

**AGENDA**

FRANKLIN CITY COUNCIL

MONDAY, January 14, 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

INVOCATION . . . . . WARD 6

PLEDGE OF ALLEGIANCE

AMENDMENTS TO AGENDA

**CITIZENS' TIME**

**1. CONSENT AGENDA**

**A. City Council Minutes**

- a. November 19<sup>th</sup> and 20<sup>th</sup>, 2012 Goal Setting Work Sessions
- b. November 26, 2012 Council Meeting with FSEDI
- c. November 28, 2012 Council Meeting with School Board
- d. December 10, 2012 Regular Council Meeting

**B. Mutual Aid Agreement Resolution (FPD)**

**C. Resolution designating the City of Franklin as a "Child Safe Community"**

**D. Departmental Reports (documents are in a separate file)**

**2. FINANCIAL MATTERS**

**A. Financial Audit Presentation for FY 2011-12**

**B. Post Issuance Compliance Policy**

**C. November 2012 Financial Report**

**D. Budget Amendments 2013**

**3. OLD/NEW BUSINESS**

**A. Staffing for Adequate Fire and Emergency Response (SAFER) Grant**

**B. City Manager's Report**

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

**5. CLOSED SESSION – I move that the Franklin City Council meet in closed session to consider appointments to boards and commissions, and to discuss and consider the disposition of real property where discussion in an open meeting would adversely affect the bargaining position and negotiating strategy of the city and to consult with legal counsel to receive legal advice regarding the disposition of real property pursuant to Virginia Code Section 2.2-3711 (A) (1), (3) and (7).**

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

**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****FSEDI Work Session with City Council****February 11, 2013- 6:00 pm****Council Strategic Planning & Goal Setting Work Session****TBD****Parks and Recreation Community Partners Discussion****TBD****Report on Non-Profit Tax Exempt – Policy & Procedures****TBD**

## **CONSENT AGENDA**

**A. City Council Minutes**

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**B. Mutual Aid Agreement Resolution (FPD)**

**C. Resolution designating the City of Franklin as a “Child Safe Community”**

**D. Departmental Reports (documents are in a separate file)**

Council Members in attendance: Raystine Johnson-Ashburn, Mayor; Barry Cheatham, Vice-Mayor; Greg McLemore, Benny Burgess, Mary Hilliard, Mona Murphy.

Council Members Absent: Donald Blythe

Staff in Attendance: Randy Martin, City Manager; Russ Pace, Director of Public Works; Chad Edwards, Deputy Director of Public Works; Mark Bly, Director of Power & Light; Dinah Babb, Treasurer; Brenda Rickman, Commissioner of Revenue; Joyce Johnson, Utility Billing Supervisor; Joe Ann Faulk, Financial Accountant; Melissa Rollins, Director of Finance and Leesa Livesay, Acting Secretary, Recording Minutes.

Mayor Raystine Johnson-Ashburn called the meeting to order at 6:30 p.m.

Councilwoman Murphy arrived at 6:35 p.m.

Manager Martin gave an update on Councilman Blythe's condition.

Manager Martin also announced our current status on the new money and refinancing project with Davenport & Company LLC. The interest rate on the refinancing is 3.49% and the new money is 2.19% for 15 years.

#### **Utility Billing Administrative Policies**

Manager Martin provided hand-out pages #3-76 thru 3-106 for inclusion in the Goal Sessions 2013-2014 Manual. This handout describes proposed Utility Billing Administrative Policy Changes for Council consideration.

#### **Increasing Minimum Credit Score Threshold from 600 to 650 when Considering Account Deposits**

Dinah Babb presented the policy change that would require a minimum credit score of 650 in order for the City to waive the deposit fee or a letter from a previous utility stating the customer has had a good credit standing for 12 months.

Mayor Johnson-Ashburn inquired how many of our current customers qualify for the 650 credit score.

Mrs. Babb did not have the answer but stated she would get this information.

Mayor Johnson-Ashburn inquired if other utilities in the area use this policy.

Mark Bly, Director of Power & Light confirmed that other utilities use this policy.

Councilman McLemore expressed concern about citizens that are below poverty level.

Mayor Johnson- Ashburn stated she has some reservations about the proposed policy change.

## **Summary of Other Proposed Policy Changes**

Manager Martin introduced the following recommendations:

### **Deposits**

- Consider One deposit of \$450
- Increase the current deposit requirement by either \$50 or \$250
- Water & Sewer only accounts pay \$100 deposit
- Eliminating installment pay of deposit
- Revises deposit requirements
- Eliminates return of the deposit via a check for accounts still active

Vice-Mayor Cheatham inquired about deposit transfer.

Manager Martin replied deposit transfer can be done if a customer lives in the City, but if the customer lives in the county the account would have to be closed and a new one opened.

Councilman Burgess commented that deposit money should be set up in a different account.

Mrs. Rollins replied this procedure is in effect now.

### **Administrative & Reconnection Fees**

- Eliminating a \$20 “meter fee” required to have any type of service installed
- Implements a \$10 “administrative fee” for each type of service installed (\$10 electric, \$10 Water & Sewer, \$10 Garbage)
- Implements a late payment fee of \$15 on accounts not paid by the due date (1.5% or \$2.00 penalty still applies; whichever is greater)
- Eliminates the \$50 administrative fee for names appearing on “cut off” list
- Implements a \$75 reconnection fee on accounts disconnected as a result of non-payment
- Implements a \$25 after hours fee on all accounts reconnected between 4:00 – 8:00 p.m.

### **Other Policy Changes**

- Eliminates the Medical Condition Policy as a part of the Utility Billing & Collection Administrative policies
- Eliminates any reconnections after 8:00 p.m. (changed from 9:00 p.m.)
- Implements a \$50 administrative “2<sup>nd</sup> trip Charge” for reconnection of any utility service
- Applies credit of administrative fees to other Enterprise Funds (procedure to be determined)

### **Account Transfers**

- In City Transfers – deposits and/or account balances are transferred to new service location
- Out of City Transfers – the old account is closed, any deposit after applying to bill is returned; outstanding balances owed are transferred to the new account at the next billing cycle

### **Granting Extensions**

- Eliminating the existing practice of granting two essentially automatic extensions in a 12 month period

### **Medical Condition Policy**

- Eliminating the medical condition request policy currently in place from the utility collection policy.

Councilman McLemore asked what percentage of customers only purchase electricity from the City.

Mr. Bly answered 30% to 40% only purchase electricity from the City. Most of these customers live outside the City.

Councilman Burgess asked if water and sewer are combined together.

Mr. Edwards replied yes these utilities are combined.

### **Payment Options used in the Treasurer's Office**

Mrs. Babb introduced some new payment options. She recommends setting up an online payment option that allows the customer to pay payments using their personal computers from home.

### **Collection Tools used in the Treasurer's Office**

Mrs. Babb stated once an account becomes inactive as determined by Utility Customer Service then collection tools allowed by the State Code are used. Some of these tools are listed below:

- Letter giving customer 30 days to pay account before additional collections tools are used
- Virginia Debt Set Off
- Wage Leins
- Bank Leins
- Payment plans
- Virginia Auction
- Judgements

Councilman Burgess questioned how many customers we send bills to on a monthly basis.

Mr. Bly replied over 5,000 are billed for electric service.

Councilwoman Hilliard asked how many customers are on the Heating and Cooling Assistance Program.

Mrs. Rollins answered about 600 customers receive assistance from this program.

The proposed changes will be further refined by staff and presented for Council action in 2013.

**Mayor Johnson-Ashburn called for a ten minute break at 7:50 p.m.**

### **Report to Council on Refuse Collection Savings & Policy Changes**

Manager Martin introduced a new handout for the Goal Session Books, numbered pages 7-54a thru 7-54h and then recognized Russ Pace, Director of Public Works and Chad Edwards, Deputy Director of Public Works. Mr. Edwards presented the total yard waste savings year-to-date which was \$52,461.25. Manager Martin stated that money accumulated in savings will be put into a special reserve fund to be used to purchase future replacement equipment consistent with the approved budget.

Councilman McLemore questioned will any of this money that is accumulated be used to offer citizens of the City lower rates or specifically what would this money be used for.

Manager Martin replied this money being placed in reserve consistent with the approved budget will be used to purchase replacement equipment (e.g. a new garbage truck) which will in the long run help keep rates down by reducing the need for borrowing to buy equipment.

Mr. Pace reviewed the new policies that will be considered as previously discussed to reduce the cost of collection and disposal. These potential changes include:

- Alley Service will be discontinued
- Yard waste that will not fit in the green can should be bagged with a limit of 20 clear bags collected each week
- Limbs to be cut and placed in neat piles four foot by four foot by eight feet not to exceed six inches in diameter
- Commercial Service possibly be provided to businesses by a private collector
- The purchase of a grapple truck to collect white goods/bulky items

Councilwoman Murphy stated her support of changes which equalize service particularly discontinuing alley service.

It was a consensus of Council that the discontinued alley service policy be put under City Manager's Report in the Agenda. Mr. Pace stated he would like to start this process as early as January, 2013. The other policy changes will be further evaluated by staff with future consideration for implementation.

### **Terminate Post-Closure Care of the Franklin MSW/CDD Landfill**

Manager Martin issued another handout numbered page 7-54i in the Goal Sessions Manual.

In the early 70's the City of Franklin operated a landfill on 19 acres of rural land located in Isle of Wight County adjacent to Route 616 roughly one mile southwest of the city limits. This facility accepted MSW and CDD from Franklin as well as Isle of Wight County from early 1970 to late 1984. Between 1990 and September of 1992 closure plans were submitted, reviewed, revised and re-submitted and the city was given six months to reach closure. January 19<sup>th</sup>, 1993 City administration received an inspection report from the Department of Waste Management (DWM) listing numerous violations. February 23, 1993 the City was granted an extension to close the landfill by September 1993. Six months later on August 16<sup>th</sup>, 1993 the city contracted WP Taylor to finish the cap closure which is completed 3 months later on November 24<sup>th</sup>, 1993. Unfortunately, the City was 70 days past the time line granted by DWM. In 1994, the Department of Waste Management becomes the Department of Environmental Quality. In 1994, the city received a couple of correspondences from DEQ basically outlining that the City missed the September 1993 deadline and that closure was still not complete. Records indicated that the final document which was a closure certification letter with a PE's stamp stating that the landfill had been closed in accordance with the approved closure plan had not been received by DEQ. According to DEQ records, the landfill achieved final closure in 1995 and is currently in the "post-closure care period"

Manager Martin stated the City has spent \$661,000.00 plus since 1995 on post-closure care of this landfill. Manager Martin stated an estimated price to close this landfill down could cost the City as much as an additional \$65,000.00.

Mr. Pace explained the closure process will be done by injecting peroxides into the ground which will remove everything undesirable that remains in the ground, and then pull samples for analyzing purposes, this treatment will go on for twelve to eighteen months. This process will continue until we receive clear water samples in the vicinity and remain clear for three years. The City can then cease the process and spending on closure. The Manager recommended the City finance closure in this manner.

Councilman McLemore inquired how this land became the City's property.

Mr. Pace replied Mr. Williams, City Attorney, researched the City records and found that this land was deeded to the City.

Melissa Rollins, Director of Finance reviewed the vehicle maintenance expenses report for every department numbered pages 8-15 thru 8-26 in the Goal Sessions Manual. Staff had prepared the report for information purposes.

Vice-Mayor Cheatham asked why there was no information on the Social Services Department.

Mrs. Rollins, Director of Finance; replied there was no information on the Social Service Department at this time.

Manager Martin stated that in the future the data from the Social Services Department would be included.

Councilwoman Hilliard requested a replacement plan be added to the vehicle maintenance expense report.

Councilwoman Murphy requested to have vehicles recently purchased and less than a year old be included in the report as well.

Mayor Johnson-Ashburn suggested that the City delay vehicle purchases until additional information is provided on the fleet inventory.

Councilwoman Murphy asked the average price of the automobiles that are purchased under state contract.

Mr. Pace replied the Ranger Pickups cost \$17,000.00.

Manager Martin replied the police cars cost \$22,000.00 without special equipment which is added.

Councilman Burgess suggested comparing buying used automobiles versus purchasing new automobiles under state contract.

### **Franklin City Public Schools Capital Outlay Needs**

Capital outlay possibilities that are current priorities for the administration were reviewed as provided by the Superintendent. All of the items listed will enhance the health and safety of all of the children in the school division. No financial information on cost has been received yet, but it has been requested by the City Manager.

#### **S. P. Morton Elementary School**

- Replace 32 classrooms that are currently in outdated modular units
- Replace bleachers

#### **J. P. King Middle School**

- New roof
- Replace heating/air conditioning units
- Replace ovens and serving lines in the kitchen

#### **Franklin High School**

- Enclose the second and third halls
- Replace ovens and serving lines in the kitchen

#### **Other Capital Outlay**

- 3 – New School Buses
- New roof at Charles Street Gym

### **School Vehicle Information**

Mrs. Rollins gave a presentation listing the School's vehicle information that was provided by the School System. City staff reviewed the data and analyzed it in the same manner as the City vehicle report.

Manager Martin stated in the past the City has been given the School System funding for vehicles and maintenance but has not been reflected the cost of garage maintenance in their budget. Manager Martin informed Council from now on this information will be reflected in the budget for the Schools.

Councilman McLemore questioned what was the amount the City had been giving the school for garage maintenance.

Manager Martin answered \$40,000.00 as indicated in the report for the most recent years. The Staff calculated the amount utilizing purchase order information provided by the Garage Staff.

Mayor Johnson-Ashburn asked who owned the Armory field which is utilized by the Schools for athletics.

Manager Martin answered the City owns the athletic fields and the Armory owns the parking lot, but we maintain it.

Mayor Johnson-Ashburn called for the meeting to end as previously scheduled.

**Meeting adjourned at 9:30 p.m.**

**These minutes for the City Council Meeting scheduled were accepted on**

**These Minutes for the October 22, 2012 City Council Meeting are adopted on this day of \_\_\_\_\_ in 2012.**

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Mayor

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Deputy Clerk to City Council

The Franklin City Council met in a Goal-Setting Work Session on November 20, 2012, at 6:30 p.m. in the upstairs Conference Room, 207 West Second Avenue.

Council Members in attendance: Raystine Johnson-Ashburn, Mayor; Barry Cheatham, Vice-Mayor; Greg McLemore, Benny Burgess, Mary Hilliard and Mona Murphy.

Council Members Absent: Donald Blythe

Staff in Attendance: Randy Martin, City Manager; Taylor Williams, IV, City Attorney; Russ Pace, Director of Public Works; Chad Edwards, Deputy Director of Public Works; Mark Bly, Director of Power & Light; Melissa Rollins, Director of Finance; Vince Holt Chief of Emergency Services; Donald Goodwin, Director of Community Development; Dinah Babb, Treasurer; Brenda Rickman, Commissioner of Revenue; and Leesa Livesay, Secretary, Recording Minutes.

Mayor Johnson-Ashburn called the meeting to order at 6:40 p.m.

Manager Martin reviewed the Franklin City School Bus Vehicle Information and stated this would be shared at the Joint City Council and School Board Meeting on November 28, 2012.

Manager Martin thanked everyone for attending the meeting during this busy Holiday Season.

Manager Martin presented a hand-out pages number 7-12a thru 7-12e for the Goal Session FY 2013-2014 Binders.

**VRS Increases**

Manager Martin reviewed a summary of the VRS increases for next year’s budget as previously discussed and necessary to comply with the legislative mandated changes which began this year.

**Staffing and Personnel Requirements**

Manager Martin reviewed total funding required to fill previously agreed upon FireFighter/Medic and IT Positions. He requested Council go into Closed Session to discuss employee salaries later in the meeting.

**Employee Service Award Program**

Manager Martin reviewed the following Employee Service Award Program Policy:

<u>Completed Years of Service</u>	<u>Award</u>
5	\$ 50
10	\$ 75
15	\$100
20	\$125
25	\$150
30	\$200
35	\$250

These awards will be presented at the Christmas Luncheon scheduled for December 19, 2012 consistent with Council policy.

### **Pay Study**

Manager Martin informed Council the last pay study was done for the City in 2007 and he recommends in the next two years engaging someone to update the pay study in order to bring and keep the City up to date on current salaries and be competitive in the job market.

