the City does expect a federal/state reimbursement for land acquisition costs.

Electric Fund Summary

Sale of Energy Revenue in the Electric Fund was 47% of budget for the six month period totaling \$6.18 million and is comparable to the prior year totals of 48% of budget and \$6.30 million. Revenue from other sources is at 53% of budget totaling \$137,000. As for expenditures, operating expenses of \$555,000 are comparable to the prior year and comprise 37.7% of the current year budget. Sale of Energy Expenses are at 48% of budget or 6% less than the prior year. Director Rollins explained a decrease in the cash for the fund that is consistent with trends experienced in prior years for the same period.

The Mayor asked for questions on the Mid – Year Financial Report.

Councilman Burgess asked about the increased expenses in the budget for the Police Department above the prior year in the amount of \$184,000; how much is capital versus personnel?

Mrs. Rollins replied she would have to do some research and get back to him with a response on the exact breakdown, but she knew much of it was for the new vehicles and equipment included in the budget.

Councilman Burgess asked about the additional \$643,000 in School Budget carryover funds appropriated, which has not been drawn on yet.

Mrs. Rollins replied that figure represents what the City Council approved to be given the school system in terms of releasing the carryover funds from the General Fund to School Fund. This does not mean the school system will use all of the amount because of the impact of estimated state and federal budgeted funds which are based upon actual enrollment numbers.

Minutes from the January 27, 2014 City Council Meeting

Mayor Johnson-Ashburn asked if the school system provides supporting documentation for their budget requests.

Mrs. Rollins replied there is a reconciliation process between the school system and the City. This reconciliation is done on a monthly basis and documentation is required.

Councilman Burgess asked if the cash policy guidelines apply to all the proprietary funds instead of just the Electric Fund.

Mrs. Rollins confirmed the policy guidelines apply to all Enterprise Funds, but the Council has not specifically approved policy guidelines for the new Solid Waste Fund which was created this fiscal year.

OLD/NEW BUSINESS

State of the College Update – Dr. Wm. Paul Conco, President; Paul D. Camp Community College

Mayor Johnson-Ashburn recognized Dr. Conco, President of Paul D. Camp Community College to give an update on the some of the projects and activities underway at the College.

Dr. Conco introduced two guests that accompanied him, Richard Brooks, Chairman on the Paul D. Camp Community College Board and Joe Edenfield, Vice President of Financial and Administrative Services.

Dr. Conco reviewed the following project highlights:

Project #1 Water Solutions

- This project is to construct additional landscaping, add French Drains and add an additional retention pond to drain water away from the building and prevent flooding inside the building.

Project #2 New Digital Sign (corner of Armory Drive and North College Drive)

- The college is awaiting final approval by the State before constructing a new sign.

Project #3 Library Renovations

- A total renovation of the Library Resources and Computer Labs is underway; now open 7 days a week; high-speed internet and WiFi; computers, iPads, thousands of real books and millions of digital books and journals will be available to students and the community.

Project #4 Increase Trades Education Opportunities and Workforce Training

- Mechatronics-Robotics
- Skilled Trades (Electricity, plumbing, HVAC, carpentry) Logging and Truck Driving
- Warehouse and Distribution; Welding (Suffolk Campus)
- Allied Health Programs: EMT (Emergency Medical Technician), New LPN Program,
- Looking into Physical Therapy Assistant Program

Program #5 Serving the Community

Minutes from the January 27, 2014 City Council Meeting

- College Readiness Initiatives
- Math Academy at PDCCC – change the culture K-14
- Veterans – Military Friendly
- Encore Learning (55+ age)
- GED – classes now located on PDCCC Franklin Campus

Program #6 Career Development Center and our PDCCC Array of Coaches

- Coaches are helping in many areas
 - ✓ Career Coach
 - ✓ Job Placement Coach
 - ✓ Success Coach
 - ✓ High School Career Coach
 - ✓ On-Ramp Coach
 - ✓ In-School Youth Enrollment Coach
 - ✓ Out-of-School Youth Enrollment Coach

Mayor Johnson-Ashburn asked Dr. Conco how the College marketed the Kids College.

Dr. Conco replied the Kids College is marketed through the Paul D. Camp Workforce Development Center and Social Media.

Councilman McLemore asked about the cost of the Kids College.

Dr. Conco replied it varies depending on the program and participation.

Mayor Johnson-Ashburn stated Paul D. Camp Community College is definitely an asset to the City and is greatly appreciated. She thanked Dr. Conco and his guests for their efforts.

City Manager's Report

City Manager Martin distributed a copy of a Letter of Condolence upon the death of her husband Roscoe Fleming that was sent to June Fleming, former City Manager of the City of Franklin.

