

AGENDA

FRANKLIN CITY COUNCIL

MONDAY, July 11, 2016 – CITY HALL COUNCIL CHAMBERS – 207 W. SECOND AVE.

7:00 P.M.

Regular Meeting

Call To Order MAYOR FRANK M. RABIL

PLEASE TURN OFF CELL PHONES MAYOR FRANK M. RABIL

PLEDGE OF ALLEGIANCE

CITIZENS' TIME

AMENDMENTS TO AGENDA

1. CONSENT AGENDA

A. Minutes: June 20, 2016 Called Meeting, June 27, 2016 Regular Meeting, June 28, 2016 Called Meetings (2)

2. BIENNIAL COUNCIL ORGANIZATIONAL MEETING

- A. Mayor's Organizational Remarks
- B. Selection of Vice-Mayor
- C. Boards & Commissions Council Assignments
- D. FY 2016 – 2017 Regular Meeting Schedule

3. OLD/NEW BUSINESS

- A. Ward 6 Council Vacancy Appointment – H. Taylor Williams, IV, City Attorney
- B. City Manager's Report

4. COUNCIL/STAFF REPORTS ON BOARDS & COMMISSIONS

5. CLOSED SESSION

I move that the Franklin City Council meet in Closed Session to discuss and consider appointments to boards and commissions and consult with the City Attorney pertaining to actual litigation, where such consultation or briefing in open meeting would adversely affect the litigating posture of the public body pursuant to Virginia Code Section 2.2 – 3711 (A) (1) 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. ADJOURNMENT

UPCOMING ITEMS TO BE SCHEDULED

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

SUBJECT**TENTATIVE TIME LINE**

**Rental Housing Inspection Resolution
Public Hearing**

TBA

CONSENT AGENDA

- A. Minutes: June 20, 2016 Called Meeting, June 27, 2016 Regular Meeting, June 28, 2016 Called Meetings (2)**

**Franklin City Council Called Meeting
And Work Session #5
City Council Chambers
June 20, 2016 – 6:00 p.m.**

The Franklin City Council met in a Called Meeting on Monday, June 20, 2016 at 6 p.m. in the Council Chambers for a FY 2016 – 2017 Budget Work Session; and to consider the following: adoption of the FY 2016 – 2017 Budget; an Auditor RFP recommendation and modification of the Hayden Property Agreement of Purchase and Sale.

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

Others in Attendance: Randy Martin, City Manager; Taylor Williams, City Attorney; Teresa Rose-McQuay, Administrative Secretary; and Melissa Rollins, Director of Finance.

CALL TO ORDER

Mayor Johnson-Ashburn called the meeting to order at 6:00 p.m.

Hayden Property Agreement of Purchase & Sale

Mayor Johnson-Ashburn recognized City Attorney Williams to present a modification of the Hayden Property Agreement of Purchase & Sale. Attorney Williams gave an overview of the Assignment of Purchase Agreement. Attorney Williams also recognized Mr. John Skirven, Director of Senior Services of Southeastern Virginia (SSSEVA) and Mr. Lynn Powell who serves on the SSSEVA Board of Directors as a Franklin representative.

After explaining the details of the agreement and the requested modification, Attorney Williams and Mr. Skirven answered numerous questions from Council.

After considerable discussion concerning the Hayden Property with Attorney Williams and Mr. Skirven, Mayor Johnson-Ashburn asked for a motion.

Vice Mayor Cheatham made the motion to authorize the assignment and to execute the deed and other necessary documents as presented and recommended by the City Attorney. Councilman Burgess seconded the motion.

The motion was approved by a 5 – 0 vote (Councilwoman Murphy and Councilman McLemore absent).

City Auditor RFP Recommendation

Manager Martin recognized Finance Director Rollins to present the results of the City Auditor RFP process and Management's recommendation for the selection of the audit firm for the current and next two years.

**Franklin City Council Called Meeting
And Work Session #5
City Council Chambers
June 20, 2016 – 6:00 p.m.**

Director Rollins advised Council that the City issued a Request for Proposal for Financial Compliance & Audit Services for Fiscal Years ending June 30, 2016, 2017, and 2018 with the option to renew two additional fiscal years ending June 30, 2019 and 2020. The City received three responses: Brown Edwards, C. P. A.'s; Creedle, Jones & Alga, P. C. and Robinson Farmer Cox Associates. All three firms were invited for an interview, however, Brown Edwards; C.P.A.'s declined due to the recent award of a large client which precluded them from being able to also take on Franklin as a client at this time.

Director Rollins stated that while both interviewed firms are fully capable of supplying the service, Management recommends the firm of Creedle, Jones & Alga, P.C. Director Rollins shared that the recommendation is based on experience with similar sized local governments, skills and expertise of staff, references obtained and history of meeting all statutory and preferred deadlines.

Councilman Burgess made the motion to authorize the selection of Creedle, Jones & Alga, P.C. as the City's auditors and Councilwoman Hilliard seconded the motion.

Mayor Johnson-Ashburn asked if there were any questions for Director Rollins or the City Manager.

Vice Mayor Cheatham asked if the amount that was quoted for the cost of the audit was higher than budgeted in the proposed budget.

Director Rollins stated that yes it was higher than the estimate included in the Manager's recommendation by \$10,000.

The motion was approved by a 5 – 0 vote (Councilwoman Murphy and Councilman McLemore absent).

Budget Work Session # 5 FY 2016 – 2017

Manager Martin stated that based upon discussions during previous budget work sessions and Council suggestions shared with Management on potential budget revisions, a revised budget adjustments detail sheet was being presented. The cumulative revenue and expenditure adjustments total \$23,401. These adjustments if approved will allow the real estate tax rate to stay at \$0.99.

Mayor Johnson-Ashburn asked if there were any questions or comments on the proposed adjustments.

Councilman Burgess asked a couple of questions regarding auction proceeds and cemetery lot expansion revenues.

**Franklin City Council Called Meeting
And Work Session #5
City Council Chambers
June 20, 2016 – 6:00 p.m.**

At this point the work session portion of the meeting was closed and the Council moved forward to consideration of actions on the proposed budget for FY 2016 – 2017.

FY 2016 – 2017 Budget Adoption Actions

Manager Martin reviewed again the minor changes proposed to the City's Financial Policies.

Director Rollins and Manager Martin commented on the process for accounting of fixed assets. Councilman Burgess asked if the departments keep an inventory list of items that are purchased that are less than the policy established threshold for fixed asset inventory.

Director Rollins and Manager Martin both stated that there are departmental records for items valued below the threshold.

Vice Mayor Cheatham made the motion to adopt the amended Financial Policies to include the department's being accountable for inventory of assets valued \$5,000 or less and Councilman Rabil seconded the motion.