### **Personal Use of the City Computer Systems**

Taylor Williams, IV; City Attorney reviewed the current policy for personal use of computers which puts the City's computer systems at risk. Attorney Williams stated the City may have to go back to the original version which allowed City employees to bring their own personal computers to work for personal use. He reported on information discussed at a seminar on related issues in local governments concerning computer use.

Mayor Johnson-Ashburn questioned is there allotted time slots where personnel can use their personal devices.

Manager Martin replied the only time this would be allowed would be on their lunch breaks or breaks.

Councilwoman Murphy stated she had concerns with the described policy change, she believes this could be a threat or result in a breach of security.

### **Active Employee Safety Committee**

Manager Martin stated the City will be organizing a new employee safety committee; the City could save \$17,000.00 per year in future insurance premiums. Each department will have a representative; also by organizing and developing procedures to improve work place safety through a safety committee, employees are less likely to have injuries. Chief Vince Holt will Chair the committee.

Mayor Johnson-Ashburn asked if we still have the Star Performer Rewards Program.

Manager Martin replied he did not know at this time but would research this.

Councilman McLemore questioned who will be the members of the Safety Committee.

Manager Martin replied a representative from each department.

Councilman McLemore recommends having some of the employees from Public Works that perform the duties that actually have greater risk in terms of potential hazards.

### **Wellness Program**

Brenda Rickman, Commissioner of Revenue has agreed to help organize this program. Manager Martin stated by organizing a Wellness Program we will receive reduced premiums or incentives from our

insurance companies, as well as promote health throughout the City employees. This program will at least initially be a function or subcommittee of the safety committee since much of their duties will overlap.

**All-Hazards Mitigation Action Plan (located on pages 5-29A thru 5-58 in Goal Session FY 2013-2014 binder)**

Chief Holt stated in 2006 there was a Federal requirement that all localities have an All-Hazards Mitigation Action Plan. In order to become eligible for any grant money in case a disaster strikes, the Federal Government requires a mitigation plan.

Mr. Goodwin reviewed some of the proposed mitigation actions. Each proposed mitigation action has been identified as an effective measure to reduce hazard risks.

Councilman McLemore expressed concerns about how much has not been accomplished in developing and implementing identified mitigation actions since 2006 and 2011.

Staff advised that the City of Franklin has applied for grant assistance to improve the backup power supply for Franklin High School which is the only designated current City emergency shelter in case of disasters.

Councilman Burgess requests another future discussion on the proposed mitigation actions report.

**Update on the Comprehensive Plan**

Manager Martin presented a handout pages numbered 7-25a thru 7-25f in the Goal Session FY 2013-2014 Binder.

Mr. Goodwin presented a progress report on the Comprehensive Plan update process.

The Comprehensive plan is divided into the following sections:

- a) Demographics
- b) Economics
- c) Housing
- d) Environmental Characteristics
- e) Transportation
- f) Utilities
- g) Community Facilities
- h) Urban Design

Mayor Johnson-Ashburn asked if housing needs assessment would be incorporated in the Comprehensive Plan.

Mr. Goodwin replied this would be covered in the housing chapter of the Comprehensive Plan.

Mr. Goodwin plans on having a complete draft to Council by February 2013 and the goal is to have the Comprehensive Plan update finalized by July 1, 2013.

### **Unified Development Ordinance Discussion**

Mr. Goodwin and the City Manager also recommended the City consider the benefits of adopting a Unified Development Ordinance (UDO) which would consolidate all regulations related to development into one ordinance. This would be of benefit to developers and others needing information on developing in the City.

### **Volunteerism**

Councilman Burgess proposed a project of doing things ourselves that will not only save the City money but instill a sense of team building throughout the community. He would like to see a discussion in the future for assigning a volunteer coordinator to pull the resources needed to complete this project. He also suggests a volunteer to support new military families to help attract more military families to the community.

### **Multi-year History of Agency Contributions**

Mrs. Rollins presented a review of multi-year history of agency contributions and actual expenditures for the years of 2006 thru 2012 budget.

Mayor Johnson-Ashburn suggested the Council and staff have a dialog on community organization funding prior to finalizing the budget season.

Manager Martin also suggested the Council consider development of a policy on outside agency funding for future guidance.

**Mayor declared a break at 7:44 p.m.**

**Meeting back in session at 8:00 p.m.**

**Franklin Southampton Economic Development, Inc., (FSEDI) representatives Warren Beale and Amanda Jarratt arrived and joined the Council for a portion of the Closed Session.**

### **Closed Session**

A motion was made by Vice-Mayor Cheatham to go into closed session to consider the performance of city employees and city employee salaries, and discussion of the acquisition of real property for a public purpose where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body as permitted by Virginia Code Section 2.2-3711(A)(1) and (3). The motion was seconded by Councilwoman Hilliard and passed with a 6-0 vote.

**Councilman McLemore left the meeting at 9:15 p.m.**

A motion was made by Vice-Mayor Cheatham 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 passed with a 5-0 vote. (McLemore absent)

**Organizational Structure**

The Manager advised that he would be reviewing and recommending refinements to the organizational chart for the City to improve operational efficiency of the City.

**Budget Development Calendar**

Manager Martin addressed Council about scheduling future budget development sessions and going through the Goal Session FY 2013-2014 Binder and prioritizing the issues the Council would like to bring to discussion with the eventual goal to approve goals on a budget for the next year and beyond.

Mayor Johnson-Ashburn stated as a reminder to everyone these sessions will further build our team and she stated the Council appreciated staff for all the work that has been put into these sessions.

Manager Martin reminded everyone about the Christmas Luncheon that is to be held on Wednesday, December 19, 2012 from 11:30 to 1:30.

**Mayor Johnson-Ashburn declared the meeting adjourned at 9:30 p.m. as scheduled**

These Minutes for the October 22, 2012 City Council Meeting are adopted on this day of \_\_\_\_\_ in 2012.

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Mayor

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Deputy Clerk to City Council

The Franklin City Council held a joint meeting with the Franklin/Southampton Economic Development, Inc. Board of Directors on Monday November 26, 2012, at 5:30 p.m. prior to the regular scheduled City Council Meeting in Council Chambers, 207 West Second Avenue.

Council Members in attendance: Raystine Johnson-Ashburn Mayor; Barry Cheatham, Vice-Mayor; Benny Burgess, Mary Hilliard, and Mona Murphy

Staff in Attendance: Randy Martin, City Manager; Taylor Williams, IV, City Attorney and Leesa Livesay, Acting Secretary; Recording Minutes.

Members of the Franklin Southampton Economic Development Inc. (FSEDI) Board of Directors and Staff in attendance: Amanda Jarratt, President; E. Warren Beale, Chairman; C. Harrell Turner, Vice Chairman; Harlet Bain Duck, Treasurer; Felicia Blow, Secretary; Brian Hedgepeth, and Nancy Parrish, Staff Member.

FSEDI Chairman Beale gave a brief history about the FSEDI and their efforts to promote the City and Southampton County.

Mrs. Jarratt stated she and Mr. Beale met with Mayor Johnson-Ashburn and Manager Martin to discuss having meetings regularly scheduled between the City and FSEDI representatives.

#### **History of Projects**

Mrs. Jarratt informed everyone that year to date; FSEDI has been approached with nineteen potential development projects of various types in the County and City. She then reviewed the current inventory of assets being marketed or explored for marketing.

#### **Hollingsworth Project/Pretlow**

Mrs. Jarratt stated there have already been benefits from the City partnering with Hollingsworth. Two weeks ago she was approached by a Fortune 20 company looking for a 300,000 square foot building. In the past she would have had to let an opportunity such as this pass by but she was able to put together a packet for submission.

Mrs. Jarratt stated a lot of companies are requiring natural gas as the preferred source of energy; therefore, this is adversely affecting interest in development in the areas where gas is not available (e.g. Pretlow).

#### **Money Mailer Update**

Mrs. Jarratt stated our newest asset on the inventory list is the Money Mailer building which will be vacant with their business scheduled to be closing early in the New Year. There are a lot of factors to marketing the Money Mailer property. The current asking price is \$6 million, but the property only appraised for \$5 million.

Building Height is an issue in marketing the Money Mailer property as well; the owners and Hollingsworth have discussed the possibility of a contractor modernizing this building in order for it to become more marketable.

Mayor Johnson-Ashburn asked who is the go to person or business if someone is interested in the Money Mailer building.

Mrs. Jarratt replied FSEDI is the go to contact for marketing this building.

#### **Former Winn -Dixie Building**

Mrs. Jarratt stated as of October of this year, the sales asking price of this building has been dropped to \$1.3 million. The former Winn-Dixie Building has been submitted to a number of call centers and small manufacturing businesses. This building does not show well because it has not been cleaned and all of the copper wiring has been stripped out by thieves who broke into the building a few months ago.

Councilman Burgess asked what can be done to improve this situation.

Mrs. Jarratt replied she did not have an answer at this time but was open to discussion.

#### **DePaulo Building (formerly St. Regis Paper Company Site)**

Mrs. Jarratt reported that this vacant industrial zoned property has rail access but the building is in poor condition and the owner has not been interested in improving the property for marketing. She has been advised the property may be auctioned in the near future.

The Mayor asked if there were any grants available that would help in demolishing this building.

Mrs. Jarratt answered there were some grants last year that were available for Brownfield type projects, but she would have to research this and discuss in the near future if she found any potential grant eligible opportunity.

#### **Franklin Airport Industrial Park**

Mrs. Jarratt stated there are 65 acres left at the City owned Franklin Airport Industrial Park to develop. She plans scheduling a meeting with Manager Jimmy Gray in the New Year to gain some insight on what might be done to improve the airport and its benefits to economic development and better market the airport services.

#### **Revenue Sharing Areas**

Mrs. Jarratt updated everyone on the two revenue sharing areas. One in Isle of Wight and the other in Southampton County. The main improved marketing strategies with the City and County for the revenue sharing area is Southampton County which is 18,000 acres. She is looking forward to developing a marketing strategy with the City and County for these areas in the months to come.

### **Developing Other Partnerships/Opportunities**

Mrs. Jarratt updated everyone on future developing potential partnership opportunities. These developing partnership opportunities are:

1. Fortune 20 Company interest in the area
2. Port Related Development

Mayor Johnson-Ashburn requests the opportunity be afforded to interested members of Council to visiting the State Port facilities to be better informed on development opportunities.

Mrs. Jarratt replied she needs about four weeks to organize and to arrange security clearances but would gladly do so if Council members are interested.

### **Infrastructure Planning**

Mrs. Jarratt informed everyone we will need infrastructure planning in order to prepare for future projects and this plan includes:

1. Updated electrical stations to support additional demand
2. Natural Gas (one key to a successful infrastructure for certain types of development)
3. Water and Sewer (a major factor is water & sewer to a successful infrastructure) capacity and availability

Manager Martin and Mrs. Jarratt are meeting with Columbia Gas on Friday, November 30, 2012 to gain some insight on the potential for expanding Natural Gas availability in the area.

Mayor Johnson-Ashburn stated this is a good start and we need to come up with a plan for the future for all aspects of needed infrastructure.

Councilman Burgess stated Council needs to know about the impediments that are stalling progress on economic development endeavors.

Mrs. Jarratt requested more frequency meeting with Council in closed sessions to discuss specific projects and concerns/issues.

Councilwoman Murphy questioned if the problems with building height, water and sewer are consistent problems.

Mrs. Jarratt answered these problems were definitely a key factor for future plans of economic growth in this community, but they are usually site/facility specific.

Councilman Burgess questioned were there specific industries that were looked at for this area.

Mrs. Jarratt answered yes, there were specific industries that were better suited for this area and are taken into consideration while marketing.

Mrs. Jarratt informed everyone she will be meeting with South East Logging Task Force (SELTF) in December. The logging industry is a strong niche market for the area.

Vice-Mayor Cheatham inquired about the vacant spaces in the Shopping Centers for potential additional commercial development.

Mrs. Jarratt replied not to expect any activity until after the year end fiscal cliff issue is resolved at the Federal level. Many developers and investors are delaying projects until the matter is resolved in Congress.

Manager Martin stated the Incubator is a good niche that has definitely had a positive effect on this community and he would like to look into partnering with more businesses throughout the community to expand and vary the Incubator opportunities to build businesses locally.

Mrs. Jarratt produced a handout giving information about the Incubator. The incubator is doing very well and currently has 28 businesses and 109 employees at this time.

Manager Martin proposed an idea of possibly expanding the Incubator into another nearby facility for not only office space use, but looking into other prospects (e.g. small research and development, production opportunities).

Mr. Warren Beale especially thanked Nancy Parrish in her role as Manager of the Incubator, for her efforts in making the Incubator a success.

Mayor Johnson-Ashburn thanked everyone for attending.

**Mayor Johnson-Ashburn adjourned meeting at 6:41 p.m.**

**These Minutes for the October 22, 2012 City Council Meeting are adopted on this day of \_\_\_\_\_ in 2012.**

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Mayor

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Deputy Clerk to City Council

The Franklin City Council and School Board Officials met in a special work session on Wednesday, November 28, 2012, at 6:30 p.m. in Council Chambers, 207 West Second Avenue.

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

**Staff in Attendance:** Randy Martin, City Manager; H. Taylor Williams, IV, City Attorney and Leesa Livesay, Acting Secretary, Recording Minutes.

**School Board Members in Attendance:** Edna King, Chairwoman; Johnetta Nichols, Vice-Chairwoman; Sherita Ricks-Parker Verta M. Jackson, William E. Councill, Cindy Fillhart and Glenn Hopkins.

**School Board Employees in Attendance:** Dr. Michelle Belle, Superintendent; Gail Wade, Human Resources Administration; Kelley Conaway, Lead Teacher, Rosyln Sliwa, Special Education Director, Lisa Francis, Principal of J P King Elementary School, Dr. Debbie Harris Rollins, Principal of S. P. Morton; and Travis Phelps, Principal of Franklin High School.

#### **Accreditation Status Report**

Dr. Belle informed Council, there has been a pre-implementation application filled out for contracting an outside learning assistance company known as Edison Learning. This company will be assigning an aide that will act as a liaison in order to have direct communication between the School Board and the Schools to assist in establishing a needs assessment. She also advised Council the School Board was looking into hiring a part-time Math Professional for the J. P. King Middle School to conduct parent forums every month starting in December to keep parents updated. She also stated while Edison Learning was working with the School Board they would be getting a Director of Math, Director of Reading, Director of Special Education and an overall Director of Achievement. The School System is contracting with this company utilizing state funding too address differences in the accreditation at all three City Schools.

Vice-Mayor Cheatham questioned if Edison Learning will be here in time to start improving the kid's grades this year.

Chairwoman King stated Edison advised as soon as the contract is approved and signed, they will be here in time to begin to change things around before June 2013.

Vice-Mayor Cheatham asked where Edison Learning was from.

Mr. Council answered they were a Chicago firm.

Councilman Burgess inquired what Edison Learning's primary goal would be:

Mrs. Conaway reviewed the duties that Edison would be performing:

- General Analysis of the Schools
- Walk-Throughs
- Parent-Teacher Focus Groups
- Classroom Observations
- Review Lesson Plans
- Analyze Student Achievement Data
- Analyze Student Behavior

Mayor Johnson-Ashburn inquired about needs assessment.

Chairman King answered the primary focus should be on structure and content.

Vice-Mayor Cheatham stated he would like to see Franklin City School's student achievement statistics back to the way they were in the early 90's.

Mayor Johnson-Ashburn stated she would like to see this as well but we have to keep in mind that the world has changed, the family mind set has changed also.

Vice-Mayor Cheatham inquired how many not-highly qualified teachers were in our school system at this time.

Mrs. Wade answered there is one not-highly qualified teacher and she is assigned at J. P. King Middle School and teaches Algebra II.

Councilman Burgess questioned how long Edison Learning will be contracted.

Chairman King replied three years and Edison will be putting staff in our school system.

Vice-Mayor Cheatham asked what happens if Franklin City Schools does not meet accreditation.

Superintendent, Dr. Belle answered Franklin City Schools has four years to show accreditation.

Superintendent, Dr. Belle asked the principals to share any good news or new projects they were working on related to areas of concern.