Manager Martin also distributed a copy of a letter of recognition sent to Franklin native Earl Bynum, Jr. whose family still lives here. The Manager advised that the Mayor would comment further on both letters.

Manager Martin also announced Charter Cable will be upgrading analog services to all digital which should be completed by February 25, 2014.

COUNCIL/STAFF REPORTS ON BOARDS AND COMMISSIONS

Manager Martin advised Council that the Board of Education has scheduled a public meeting for Thursday, January 30, 2014 at 6:30 to discuss the results of the State's recent divisional level review of the City's School System.

Mayor Johnson-Ashburn reported that at her request a conference call between the Mayor, Vice-Mayor, City Manager and State Education Department Office of School Improvement Director, Dr. Kathleen Smith was made today to gain clarification on a quote in the Division Level review report concerning elected official accountability. Dr. Smith advised the reference was concerning the Council's School

Minutes from the January 27, 2014 City Council Meeting

Board nomination and appointment process and accountability for appointing effective members to the School Board. Dr. Smith clarified that the School Board has the responsibility for student academic achievement, and the State holds the School Board fully accountable for meeting State standards.

Vice-Mayor Cheatham added Dr. Smith also stated that the school system is a community affair and the entire community needs to get involved. He encouraged more citizen nominations for consideration when select school board vacancies occur.

Mayor Johnson-Ashburn requests a Work Session to review the Council process for School Board appointments at a future City Council Meeting with a short agenda.

Vice-Mayor Cheatham reported on the Hampton Roads Planning Commission Meeting where the topic of discussion was the region's latest Economic Report. According to the report housing inventory is down. As far as job growth goes, health care is number one in jobs being created followed by construction.

Vice-Mayor Cheatham informed Council and Staff the Business Friendly Meeting was cancelled due to the recent inclement weather.

Vice-Mayor Cheatham also reported on the Tidewater Regional Jail Board Meeting. He stated that Manager Martin had a list of the services that are offered at the Jail such as education, anger management classes and health care which has been distributed to Council.

Vice-Mayor Cheatham also reported on the City/County Shared Services Committee Meeting where compliments were given on the new Storm Water Management Staff.

Councilman Burgess informed Council and Staff that the Incubator Board Meeting had also been cancelled due to the weather.

Mayor Johnson-Ashburn thanked Council and Staff who attended Roscoe Fleming's Memorial Service and read aloud the Condolence Letter that was given to Mrs. Fleming. Mayor Johnson-Ashburn also acknowledged the achievement of Earl Bynum, Jr. who had received a national award for his music and Choir direction recently.

Councilwoman Murphy asked for a definite date to be set for a Goal Work Session to review Personnel Policies and a date for a Council Retreat.

CLOSED SESSION

A motion was made by Vice-Mayor Cheatham for the Franklin City Council to meet in Closed Session to discuss personnel and consult with the City Attorney regarding legal matters requiring the provision of legal advice as permitted by Virginia Code Section 2.2-3711 (A) (1) (7). The motion was seconded by Councilwoman Murphy and passed with a 6-0 vote (Councilman Blythe absent)

Minutes from the January 27, 2014 City Council Meeting

Council went into Closed Session at 8:25 p.m.

The Mayor reconvened the Open Session and requested a motion concerning the closed Session. Councilwoman Murphy made a motion that the only matters discussed during the Closed Session were those lawfully exempted from open meeting requirements and identified in the motion by which the closed session was convened. The motion was seconded by Councilwoman Hilliard and approved by a 6 – 0 vote (Councilman Blythe absent).

ADJOURN

Councilwoman Hilliard made a motion to adjourn, and Councilman Burgess seconded the motion. The motion was approved by a 6 – 0 vote (Councilman Blythe absent). The Mayor declared the meeting adjourned at 8:54 P.M.

FINANCE

- A. Franklin Public Schools Budget Amendment #2014-19**
- B. Tentative FY 2014 – 2015 Budget Calendar**



February 4, 2014

TO: Randy Martin
City Manager

FROM: Melissa D. Rollins *Melissa D. Rollins*
Director of Finance

RE: **Budget Amendments & Transfer- FY 2013-2014**

Budget Amendment #2014-19

Attached is a request from the Franklin Public School System to amend the FY 2013-2014 Budget to reflect the award of (1) grant funds in the amount of \$3,000 from the Camp Foundation and (2) \$32,250 from Franklin Southampton Charities. The Camp Foundation funds were awarded in support of the Special Olympics Program. The \$32,250 received from Franklin Southampton Charities supports the following:

Graz/n Acres Therapeutic Riding Center -	\$ 4,000
Robotics -	\$16,250
S. P. Morton Music Program-	\$12,000

Required Council Action:

Amend the FY2013-2014 City Budget (School Fund) to reflect the award of local grants in the amount of \$35,250 and appropriate the funds for expenditure in the current fiscal year.