The motion was approved by a 5 – 0 vote (Councilwoman Murphy and Councilman McLemore absent).

Manager Martin presented for adoption the revised Budget Resolution for FY 2016 – 2017 which establishes the tax rate and certain fees effective July 1, 2016, adopts the budget by the various funds, and appropriates funds for expenditure.

Mayor Johnson-Ashburn asked if there were any questions, hearing none she called for a motion.

Vice Mayor Cheatham made the motion to adopt the FY 2016 – 2017 Budget Resolution as presented and Councilman Rabil seconded the motion.

The motion was approved by a 5 – 0 vote (Councilwoman Murphy and Councilman McLemore absent).

Manager Martin presented the City's Five Year Capital Improvement Plan, which included an alternate page 107 which addresses the education appropriation. The Council had previously discussed options for the FY 2016 – 2017 Capital budget but no consensus on the school request was reached.

Councilman Burgess made the motion to adopt the Five Year Capital Improvement Plan excluding the education appropriation of \$480,000 until the Schools provide an adequate response answering the audit internal control issues raised in the City's FY 2015 – 2016 audit and Vice Mayor Cheatham seconded the motion.

**Franklin City Council Called Meeting
And Work Session #5
City Council Chambers
June 20, 2016 – 6:00 p.m.**

After much discussion on the motion, Council voted.

The vote was as follows:

Councilman Burgess, AYE; Councilwoman Hilliard, NAY; Vice Mayor Cheatham, AYE; Councilman Rabil, AYE; and Mayor Johnson-Ashburn, NAY vote (Councilwoman Murphy and Councilman McLemore absent).

The motion failed to pass due to the lack of a required four favorable vote majority.

Mayor Johnson-Ashburn made the motion to adopt the Five Year Capital Improvement Plan (CIP) including the education appropriation and Councilwoman Hilliard seconded the motion.

After discussion on the motion, Council voted.

The vote was as follows:

Councilman Burgess, NAY; Councilwoman Hilliard, AYE; Vice Mayor Cheatham, NAY; Councilman Rabil, NAY; and Mayor Johnson-Ashburn, AYE vote (Councilwoman Murphy and Councilman McLemore absent).

The motion failed to pass.

Councilman Rabil made the motion to defer any further action on the CIP until the next Council meeting on June 27, 2016 when hopefully the entire Council would be present, and Councilman Burgess seconded the motion.

The motion was approved by a 5 – 0 vote (Councilwoman Murphy and Councilman McLemore absent).

Manager Martin presented the City's Electric Rate Ordinance for FY 2016 – 2017 which eliminates the winter/summer rate structure and provides for an 8% increase in the retail rate which is substantially offset by a reduction in the fuel adjustment charged by Dominion.

Mayor Johnson-Ashburn asked if there were any questions; hearing none she asked for a motion.

Councilman Burgess made the motion to adopt the amendment to City Ordinance 8-14 (a) to increase Electrical Rates and eliminate the winter/summer rate structure as recommended and Vice Mayor Cheatham seconded the motion.

The motion was approved by a 5 – 0 vote (Councilwoman Murphy and Councilman McLemore absent).

**Franklin City Council Called Meeting
And Work Session #5
City Council Chambers
June 20, 2016 – 6:00 p.m.**

Manager Martin presented the City's Fee Rate Structure and the changes that were suggested and reviewed at the work sessions. The recommended changes are summarized as follows:

1. Erosion & Sedimentation Control on page 6 amended as recommended by staff.
2. Skate Park – City no longer has a skate park, fee eliminated.
3. Return check fee increased as recommended by the Treasurer.

Mayor Johnson-Ashburn asked if there were any questions, hearing none she asked for a motion.

Councilman Burgess made the motion to amend the City's Fee Rate Structure as recommended and Vice Mayor Cheatham seconded the motion.

The motion was approved by a 5 – 0 vote (Councilwoman Murphy and Councilman McLemore absent).

HAYDEN PROPERTY DISCUSSION (CONTINUED)

Attorney Williams asked for a motion in addition to the earlier action on Hayden specifically authorizing the Mayor to execute a deed conveying the 6.223 acres known as the Hayden School Property to Hayden Village Associates LP, a Virginia limited partnership, assignee of Southeastern Virginia Area Wide Model Program, Inc. t/a Senior Services of Southeastern Virginia and CFA – Hayden, LLC; a Virginia limited liability company.

Vice Mayor Cheatham made a motion addition to the earlier action on Hayden specifically authorizing the Mayor to execute a deed conveying the 6.223 acres known as the Hayden School Property to Hayden Village Associates LP, a Virginia limited partnership, assignee of Southeastern Virginia Area Wide Model Program, Inc. t/a Senior Services of Southeastern Virginia and CFA – Hayden, LLC; a Virginia limited liability company. Councilman Rabil seconded the motion.

The motion was approved by a 5 – 0 vote (Councilwoman Murphy and Councilman McLemore absent).

As recommended by the City Attorney, Councilman Rabil made a motion in authorizing the City Attorney to prepare a purchase money note and deed of trust in the amount of \$95,000 to be executed by Hayden Village Associates LP payable within 3 years at no interest in year one and interest at prime plus 2 points for years two and three and the deed of trust to be subordinated to a commercial real estate construction loan for the benefit of Community Capital Bank of Virginia from Hayden Village Associates LP, a Virginia limited partnership. Councilman Burgess seconded the motion.

**Franklin City Council Called Meeting
And Work Session #5
City Council Chambers
June 20, 2016 – 6:00 p.m.**

The motion was approved by a 5 – 0 vote (Councilwoman Murphy and Councilman McLemore absent).

Adjourn

Having completed the matters for which the called meeting was scheduled, Vice Mayor Cheatham made a motion to adjourn the meeting which was seconded by Councilman Burgess.

The motion was approved by a 5 – 0 vote (Councilwoman Murphy and Councilman McLemore absent).

Mayor Johnson-Ashburn declared the meeting adjourned at 7:55 p.m.

These Minutes for the June 20, 2016 City Council Meeting were adopted on the 11th day of July, 2016.

Mayor

Clerk to City Council

The Franklin City Council held its regular meeting on Monday, June 27, 2016 at 7:00 p.m. in the Council Chambers at City Hall.

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

Staff in Attendance: Randy Martin, City Manager; Taylor Williams, City Attorney; Mark Bly, Director of Power and Light; Chief Vince Holt, Director of Emergency Services; Melissa Rollins, Finance Director; Russ Pace, Director of Public Works; Dinah Babb, Treasurer; Brenda Rickman, Commissioner of Revenue; Donald Goodwin, Director of Community Development; and Chief Phil Hardison, Police Department.