#### **Franklin High School (Principal Travis Phelps)**

Travis Phelps the Franklin High School principal informed Council every Monday the Math Team meets to develop lesson plans, work on assessments, review data and have a follow-up meeting every Wednesday. Principal Phelps also stated to address math there is the 21<sup>st</sup> Century Club which is an after school program that meets every Monday and Tuesday after school. Every Monday is academic day and Tuesday is enrichment day. The students that failed their SOL's last year will be retaking them on December 5<sup>th</sup> and 6<sup>th</sup>; this is the primary focus at the moment. Principal Phelps also advised they have

assembled a SOL Math Boot Camp in order to help students prepare for SOL's. He also advised that Benchmark scores have jumped from Benchmark I to Benchmark II in English, History and Science. Math seems to be Franklin High School's weakest area at the moment.

Vice-Mayor Cheatham asked was there any extra assistance in preparing for testing.

Mr. Phelps answered the school has organized SOL Academies that are held on Saturdays in order to help students prep for SOL's.

Councilman Burgess asked what programs were new this year and which were not.

Mr. Phelps answered the 21<sup>st</sup> Century Program and SOL Academy are not new this year. The students are not required to participate in these programs but are strongly encouraged.

Vice-Mayor Cheatham questioned whether the parents were involved with efforts encouraging students to participate in these programs.

Principal Phelps replied, yes parents are encouraged to get their students involved in these learning programs.

Councilman Burgess asked what a retake consisted of.

Principal Phelps answered a retake means receiving a verified credit, which consists of passing the class, and passing the test. A student must have at least six verified credits in order to graduate.

Mayor Johnson-Ashburn inquired when SOL's went online.

Principal Phelps answered SOL's as well as Benchmarks went online three years ago.

Chairman King advised this is the first year that keyboarding has been implemented in the middle school which will also assist in helping prepare students for SOL and Benchmark testing.

#### **J. P. King Middle School (Principal Lisa Francis)**

Principal Francis advised Council her enrollment is up from 237 last year to 258 this year. She also stated Math is an area of needed improvement. Every Monday, Tuesday and Wednesday is 21<sup>st</sup> Century Club days. Every Monday and Tuesday is academic days and 150 students participate in this program. She reviews lesson plans with her teachers every week and has organized a Parents are Partners Program and currently she has 125 attendants. This is a big improvement in participation since the program was begun. She also announced that 74% students passed their Benchmark tests. She assured Council and Board Members that her teachers are working very hard to address concerns and improve performance.

**S. P. Morton School (Principal Dr. Debbie Harris Rollins)**

S. P. Morton's Principal, Dr. Debbie Harris Rollins stated S. P. Morton has 96.2% attendance. Attendance, particularly tardiness, has been a point of emphasis this year. It is a priority for her as the new principal at the school.

She advised that S. P. Morton has launched a Get Caught Reading Campaign that encourages students to go out and catch citizens reading. She also stated there is a Student Improvement Program that allows the students to communicate ideas with teachers and administration. Safety Patrol has increased at S. P. Morton as well.

Mr. Council stated there is positive enthusiasm throughout the Teachers and Administration in the school system and reminded Council this problem did not evolve overnight and will take time to correct.

Mayor Johnson-Ashburn opened the floor at 7:21p.m. for specific questions only. Mayor Johnson-Ashburn specifically referenced questions and responses that had been previously distributed.

Manager Martin questioned if attendance was improving related to efforts of the Franklin's Present Committee and its cooperation with the schools to address truancy, or was it too early to tell?

Principal of S. P. Morton, Dr. Harris Rollins replied she was not sure of the impact at this time. The School Board had adopted new policies earlier in the school year.

Principal Francis stated J. P. King struggles with tardiness and to correct this if a student is late, however late the student is, he or she will have to stay over the amount of the tardiness times two.

Vice-Mayor Cheatham inquired how many teachers are new this year.

Principal Phelps of Franklin High School replied he has five new teachers. Principal Francis of J. P. King Middle School replied she has seven new teachers and Principal Dr. Harris Rollins of S. P. Morton has four new teachers.

Principal Phelps stated it is very hard to keep teachers because in part, they do not have to travel far to get better salaries in other school systems nearby.

Vice-Mayor Cheatham questioned if all new teachers get a sign-on bonus.

Mrs. Wade, HR Administration replied all but two teachers received their sign-on bonus. The two that did not, HR is waiting on paper work and all of these teachers are highly qualified.

Vice-Mayor Cheatham asked how often teachers are evaluated.

Principal Phelps answered sixty walk-throughs a month; this means a fifteen minute snap shot observation and seven full observations a month.

Councilman Burgess asked Dr. Belle what procedures she is using in monitoring these schools to make sure these walk-throughs are getting done.

Dr. Belle answered there is a new Principal Evaluation Tool that will be introduced to the schools and in this tool the principals will have to provide written documentation that these walk-throughs are being done. Dr. Belle also informed Council there will be a new Superintendent Evaluation available in 2014.

Chairman King has asked for written documentation in order to get feedback from the schools that these steps are taking place. Chairman King also has requested the 6<sup>th</sup> grade math books in order to see if the students are being tasked accordingly based on the content of this book.

Mayor Johnson-Ashburn stated she has talked with Manager Martin about analyzing the cost of having at least one School Board Meeting posted on the PEG Channel once a month if possible. There is a channel already available for school use. This would enhance the Community's knowledge of what the School's are doing particularly the many positive things happening in the schools.

**Capital Improvement Plan**

Dr. Belle provided cost estimates for the list of capital projects previously provided to the City.

**S. P. Morton Elementary School**

- Replace 32 classrooms that are currently in outdated modular units \$1,000,000.00
- Replace ovens and serving lines in the kitchen \$ 46,000.00
- Replace bleachers \$ 28,000.00

**J. P. King Middle School**

- New Roof \$ 150,000.00
- Replace heating/air conditioning units \$ 40,000.00
- Replace ovens and serving lines in the kitchen \$ 46,000.00

**Franklin High School**

- Enclose the second and third halls \$ 40,000.00
- Replace ovens and serving lines in the kitchen \$ 46,000.00

**Other Capital Outlay**

- 3 – New School Buses \$270,000.00
  - New roof at Charles Street Gym \$ 50,000.00
- Generator (Switching Gear and Transformer) \$125,000.00
- Total \$1,841,000.00

Manager Martin suggests the school system prioritize these needs and he proceeded to explain the refinancing opportunity that is currently being pursued by the City as well as another refinancing opportunity using VRA funding that the City is investigating with the City Financial Advisor for 2013.

Chairman King stated she would proceed to get the School Board to give Council a five year capital projection with priorities.

Councilman Burgess suggested that other options for roof replacement (e.g. compare advantages and costs of a metal roof or a rubberized roof) be considered and compared with the estimate to replace the current roofs.

Mayor Johnson-Ashburn called for closing comments at 7:40 p.m.

School Board Member Council stated he thinks this meeting is very constructive but that it is very disheartening to have someone on Council make negative comments to the public about the school system. He also stated that it is no secret the school system has a lot to improve on but everyone is trying very hard to make this turn around.

Mayor Johnson-Ashburn replied individual opinions are just that. Only the official Council opinion carries any weight. She felt it has been unfortunate that until recently there have been no meetings between Council and School Board; therefore, no communication about what was going on in the School System. The current City Council is very interested in trying to develop a good relationship between the two divisions in order to better assist in improving our school system. These joint meetings will hopefully improve communications and promote more positive comments in the future.

Councilman Burgess stated the focus should remain on the kids and this meeting should not be about criticizing, but about the effect this is having on the community.

Councilwoman Murphy thanked the School Board members and staff for everything they do and commented Council should give credit where credit is due and move forward.

Manager Martin stated we certainly have issues that need improvement in the schools and their performance, but we also have a problem of perception of our school system that is having far reaching effects on our entire community. This is overshadowing many positive outcomes occurring in the schools. Our challenge is developing a better way of marketing the positives and what is being done to improve.

Vice-Mayor Cheatham inquired who is the go to if there are questions about the School System.

Dr. Belle replied she is as Superintendent.

Mayor Johnson-Ashburn announced she would like to have another joint meeting in February or March to focus on progress on academic matters and to receive updates on budget concerns.

**Meeting adjourned at 8:35 p.m.**

These Minutes for the October 22, 2012 City Council Meeting are adopted on this day of \_\_\_\_\_ in 2012.

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Mayor

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Deputy Clerk to City Council



## **LAW ENFORCEMENT MUTUAL AID AGREEMENT**

THIS AGREEMENT, made this 1<sup>st</sup> day of January, 2013, by and among the Cities of CHESAPEAKE, FRANKLIN, HAMPTON, NEWPORT NEWS, NORFOLK, POQUOSON, PORTSMOUTH, SUFFOLK, VIRGINIA BEACH and WILLIAMSBURG, each a municipal corporation of the Commonwealth of Virginia; the County of JAMES CITY, a political subdivision of the Commonwealth of Virginia; the Sheriff of the County of ACCOMACK; the Sheriff of the County of GLOUCESTER; the Sheriff of the County of ISLE OF WIGHT; the Sheriff of the County of NORTHAMPTON; the Sheriff of the County of SURRY; the Sheriff of the County of YORK; the Town of SMITHFIELD; and the Town of WINDSOR.

WHEREAS, Virginia law authorizes local governments and Sheriffs, in counties where no police department has been established, to enter into reciprocal agreements for mutual aid and for cooperation in the furnishing of law enforcement services; and

WHEREAS, the thirteen local governments and the Sheriffs of the Counties of Accomack, Gloucester, Isle of Wight, Northampton, Surry and York have determined that the provision of law enforcement aid across jurisdictional lines will increase their ability to preserve the safety and welfare of the entire area; and

WHEREAS, it is deemed to be mutually beneficial to the parties hereto to enter into an agreement concerning mutual aid and cooperation with regard to law enforcement; and

WHEREAS, the parties hereto desire that the terms and conditions of this Law Enforcement Mutual Aid Agreement be established.

NOW, THEREFORE, in consideration of the mutual benefits to be derived from a Law Enforcement Mutual Aid agreement, the parties hereto covenant and agree as follows:

1. Each party will endeavor to provide law enforcement support to the other parties to this Agreement within the capabilities available at the time the request for such support is made and within the terms of this Agreement.
2. Requests for assistance pursuant to the terms and conditions of this Agreement shall be made by the requesting jurisdiction's Chief of Police or Sheriff, whichever is applicable, or their respective designee.
3. The requesting party shall be responsible for designating a radio communications system for use by the requested party.
4. The personnel of the requested party shall render such assistance under the direction of the Chief of Police or Sheriff of the requesting party, or their respective designee.
5. Law enforcement support provided pursuant to this Agreement shall include, but not be limited to, the following resources: uniformed officers, canine officers, aerial support when maintained, forensic support, plainclothes officers, special operations personnel and related equipment. All law enforcement officers and personnel shall be duly trained and currently certified for the position provided.
6. Subject to the terms of this Agreement, and without limiting in any way the other circumstances or conditions in which mutual aid may be requested and provided under this Agreement, the parties hereto agree to provide assistance to the requesting party in situations requiring the mass processing of arrestees and transportation of arrestees. The parties to the Agreement further agree to assist the requesting party with security and operation of temporary detention facilities.
7. Nothing contained in this Agreement should in any manner be construed to compel any of the parties hereto to respond to a request for law enforcement

support when the personnel of the party to whom the request is made are, in the opinion of the requested party, needed or are being used within the boundaries of that party, nor shall any request compel the requested party to continue to provide law enforcement support to another party when its personnel or equipment, in the opinion of the requested party, are needed for other duties within the boundaries of its own jurisdiction.

8. In those situations not involving the provision of mutual aid upon request, law enforcement officers and personnel, and other employees of any city, county, town or Sheriff hereunder, may also enter any other jurisdiction in furtherance of law enforcement purposes, concerning any offense in which the entering law enforcement agency may have a valid interest; provided, that the entering personnel shall, as soon as practical, make such presence known to the Chief of Police or Sheriff of the entered jurisdiction, or his designated representative.

9. The responsibility for investigation and subsequent actions concerning any criminal offense shall remain with the law enforcement agency of the locality whose court has original jurisdiction over the offense. Entering law enforcement personnel shall promptly notify the law enforcement agency of the entered locality upon discovery of a crime over which the court of the entered locality has original jurisdiction.

10. Officers acting pursuant to this Agreement shall be granted authority to enforce the laws of the Commonwealth of Virginia and to perform the other duties of a law enforcement officer; such authority shall be in conformance with §§ 15.2-1724; 15.2-1726; 15.2-1730; 15.2-1730.1 and 15.2-1736 of the Code of Virginia, as amended. Law enforcement officers of any party who might be casually present in any other jurisdiction shall have power to apprehend and make arrests only in such instances wherein an apparent, immediate threat to

public safety precludes the option of deferring action to the local law enforcement agency.

11. All law enforcement officers, agents and other employees of the parties to this Agreement who are acting pursuant to this Agreement shall have the same powers, rights, benefits, privileges and immunities in each other's jurisdiction, including the authority to make arrests in each other's jurisdiction.

12. The services performed and expenditures made under this Agreement shall be deemed to be for public and governmental purposes and all immunities from liability enjoyed by the parties within their boundaries shall extend to their participation in rendering assistance outside their boundaries pursuant to this Agreement. It is understood that for the purposes of this Agreement, the responding party is rendering aid once it has entered the jurisdictional boundaries of the party requesting assistance.

13. All pension, relief, disability, worker's compensation, life and health insurance and other benefits enjoyed by said law enforcement officers or personnel as employees of their respective jurisdictions shall extend to the services they perform under this Agreement outside their respective jurisdictions. Each party agrees that the provision of these benefits shall remain the responsibility of the employing party.

14. Each party agrees that, in activities involving the rendering of assistance to another party pursuant to this Agreement, each party shall waive any and all claims against all other parties hereto which may arise out of their activities outside their respective jurisdiction.

15. The parties shall not be liable to each other for reimbursement for injuries to law enforcement officers or personnel, or damage to equipment incurred when going to or returning from another jurisdiction, except to the extent that

reimbursement for such expenses may be or is received from the Federal Emergency Management Agency (FEMA) or another governmental agency. Neither shall the parties be liable to each other any other costs associated with, or arising out of, the rendering of assistance pursuant to this Agreement, except to the extent that reimbursement for such expenses may be or is received from FEMA or another governmental agency.

16. This Agreement rescinds and supersedes all previous written agreements and oral understandings relating to the provision of mutual law enforcement services between the parties.

17. Any of the parties hereto may withdraw from this Agreement by giving thirty (30) days written notice to that effect to the other parties.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their respective city manager, county administrator, town manager or Sheriff; the official seal of each city, county and town affixed hereto and attested by their respective city, county or town clerk, and indicating thereafter the ordinance or resolution authorizing the execution. Sheriffs may attest by Notary Public.

**CITY OF FRANKLIN**

**BY:** \_\_\_\_\_  
**City Manager**

**ATTEST:**

\_\_\_\_\_  
**City Clerk**

**Resolution/Ordinance #:** \_\_\_\_\_

**Adopted On:** \_\_\_\_\_



**Resolution # 2013-01**

**RESOLUTION DESIGNATING THE CITY OF FRANKLIN AS A CHILD FRIENDLY COMMUNITY**

WHEREAS, the City Council of the City of Franklin desires to designate the City as a child friendly community; and,

WHEREAS, a child friendly community envisions parents, teachers, and community stakeholders working together to make a positive difference in the lives of young children throughout Western Tidewater; and,

WHEREAS, various local, regional and state organizations are working collaboratively to improve early learning opportunities and promote healthy lifestyles for children; and,

WHEREAS, public policies that support early learning for all young children are crucial to their future success; and,

WHEREAS, community and recreational facilities must be designed to stimulate children's cognitive and values development, health, and well-being in a variety of ways; and,

WHEREAS, child friendly communities allow children to have the freedom to explore the world around them in physical, emotional, and spiritual safety.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Franklin, Virginia that the City of Franklin be designated as a Child Friendly Community.

Adopted this 14<sup>th</sup> day of January, 2013.

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Raystine Johnson-Ashburn, Mayor

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R. Randy Martin, City Manager

## **FINANCIAL MATTERS**

**A. Financial Audit Presentation for FY 2011-12**

**B. Post Insurance Compliance Policy**

**C. November 2012 Financial Report**

**D. Budget Amendments 2013**



**DEPARTMENT OF FINANCE**

January 7, 2013

**TO:** Mr. Randy Martin  
City Manager

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

**RE: Comprehensive Annual Financial Report – for the Period Ending  
June 30, 2012**

Audrey Davis, President and Managing Director of Davis & Associates will present the City's Comprehensive Annual Financial Report (CAFR) for June 30, 2012 at the January 14, 2013 City Council Meeting.