BUDGET AMENDMENT 2014-19

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA that the 2013-2014 School Fund is hereby amended to recognize grant funds and to appropriate the funds for expenditure.

250 EDUCATION FUND

	2013-2014 Budget	Amended Budget	Increase (Decrease)
18990-1800 Donations	\$ 61,111	\$ 64,111	\$ 3,000
Donations-Franklin/Southampton			
18990-1801 Charity	\$ -	\$ 32,250	\$ 32,250
TOTAL REVENUE			\$ 35,250

EDUCATION FUND

50000-0001 Instruction	\$ 10,655,828	\$ 10,691,078	\$ 35,250
TOTAL EXPENSES			\$ 35,250

**To amend the FY 2013-2014 Budget to reflect the award of local grants totaling \$35,250 and appropriate the funds for expenditure.*

*Certified copy of resolution adopted by
Franklin City Council*

Clerk to the City Council



FRANKLIN CITY PUBLIC SCHOOLS

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

TO: Mr. Randy Martin, City Manager
FROM: Dr. Michelle Belle, Superintendent
RE: FY 2014 Authorization to Request Appropriation
DATE: January 17, 2014

At the Franklin City Public Schools Board meeting on January 16, 2014, the following authorization requests for appropriations were approved:

- Camp Foundation - \$3,000.00
- Franklin Southampton Charities - \$32,250.00

In order to correctly account for these funds, the FY2013-2014 school budget must be increased by \$35,250. The amendments should be to the following revenue and expenditures:

Revenues

- Fund 250-18990-1800 \$ 35,250.00

Expenditures

- Fund 250-60000-0001 \$ 35,250.00

Please add the appropriation increase request to the next City Council meeting agenda. As always, my staff and I are available to you if you have any questions.

Cc: Melissa Rollins, Finance Director
Rachel Yates, Coordinator of Finance - FCPS



FRANKLIN CITY PUBLIC SCHOOLS

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

TO: Dr. Michelle Belle, Superintendent

FROM: Rachel Yates, Coordinator of Finance *RY*

RE: FY 2014 Authorization to Request Appropriation

DATE: January 16, 2014

Franklin City Public Schools received the attached notifications of grant awards from the Camp Foundation in the amounts of \$2,000 and \$1,000, respectively. In order to correctly account for these funds, the FY2013-2014 school budget must be increased by \$3,000.

Please add to the School Board meeting agenda for authorization to request appropriation. Following board approval we will request authorization for expenditure from City Council.

cc: School Board Clerk

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

mailed 12/20/13

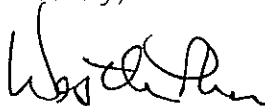
December 16, 2013

Franklin City Public Schools
207 West Second Ave.
Franklin, VA 23581
Attn: Sabrina Beamon

Dear Ms. Beamon:

On behalf of the Camp Foundation, I am pleased to forward the enclosed check in the amount of \$2,000 to support the Special Olympics program.

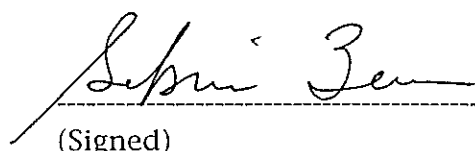
Sincerely,



Westbrook J. Parker
Executive Director

Enclosure

IRS regulations require that donors receive acknowledgment for contributions made to organizations such as yours. Therefore, please sign the enclosed copy of this letter and return it to me acknowledging receipt of this grant and that no services or benefits were received by The Camp Foundations in return for this grant. In addition, please provide documentation by June 30th of how these funds have been used or give a status report if the project is in progress.



(Signed)

12-20-13

Date

mailed 12/20/13

RUTH CAMP CAMPBELL FOUNDATION

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

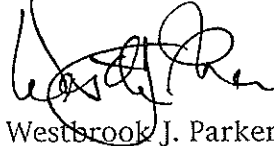
December 16, 2013

Franklin City Public Schools
207 West Second Ave.
Franklin, VA 23581
Attn: Sabrina Beamon

Dear Ms. Beamon:

On behalf of the Ruth Camp Campbell Foundation, I am pleased to forward the enclosed check in the amount of \$1,000 to support the Special Olympics program.

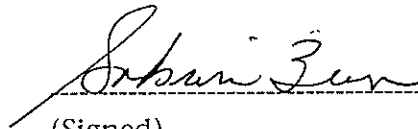
Sincerely,



Westbrook J. Parker
Executive Director

Enclosure

IRS regulations require that donors receive acknowledgment for contributions made to organizations such as yours. Therefore, please sign the enclosed copy of this letter and return it to me acknowledging receipt of this grant and that no services or benefits were received by The Campbell Foundations in return for this grant. In addition, please provide documentation by June 30th of how these funds have been used or give a status report if the project is in progress.