Others in Attendance: Corporal Rodney Little, Franklin Police Department; Dan Howe, Executive Director, Downtown Franklin Association; Regan Prince, Environmental Specialist, and Teresa Rose-McQuay, Administrative Assistant and Acting Secretary, Recording Minutes.

PLEDGE OF ALLEGIANCE

Everyone in attendance recited the Pledge of Allegiance.

CITIZENS' TIME

No citizens signed up to speak at Citizens' Time.

Introduction of New Hire

Manager Martin recognized Director of Community Development Donald Goodwin to introduce Mr. Regan Prince, who is the recently hired Environmental Specialist for his department. Director Goodwin informed Council that Mr. Prince was born in the Washington D. C. /Maryland area and now lives in Suffolk, VA. Mr. Prince is married and has three children.

Mr. Prince graduated from Fort Union Military Academy in Fort Union, VA. Mr. Prince attended Hampton University, transferred and graduated with a degree in Civil Engineering from Old Dominion University. He has brought with him a variety of work experience most notably working in the City of Newport News and Chesapeake in a similar capacity.

Director Goodwin stated that he is a valuable addition to the Shared Services City/County Community Development Department and he has jumped right in and hit the ground running.

Mayor Johnson-Ashburn welcomed Mr. Prince and all in attendance greeted him with a round of applause.

AMENDMENTS TO AGENDA

Vice Mayor Cheatham made the motion to amend the agenda motion going into Closed Session to read the evaluation of the performance of the City Attorney and add the evaluation of the performance of the City Manager as well. Councilwoman Murphy seconded the motion.

The motion was approved by a 6 – 0 vote (Councilman McLemore absent).

Consent Agenda

Minutes: May 16, 2016 Called, 2016 Called Meeting; May 17, 2016 Called Meeting; May 19, 2016 Called Meeting; June 8, 2016 Called Meeting; June 13, 2016 Regular Meeting and Work Session

Mayor Johnson-Ashburn asked Council to separate the May 19, 2016 Called Meeting minutes and vote on that meeting separately.

Mayor Johnson-Ashburn asked if there were any questions or comments; hearing none, she asked for a motion on the May 19, 2016 called meeting.

Councilwoman Hilliard made the motion to adopt the minutes of the May 19, 2016 meeting as presented and Councilman Burgess seconded it.

The motion was approved with the vote as follows:

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

Mayor Johnson-Ashburn asked if there were any corrections to the minutes of; May 16, 2016 Called meeting, May 17, 2016 Called meeting; June 8, 2016 called meeting or the June 13, 2016 Regular meeting and work session. Hearing none, she asked for a motion.

Councilman Burgess made the motion to approve all the minutes listed as presented and Vice Mayor Cheatham seconded the motion.

The motion was approved by a vote of 6 – 0 (Councilman McLemore absent).

Departmental Reports: May, 2016 (Separate File)

There were no questions about the May 2016 Departmental Reports.

PUBLIC HEARING: Fuller Properties, LLC Rezoning Request for 500, 502, 504 & 506 West 2nd Avenue (R-2 to R-1A) Resolution to Approve Ordinance #2016 – 03

Attorney Williams briefly commented then recognized Director Goodwin to present the rezoning request. The applicant for the zoning map amendment request is the owner, Lee Barnes of Fuller Properties LLC. The request includes an amendment of the zoning designation from R-2, General Residence, to R-1A, General Residence. The property is made up of a four-unit residential structure on a 10,500 square foot lot at the northwest corner of West 2nd Avenue and Charles Street. The structure was built as a four-unit building in the late 1800s, and the footprint has remained unchanged since it was constructed. The change, however, has been to the zoning regulations that govern the property. The four-unit residential structure is nonconforming as to use and setbacks under the current R-2 General Residence District.

Director Goodwin stated the property existed as a nonconforming building and use since changes to the Zoning Ordinance made it nonconforming; had the property been continuously occupied, it could have

retained its nonconforming status. However, once a nonconforming building or use is vacant for a period of two (2) years, the only way it can be re-used is to make it conform to the current zoning district, which in this instance only permits single-family detached residences. Without the requested zoning map amendment, the existing structure, which predates zoning regulations, would have to be removed and replaced with one single-family residence.

The property is in an area of Franklin that contains a mix of single-family residences, multi-family residences, schools and churches, built over a span of many years. The use as a four-unit residence is in keeping with the fabric of the neighborhood and in fact predates most of the neighborhood. The owner merely wishes to update the interior of the units, make repairs to the exterior of the building, and repopulate it. The request is to amend the zoning designation from R-2 to R-1A, a district that permits single-family attached residences, a district appropriate for this building.

Should the zoning designation be amended to R-1A, the owner would be required to seek variances to the district regulations to acknowledge an existing building. None of the existing zoning designations provides for this building completely, but the R-1A district approximates the existing conditions most closely. Should the zoning designation be amended to R-1A, the following variances would need to be sought by the owner from the Board of Zoning Appeals:

- Variance to permit four units on a 10,500 square foot lot.
- Variance to permit 21' setback from West 2nd Avenue, with stoops protruding into the setback as permitted by Sec. 19.2(6) (b) of the zoning ordinance.

- Variance to permit 9.9' interior side setback, the setback adjacent to the residence to the west.
- Variance to permit 8.4' setback from Charles Street.

Director Goodwin advised that no voluntary proffers accompanied the application. Since the building was built as a four-unit structure in the late 1800s, its rehabilitation and repopulation will not increase its impacts on City services. PUBLIC NOTICE has been properly advertised in accordance with Virginia Code Section 15.2-2204. Adjoining property owners adjacent to the property and directly across the street have been properly notified.

Director Goodwin shared that the City of Franklin 2015 Comprehensive Plan Future Land Use Map designates this property as Single Family Medium Density. The property is also within the High Street Historic District, an area that the Comprehensive Plan notes as being, "historic and worthy of preservation efforts". The current zoning designation, however, does not permit such efforts. One of the recommendations in the 2015 Plan provides, "Reconsider the adoption of the new historic district boundary so that the historic preservation ordinance may be implemented to insure the integrity of the historic district is maintained". The replacement of this structure, which is part of the historic fabric of downtown Franklin, would very likely not be in keeping with the integrity of the historic district, if structures in Franklin and elsewhere are to be seen as examples. The property is not located within the Special Flood Hazard Area as identified on the FEMA FIRM 2000 and staff does not anticipate any adverse fiscal impact or traffic impact should the building be repopulated. As the property is vacant and deteriorating, renovations and upgrades to the building will have a positive effect on both the City's tax rolls and the surrounding neighborhood.