The Management Discussion & Analysis on pages 3-13 of the report provide a detailed summary of financial activities for the fiscal year ending June 30<sup>th</sup>. It is recommended that it is read in conjunction with the transmittal letter and financial statements.

The auditors have issued an *"Unqualified Opinion"* which means that the City's financial statements are fairly and appropriately presented, and are in accordance with General Accepted Accounting Principles. No material weaknesses or deficiencies were identified (page 136).

All staff involved in the preparation of the report and those responsible for the accuracy and integrity of the City's financial activities and internal control framework should be commended. I extend special thanks to Nancy Layman, Accounting Supervisor, for working diligently with the auditors during our first year engagement with the firm; she was commended by the managing partner for her attention to detail and documentation of financial activities impacting the City's financial records.

Further, as mentioned during previous presentation to City Council, the City's CAFR was submitted on December 31, 2012 to the Government Finance Officers Association (GFOA) for consideration of the Certificate of Achievement in Financial Reporting Award.

I would be more than happy to receive questions from City Council prior to the auditor's presentation.

**REQUIRED ACTION BY COUNCIL: ACCEPT THE FY 2011-2012 CAFR AS PRESENTED**

Davis and Associates Certified Public Accountants, PLLC

THE CITY OF FRANKLIN, VIRGINIA  
2012 FINANCIAL STATEMENT  
AUDIT

January 14, 2013 • Presentation to the Governing  
Body

# Agenda



- Meeting Objective
- Overall Audit Scope
- Audit Findings
- FY2012 Highlights
- Recommendations
- Conclusion

# Meeting Objective



The purpose of this meeting is to Conduct the Formal Exit Conference for the City of Franklin, Virginia's FY 2012 Audit; Present the Audit Findings; and Discuss Relevant Issues.

# Overall Audit Scope



- Perform an audit to determine whether the City's financial statements and related footnotes, taken as a whole, are fairly presented in all material respects, and in conformity with GAAP
- Review the City's system of internal controls and compliance with laws and regulations related to the financial statements
- Issue Management Representation Letter
- Perform certain procedures and issue Schedule of Expenditures of Federal Awards (SEFA)

# Audit Findings



- There were no Findings or Reportable Conditions

# Net Assets

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- The assets of the Primary Government exceeded its liabilities at June 30, 2012 by \$30.9 million
  - \$6.2 million unrestricted
  - 20 percent of total net assets unrestricted
  - Decreased by \$1.7 million from previous year
- Net assets for governmental activities of \$22.4 million
- The School Board's net assets were \$9.6 million
  - \$9.4 million reported as invested in capital assets
  - Remaining \$187,000 unrestricted.
  - Net assets decreased by \$539,000 from previous year

# Net Assets (continued)

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- The net assets of the City's business-type activities are \$8.6 million
  - ▣ Decrease of \$1.9 million
  - ▣ Unrestricted net assets of \$438,000
- The Industrial Development Authority reported net assets of \$14,000
  - ▣ No change from previous year
  - ▣ All net assets unrestricted

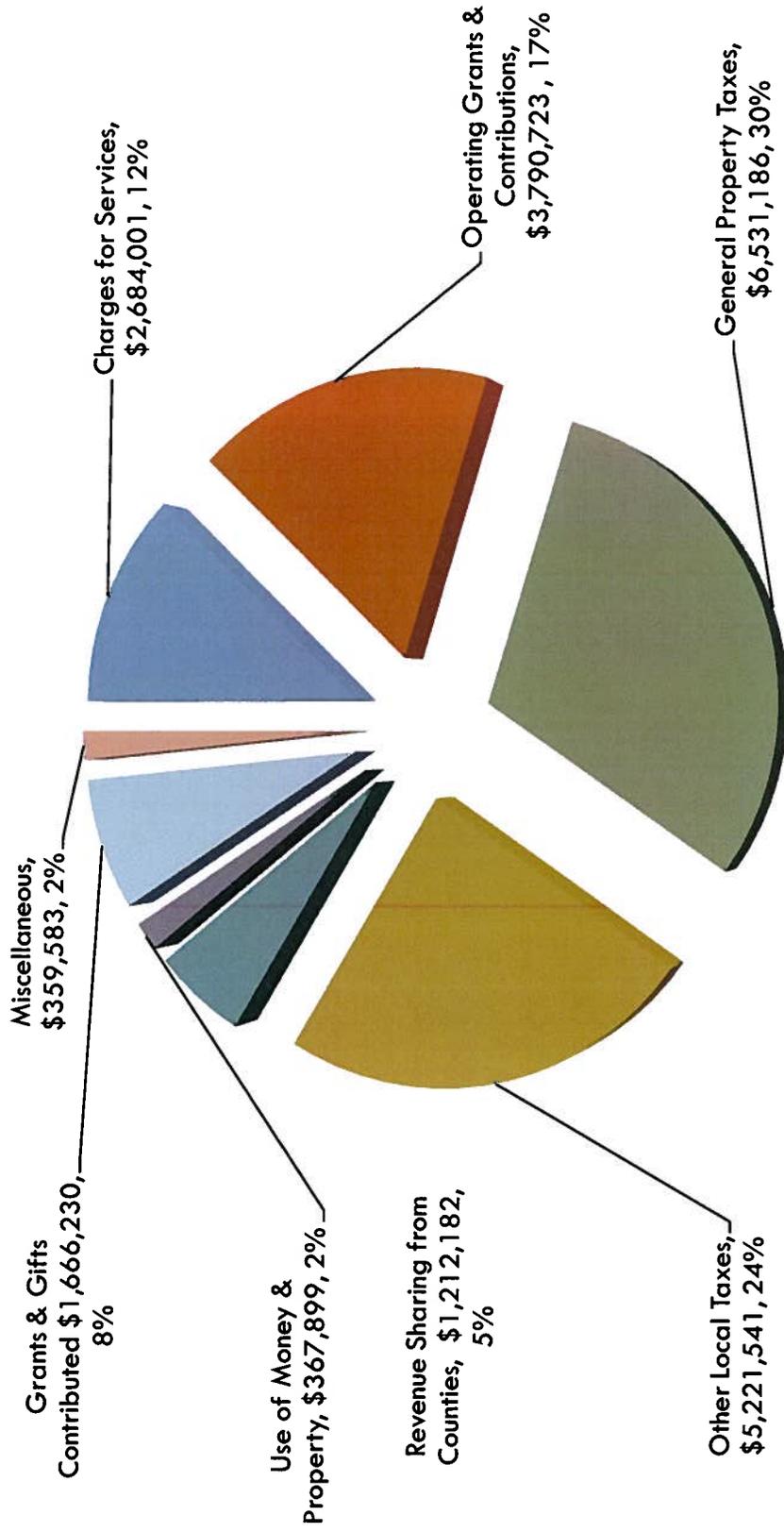
# Revenues



- Revenues from governmental activities totaled \$21.8 million
- General Revenues, specifically Property Taxes and Other Local Taxes, are the largest components of revenues (54 percent)
- Overall increase in revenue from other local taxes from \$4.9 million in 2011 to \$5.2 million in 2012.

# Revenues (continued)

## Revenues by Source – Governmental Activities



# Expenses

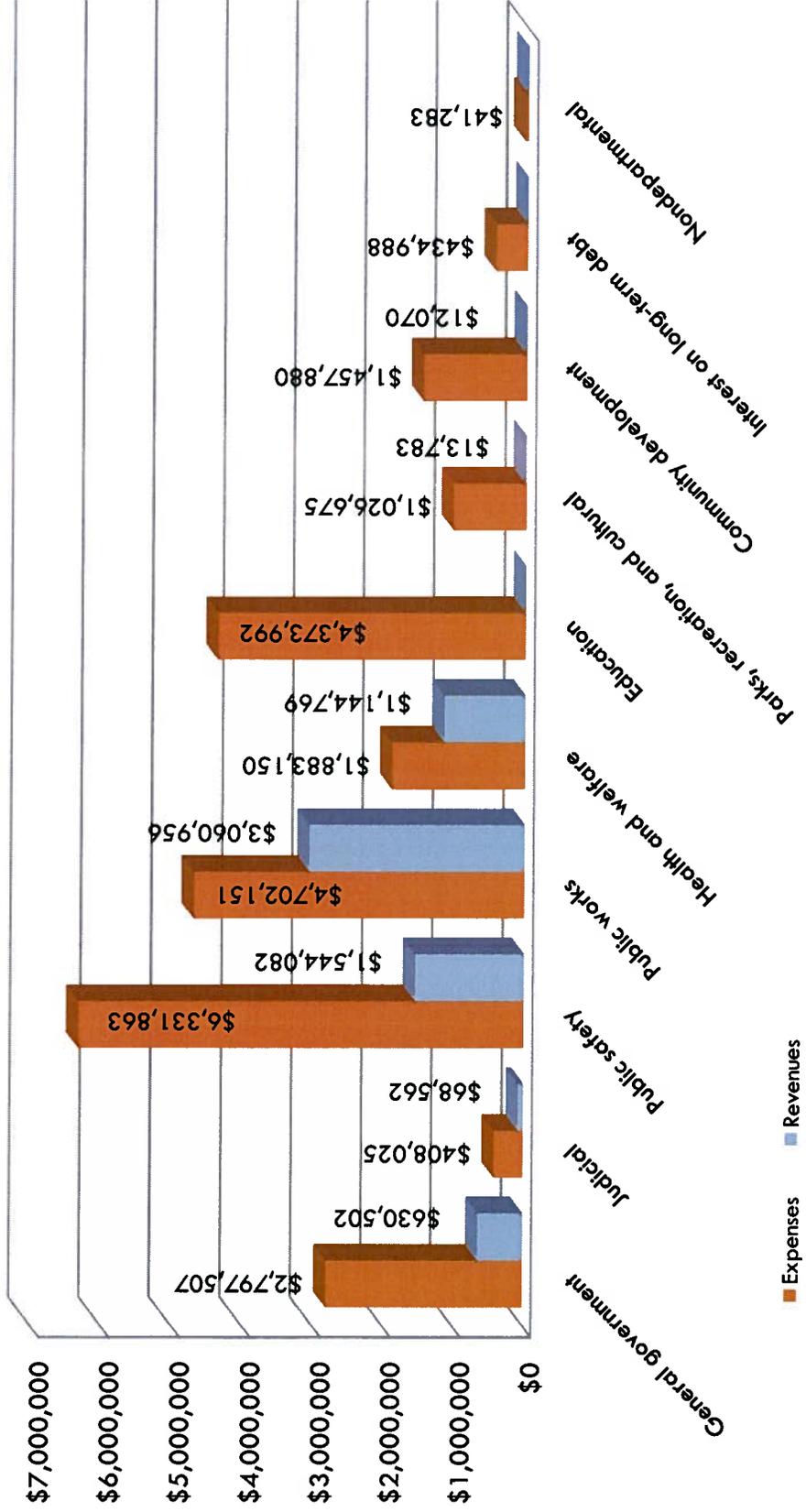


- Expenses for governmental activities totaled \$23.5 million
  - Decrease of \$447,000 from previous year
  - Public Safety largest expense function (same as previous year)

# Expenses (continued)



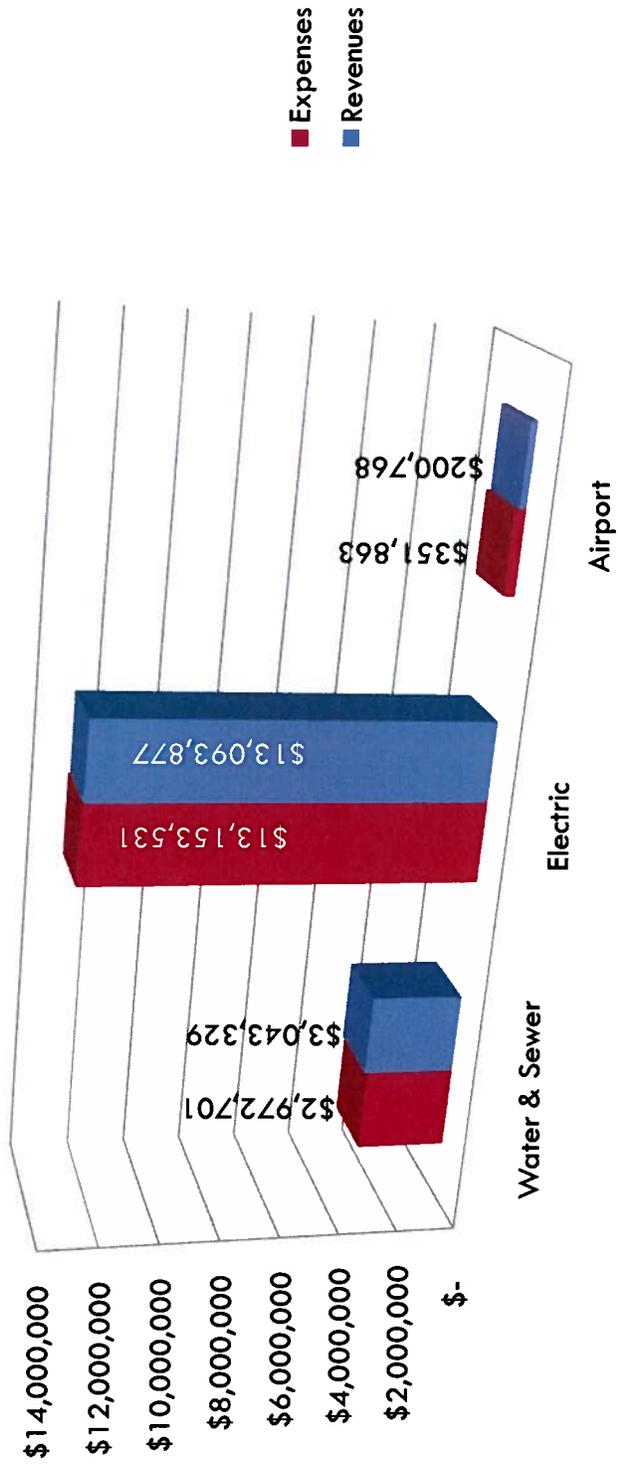
**Expenses and Program Revenues – Governmental Activities**



# Business-Type Activities

- Total revenues of \$16.3 million
- Total expenses of \$16.5 million

Expenses and Program Revenues



# General Fund



- Fund balance of \$7.0 million
- Actual revenues and other financing sources, including transfers, were less than amended budget revenues by \$582,000
- Expenditures, transfers and other uses of funds were \$2.5 million less than amended budget

# Long-Term Debt



- The City's total outstanding general obligation debt was \$16.7 million,
  - Includes \$3.9 million of business-type activity debt supported by the enterprise fund
  - Of remaining amount, \$6.1 million is school-related and \$6.7 million is general government debt
  - Total outstanding general obligation fell by \$367,000 from previous year

# Recommendations

- There are no Recommendations at this time

# Conclusion



**Thank you for allowing Davis and Associates to  
support this important audit engagement**



**DEPARTMENT OF FINANCE**

January 9, 2013

**TO:** Mr. Randy Martin  
City Manager

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

**RE: Post Issuance Compliance Policy**

Attached please a draft Post Issuance Compliance Policy. In essence, governmental issuers of tax exempt debt must make covenants at the time of issuance that all applicable federal tax requirements have been satisfied and will continue to be satisfied for as long as such bonds remain outstanding.

The City's Bond Counsel as well as regulatory agencies highly recommend adoption of a policy as a guideline to ensure post issuance responsibilities are fulfilled.

- **What is Post Issuance Compliance?**
  - Procedures put in place by governmental issuers of tax exempt bonds to ensure that the financing transactions related to the issue and post issue satisfies all applicable federal tax requirements as long as the bond is outstanding.
- **Why is post issuance compliance needed?**
  - Failure to fulfill the responsibilities of post issuance may result in the bonds forfeiting their tax exempt status.