(Signed)

12-20-13

Date



FRANKLIN CITY PUBLIC SCHOOLS

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

TO: Dr. Michelle Belle, Superintendent

FROM: Rachel Yates, Coordinator of Finance *RY*

RE: FY 2014 Authorization to Request Appropriation

DATE: January 16, 2014

Franklin City Public Schools received the attached notification of grant awards from Franklin Southampton Charities in the amount of \$32,250. In order to correctly account for these funds, the FY2013-2014 school budget must be increased by \$32,250.

Please add to the School Board meeting agenda for authorization to request appropriation. Following board approval we will request authorization for expenditure from City Council.

cc: School Board Clerk

Franklin Southampton Charities

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

December 17, 2013

Michelle R. Belle
Superintendent
Franklin City Public Schools
207 West Second Avenue
Franklin, VA 23851

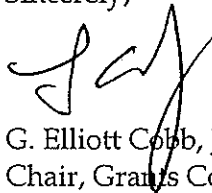
Dear Dr. Belle:

I am pleased to enclose two grant checks to the Franklin City Public Schools in the total amount of \$32,250, to be used as described in your fall grant applications, as follows. The Board of Directors of Franklin Southampton Charities is happy to be able to support these worthy programs.

Graz'n Acres Therapeutic Riding Center	\$4,000
Robotics	\$16,250
S.P. Morton Elementary Music Program	\$12,000

Enclosed is a copy of our grant guidelines. Included in it is detailed information on our reporting requirements. Please remember that we ask for a brief interim report on your use of these funds six months after the grant date, and a more detailed final report to be submitted by the anniversary of the grant. If you have any questions, please do not hesitate to contact our office.

Sincerely,



G. Elliott Cobb, Jr.
Chair, Grants Committee

Enclosures

FY 2014-2015 Tentative Proposed Budget Calendar

Date	Day	Action Item
February 3-4, 2014	Mon-Tues	<ul style="list-style-type: none"> Informational Budget Packages Sent to Department Heads
TBD		<ul style="list-style-type: none"> City Council Retreat
March 3, 2014	Monday	<ul style="list-style-type: none"> FY 14-15 Preliminary Revenue Projections Due to Finance FY 14-15 Proposed Department Budget Requests Due to City Manager
February –March 2014	TBD	<ul style="list-style-type: none"> Budget/Goal Work Session(s) As Necessary
March 10-24, 2014	Various	<ul style="list-style-type: none"> Management Budget Meetings with Department Directors
April 1, 2014	Tuesday	<ul style="list-style-type: none"> FY 13-14 Highlights & Accomplishments Due
April 7, 2014	Monday	<ul style="list-style-type: none"> 6:30 P.M. Agencies & Organizations Budget Presentations 7:30 P.M. School Board Presentation to City Council
April 14, 2014*	Monday	<ul style="list-style-type: none"> City Manager Presents FY 2014-2015 Preliminary Budget Summary to City Council
April 28, 2014*	Monday	<ul style="list-style-type: none"> 7:00 P.M. City Manager Reviews Highlights of the Recommended FY 2014-2015 Budget with City Council
May 6, 2014	Tuesday	<ul style="list-style-type: none"> 6:00 P.M. - Budget Work Session #1 with City Council/Manager Commissioner, Treasurer, Registrar, Administration, Finance, Human Resources, & Police
May 7, 2014	Wednesday	<ul style="list-style-type: none"> 6:00 P.M. – Budget Work Session #2 with City Council/Manager Power & Light, Social Services, Parks & Recreation, Information Technology
May 13, 2014	Tuesday	<ul style="list-style-type: none"> 6:00 P.M. – Budget Work Session #3 with City Council/Manager Public Works, Inspections/Community Development & Fire & Rescue Dept.
May 16, 2014	Friday	<ul style="list-style-type: none"> Newspaper Advertisement of Proposed Budget Public Hearing Notice(s) (Send notice to Paper on May 15, 2014)
June 2, 2014	Monday	<ul style="list-style-type: none"> 6:00 P.M. Tentative Budget Work session (as necessary) 7:00 P.M. <u>Public Hearing(s)</u> on the FY 2014-2015 Proposed Budget Council Budget Work session (as necessary)
June 9, 2014*	Monday	<ul style="list-style-type: none"> 7:00 P.M. Council Takes Action on the Proposed Budget, Sets Tax Rates and Adopt Resolutions
*Denotes Regularly Scheduled City Council Meeting		

OLD/NEW BUSINESS

A. City Manager's Report

COUNCIL/STAFF REPORTS ON BOARDS AND COMMISSIONS