The staff comments concerning this zoning map amendment are favorable as outlined in the aforementioned section of the comprehensive plan.

Director Goodwin stated in short, there are only two alternatives for this structure:

- It remains a vacant four-unit structure until it deteriorates and the City forces its removal, leaving a vacant lot which may at some point have a single family residence built on it which likely will not make any contribution to the historic fabric of the neighborhood, or
- The zoning map amendment is approved by the City Council and the variances approved by the Board of Zoning Appeals, which would permit the rehabilitation and repopulation of the building in its configuration and use, as it has been used since the late 1800s.

Staff's recommended action is to approve the rezoning of the approximately 10,500 square foot parcel of land as described above from R-2 General Residence District to R-1A, General Residence District.

Mayor Johnson-Ashburn opened the Public Hearing at 7:13 p.m.

Mr. Lee A. Barnes of 1909 Grove Avenue, Richmond, VA 23220 is the owner of the property and is the applicant that is seeking rezoning. Mr. Barnes addressed the Council and gave a detailed presentation of what he sees for this property and the love that he has for the Franklin community where his father practiced medicine years ago. Mr. Barnes has a passion to restore these units to beautify the area in which they stand.

Mayor Johnson-Ashburn asked if there were any others wishing to comment; upon hearing none, she closed the Public Hearing.

The Public Hearing was closed at 7:15 p.m.

Manager Martin asked Director Goodwin for the record to inform Council of the recommendation of the Planning Commission.

Director Goodwin advised Council that the Planning Commission unanimously voted to recommend the rezoning of this property.

Mayor Johnson-Ashburn asked the Council for a motion.

Councilwoman Murphy made the motion to approve the rezoning of the approximately 10,500 square foot parcel of land as described from R-2 General Residence District to R-1A, General Residence District and Vice Mayor Cheatham seconded the motion.

The motion was approved by a 6 – 0 vote (Councilman McLemore absent).

Finance

Financial Report: March 2016

Finance Director Rollins reviewed highlights of the May 2016 financial report.

General Fund Taxes Budget Comparison

- Current Real Estate Taxes – show a 7.5% increase
- Total Property Taxes – show an increase of 8.1%
- Local Sales & Use taxes are down slightly.
- Cigarette Taxes increased 4.8%
- Lodging Taxes are down 17.5%
- Meals taxes are up 4.0%
- Overall, there are no major changes to report in the General Fund expenditures.

Enterprise Funds

Solid Waste Fund – Cash Balance at May 31 - \$428,088

Water & Sewer Fund - Cash Balance at May 31 - \$1.825 million

Electric Fund Cash Analysis

Cash in the Electric Fund at \$448,880 decreased by \$25,160 from the prior month period.

Cash balances for all funds for May, 2016 total \$8,153,239.

Councilman Burgess asked Director Rollins how much was spent this fiscal year for the slip lining of the sewer lines.

Manager Martin stated that based upon memory he estimated it at approximately \$440,000. Director of Public Works Pace concurred with the estimate.

There being no further questions concerning the Financial Report, the meeting continued.

FY 2015 – 2016 School Budget Amendments, Ordinance # 2016- 17

Director Rollins stated that the School Division submitted its annual request to appropriate prior year carryover of Federal Programs grant funds that remained unspent at the conclusion of the previous year. The request was received in May 2016; however, the amendment request was held until June, as additional review was needed by Staff, which did result in a change to the amount requested. The amount of the carryover is \$946,561.

Councilwoman Hilliard made the motion to adopt Budget Ordinance # 2016 – 17 to authorize the amendment of federal grant awards carryover funds in the amount of \$946,561 and Councilwoman Murphy seconded the motion.

The motion was approved by a vote of 6 – 0 (Councilman McLemore absent).

FY 2015 – 2016 City Budget Amendments, Ordinances # 2016 – 18, # 2016 – 19 & # 2016 – 20

Director Rollins presented Budget amendment # 2016 - 18 which reflects the following:

1) Grant Funds Received

Four for Life (state grant) – **Franklin City Fire & Rescue** received \$7,381 in four for life funds from the Dept. of Health – Office of Emergency Medical Services used for medical and lab supplies.

Justice Assistance (Federal grant) - **Franklin City Police Department** received \$1,288 in JAG funds from the Office of Justice Programs for certain uniforms under the Bullet Proof Vest program. The request is to amend the grant funds to the budget for expenditure in the current fiscal year.

2. Supplemental Appropriation and/or Expenditures Over \$10,000:

Commissioner of the Revenue - (\$7,100) - Additional appropriation is required to cover the health insurance line item in FY 15-16. One employee added to the plan after preparation of the budget. The budget had already been adopted and insufficient funds are available to cover the telecommunications budget (new phone/data system costs). As a result, the line items will be overspent and funds needed to cover the costs to prevent over expenditure of the entire budget.

Utility Billing (\$13,000) – Additional appropriation is needed to cover Utility Billing personnel costs and postage where insufficient funds are available to cover the cost within other line items. To avoid over expenditure of the entire budget, additional funds as needed.

City Attorney (\$34,000) – Funds are needed to cover professional services fees for services rendered in FY 16-17. The total amended budget only reflects cost through March 2016.

Fire & Rescue (\$18,000) – Funds needed to cover the cost of vehicle repairs.

District Court - Telecommunications (\$3,000) – Additional costs associated with the new phone/data system. The request is to transfer funds from other areas of the general fund budget as outlined. No use of fund balance is requested.

Industrial Corridor Payment to Southampton County (\$64,000) -The final allocation to the County exceeds the budgeted amount of \$700,000 by nearly \$64,000. The request is to amend the budget to reflect the actual payment. Funds are available in the form of additional revenue received beyond budgeted projections (Isle of Wight County Revenue Sharing Payment - \$29,170 and Penalties and Interest on Delinquent Taxes - \$34,830).

3. To correct a prior amendment

Economic Development Fund - (\$21,120) - This is to correct budget amendment 2016-08 by adjusting the General Fund transfer to the Fund. The previous amendment only recognized the

transfer from the General Fund.

4. Debt Service Fund - Recognition of Bond Proceeds from 2015 Refunded Bond Transaction Generally Accepted Accounting Principles (GAAP) requires that proceeds from Bond Transactions be recorded as "proceeds from bond sales" revenue in governmental fund financial statements. At the recommendation of the City's financial advisors, the City refunded various pieces of general and school debt (2015A and 2015B taxable and non-taxable) debt instruments in 2015. Accordingly, this requires the payment of old debt (which are recorded as an expenditure) with proceeds from the new debt. Amendments to the General Fund (\$5,280,000) and School Fund (\$837,000) Debt are required to appropriate the bond proceeds, payment of the old debt, and cost of issuance. These budget amendments do not require use of tax revenue.