- **Process for Ensuring Post Issuance Compliance?**
  - Adopt a written policy and procedure document
  - Initiate and undertake practices to comply with the policies
  - Set up a periodic review and education program to ensure that post issuance compliance is taking place
- **What are the Procedures?**
  - Proper Use of Bond Proceeds
  - Timely expenditure of bond proceeds
  - Timely return filings and other general requirements
  - Identifying individuals primarily responsible for bond financed compliance
  - Develop an education program to facilitate post issuance compliance

**REQUIRED ACTION BY CITY COUNCIL:** Adopt the Post Issuance Compliance Policy as Drafted.



## FINANCIAL POLICIES & PROCEDURES

### Post Issuance Compliance Policy

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**PURPOSE:** The Post-Issuance Compliance Policy (the “Policy”) sets forth specific policies of the City of Franklin designed to monitor post issuance compliance of tax exempt qualified obligations (the “Obligations”) with applicable provisions of the Internal Revenue Code of 1986, as amended (the “Code”).

The policy documents existing practices and describes various procedures designed to identify on a timely basis, facts relevant to demonstrating compliance with the requirements that must be satisfied subsequent to the issuance of Obligations in order that the interest on such Obligations be, or continue to be, or would be but for certain provisions of the Code, excludable from gross income for federal income tax purposes. The City of Franklin recognizes that compliance with applicable provisions of the Code is an on-going process, necessary during the entire term of the Obligations, and is an integral component of the City’s Debt Management practices. Accordingly, an analysis of those facts and implementation of the policy will require on-going monitoring and consultation with bond counsel beyond the scope of its initial engagement with respect to the issuance of particular Obligations.

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#### A. General Procedures

1. The Director of Finance shall be responsible for monitoring post-issuance compliance issues on behalf of the City of Franklin.
2. The Director of Finance will coordinate procedures for record retention and review of such records. (Records will be maintained for a minimum of the life of the issuance plus five years):
  - a) all documents pertaining to the obligation will be stored electronically in a specified folder on the City’s server for access by Finance
  - b) the closing binder obtained from bond counsel will be stored in the Finance Department
  - c) all documents pertaining to expenditure of bond proceeds including requisitions and final allocation of bond proceeds will be retained
  - d) all records pertaining to the types of facilities financed with the proceeds of an issue, the economic life calculations and information regarding depreciation will be retained
  - e) Maintain records of expenditure reimbursements incurred prior to issuing bonds for facilities financed with bond proceeds
3. The Director of Finance shall review post issuance compliance procedures and systems on a periodic basis; at least annually.

4. Overall administration and coordination of this policy is the responsibility of the Finance Director. Such person shall be responsible for identifying any violations of federal tax requirements relating to the bonds and shall consult with bond counsel as to the best method for the timely correction of any identified violations.
- B. Issuance of Obligations:** The Director of Finance shall:
1. Obtain the closing binder from the bond counsel or other electronic and customary transaction documents
  2. Confirm that bond counsel has filed the applicable information (e.g. Form 8038-G) for such issue with the IRS on a timely basis
  3. Coordinate receipt and retention of relevant records with respect to the investment and expenditure of the proceeds of such Obligation with other City Staff
- C. Expenditure of Proceeds:** The Director of Finance shall:
1. Coordinate the tracking of expenditures, including the expenditure of investment earnings (designate Accounting Supervisor for expense tracking)
  2. Only permit bond proceeds to be expended for capital expenditures or costs of issuance in accordance to the purpose authorized by the resolution and in compliance with the Arbitrage and Tax Compliance certificate relating to the bonds or other instructions of Bond Counsel.
  3. Monitor expenditure of proceeds against the schedule for the arbitrage rebate exception.
  4. Coordinate procurement of contracts entered into for the construction, renovation or purchase of bond-financed facilities
- D. Investment of Bond Proceeds:** The Director of Finance shall:
1. Coordinate the investment of bond proceeds with the City's financial advisor. The City favors use of the State Non Arbitrage Program ("SNAP") to provide investment management, accounting and arbitrage calculation services for proceeds received from tax exempt financings.
  2. All proceeds will be deposited and maintained in separate accounts by applicable fund.
- E. Continuing Disclosure Requirements:** The Finance Director or designee will:

1. Coordinate and monitor continuing disclosure requirements with all outstanding bond issues
2. Maintain Electronic Municipal Market Access (EMMA) system registration with Municipal Securities Rulemaking Board (MSRB) to submit electronic copies of the Comprehensive Annual Financial Report or other compliance documents as necessary to meeting compliance requirements.
3. Send the Comprehensive Annual Financial Report to all national and/or State repositories, as required.

F. Potential Non-Compliance

1. If any annual evaluation discloses potential non-compliance with the tax requirements applicable to any issue of outstanding City Bonds, the Director of Finance will promptly consult with the City Attorney and Bond Counsel to determine the best method of rectifying non-compliance.



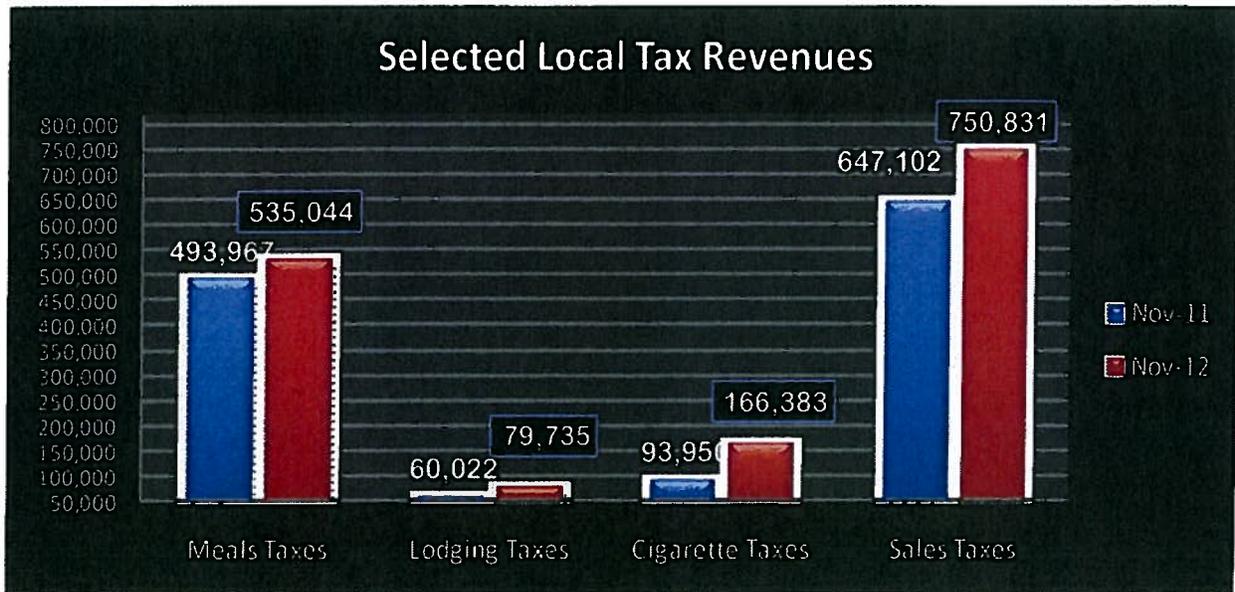
**Monthly Financial Report Summary (Unaudited)  
for the period ending November 30, 2012**

With five months of Fiscal Year 2013 completed, revenues continue to track slightly higher to the prior year as expected compared to budget. As of November 30, General Fund revenues were \$6,916,201. This represents 36% of our FY 2013 budget. Last year, at this time, we had collected \$6,533,000, after excluding the \$900,000 revenue sharing payment from Isle of Wight County.

As the due date of December 5<sup>th</sup> approached, current real estate and personal property tax collections showed activity in November. At November 30<sup>th</sup>, the City has realized \$1.1 million in current real estate tax or 21.5% of budget, slightly less than prior year collections of \$1.14 million; personal property tax collections were \$705,430 or 53.7% of budget, slightly higher than prior year (\$673,589). Collection of delinquent real estate taxes continue to perform very well with 76% of the budget realized in the first five months of the fiscal year. Other general property taxes comprised of penalty and interest on delinquent taxes and public service corporation and machinery & tools taxes surpassed prior year period collections by 65,000; this is due to \$30,000 more received in public service corporation taxes and \$47,000 more received at November in machinery and tools taxes. This is offset by a decrease as expected in penalties and interest on delinquent taxes.

Other Local taxes collected through November 30 (cash basis), were \$1.751 million, or 33.7% of budget. This is an increase of \$207,000 or 11.8% from last year, resulting primarily from increases in sales and use taxes, cigarette taxes, meals and lodging taxes, offset by a decrease in consumer utility taxes.

*Chart 1. Compares revenue received for selected local taxes in the period ending November 30, 2012 to revenues received at November 2011.*





## **GENERAL FUND**

### **REVENUE ANALYSIS HIGHLIGHTS**

- ✓ **Local Sales taxes** – Revenue collected in the first five months of the fiscal year amounted to \$750,831, 45% of budget; when compared to the prior year period, *this is a 16% increase*. Of this amount two months or \$301,879 is recorded on a **cash basis** and was posted to the prior fiscal year).
- ✓ **Cigarette Taxes** – Revenue of \$166,383 at November 30 *surpasses prior year period revenues of \$72,433 by 77%* as vendor purchases during the 1<sup>st</sup> quarter of FY 2012-13 far exceeded the prior year period; the 10 cents per pack increase in the cigarette tax rate also contributed to the increase.
- ✓ **Restaurant Meals Taxes** – Revenue collected in the first five months of the fiscal year amounted to \$535,044 or 42.8% of budget and is *8.3% more than revenue received at the same period in the prior year*. Of this amount (one month or \$104,186 is recorded on a **cash basis** and was posted to the prior fiscal year).
- ✓ **Lodging Taxes** – Revenue of \$79,735 *represents a 33% increase from revenue received during the same period in the prior year*. (Of this amount, one month or \$23,361 is recorded on a **cash basis** and was posted to the prior fiscal year).

### **Other Local Revenue:**

- ✓ **Permits, Fees & Fines** received at November 30 is tracking slightly less than prior year period; while court fines reflect some increase, the most significant change is the decrease in building permit revenue received. Permit and related planning fees total \$16,000 at November 30 when compared to \$32,000 received in the prior year period.
- ✓ **Charges for Services** – Charges for services primarily consists of payments from ambulance recovery charges and waste collection and disposal fees. While revenue from waste collections and disposal is relatively consistent with prior period revenues at \$618,000 collected (41.2% of budget), revenue from ambulance charges is less than the prior period.



## **EXPENDITURE ANALYSIS HIGHLIGHTS**

Many categories of general fund expenditures reflect decreases in the current fiscal year at November 30 and all are within the 42% range of total budgeted expenditures. Expenditures were over \$200,000 less than November 30, 2011 and results from decreases primarily in Law Enforcement (\$27,000), Streets (\$71,000), and Refuse Collection & Disposal (\$190,000). Fire and Rescue and Building & Grounds show increases (\$42,000 and \$32,000 respectively) as a result of increased payroll expenditures in fire and rescue and payroll and other expenditures occurred in Buildings & Grounds. Overall, General Fund expenditures were \$4.97 million, \$371,000 less than General Fund revenues (after transfers to other funds) resulting in positive net income.

### **WATER & SEWER FUND**

#### **REVENUE ANALYSIS**

Revenue from the sale of water and sewer service charges at November 30 was in line with budgeted projections, and for the month of November, comparable to prior year revenue.

#### **EXPENDITURE ANALYSIS**

Expenditures of \$950,480 at the end of the month reflect a 25% decrease from FY 2011-12, largely due to sewer system improvement projects that were completed in the prior year. However, expenditures for the Water Division in the current fiscal year reflect an increase over the prior year due to current year capital outlay expenditures. This is typical as projects in this Fund sometimes cross fiscal years.

### **AIRPORT FUND**

Fuel sales at November 30 were \$48,657, down 18% when compared to sales revenue at the same period in 2011. Revenue from jet fuel sales are 30% of budget compared to 24% for aviation fuel sales. Typically, these revenues perform better in the spring. Other local revenue consists primarily of airport rental fees and, is in sync with prior year collections. Total revenue is higher due to federal grant funds received for the airport runway/lighting/taxiway project. Consequently, on the expenditure side, operating expenses increased due to expenditures associated with the project.

### **ELECTRIC FUND**

Although tracking close to budget, revenue in the Electric Fund totals \$5.9 million. Compared to the same period in FY 2011-2012, this is a 12.5% increase (\$584,000) in the sale of energy which is mostly offset by a decrease (\$460,000 or 46%) in the fuel adjustment charges. As a result, the expenditures associated with the sale of energy/fuel adjustment decreased from \$393,000, or 47%.



Expenditures are also less in capital outlay due to new circuit expenditures and other operating expenses that occurred in the prior year

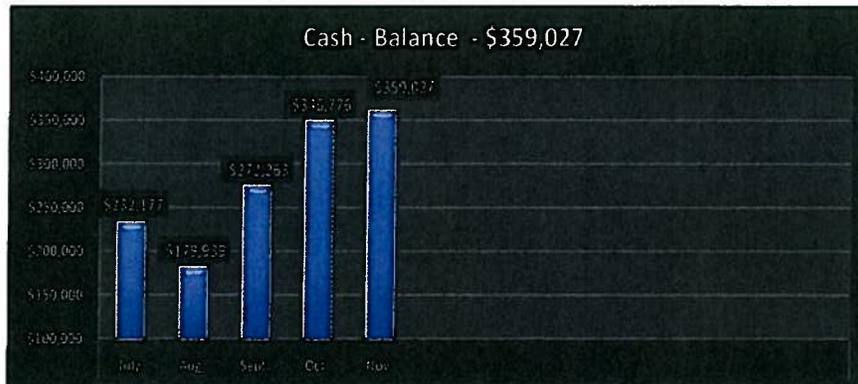
**CASH BALANCE**

Cash in the Electric Fund at November 30 was \$359,000, a slight gain of \$12,224, or 3.5% from October 30 (chart 2). Below is a history of the cash balance in the Electric Fund for FY2012-13.

**CURRENT YEAR**

Month	FY12-13	Revenue	Expenses	Month to Month Variance	Cash Balance	VEMA PAYMENTS
					\$ 365,374	
July		\$ 1,010,040	\$ (1,143,237)	\$ (133,197)	\$ 232,177	\$ (887,569)
August		\$ 1,281,182	\$ (1,333,420)	\$ (52,238)	\$ 179,939	\$ (1,015,441)
September		\$ 1,289,437	\$ (1,197,113)	\$ 92,324	\$ 272,263	\$ (928,938)
October		\$ 1,170,681	\$ (1,096,168)	\$ 74,513	\$ 346,776	\$ (818,226)
November		\$ 972,947	\$ (960,696)	\$ 12,251	\$ 359,027	\$ (663,847)
<b>TOTAL</b>		<b>\$ 5,724,287</b>	<b>\$ (4,769,938)</b>	<b>\$ (6,347)</b>		