Mayor Johnson-Ashburn asked if there were any questions.

Councilman Burgess asked Director Rollins why we were paying more to Southampton County if our sales tax revenue is down.

Director Rollins reminded him that this amount is approximated; so she could have estimated a little lower but this does track two months behind in the process. Manager Martin added that the county calculation runs a year in arrears.

Mayor Johnson-Ashburn asked if there were any other questions; upon hearing none she asked for a motion.

Councilman Burgess made the motion to adopt City Budget Ordinance Amendment # 2016 – 18 and Councilman Rabil seconded it.

The motion was approved by a vote of 6 – 0 (Councilman McLemore absent).

Budget Amendment # 2016 – 19

Director Rollins presented Budget Amendment # 2016 – 19. The financial conditions of the DHCD Neighborhood Stabilization Program (NSP) require that grant funds be appropriated annually to the budget. Unspent funds at the end of the previous year total \$158,759 of which a portion of the funds have been recently spent and less funds will be available for carryover in the new year and projects are nearing completion.

Mayor Johnson-Ashburn asked how much time the City has to spend the NSP funds.

Director Rollins recognized Director Goodwin who advised Council that the City is in the process of closing out these funds now. Director Goodwin stated that the funds are from program income and are being carried over and will be reconciled with the state.

Councilman Burgess asked if this carryover is for FY 2015 – 2016 or FY 2016 – 2017.

Director Rollins answered that it is for FY 2015 – 2016.

Councilman Burgess made a motion to authorize the appropriation and expenditure for FY 2015 – 2016 by adopting Budget Ordinance Amendment # 2016 – 19, and Councilwoman Hilliard seconded the motion.

The motion was approved by a vote of 6 – 0 (Councilman McLemore absent).

Budget Amendment # 2016 – 20

Director Rollins presented the request from Smart Beginnings to appropriate the FY 2016 – 2017 Budget in the amount of \$148,668 based on the revenue and expenditures as outlined in Budget # 2016 – 20. Director Rollins stated that the budget for Smart Beginnings is not included in the adoption of the City's budget and appropriated at the beginning of each fiscal year. Director Rollins advised Council that the City's financial records as of June 23, 2016 reflect fund balance of approximately \$36,000 and other grant funds are expected prior to year-end.

Director Rollins stated Finance is going to review the final financial records and make a determination as to the exact fund balance. If the balance exceeds the budgeted carryover of \$38,668, action will be required to appropriate additional carryover. On the other hand, if the amount is less than the projected amount, action will be required to reduce the carryover and budgeted expenditures accordingly.

Councilwoman Hilliard made a motion to authorize the appropriation of funds totaling \$148,668 to the FY 2016 – 2017 Smart Beginnings Budget by adopting Budget Ordinance Amendment # 2016 - 20 and Vice Mayor Cheatham seconded the motion.

The motion was approved by a vote of 6 – 0 (Councilman McLemore absent).

Government Financial Officers Association CAFR Award Recognition

Manager Martin stated that he had received notification that the comprehensive annual financial report for the fiscal year ending June 30, 2015 qualified for a Certificate of Achievement for Excellence in Financial Reporting.

Manager Martin recognized Finance Director Rollins, Finance staff, and all other City staff that worked together to accomplish this recognition; as well as, thanking Council for allowing staff to pursue this path. This is the fourth consecutive year that the City of Franklin has received this recognition.

Mayor Johnson-Ashburn and Council applauded the staff for their hard work and diligence in doing an outstanding job.

OLD/NEW BUSINESS**Adopt the City's Five Year CIP FY 2016 – 2017 (continued from 6/20/16).**

After considerable discussion on the CIP; Council could not reach a consensus sufficient to adopt the plan at previous budget meetings. The matter was continued to this meeting for further consideration.

The Mayor opened the floor for a motion. Councilman Burgess offered a motion to approve the CIP excluding appropriation of the \$480,000 funding for education capital improvement requests until an adequate audit finding response is received. Vice Mayor Cheatham seconded the motion. Councilman Burgess and Vice Mayor Cheatham commented on the importance of the school adequately addressing the findings identified in the City's audit. Councilman Rabil noted that the school operating fund is not being impacted as the schools are receiving the operating fund dollars requested. Councilwoman Hilliard disagreed stating that the carryover dollars are being requested and that the funds should be included in the CIP as requested. Councilwoman Murphy agreed with Councilwoman Hilliard's comments.

The Mayor asked for the vote on the motion.

The vote was as follows:

Councilman Burgess, AYE; Councilwoman Hilliard, NAY; Vice Mayor Cheatham, AYE; Councilman Rabil, AYE; Councilwoman Murphy, NAY and Mayor Johnson-Ashburn, NAY; (Councilman McLemore absent).

The motion did not receive the required four-vote majority and therefore failed to pass.

Councilman Rabil commented that he felt the remaining CIP project appropriations should not be held up waiting for Council action on the school's request. He offered an alternative motion to approve allocation of the CIP other funds less the \$480,000 for the school capital requests. Vice Mayor Cheatham seconded this motion.

Mayor Johnson-Ashburn asked for a vote with the results as follows:

Councilman Burgess, AYE; Councilwoman Hilliard, NAY; Vice Mayor Cheatham, AYE; Councilman Rabil, AYE; Councilwoman Murphy, NAY and Mayor Johnson-Ashburn, NAY; (Councilman McLemore absent).

This motion also did not receive the required four-vote majority and therefore failed to pass. The consensus was the matter be deferred to a future meeting.

Charter Communications Franchise Agreement Renewal Update

Manager Martin gave Council some background information on the Charter Communications request to renew the Cable Franchise Agreement. The original agreement was adopted on April 22, 1996 and was for fifteen years ending on April 21, 2011.

Manager Martin shared with Council that in summer, 2015, Charter representatives indicated their renewed desire to renew the City's franchise agreement. Other than preliminary discussions, little

progress has been made until recently due to the city administration's focus on other more pressing priorities. This is driven in part because Charter and the City obviously have been operating since 2011 without any identified issues without a franchise agreement in place. Nonetheless, Charter has been persistent in desiring renewal.

Manager Martin advised Council that the City Attorney and he are now fully engaged in pursuing the matter and expect to come to Council in the near term with a recommendation on the next steps to address the Charter Communications request. In evaluating the proposed franchise agreement, the City has engaged Isle of Wight County officials as they completed a franchise renewal in 2011 that is very comprehensive and helpful to our evaluation efforts.

No action is requested at this time, with a more comprehensive update forthcoming upon completion of further negotiations and research.

FOIA Statutory Changes

Manager Martin recognized City Attorney Williams to present the new legislative requirement enacted under H 818 regarding Virginia Freedom of Information Act to Council. Attorney Williams shared at the most recent legislative assembly, HB 818 was enacted to amend in part Va. Code Section 2.2-3704.1 and to enact new Section 2.2-3704.2. Both of these enactments impact every locality placing some additional responsibilities on the localities. Section 2.2-3704.1 was amended to require each local public body to provide a link on the home page of its website to a "plain English" written and non-technical, readily understandable language using words of common everyday usage explaining the rights of a requester and the procedures to obtain public records from the local public body.

Section 2.2-3704.2 requires that the local public body appoint a FOIA officer and provide contact information for the officer. The officer's responsibility is to serve as a point of contact for members of the public in requesting public records and to coordinate the public body's response and compliance with the FOIA chapter.

Section 2.2-3704.2 (D) further provides that the term "local public bodies" shall include constitutional officers, which in the City's case would include the Treasurer and the Commissioner of the Revenue.

A proposed Rights and Responsibilities statement for the City of Franklin is included in the agenda for review. If adopted the statement would be added to the home page of the City's website. The statement as drafted does not include a reference to the Treasurer's Office or the Commissioner of Revenue's Office. If the Treasurer and/or the Commissioner desired to have a website it would be proper to put a FOIA Rights and Responsibilities statement on their respective websites. Absent creating websites for these constitutional offices it would be recommended the proposed statement be revised to include contact information for a FOIA officer in each constitutional office and put it on the City's website.

After discussing the FOIA Statutory changes, Mayor Johnson-Ashburn called for a motion.

Councilman Burgess made the motion to adopt the Rights and Responsibilities and appoint Attorney Williams, Treasurer Babb and Commissioner Rickman as the points of contacts for FOIA requests for the City of Franklin. Vice-Mayor Cheatham seconded the motion.

The motion was approved by a vote of 6 – 0 (Councilman McLemore absent).

City Manager's Report

Franklin/Southampton County HRPTO Metropolitan Planning Area (MPA)

Manager Martin sent a detailed report to Council concerning the HRPTO status of the City/County and MPA membership update. This report included an excerpt from the report by County Administrator Johnson to the County Board of Supervisors. Manager Martin expects a recommended concept to be considered, and hopefully endorsed along with the requested amendments to the current MOA, by the HRTPO at its next regular meeting on July 21st. If endorsed by the HRTPO, Manager Martin intends to present a proposed "Amended and Restated MOA" for Council consideration at the Council meeting on July 25th. Vice Mayor Cheatham as the city's representative to the HRTPO will represent Council at the HRTPO meeting. Manager Martin will attend as well and advocate the city's interests along with the Vice Mayor. In like manner, if the HRTPO approves the matter on July 21st, County Administrator Johnson will include the "Amended and Restated MOA" on the July 25th Board of Supervisors agenda for action as well. No action is requested at this meeting. This is an important step for the City and County and will result in the City/County seeing U.S. Highway 58 needs addressed in the future utilizing gas tax revenues generated from all of Hampton Roads for this purpose.

Hayden Property Closing Update

Mayor Johnson-Ashburn had asked the City Attorney to give a Hayden update.

Attorney Williams stated that there is a financial commitment in hand for the closing of the Hayden Property sale of the former school. Attorney Williams advised that upon completion of the closing, it is expected that the renovation project will be underway shortly.

COUNCIL/STAFF REPORTS ON BOARDS & COMMISSIONS

Councilman Burgess reported on the Franklin Business Center Advisory Board meeting; they have two new businesses moving in. Councilman Burgess also talked about a reverse mentoring program that would have younger business owners help seasoned business owners in regards to social media.

Vice-Mayor Cheatham reported on the meeting of the HRPDC and HRPTO saying that they were very informative. He advised that Manager Martin has a copy of the benchmarks report for the Hampton Roads area. Vice Mayor Cheatham also reported on a recent neighborhood watch meeting and thanked Mr. Frank Rickman for asking him to speak.

Councilman Rabil reported on a group from the Community Business Launch that visited Franklin for an observation report for a prospective grant that the City through DFA is in contention for. Councilman Rabil mentioned the upcoming Court Services committee meeting and reminded everyone of the Cruise-in on Wednesday and We Be Jammin' on Thursday.

Vice Mayor Cheatham asked about the schedule for the Navy band performance in Franklin and DFA Director Howe said that they would be coming August 14, 2016 for Patriotism in the Park. Director Howe also advised Council that the City of Franklin received its' national certification for being a Main Street Community for the 32nd year.

Attorney Williams made a comment on the recent Authority Board meeting of SPSA by reporting that it was a brief meeting.

Special Recognition

Mayor Johnson-Ashburn recognized Councilwoman Murphy for her service to the City of Franklin as a Council Representative for Ward 4 for the last four years. Councilwoman Murphy gave her final remarks to Council and thanked her constituents for supporting her. Councilwoman Murphy had indicated she would not be attending the Called meeting on June 28th when recognition would be made of members leaving the Council. Mayor Johnson-Ashburn presented a plaque to Councilwoman Murphy and all of Council rallied around her in support thanking her for her service on Council. Councilman Burgess offered congratulations to Councilwoman Murphy and also to the Mayor since this is her last regular meeting.

Closed Session

Councilwoman Hilliard made the motion that the Franklin City Council meet in Closed Session to specifically discuss and consider appointments to Boards and Commissions; a prospective business or industry where no previous announcement has been made of the business or industry's interest in locating its facilities in the community; and the evaluation of the performance of the City Attorney and the City Manager pursuant to Virginia Code Section 2.2-3711 (A) (1) & (5). Vice Mayor Cheatham seconded the motion.

The motion passed by a vote of 6 – 0 (Councilman McLemore absent).

The Council entered into closed session at 8:46 p.m.

Vice-Mayor Cheatham reconvened the regular meeting at 10:48 p.m. and asked for a motion certifying that during the closed session that the only matters discussed were those lawfully exempted from open meeting requirements and identified in the motion by which the closed session was convened. The motion was made by Councilman Rabil. The motion was seconded by Councilman Burgess. Mayor Johnson-Ashburn returned to the Council chambers after a brief break.

The motion was approved by a 6 – 0 vote (Councilman McLemore absent).

Action #1

Councilwoman Murphy made a motion to appoint; Henri Porter to fill an unexpired term on the Planning Commission ending on August 31, 2016 at which time reappointment to a full term will be considered. Councilman Rabil seconded the motion.

The motion was approved by a 6 – 0 vote (Councilman McLemore absent).