**Chart 2. CASH BALANCE TREND ANALYSIS**



<b>CITY OF FRANKLIN</b>														
<b>FISCAL YEAR 2012-13</b>														
<b>LOCAL TAX REVENUES</b>														
<b>Cash Basis Reported for Selected Revenues</b>														
<b>REVENUE SOURCE</b>	<b>2012-2013</b>		<b>ACTUAL</b>		<b>BUDGET</b>		<b>2011-2012</b>		<b>ACTUAL</b>		<b>BUDGET</b>		<b>vs</b>	
	<b>BUDGET</b>	<b>11/30/2012</b>	<b>%</b>	<b>BUDGET</b>	<b>%</b>	<b>BUDGET</b>	<b>%</b>	<b>11/30/2011</b>	<b>%</b>	<b>11/30/2011</b>	<b>%</b>	<b>11/30/2011</b>	<b>%</b>	<b>FY 11</b>
Real Estate Taxes-Current	\$ 5,141,289	\$ 1,107,315	21.5%	4,927,933		\$ 1,140,570	23.1%							-2.92%
Real Estate Taxes-Delinquent	175,000	132,978	76.0%	100,000		145,868	145.9%							-8.84%
Personal Property Taxes-Current	1,314,394	705,430	53.7%	1,257,892		673,589	53.5%							4.73%
Personal Property Taxes-Delinquent	95,000	31,482	33.1%	83,598		56,717	67.8%							-44.49%
Other General Property Tax	241,000	146,985	61.0%	252,520		81,983	32.5%							79.29%
<b>GENERAL PROPERTY TAX</b>	<b>\$ 6,966,683</b>	<b>\$ 2,124,191</b>	<b>30.5%</b>	<b>\$ 6,621,943</b>		<b>\$ 2,098,727</b>	<b>31.7%</b>							<b>1.21%</b>
<b>Local Sales &amp; Use Tax</b>	<b>\$ 1,670,000</b>	<b>\$ 750,831</b>	<b>45.0%</b>	<b>1,617,000</b>		<b>\$ 647,102</b>	<b>40.0%</b>							<b>16.03%</b>
Consumer Utility Tax- Elec. & Water	645,000	135,901	21.1%	683,000		163,979	24.0%							-17.12%
Business License Tax	940,000	6,120	0.7%	940,000		5,703	0.6%							7.31%
Motor Vehicle Licenses	167,000	55,748	33.4%	166,418		57,131	34.3%							-2.42%
Cigarette Tax	262,900	166,383	63.3%	239,000		93,950	39.3%							77.10%
<b>Restaurant Meals Tax</b>	<b>1,250,000</b>	<b>535,044</b>	<b>42.8%</b>	<b>1,300,000</b>		<b>493,967</b>	<b>38.0%</b>							<b>8.32%</b>
<b>Lodging Taxes</b>	<b>140,000</b>	<b>79,735</b>	<b>57.0%</b>	<b>150,000</b>		<b>60,022</b>	<b>40.0%</b>							<b>32.84%</b>
Additional Local Taxes	122,400	21,904	17.9%	131,812		22,641	17.2%							-3.26%
<b>OTHER LOCAL TAXES</b>	<b>\$ 5,197,300</b>	<b>\$ 1,751,666</b>	<b>33.7%</b>	<b>\$ 5,227,230</b>		<b>\$ 1,544,495</b>	<b>29.5%</b>							<b>13.41%</b>
<b>TOTAL TAXES &amp; LICENSES</b>	<b>\$ 12,163,983</b>	<b>\$ 3,875,857</b>	<b>31.9%</b>	<b>\$ 11,849,173</b>		<b>\$ 3,643,222</b>	<b>30.7%</b>							<b>6.39%</b>



GENERAL FUND CONTD	2012-2013		ACTUAL		BUDGET		2011-2012		ACTUAL		BUDGET	
	BUDGET		11/30/2012	%	BUDGET	%	BUDGET	%	11/3/2011		BUDGET	%
<b>EXPENDITURES:</b>												
Payments to Southampton Co.	\$ 650,000	\$	-	0.00%	\$ 600,000	0.00%	\$	-				0.00%
Non-Departmental Miscellaneous	10,322		12,010	116.35%	30,000			12,444				41.48%
Pass through Contributions	-		-	0.00%	-			-				0.00%
Non-Departmental Capital	242,151		-	0.00%	1,038,254			-				0.00%
Total Operating Expense	\$ 15,208,784	\$	4,970,741	32.68%	\$ 15,938,178		\$	5,173,369				32.46%
Net Operating Income	\$ 3,980,723	\$	1,945,461	48.87%	\$ 4,121,270		\$	2,259,635				54.83%
<b>TRANSFERS - IN:</b>												
Transfer from Unappr Surplus	\$ -	\$	-	0.00%	\$ -		\$	-				0.00%
Transfer from Electric Fund	1,409,891		587,455	41.67%	1,409,891			587,455				41.67%
Use of Prior Year Fund Balance	469,858		-	0.00%	344,053			-				0.00%
Use of Fund Bal Reserve for Debt	876,222		-	0.00%	-			-				0.00%
Transfer W/S Debt Reserve	157,915		65,798	41.67%	430,901			179,542				41.67%
Use of Restricted Fund Balance	132,213		-	0.00%	136,157			-				0.00%
Transfer Electric Debt Reserve	80,175		33,406	41.67%	77,975			32,490				41.67%
Total Transfers In	\$ 3,126,274	\$	686,659	21.96%	\$ 2,398,977		\$	799,487				33.33%
To General Debt	\$ 543,689	\$	185,390	34.10%	\$ 493,965		\$	207,793				42.07%
To School Debt	727,579		-	0.00%	358,435		\$	-				0.00%
To Water Fund	-		-	0.00%	-		\$	-				0.00%
To Electric Fund	-		-	0.00%	-		\$	-				0.00%
To Airport Fund	86,897		-	0.00%	89,683		\$	89,683				100.00%
To Education Fund	4,980,153		2,075,064	41.67%	4,837,395		\$	1,938,705				40.08%
To Social Services Fund	454,057		-	0.00%	409,763		\$	-				0.00%
To Comprehensive Services Act	151,584		-	0.00%	172,734		\$	172,734				100.00%
To Economic Dev Incubator	63,038		-	0.00%	58,272		\$	58,272				100.00%
To Economic Dev Joint Fund	100,000		-	0.00%	100,000		\$	100,000				100.00%
To IDA Fund	-		-	0.00%	-		\$	-				0.00%
To School Reserve .05 RE Tax	-		-	0.00%	-		\$	-				0.00%
Total Transfers Out	\$ 7,106,997	\$	2,260,453	31.81%	\$ 6,520,247		\$	2,567,187				39.37%
<b>NET INCOME</b>	\$ -	\$	371,666		3		\$	491,935				







**CITY OF FRANKLIN  
 FISCAL YEAR 2012-13  
 CASH BALANCES - NOVEMBER 2012**

<b>FUND</b>	<b>CURRENT YEAR</b>	<b>PRIOR YEAR</b>
<b>General Fund</b>	<b>\$ 5,762,325 \$</b>	<b>3,840,112</b>
<b>Water &amp; Sewer Fund</b>	<b>1,357,553</b>	<b>1,265,812</b>
<b>Electric Fund</b>	<b>359,026</b>	<b>893,590</b>
<b>Airport Fund</b>	<b>(120,991)</b>	<b>(37,396)</b>
<b>TOTAL</b>	<b>\$ 7,357,914 \$</b>	<b>5,962,118</b>



**DEPARTMENT OF FINANCE**

January 8, 2013

TO: Randy Martin  
City Manager

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

RE: **Budget Appropriation and Amendment Requests - FY 2012-2013**

**Budget Amendment #2013-10 (FUND 100)**

The amendment is required to appropriate funds to various City Departments and Funds as outlined to cover the cost of employee bonuses and services awards as authorized by City Council. Revenue from revenue sharing will be amended by \$98,771 and allocated to the various line items as outlined.

**Budget Amendment #2013-11 (FUND 220)**

The City has received donations from the Camp Family Foundation requiring appropriation to the FY12-13 Operating Budget:

<u>Department</u>	<u>ALLOCATION</u>
Frankly City Police	\$29,000
Franklin Fire & Rescue	\$31,000
Hunterdale Volunteer Fire Department	<u>\$ 5,250</u>
<b>Total Donations Received</b>	<b>\$62,250</b>

**Budget Amendment #2013-12 (FUND 100)**

1. The following departments require appropriation of prior year grant/donation funds not expended in FY12 to the current (FY13) operating budget:

Parks & Recreation – Youth Club Donations - \$485  
Police Department – Regional Crime Information System Network Grant- \$4,879

2. The Police Department has also received a donation for its K9 Operation in the amount of \$250 in FY13 that require amendment and appropriation to the current operating budget.

**Budget Amendment #2013-13 (FUND 294)**

Required amendment and appropriation of funds for Department of Housing and Community Development (DHCD) related projects under its Community Development Block Grant Program. The request is to carryover unspent grant funds from FY11-12. DHCD requires that funds be re-appropriated to the current year budget.

- Fund 294 -- Neighborhood Stabilization Program- Grant (NSP2)- \$261,762

**Budget Amendment #2013-14 (FUND 250)**

Attached is a request from the Franklin Public School System (December 12<sup>th</sup>) to amend the FY 2012-2013 Budget to reflect a reduction in federal grants awards in the amount of \$32,734.

## BUDGET AMENDMENT 2013-10

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA that the 2012-2013 City Budget is hereby amended to transfer expenditures over \$10,000.

		2012-2013 Budget	Amended Budget	Increase (Decrease)
<b>GENERAL FUND</b>				
<b>REVENUE</b>				
100	18990	201 Revenue Sharing-IOW - G F	\$ -	\$ 71,438.00
100	18990	201 Revenue Sharing-IOW - W & S	\$ -	\$ 6,503.00
100	18990	201 Revenue Sharing-IOW - VPA	\$ -	\$ 10,932.00
100	18990	201 Revenue Sharing-IOW - Electric	\$ -	\$ 8,215.00
100	18990	201 Revenue Sharing-IOW - Aiport	\$ -	\$ 1,227.00
100	18990	201 Revenue Sharing-IOW - Eco. Dev.	\$ -	\$ 456.00
<b>TOTAL</b>				<b>\$ 98,771.00</b>
100	12110	2850 Bonus Pay	\$ -	\$ 530 \$ 530
100	12110	2100 FICA	\$ -	\$ 41 \$ 41
100	12210	2850 Bonus Pay & Service Award	\$ -	\$ 583 \$ 583
100	12210	2100 FICA	\$ -	\$ 45 \$ 45
100	12220	2850 Bonus Pay	\$ -	\$ 662 \$ 662
100	12220	2100 FICA	\$ -	\$ 51 \$ 51
100	12310	2850 Bonus Pay	\$ -	\$ 2,120 \$ 2,120
100	12310	2100 FICA	\$ -	\$ 162 \$ 162
100	12320	2850 Bonus Pay	\$ -	\$ 530 \$ 530
100	12320	2100 FICA	\$ -	\$ 41 \$ 41
100	12410	2850 Bonus Pay	\$ -	\$ 2,252 \$ 2,252
100	12410	2100 FICA	\$ -	\$ 172 \$ 172
100	12430	2850 Bonus Pay & Service Award	\$ -	\$ 2,411 \$ 2,411
100	12430	2100 FICA	\$ -	\$ 184 \$ 184
100	12470	2850 Bonus Pay	\$ -	\$ 530 \$ 530
100	12470	2100 FICA	\$ -	\$ 41 \$ 41
100	12535	2850 Bonus Pay	\$ -	\$ 1,590 \$ 1,590
100	12535	2100 FICA	\$ -	\$ 122 \$ 122
100	13100	2850 Bonus Pay	\$ -	\$ 954 \$ 954
100	13100	2100 FICA	\$ -	\$ 73 \$ 73
100	31100	2850 Bonus Pay & Service Award	\$ -	\$ 14,626 \$ 14,626
100	31100	2100 FICA	\$ -	\$ 1,119 \$ 1,119
100	31130	2850 Bonus Pay & Service Award	\$ -	\$ 5,352 \$ 5,352
100	31130	2100 FICA	\$ -	\$ 409 \$ 409
100	32100	2850 Bonus Pay & Service Award	\$ -	\$ 8,108 \$ 8,108
100	32100	2100 FICA	\$ -	\$ 620 \$ 620
100	34100	2850 Bonus Pay & Service Award	\$ -	\$ 2,782 \$ 2,782
100	34100	2100 FICA	\$ -	\$ 213 \$ 213
<b>SUBTOTAL</b>			<b>\$ 46,323</b>	<b>\$ 46,323</b>

	2012-2013 Budget	Amended Budget	Increase (Decrease)
SUBTOTAL GENERAL FUND (page 1)	\$ 46,323.00		
100 35100 2850 Bonus Pay & Service Award	\$ -	\$ 848	\$ 848
100 35100 2100 FICA	\$ -	\$ 65	\$ 65
100 41200 2850 Bonus Pay & Service Award	\$ -	\$ 7,472	\$ 7,472
100 41200 2100 FICA	\$ -	\$ 572	\$ 572
100 41500 2850 Bonus Pay & Service Award	\$ -	\$ 1,643	\$ 1,643
100 41500 2100 FICA	\$ -	\$ 126	\$ 126
100 42300 2850 Bonus Pay & Service Award	\$ -	\$ 3,908	\$ 3,908
100 42300 2100 FICA	\$ -	\$ 299	\$ 299
100 43200 2850 Bonus Pay & Service Award	\$ -	\$ 3,789	\$ 3,789
100 43200 2100 FICA	\$ -	\$ 290	\$ 290
100 43400 2850 Bonus Pay & Service Award	\$ -	\$ 662	\$ 662
100 43400 2100 FICA	\$ -	\$ 51	\$ 51
100 43600 2850 Bonus Pay	\$ -	\$ 530	\$ 530
100 43600 2100 FICA	\$ -	\$ 41	\$ 41
100 43700 2850 Bonus Pay	\$ -	\$ 212	\$ 212
100 43700 2100 FICA	\$ -	\$ 16	\$ 16
100 43800 2850 Bonus Pay	\$ -	\$ 212	\$ 212
100 43800 2100 FICA	\$ -	\$ 16	\$ 16
100 71300 2850 Bonus Pay & Service Award	\$ -	\$ 2,729	\$ 2,729
100 71300 2100 FICA	\$ -	\$ 209	\$ 209
100 71500 2850 Bonus Pay & Service Award	\$ -	\$ 795	\$ 795
100 71500 2100 FICA	\$ -	\$ 61	\$ 61
100 71600 2850 Bonus Pay	\$ -	\$ 530	\$ 530
100 71600 2100 FICA	\$ -	\$ 41	\$ 41
SUBTOTAL GENERAL FUND (page 2)	\$ 25,115		
<b>TOTAL GENERAL FUND</b>		\$ 71,438	

		2012-2013 Budget	Amended Budget	Increase (Decrease)	
<b><u>Social Services Fund</u></b>					
201	53110 2850	Bonus Pay & Service Award	\$ -	\$ 10,155	\$ 10,155
201	53110 2100	FICA	\$ -	\$ 777	\$ 777
Total Social Services			\$	10,932	\$ 10,932
201	41050 100	Transfer from General Fund	\$ 454,057.00	\$ 464,989	\$ 10,932
100	93100 9253	Transfer to Social Services	\$ 454,057.00	\$ 464,989	\$ 10,932
<b><u>Water &amp; Sewer Fund</u></b>					
501	44112 2850	Bonus Pay & Service Award	\$ -	\$ 3,392	\$ 3,392
	44112 2100	FICA	\$ -	\$ 259	\$ 259
501	44113 2850	Bonus Pay	\$ -	\$ 1,060	\$ 1,060
	44113 2100	FICA	\$ -	\$ 81	\$ 81
501	44120 2850	Bonus Pay	\$ -	\$ 1,590	\$ 1,590
	44120 2100	FICA	\$ -	\$ 122	\$ 122
Total Water & Sewer Fund					\$ 6,503
501	41050 100	Transfer from General Fund	\$ -	\$ 6,503	\$ 6,503
100	93100 9270	Transfer to Water & Sewer Fund	\$ -	\$ 6,503	\$ 6,503
<b><u>Airport Fund</u></b>					
504	20010 2850	Bonus Pay & Service Award	\$ -	\$ 1,139	\$ 1,139
504	20010 2100	FICA	\$ -	\$ 87	\$ 87
Total Airport Fund					\$ 1,227
504	41050 100	Transfer from General Fund	\$ 86,897.00	\$ 88,124	\$ 1,227
100	93100 9273	Transfer to Airport Fund	\$ 86,897.00	\$ 88,124	\$ 1,227
<b><u>ELECTRIC FUND</u></b>					
505	20010 2850	Bonus Pay & Service Award	\$ -	\$ 7,631	\$ 7,631
505	20010 2100	FICA	\$ -	\$ 584	\$ 584
Total Electric Fund					\$ 8,215
505	41050 100	Transfer from General Fund	\$ -	\$ 8,215	\$ 8,215
100	93100 9271	Transfer to Electric Fund	\$ -	\$ 8,215	\$ 8,215
<b><u>ECONOMIC DEVELOPMENT FUND</u></b>					
510	20010 2850	Bonus Pay	\$ -	\$ 424	\$ 424
510	20010 2100	FICA	\$ -	\$ 32	\$ 32
Total Economic Development Fund					\$ 456
510	41050 900	Transfer from General Fund	\$ 63,038	\$ 63,494	\$ 456
100	93100 9280	Transfer to Economic Dev. Fund	\$ 63,038	\$ 63,494	\$ 456
SUBTOTAL ALL OTHER FUNDS		\$	27,333		
<b>TOTAL ALL FUNDS</b>			<b>\$</b>	<b>98,771</b>	

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

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*Clerk to the City Council*

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*Date*

## BUDGET AMENDMENT 2013-11

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA that the 2012-2013 City Budget is hereby amended to recognize additional revenues and to appropriate such revenue for new uses.