Action # 2

Councilwoman Murphy made a motion to recommend Robert Petty, Ronald Cornwell, Mary Lilley as regular members and Darlene Smithwick as alternate to the Board of Review of Real Estate Assessments (Board of Equalization). Councilman Rabil seconded the motion.

The motion was approved by a 6 – 0 vote (Councilman McLemore absent).

Action # 3

Councilwoman Murphy made a motion to reappoint Beth Cheatham to the Blackwater Regional Library Board as a city representative for the term beginning July 1, 2016 and ending on June 30, 2020. Councilman Rabil seconded the motion.

The motion was approved by a 6 – 0 vote (Councilman McLemore absent).

Adjournment

Vice Mayor Cheatham made a motion to adjourn the meeting; seconded by Councilman Rabil.

The motion was approved by a 6 – 0 vote (Councilman McLemore absent).

Mayor Johnson-Ashburn declared the meeting adjourned at 10:50 p.m.

These Minutes for the June 27, 2016 City Council Meeting were adopted on the 11th day of July 2016.

Mayor

Clerk to City Council

**Franklin City Council Called Meeting
Emergency Called Meeting
June 28, 2015 – 5:45 p.m.
City Council Chambers**

The Franklin City Council met in an Emergency Called Meeting on Tuesday, June 28, 2016 at 5:45 p.m. in the Council Chambers for the purpose of considering appropriations to the FY 2016 – 2017 Capital Improvement Budget.

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

Others in Attendance: Randy Martin, City Manager; Taylor Williams, City Attorney; Melissa Rollins, Finance Director; Mark Bly, Director of Power and Light; Russ Pace, Director of Public Works; Dinah Babb, Treasurer; Brenda Rickman, Commissioner of Revenue; Chief Vince Holt, Director of Emergency Services; Chief Phil Hardison and Teresa Rose-McQuay; Administrative Assistant and Acting Secretary, Recording Minutes.

Call to Order

Mayor Johnson-Ashburn called the emergency meeting of the Franklin City Council to order at 5:45 p.m.

Manager Martin advised Council on the sole purpose and necessity for the emergency meeting.

Councilman Rabil made a motion to adopt the FY 2016 – 2017 Capital Improvement Budget and Councilwoman Murphy seconded the motion.

Attorney Williams asked that the Capital Improvement projects covered by the motion be itemized.

Mayor Johnson-Ashburn read the project list included in the motion aloud:

Capital Improvement Projects – General Government (Expenditures)

Voter Machine Replacement	\$ 44,405.00
Vehicle – Fire & Rescue	\$ 32,000.00
E911 Communications Upgrade	\$175,480.00
Vehicle – Streets	\$ 15,000.00
Fairview Drive Street Improvement	\$170,000.00
Skid Steer – Streets	\$ <u>20,000.00</u>
Total General Government Projects	\$456,885.00

**Franklin City Council Called Meeting
Emergency Called Meeting
June 28, 2015 – 5:45 p.m.
City Council Chambers**

REVENUE

Restricted Fund Balance	\$ 25,000.00
Prior Year Carryover (Unassigned)	<u>\$431,885.00</u>
Total Revenue	#456,885.00

Mayor Johnson-Ashburn then recognized the motion that was presented and asked for a vote.

The vote was approved by a 6 – 0 vote (Councilman McLemore absent).

Adjournment

Councilwoman Murphy made the motion to adjourn the emergency called meeting and Councilman Burgess seconded the motion.

The motion was approved by a 6 – 0 vote.

The meeting was adjourned at 5:55 p.m.

These Minutes for the June 28, 2015 City Council Called Meeting were adopted on the 11th day of July, 2016.

Mayor

Clerk to City Council

The Franklin City Council held a called meeting on Tuesday, June 28, 2016 at 6:00 p.m. in the Council Chambers at City Hall.

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

Staff Members in Attendance: Mark Bly, Director of Power & Light; Russ Pace, Director of Public Works; Dinah Babb, Treasurer; Brenda Rickman, Commissioner of Revenue; Chief Vince Holt, Director of Emergency Services; Melissa Rollins, Director of Finance; Chief Phil Hardison, Police Department.

Other staff members in Attendance: Teresa Rose-McQuay, Administrative Assistant and Acting Secretary, Recording Minutes.

CALL TO ORDER

Mayor Johnson-Ashburn called the meeting to order at 6:00 p.m.

OPENING REMARKS

Mayor Johnson-Ashburn began the meeting with opening remarks stating these were her closing remarks as well. Mayor Johnson-Ashburn did not seek re-election in the May 3, 2016 election. Mayor Johnson-Ashburn then delivered remarks on her long tenure on Council. Mayor Johnson-Ashburn thanked her husband, family and constituents for all the support. She has served the City of Franklin on City Council since January 27, 1999. In her tenure, she had accomplished numerous tasks that have benefited the City well and her desire for the new Council is to see the work that had been started continue to flourish. She also thanked the City Manager and staff for their efforts.

CERTIFICATION of ELECTION RESULTS

City Manager R. Randy Martin presented each Council Member elect from the recent election with a certificate and a copy of the Abstract of Votes result provided by the Registrar who was out of town in training. Manager Martin reviewed aloud the results reflecting the vote totals for Wards 1, 2, 4 and Mayor At-Large.

OATHS of OFFICE

The oaths of office to elected Council members were administered by the Honorable Judge Westbrook Parker. Each elected and re-elected member of Council recited the oath for upcoming terms.

Ward 1 Vice Mayor Barry Cheatham was re-elected for the term beginning July 1, 2016 and ending on June 30, 2020. Vice Mayor Cheatham received 386 votes and he ran uncontested. There were 3 write-ins in the May 3, 2016 election.

Ward 2 Councilman Brenton Burgess was re-elected for the term beginning July 1, 2016 and ending on June 30, 2020. Councilman Burgess received 283 votes and he ran uncontested. There were 5 write-in votes in the May 3, 2016 election.

Ward 4 Councilwoman Mona Murphy was defeated by Linwood Johnson. Councilwoman Murphy received 76 votes while Linwood Johnson received 101. There were no write-in votes in this ward in the

May 3, 2016 election. Councilman-elect Johnson's term begins on July 1, 2016 and ends on June 30, 2020.

The Honorable Judge Parker took the opportunity to make a few personal remarks to Mayor Johnson-Ashburn and expressed his gratitude for her service as well as wishing her well with her future endeavors. The Honorable Judge Parker also made remarks and offered congratulations to Mayor Rabil whom he has known for years. The Honorable Judge Parker also stated that it was a pleasure to have sworn in both Mayors and commented on their dedication to the citizens of the City of Franklin.

In the Mayoral contest, Councilman Frank Rabil was elected as Mayor by a total of 1,091 votes. Councilman Greg McLemore received a total of 314 votes. There were 80 write-in votes in the May 3, 2016 election. Mayor-elect Rabil's term begins on July 1, 2016 and ends on June 30, 2018.

RECOGNITION

Members of Council celebrated in the accomplishments and professionalism of Mayor Johnson-Ashburn, as well as thanked her for her dedication to the City of Franklin. Each current Council member made positive personal remarks to Mayor Johnson-Ashburn. Mayor-elect Rabil asked Council to join him as he presented a plaque of recognition to Mayor Johnson-Ashburn for her service.

Councilwoman Murphy who was absent from this called meeting was recognized at the June 27, 2016 regular meeting with a plaque.

CLOSING REMARKS

Mayor-elect Rabil then recognized each member of Council including Councilman-elect Johnson for remarks. Each member thanked supporters and made brief comments.

Mayor-elect Rabil thanked Mayor Johnson-Ashburn for all of the contributions she had made to the City of Franklin and emphasized the strides in Economic Development. Mayor-elect Rabil thanked the citizens of the City of Franklin for their support. Mayor-elect Rabil stated that with the help of the members of Council he is looking forward to continued success.

ADJOURNMENT

Vice Mayor Cheatham made the motion to adjourn the meeting and Councilman Burgess seconded the motion.

The motion was approved by a vote of 5 – 0 (Councilwoman Murphy and Councilman McLemore absent).

The meeting was adjourned at 6:29 p.m.

These minutes for the June 28, 2016 Called City Council Meeting were adopted on the 11th day of July, 2016.

Mayor

Clerk to Council

BIENNIAL COUNCIL ORGANIZATIONAL MEETING

- A. Mayor's Organizational Remarks**
- B. Selection of Vice-Mayor**
- C. Boards & Commissions Council Assignments**
- D. FY 2016 – 2017 Regular Meeting Schedule**

VIRGINIA STATUTORY AUTHORITY

15.2-1422. Electing a chairman and vice-chairman; mayor and vice-mayor.

Unless the chairman or mayor is elected by popular vote, every governing body, at its first meeting after taking office, shall elect one of its number as presiding officer. Such officer shall be called "chairman" if a member of a board of supervisors and "mayor" if a member of a city or town council. Such member, if present, shall preside at the first meeting and all other meetings during the term for which so elected. The governing body also shall elect a vice-chairman or vice-mayor, as the case may be, who shall preside at meetings in the absence of the chairman or mayor and may discharge any duty of the chairman or mayor during his absence or disability. Chairmen and vice-chairmen, mayors and vice-mayors, may be so elected to serve for terms corresponding with their terms as supervisors or councilmen or may be elected for such other period as determined by the governing body. Whenever any board or council at the time of such election, fails to designate the specific term of office for which a chairman or vice-chairman, a mayor or vice-mayor, is elected, it shall be presumed that such officers were elected for a term of one year and shall serve until their successors have been elected and qualify. Chairmen and vice-chairmen, mayors and vice-mayors, may succeed themselves in office. In the case of the absence from any meeting of the chairman and vice-chairman, mayor and vice-mayor, the members present shall choose one of their number as temporary presiding officer.

1997, c. 587.

CITY CODE EXCERPT

§ 3.06. Powers and duties of mayor and vice-mayor.

The mayor and vice-mayor in office at the effective date of this charter amendment are hereby continued in office for the terms for which they were elected and until their successors have been elected and qualified. The mayor shall preside over the meetings of the council and shall have the same right to vote and speak therein as other members. He shall have no veto power. He shall be recognized as the head of the city government for all ceremonial purposes, the purposes of military law, and the service of civil process. At the first meeting of the council after July 1, 1988, and at each first meeting immediately following the taking of office of councilmen after a councilmanic election, the council shall choose by majority vote of all the members thereof one of their number to be vice-mayor for the ensuing term of two years. The vice-mayor, in the absence or disability of the mayor, shall perform the duties of mayor. (1962, c. 155; 1974, c. 17; 1987, c. 64)

Boards & Commission Council Assignments
Effective: July 14, 2014

Boards/Commissions

Current Designees

HRPTO Hampton Roads Transportation Planning Organization	Vice Mayor Barry Cheatham
HRPDC Hampton Roads Planning District Commission	Vice Mayor Barry Cheatham
HREDA Hampton Roads Economic Development Alliance	Mayor Raystine D. Johnson-Ashburn
FRANKLIN BUSINESS Incubator Advisory Board	Councilman Benny Burgess
Western Tidewater Regional Jail Authority	Vice Mayor Barry Cheatham
DFA Downtown Franklin Association	Councilman Frank Rabil
HRTAC Hampton Roads Transportation Accountability Commission	Mayor Raystine D. Johnson-Ashburn
HRMFFA Hampton Roads Military and Federal Facilities Alliance	Mayor Raystine D. Johnson-Ashburn
HAMPTON ROADS MAYORS and CHAIRS	Mayor Raystine D. Johnson-Ashburn
BUSINESS FRIENDLY COMMITTEE	Councilman Frank Rabil
HOUSING ADVISORY BOARD	Councilwoman Mary Hilliard
FRANKLIN/SOUTHAMPTON COURT SERVICES COMMITTEE	Councilman Frank Rabil
FRANKLIN/SOUTHAMPTON UTILITY STUDY MANAGEMENT TEAM	Councilman Benny Burgess
CDBG MADISON STREET AREA MANAGEMENT TEAM	Mayor Raystine D. Johnson-Ashburn Councilwoman Mary Hilliard



**COUNCIL REGULAR MEETING SCHEDULE
FISCAL YAR 2016 – 2017**

<u>MONTH/YEAR</u>	<u>1ST MEETING</u>	<u>2ND MEETING</u>
<u>2016</u>		
JULY	11th	25th
AUGUST	8th	22nd
SEPTEMBER	12th	26th
OCTOBER	Columbus Day (NO MEETING)	24th
NOVEMBER	14th	28th
DECEMBER	12th	CHRISTMAS (NO MEETING)
<u>2017</u>		
JANUARY	9th	23rd
FEBRUARY	6th	27th
MARCH	13th	27th
APRIL	10th	24th
MAY	8th	22nd
JUNE	12th	26th

MEETING TIME: REGULAR MEETINGS @ 7:00 p.m.
LOCATION: City Hall – 207 West 2nd Avenue – Council Chambers

OLD/NEW BUSINESS

- A. Ward 6 Council Vacancy Appointment – H. Taylor Williams, IV, City Attorney**
- B. City Manager’s Report**

COUNCIL/STAFF REPORTS ON BOARDS & COMMISSIONS