<u>REVENUE</u>			<u>FOUNDATION GRANT FUND</u>		
			2012-2013 Budget	Amended Budget	Increase (Decrease)
220	18990	3000 Foundation Grants	\$ -	\$ 62,250.00	\$ 62,250.00
<b>TOTAL REVENUE</b>			<b>\$ -</b>	<b>\$ 62,250.00</b>	<b>\$ 62,250.00</b>
<u>EXPENSES</u>			<u>FOUNDATION GRANT FUND</u>		
220	31100	5848 Camp Foundation Grant-Police Dept.	\$ 7,237.00	\$ 36,237.00	\$ 29,000.00
220	32100	5848 Camp Foundation Grant-Fire & Rescue	\$ 2,602.00	\$ 33,602.00	\$ 31,000.00
220	91450	4009 Camp Foundation Grant-Hunterdale	\$ -	\$ 5,250.00	\$ 5,250.00
<b>TOTAL EXPENSES</b>			<b>\$ 9,839.00</b>	<b>\$ 75,089.00</b>	<b>\$ 65,250.00</b>

*\*Donations received from the Camp Family Foundation.*

*Certified copy of resolution adopted by  
Franklin City Council*

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*Clerk to the City Council*

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

December 15, 2012

Mr. Randy Martin, City Manager  
City of Franklin  
Post Office Box 179  
Franklin, Virginia 23851

Dear Randy:

Please find enclosed 7 checks in the total amount of \$65,250 from the Camp Foundation, the Ruth Camp Campbell Foundation and the Camp-Younts Foundation. These funds are to be disbursed as follows:

Franklin Fire & Rescue Department	31,000
Franklin Police Department	29,000
Hunterdale Volunteer Fire Dept.	5,250

We sincerely appreciate all the work you and everyone at the City Hall does to make this City safe and secure.

Sincerely,



Westbrook J. Parker  
Executive Director

Enclosure

## BUDGET AMENDMENT 2013-12

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA that the 2012-2013 City Budget is hereby amended to recognize additional revenues and to appropriate such revenue for new uses.

<u>REVENUE</u>	<u>GENERAL FUND*</u>	<b>2012-2013 Budget</b>	<b>Amended Budget</b>	<b>Increase (Decrease)</b>
100 18990 3041	Donations - Police Dept. (K-9 Program)	\$ -	\$ 250.00	\$ 250.00
100 41050 0004	Prior Year Carryover -Youth Club	\$ 469,858.00	\$ 470,343.00	\$ 485.00
100 41050 0004	Prior year Carryover - RCISN Grant	\$ 470,343.00	\$ 475,222.00	\$ 4,879.00
	<b>TOTAL REVENUE</b>			<b>\$ 5,614.00</b>
<u>EXPENSES</u>				
100 31100 5854	K9 Supplies/Training	\$ 5,000.00	\$ 5,250.00	\$ 250.00
100 71300 8188	Youth Club - FY12 Carryover	\$ -	\$ 485.00	\$ 485.00
100 31100 5852	RCISN Grant	\$ -	\$ 4,879.00	\$ 4,879.00
	<b>TOTAL EXPENSES</b>			<b>\$ 5,614.00</b>

***\*Donations received as of December 31, 2012 and grant/donation funds not spent in FY 2011-2012.***

*Certified copy of resolution adopted by  
Franklin City Council*

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*Clerk to the City Council*

## BUDGET AMENDMENT 2013-13

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA that the 2013-2014 City Budget is hereby amended to recognize additional revenues and to appropriate such revenues for new uses.

	2013-14	AMENDED	INCREASE
<b>294 NEIGHBORHOOD STABILIZATION GRANT</b>	<b><u>BUDGET</u></b>	<b><u>BUDGET</u></b>	<b><u>(DECREASE)</u></b>
<b><u>REVENUE</u></b>			
294-33000-0300 Federal Aid - VDHCD	\$ -	\$261,762	\$261,762
	-		
<b>TOTAL</b>			<b>\$261,762</b>
<b><u>EXPENSES</u></b>			
<b>ADMINISTRATION</b>			
294-84100-3140 Pre-Contract Services	-	494	494
294-84100-3141 Monthly Reporting	-	578	578
294-84100-3142 Acquisition	-	2,200	2,200
294-84100-3143 Rehabilitation	-	2,200	2,200
294-84100-3144 Transfers	-	2,200	2,200
294-84100-3145 Interim Compliance Review	-	1,800	1,800
294-84100-3148 Administrative Closeout		1,594	1,594
<b>ACQUISITION</b>			
294-84100-4101 Real Property Acquisition	-	144,196	144,196
294-84100-4102 Program Delivery		10,000	10,000
294-84100-4104 Appraisals	-	500	500
<b>HOUSING REHABILITATION LMMI</b>			
294-84100-4201 Construction	-	60,000	60,000
294-84100-4203 Rehabilitation Specialist	-	5,000	5,000
<b>HOMEOWNERSHIP CREATION</b>			
294-84100-4304 Closing Costs	-	16,000	16,000
<b>TRANSFER OR RESALE</b>			
294-84100-4402 Program Delivery – Homebuyer	-	10,000	10,000
294-84100-4403 Program Delivery – Property Transfer		5,000	<u>5,000</u>
<b>TOTAL</b>			<b>\$261,762</b>

*\*Neighborhood Stabilization Program Grant (NSP 3) unspent/budgeted funds for unfinished projects; re-appropriation required per DHCD regulations..*

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

---

*Clerk to the City Council*

**BUDGET AMENDMENT 2013-14**

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA that the 2012-2013 School Fund Budget is hereby amended to recognize a reduction in revenues.

				<b>2012-2013 Budget</b>	<b>Amended Budget</b>	<b>Increase (Decrease)</b>
250	33010	0271	NCLB Grant - Title I	\$ 654,122.00	\$ 621,388.00	\$ (32,734.00)
<b>TOTAL REVENUE</b>						<b>\$ (32,734.00)</b>
 <b><u>EXPENSES</u></b>						
<b><u>EDUCATION FUND</u></b>						
250	60000	0071	Instruction	\$ 762,286.00	\$ 729,552.00	\$ (32,734.00)
<b>TOTAL EXPENSES</b>						<b>\$ (32,734.00)</b>

*Reduction in grant award amounts as per attached award letters.*

*Certified copy of resolution adopted by  
Franklin City Council*

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*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 2013 Authorization to Request Appropriation

**DATE:** December 12, 2012

At the Franklin City Public Schools Board meeting on December 11, 2012, the following authorization requests for appropriations were approved:

- Title I, Part A grant in the amount of \$621,388.01

In order to correctly account for these funds, the FY2012-2013 school budget must be decreased by \$32,720.99. The amendments should be to the following revenue and expenditures:

#### Revenues

- Fund 250-33010-0271                      \$ ~~32,720.99~~ 32,734

#### Expenditures

- Fund 250-60000-0071                      \$ ~~32,720.99~~ 32,734

Please add the appropriation decrease 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, Supervisor of Finance - FCPS

**Elementary and Secondary Education Act of 1965**  
**TITLE I, PART A and TITLE I, PART D, SUBPART 2 Grant Allocations**  
2012-2013 Grant Award  
As of October 2012

Division Number	School Division/LEA	Formula Count	Amount that Title I, Part A Allocation is Reduced for Bypass Provision	Title I, Part A Base, Targeted, EFIG, and Concentration Grant Allocation	28.26%	73.73%	Title I, Part D, Subpart 2 Grant Allocation	TOTAL
122	RADFORD	288	-	278,282.42	73,122.04	205,160.38	-	278,282.42
123	RICHMOND CITY	8,457	385,987.00	18,111,816.07	4,759,043.91	13,352,572.26	59,019.03	18,170,636.10
124	ROANOKE CITY	4,493	-	5,755,191.35	1,512,245.38	4,242,945.97	-	5,755,191.35
126	STAUNTON	706	-	772,766.91	203,053.75	569,713.16	-	772,766.91
127	SUFFOLK	2,462	-	3,055,376.70	802,836.78	2,252,539.92	-	3,055,376.70
128	VIRGINIA BEACH	7,773	325,228.00	8,873,815.45	2,594,410.59	7,279,204.86	191,510.72	10,068,126.17
130	WAYNESBORO	935	-	1,011,912.57	285,892.13	746,020.44	-	1,011,912.57
131	WILLIAMSBURG	209	-	325,168.90	85,442.02	239,726.88	-	325,168.90
132	WINCHESTER	905	-	974,854.17	256,102.04	718,552.13	-	974,854.17
134	FAIRFAX CITY	238	-	236,124.03	62,044.41	174,079.62	-	236,124.03
135	FRANKLIN CITY	448	-	621,388.01	163,277.13	458,110.88	-	621,388.01
136	CHESAPEAKE	4,280	86,427.00	4,717,144.84	1,239,486.24	3,477,658.60	-	4,717,144.84
137	LEXINGTON	61	-	51,176.07	13,447.12	37,728.95	-	51,176.07
138	EMPORIA	326	-	343,080.84	90,151.22	252,929.62	-	343,080.84
139	SALEM	444	-	398,036.15	104,588.78	293,447.39	-	398,036.15
140	BEDFORD CITY	230	-	273,813.57	71,947.79	201,865.78	-	273,813.57
142	POQUOSON	128	-	63,832.66	16,772.80	47,059.86	-	63,832.66
143	MANASSAS	1,205	-	929,196.02	244,157.37	685,038.65	-	929,196.02
144	MANASSAS PARK	345	-	267,252.84	70,223.88	197,028.96	-	267,252.84
202	COLONIAL BEACH	121	-	335,563.97	88,173.45	247,390.52	-	335,563.97
207	WEST POINT	40	-	35,879.99	9,427.90	26,452.09	-	35,879.99
218	VSDB	113	-	130,089.42	34,182.55	95,906.87	-	130,089.42
	<b>TOTALS</b>	<b>176,662</b>	<b>2,946,768.00</b>	<b>217,896,895.37</b>	<b>57,254,963.64</b>	<b>160,641,731.73</b>	<b>1,239,968.25</b>	<b>219,127,663.62</b>

## **OLD/NEW BUSINESS**

**A. Staffing for Adequate Fire and Emergency Response (SAFER) Grant**

**B. City Manager's Report**

## Vince Holt

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**From:** Mark Carr  
**Sent:** Friday, December 14, 2012 8:36 AM  
**To:** Vince Holt  
**Subject:** FW: Award Notification (Application Number: EMW-2012-FH-00178)

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**From:** [firegrants@dhs.gov](mailto:firegrants@dhs.gov) [[firegrants@dhs.gov](mailto:firegrants@dhs.gov)]  
**Sent:** Friday, December 14, 2012 3:59 AM  
**To:** Mark Carr  
**Subject:** Award Notification (Application Number: EMW-2012-FH-00178)

Congratulations!

Your grant application submitted under The Department of Homeland Security (DHS) Federal Emergency Management Agency's (FEMA) Grant Programs Directorate FY 2012 Staffing for Adequate Fire and Emergency Response (SAFER) Grant Program has been approved for award. Please go to the Assistance to Firefighters eGrants system at <https://portal.fema.gov> to accept or decline your award. Enter the same User Name and Password used to complete the online application as requested on the login screen.

Once you are in the system, the Status page will be the first screen you see. On the right side of the Status screen, you will see a column entitled Action. In this column, please select View Award Package from the drop down menu; click Go to view your Award Package. After review of your award package, you will need to indicate either your acceptance or declination of award. PLEASE NOTE: If you wish to accept the award, you should do so immediately as the 90-day recruitment period has begun. When you have finished, please print your award package for your records.

As a reminder, awards made under the Hiring of Firefighters Category require the support of your governing body prior to acceptance of the award. Therefore, by accepting this award you are confirming that you have discussed this application with your local officials and that there is a clear understanding of the long-term obligations of a SAFER grant and that both the department and governing body are committed to fulfilling the requirements of this grant immediately upon acceptance.

If you choose to decline the award, you waive all future rights to this award.

If you accept your award, you will now see a link on the left side of the screen that says Update 1199A in the Action column. Click this link as it will take you to the SF-1199A Direct Deposit Sign-up Form. If you have not done so already, please complete the SF-1199A on-line. When you have finished, you must submit the form electronically. Then, using the Print 1199A button, print a copy and take it to your bank to have the bottom portion completed. Make sure your application number is on the form.

After your bank has filled out their portion of the form, you must fax a copy of the form to FEMA's SF-1199 Processing Staff at 301-998-8699. You should keep the original form in your grant files. After the faxed version of your SF 1199A has been reviewed, you will receive an email indicating the form is approved. After which you will be able to request payments online.

If you have any questions regarding your SF-1199A, please call 1-866-274-0960.

U.S. Department of Homeland Security  
Washington, D.C. 20472



**FEMA**

Mr. Mark Carr  
Franklin Fire & Rescue  
P O Box 179  
Franklin, Virginia 23851-1606

Re: Grant No.EMW-2012-FH-00178

Dear Mr. Carr:

On behalf of the Federal Emergency Management Agency (FEMA) and the Department of Homeland Security (DHS), I am pleased to inform you that your grant application submitted under the FY 2012 Staffing for Adequate Fire and Emergency Response (SAFER) grants has been approved. FEMA's Grant Programs Directorate (GPD), in consultation with the U.S. Fire Administration (USFA), carries out the Federal responsibilities of administering your grant. The approved project costs total to \$902,214.00. The Federal share is \$902,214.00 of the approved amount and your share of the costs is \$0.00.

As part of your award package, you will find Grant Agreement Articles. Please make sure you read and understand the articles as they outline the terms and conditions of your grant award. Maintain a copy of these documents for your official file. **You establish acceptance of the grant and Grant Agreement Articles when you formally receive the award through the AFG online system.** By accepting the grant, you agree not to deviate from the approved scope of work without prior written approval, via an amendment request, from FEMA.

Once your period of performance has begun, and if your SF 1199A has been reviewed and approved, you will be able to request payments online. Remember, you should request funds when you have an immediate cash need.

If you have any questions or concerns regarding the process to request your grant funds, please call 1-866-274-0960.

Sincerely,

A handwritten signature in black ink, appearing to read "Timothy W. Manning".

Timothy W. Manning  
Deputy Administrator for National Preparedness and Protection

Agreement Articles



**FEMA**

U.S. Department of Homeland Security  
Washington, D.C. 20472

**AGREEMENT ARTICLES**

**STAFFING FOR ADEQUATE FIRE AND EMERGENCY RESPONSE - Hiring program**

**GRANTEE: Franklin Fire & Rescue**

**PROGRAM: Staffing for Adequate Fire and Emergency Response (SAFER) - Hiring**

**AGREEMENT NUMBER: EMW-2012-FH-00178**

**AMENDMENT NUMBER:**

**TABLE OF CONTENTS**

Article I	Project Description
Article II	Grantee Concurrence
Article III	Period of Performance
Article IV	Amount Awarded
Article V	Financial Guidelines
Article VI	Prohibition on Using Federal Funds
Article VII	GPD Allocations
Article VIII	Financial Reporting
Article IX	FEMA Officials
Article X	Central Contractor Registration (CCR)

**Article I - Project Description**

The purpose of the Staffing for Adequate Fire and Emergency Response program is to provide funding directly to fire departments and volunteer firefighter interest organizations in order to help them increase or maintain the number of trained, "front line" firefighters available in their communities.

After careful consideration, FEMA has determined that the grantee's project submitted as part of the grantee's application, and detailed in the project narrative as well as the request details section of the application - including budget information - was consistent with the program's purpose and worthy of award. The grantee shall perform the work described in the approved grant application as itemized in the request details section of the application and further described in the grant application's narrative. These sections of the application are made a part of these grant agreement articles by reference. The grantee may not change or make any material deviations from the approved scope of work outlined in the above referenced sections of the application without prior written approval, via an amendment request, from FEMA.

**Article II - Grantee Concurrence**

By providing the Primary Contact's electronic signature and indicating acceptance of the award, the grantee accepts and agrees to abide by the terms and conditions of the grant as set forth in this document and the documents identified below. Grantees agree that they will use the funds provided through the Fiscal Year 2012 Staffing for Adequate Fire and Emergency Response grant in accordance with these Articles of Agreement and the program guidelines provided in the Fiscal Year 2012 Staffing for Adequate Fire and Emergency Response program guidance. All documents submitted as part of the original grant application are made a part of this

agreement by reference.

### Article III - Period of Performance

The period of performance shall be from 03-MAR-13 to 02-MAR-15.

### Article IV - Amount Awarded

The amount of the award is detailed on the Obligating Document for Award attached to these articles. Following are the budgeted estimates for object classes for this grant (including Federal share plus applicable grantee match):

Personnel:	\$589,149.00
Fringe Benefits	\$313,065.00
Travel	\$0.00
Equipment	\$0.00
Supplies	\$0.00
Contractual	\$0.00
Other	\$0.00
Indirect Charges	\$0.00
Total	\$902,214.00

### NEGOTIATION COMMENTS IF APPLICABLE (max 4000 characters)

Any questions pertaining to your award package, please contact your GPD Grants Management Specialist: Jacqueline Lee at [jacqueline.lee@dhs.gov](mailto:jacqueline.lee@dhs.gov).

### Article V - Financial Guidelines

The grantee and any subgrantee shall comply with the most recent version of the Administrative Requirements, Cost Principles, and Audit Requirements. A non-exclusive list of regulations commonly applicable to DHS grants are listed below:

#### A. Administrative Requirements

1. 44 CFR Part 13, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments
2. 2 CFR Part 215, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations (OMB Circular A-110)

#### B. Cost Principles

1. 2 CFR Part 225, Cost Principles for State, Local, and Indian Tribal Governments (OMB Circular A-87)
2. 2 CFR Part 220, Cost Principles for Educational Institutions (OMB Circular A-21)
3. 2 CFR Part 230, Cost Principles for Nonprofit Organizations (OMB Circular A-122)
4. Federal Acquisition Regulations (FAR), Part 31.2 Contract Cost Principles and Procedures, Contracts with Commercial Organizations

#### C. Audit Requirements

1. OMB Circular A-133, Audits of States, Local Governments, and Nonprofit Organizations

### Article VI - Prohibition on Using Federal Funds

The recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support

of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of FEMA.

#### **Article VII - GPD Allocations**

The recipient agrees that all allocations and use of funds under this grant will be in accordance with the FY 2012 Staffing for Adequate Fire and Emergency Response Program Guidance.

#### **Article VIII - Financial Reporting**

Recipients of a SAFER grant will be required to submit a semi-annual Federal Financial Report (FFR) via the automated system on the Standard Form 425 (SF-425). The FFR is intended to provide Federal agencies and grant recipients with a standard format and consistent reporting requirements throughout the government. The FFR, to be submitted using the online e-grant system, will be due semi-annually based on the calendar year beginning with the period after the award is made. Grant recipients will be required to submit an FFR throughout the entire period of performance of the grant.

The reporting periods for the FFR are January 1 through June 30 (report due by July 31), and July 1 through December 31 (report due by January 30).

At the end of the grant's period of performance, all grantees are required to produce a final report on how the grant funding was used and the benefits realized from the award. Grantees must submit a final financial report and a final performance report within 90 days after the end of the period of performance.

#### **Article IX - FEMA Officials**

**Program Officer:** The Program Specialist is responsible for the technical and programmatic monitoring of the stages of work and performance of the activities described in the approved grant application. If you have any programmatic questions regarding your grant please call the AFG help desk at 866-274-0960 to be directed to a specialist.

**Grants Assistance Officer:** The Assistance Officer is the Federal official responsible for negotiating, administering, and executing all grant business matters. If you have any questions regarding your grant please call ASK-GMD at 866-927-5646 to be directed to a specialist.

**Grants Management Division POC:** The Grants Management Specialist shall be contacted to address all financial and administrative grant business matters for this award. If you have any questions regarding your grant please call ASK-GMD at 866-927-5646 to be directed to a specialist.

#### **Article X - Central Contractor Registration (CCR)**

Recipients of an AFG grant are required Central Contractor Registration (CCR) in the SAM.gov system. Active registration in the Central Contractor Registry ensures grantees are compliant with Federal regulations under Federal Financial Accountability and Transparency Act (FFATA). CCR registration is free, and may take up to 5 to 10 business days to process. For help with registering in the CCR, please visit SAM.gov for more information.

**ADDITIONAL REQUIREMENTS (IF APPLICABLE)** (max 4000 characters)

**FEDERAL EMERGENCY MANAGEMENT AGENCY  
OBLIGATING DOCUMENT FOR AWARD/AMENDMENT**

<b>1. AGREEMENT NO.</b> EMW-2012-FH-00178	<b>2. AMENDMENT NO.</b> 0	<b>3. RECIPIENT NO.</b> 54-6001284	<b>4. TYPE OF ACTION</b> AWARD	<b>5. CONTROL NO.</b> W497229N
<b>6. RECIPIENT NAME AND ADDRESS</b> Franklin Fire & Rescue 100 South Main St. Franklin Virginia, 23851-1606	<b>7. ISSUING OFFICE AND ADDRESS</b> Grant Programs Directorate 500 C Street, S.W. Washington DC, 20472 POC: Andrea Gordon 202-786-9462		<b>8. PAYMENT OFFICE AND ADDRESS</b> FEMA, Financial Services Branch 500 C Street, S.W., Room 723 Washington DC, 20472	
<b>9. NAME OF RECIPIENT PROJECT OFFICER</b> Mark Carr	<b>PHONE NO.</b> 7575628581	<b>10. NAME OF PROJECT COORDINATOR</b> Catherine Patterson	<b>PHONE NO.</b> 1-866-274-0960	
<b>11. EFFECTIVE DATE OF THIS ACTION</b> 03-MAR-13	<b>12. METHOD OF PAYMENT</b> SF-270	<b>13. ASSISTANCE ARRANGEMENT</b> Cost Sharing	<b>14. PERFORMANCE PERIOD</b> From:03-MAR-13 To:02-MAR-15	

**Budget Period**  
From:01-NOV-12 To:30-SEP-13

**15. DESCRIPTION OF ACTION**

a. (Indicate funding data for awards or financial changes)

PROGRAM NAME ACRONYM	CFDA NO.	ACCOUNTING DATA (ACCS CODE) XXXX-XXX-XXXXXX-XXXXX-XXXX-XXXX-X	PRIOR TOTAL AWARD	AMOUNT AWARDED THIS ACTION + OR (-)	CURRENT TOTAL AWARD	CUMMULATIVE NON-FEDERAL COMMITMENT
SAFER	97.044	2013-1C-C211-P4000000-4101-D	\$0.00	\$902,214.00	\$902,214.00	\$0.00
<b>TOTALS</b>			<b>\$0.00</b>	<b>\$902,214.00</b>	<b>\$902,214.00</b>	<b>\$0.00</b>

b. To describe changes other than funding data or financial changes, attach schedule and check here.  
N/A

**16a. FOR NON-DISASTER PROGRAMS: RECIPIENT IS REQUIRED TO SIGN AND RETURN THREE (3) COPIES OF THIS DOCUMENT TO FEMA (See Block 7 for address)**

SAFER recipients are not required to sign and return copies of this document. However, recipients should print and keep a copy of this document for their records.

**16b. FOR DISASTER PROGRAMS: RECIPIENT IS NOT REQUIRED TO SIGN**

This assistance is subject to terms and conditions attached to this award notice or by incorporated reference in program legislation cited above.

**17. RECIPIENT SIGNATORY OFFICIAL (Name and Title)**  
N/A

**DATE**  
N/A

**18. FEMA SIGNATORY OFFICIAL (Name and Title)**  
Marketa Graham

**DATE**  
01-DEC-12



# Staffing for Adequate Fire and Emergency Response (SAFER) FY 2012 Award Recipients

Last Updated: 12/21/2012 - [www.fema.gov/firegrants/](http://www.fema.gov/firegrants/)

Records are sorted in alphabetical order by organization.

Organization	City	State	Program
<b>Round 1</b>			
Argo Fire and Rescue	Trussville	AL	Hiring
Bazetta Fire Department	Cortland	OH	Hiring
The Crawfordsville Fire Department	Crawfordsville	IN	Hiring
<b>Round 2</b>			
Westport Fire Department	Westport	MA	Hiring
<b>Round 3</b>			
City of Fort Myers Fire Department	Fort Myers	FL	Hiring
City of Massillon Fire Department	Massillon	OH	Hiring
City of Phoenix Fire Department	Phoenix	AZ	Hiring
Desert Hills Fire District	Lake Havasu City	AZ	Hiring
Detroit (MI) Fire Department	Detroit	MI	Hiring
Fulton County Fire Rescue	Atlanta	GA	Hiring
Hamtramck Fire Department	Hamtramck	MI	Hiring
Johnson City Fire Department	Johnson City	NY	Hiring
Placer County Fire Department	Auburn	CA	Hiring
St. Bernard Parish Fire Department	Chalmette	LA	Hiring
<b>Round 4</b>			
City of Fort Myers Fire Department	Fort Myers	FL	Hiring
City of Massillon Fire Department	Massillon	OH	Hiring
City of Phoenix Fire Department	Phoenix	AZ	Hiring
Desert Hills Fire District	Lake Havasu City	AZ	Hiring
Detroit (MI) Fire Department	Detroit	MI	Hiring
Fulton County Fire Rescue	Atlanta	GA	Hiring
Hamtramck Fire Department	Hamtramck	MI	Hiring
Johnson City Fire Department	Johnson City	NY	Hiring
Placer County Fire Department	Auburn	CA	Hiring
St. Bernard Parish Fire Department	Chalmette	LA	Hiring
<b>Round 5</b>			
City of Superior Fire Department	Superior	WI	Hiring
City of Long Beach, (New York), Fire Department	Long Beach	NY	Hiring
Estacada Rural Fire District #69	Estacada	OR	Hiring
Four Mile FPD, Boulder	Boulder	CO	Hiring
Raytown Fire Protection District	Raytown	MO	Hiring
<b>Round 6</b>			
Armada Township Fire Department	Armada	MI	Hiring
Bargersville Community Fire Protection District	Bargersville	IN	Hiring

City of Indio Fire Department	Indio	CA	Hiring
Harpersville Fire Department	Harpersville	AL	Hiring
Metro North	St. Louis County	MO	Hiring
Midway Fire District	Gulf Breeze	FL	Hiring
Northeast Champaign County Fire District	North Lewisburg	OH	Hiring
Olivehurst Public Utility District Fire Department	Olivehurst	CA	Hiring
Riverside Fire and Rescue Service	Riverside	AL	Hiring
Yakima County Fire District #12	Yakima	WA	Hiring
<b>Round 7</b>			
Apple Valley Fire Department	Apple Valley	MN	Hiring
Bedford Division of Fire	Bedford	OH	Hiring
Boynton Beach Fire Rescue	Boynton Beach	FL	Hiring
City of Fomey Fire Department	Fomey	TX	Hiring
City of Kingsburg Fire Department	Kingsburg	CA	Hiring
City of Lynden Fire Department	Lynden	WA	Hiring
Columbia Fire Department	Columbia	MO	Hiring
Columbus Fire Department	Columbus	NE	Hiring
Columbus Rural Fire District#3	Columbus	MT	Hiring
East Grand Forks Fire Department	East Grand Forks	MN	Hiring
Eatonville Fire/EMS Department	Eatonville	WA	Hiring
Elmira Fire Department	Elmira	NY	Hiring
Etowah Horse Shoe Fire and Rescue Department	Hendersonville	NC	Hiring
Exeter Township Volunteer Fire Department	Reading	PA	Hiring
Fairview Fire Department	Fairview	TN	Hiring
Forest Grove Fire & Rescue	Forest Grove	OR	Hiring
Franklin Fire & Rescue	Franklin	VA	Hiring
Hull Department of Fire/Rescue & Emergency Services	Hull	MA	Hiring
Huntsville Fire Department	Huntsville	TX	Hiring
Jackson Fire Territory	Arcadia	IN	Hiring
Jemison Fire Department	Jemison	AL	Hiring
Kendallville Fire Department	Kendallville	IN	Hiring
Laconia Fire Department	Laconia	NH	Hiring
Laurens County Fire Department	Dublin	GA	Hiring
Leander Fire Department	Leander	TX	Hiring
Lynchburg Fire and EMS Department	Lynchburg	VA	Hiring
Maury County Fire Department	Columbia	TN	Hiring
Mooreville Fire Department	Mooreville	IN	Hiring
North-West Fire Protection District	Fairplay	CO	Hiring
Oakridge Fire & EMS	Oakridge	OR	Hiring
Pigeon Forge Fire Department	Pigeon Forge	TN	Hiring
Rogers Fire Department	Rogers	AR	Hiring
South Lane County Fire & Rescue District	Cottage Grove	OR	Hiring
Streamwood Fire Department	Streamwood	IL	Hiring
Taylorville Fire Department	Taylorville	IL	Hiring
Teays Valley Volunteer Fire Department	Scott Depot	WV	Hiring
Tempe Fire Department	Tempe	AZ	Hiring
Trenton Fire Department	Trenton	MI	Hiring
Turnwater Fire Department	Turnwater	WA	Hiring
TVFD (Tonopah Valley Fire Dist.)	Tonopah	AZ	Hiring



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Award Amount	Award Date
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Round 1

\$81,057.00 9/21/2012  
\$223,022.00 9/21/2012  
\$989,464.00 9/21/2012

Award Amount	Award Date
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Round 2

9/28/2012

\$3,933,699.00 10/5/2012  
\$1,697,180.00 10/5/2012  
\$5,301,912.00 10/5/2012  
\$1,037,352.00 10/5/2012  
\$5,613,813.00 10/5/2012  
\$3,267,264.00 10/5/2012  
\$3,112,920.00 10/5/2012  
\$1,259,490.00 10/5/2012  
\$1,197,134.00 10/5/2012  
\$3,509,625.00 10/5/2012

Round 3

Award Amount	Award Date
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\$3,933,699.00 10/5/2012  
\$1,697,180.00 10/5/2012  
\$5,301,912.00 10/5/2012  
\$1,037,352.00 10/5/2012  
\$5,613,813.00 10/5/2012  
\$3,267,264.00 10/5/2012  
\$3,112,920.00 10/5/2012  
\$1,259,490.00 10/5/2012  
\$1,197,134.00 10/5/2012  
\$3,509,625.00 10/5/2012

Round 4

Award Amount	Award Date
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\$944,962.00 11/30/2012  
\$910,530.00 11/30/2012  
\$456,267.00 11/30/2012  
\$438,888.00 11/30/2012  
\$142,671.00 11/30/2012

Round 5

Award Amount	Award Date
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\$288,000.00 12/7/2012  
\$337,215.00 12/7/2012

Round 6



\$333,890.00	12/14/2012
\$610,616.00	12/14/2012
\$210,100.00	12/14/2012
\$616,876.00	12/14/2012
\$330,234.00	12/14/2012
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\$1,322,629.00	12/21/2012
\$6,252,840.00	12/21/2012
\$6,412,538.00	12/21/2012
\$1,955,628.00	12/21/2012
\$2,012,583.00	12/21/2012
\$3,682,224.00	12/21/2012
\$5,245,128.00	12/21/2012
\$2,227,581.00	12/21/2012
\$3,055,989.00	12/21/2012
\$1,015,362.00	12/21/2012
\$1,986,300.00	12/21/2012
\$3,380,824.00	12/21/2012
\$3,475,600.00	12/21/2012
\$3,468,330.00	12/21/2012
\$1,886,958.00	12/21/2012
\$312,000.00	12/21/2012
\$2,034,630.00	12/21/2012
\$1,946,600.00	12/21/2012
\$1,991,264.00	12/21/2012
\$1,012,696.00	12/21/2012
\$1,570,920.00	12/21/2012
\$7,782,240.00	12/21/2012
\$138,012.00	12/21/2012
\$1,239,456.00	12/21/2012
\$1,034,028.00	12/21/2012
\$4,006,650.00	12/21/2012
\$5,632,152.00	12/21/2012
\$2,560,068.00	12/21/2012
\$1,076,130.00	12/21/2012
\$477,279.00	12/21/2012
\$2,400,036.00	12/21/2012
\$14,959,560.00	12/21/2012
\$2,790,000.00	12/21/2012
\$2,938,878.00	12/21/2012

Round 8

January 14, 2013

**FRANKLIN CITY COUNCIL AGENDA**

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# **COUNCIL/STAFF REPORTS ON BOARDS AND COMMISSIONS**