

**AGENDA**

## FRANKLIN CITY COUNCIL

MONDAY, August 22, 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: August 8, 2016 Regular Meeting
- B. Departmental Reports: July, 2016 (Separate File)

**2. FINANCE**

- A. FY 2015 – 2016 End-of-Year Financial Report
- B. FY 2015 – 2016 City Budget Amendment #2016 – 21
- C. FY 2016 – 2017 City Budget Amendment #2017 - 02
- D. City Treasurer Report: Postal Lock Box Update – Dinah Babb, Treasurer

**3. OLD/NEW BUSINESS**

- A. Resolution Requesting Membership in the HRTPO
- B. City Manager's Report
  - 1. Office Closing Schedule for Commissioner of Revenue & Treasurers' Office

**4. COUNCIL/STAFF REPORTS ON BOARDS & COMMISSIONS****5. CLOSED SESSION – (If Necessary)****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****Commercial Rehabilitation Loan Program****September, 2016 (Tentative)****Rental Housing Inspection Program Public Hearing****September, 2016 (Tentative)****Charter Communications Franchise Agreement****TBA****Council/School Board Joint Called Meeting****TBA**

---

**CONSENT AGENDA**

- A. Minutes: Minutes: August 8, 2016 Regular Meeting**
- B. Departmental Reports: July, 2016 (Separate File)**

The Franklin City Council held its regular meeting on Monday, August 8, 2016 at 7:00 p.m. in the Council Chambers at City Hall.

**Council Members in Attendance:** Frank M. Rabil, Mayor; Barry Cheatham, Vice-Mayor; Linwood Johnson, Mary Hilliard, Benny Burgess and Greg McLemore (Ward 6 Seat vacant).

**Staff in Attendance:** Randy Martin, City Manager; Taylor Williams, City Attorney; Chief Phil Hardison, Police Department; Mark Bly, Director of Power and Light; Brenda Rickman, Commissioner of Revenue; and Dinah Babb, Treasurer.

**Others in Attendance:** Officer Brian Snow, Franklin Police Department; Amanda Jarratt, President and CEO, Franklin Southampton Economic Development, Inc. (FSEDI); Dan Howe, Executive Director, Downtown Franklin Association (DFA); and Teresa Rose-McQuay; Administrative Assistant and Acting Secretary, Recording Minutes.

### **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited by everyone in attendance.

### **CITIZENS' TIME**

Mr. John C. McBride of 126 Dunn Circle, Hampton, VA 23666 is the Executive Pastor of King Community Church located at 1538 Carrsville Highway, Franklin, VA 23851. Mr. McBride endorsed Dr. Antwan Hatch for the Ward 6 vacancy on Council.

Mr. Terrance D. Johnson of 118 Niblick Circle, Suffolk, VA 23434 is also the Pastor of King Community Church located at 1538 Carrsville Highway, Franklin, VA 23851. Mr. Johnson spoke of the benefits that Dr. Hatch acquired from the Franklin community and his character while also endorsing him for the Ward 6 Council vacancy.

Mr. Adam Grant of 44 Crescent Drive, Franklin spoke of the motivation he received from his uncle Dr. Antwan Hatch. He also endorsed Dr. Hatch for the Ward 6 vacancy.

### **AMENDMENTS TO AGENDA**

Mayor Rabil asked if there were any amendments to the agenda.

Councilman Burgess made a motion to amend the agenda to include an update of the Franklin City Public Schools Capital Funds budget from the School Board meeting that he attended on Thursday, August 4, 2016. Vice-Mayor Cheatham seconded the motion.

Mayor Rabil asked for a vote.

The motion was approved by a vote of 6 – 0 (Ward 6 Seat vacant).

Mayor Rabil moved the update and discussion of the Schools Capital Fund to Item B under Old/New Business and moved the City Manager's report to Item C.



**Consent Agenda****Minutes of the July 25, 2016 Regular Meeting and August 2, 2016 Called Meeting**

Mayor Rabil asked if there were any corrections to the minutes of the July 25, 2016 regular meeting and the August 2, 2016 called meeting. Hearing none, he asked for a motion.

Vice-Mayor Cheatham made the motion to approve both sets of minutes as presented and Councilwoman Hilliard seconded the motion.

The motion was approved by a vote of 6 - 0 (Ward 6 Seat vacant).

**FINANCE****FY 2016 – 2017 Budget Amendment #2017 – 01**

Mayor Rabil recognized Manager Martin to present FY 2016 – 2017 Budget Amendment # 2017 – 01. Manger Martin reported that the City received the following grants:

Fund 220 – Franklin Southampton Charities - \$5,000 for Franklin Fire & Rescue and \$5,000 for Hunterdale Fire & Rescue for a total of \$10,000.

Fund 100 – Byrne Justice Assistance Grant for the Franklin Police Department in the amount of \$6,000 with \$5,400 in Federal money with a Local match of \$600.

Manager Martin recommended the Council authorize acceptance of the grants and donations by approving FY 2016 – 2017 City Budget Amendment # 2017 – 01 which appropriates the funds for expenditure.

Mayor Rabil asked if there were any comments or questions concerning FY 2016 – 2017 City Budget Amendment # 2017 – 01.

Vice-Mayor Cheatham made the motion to approve FY 2016 – 2017 City Budget Amendment 2017 – 01 and Councilman Johnson seconded it.

The motion was approved by a vote of 6 - 0 (Ward 6 Seat vacant).

**OLD/NEW BUSINESS****Ward 6 Council Vacancy Appointment**

Mayor Rabil reported that there were two nominees for the Ward 6 Council Vacancy Appointment that the Council had interviewed. Mayor Rabil stated that both candidates interviewed were very impressive.

Councilman Burgess made the motion to appoint Mr. Robert Cutchins, II to the vacant Ward 6 seat and Vice-Mayor Cheatham seconded the vote.

Mayor Rabil asked if there were any questions or comments on the motion.

After discussion among Council members, they voted on the motion.

The vote was as follows:

Councilman Johnson, NAY; Councilwoman Hilliard, NAY; Vice-Mayor Cheatham, AYE; Mayor Rabil, AYE ; Councilman McLemore, NAY; and Councilman Burgess, AYE (Ward 6 Seat vacant).

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

Councilman Johnson then offered a motion to appoint Dr. Antwan Hatch to the vacant Ward 6 seat and Councilwoman Hilliard seconded the motion.

Mayor Rabil asked if there were any questions or comments on the motion.

After discussion among Council members, they voted on the motion.

The vote was as follows:

Councilman Johnson, AYE; Councilwoman Hilliard, AYE; Vice-Mayor Cheatham, NAY; Mayor Rabil, NAY; Councilman McLemore, AYE; and Councilman Burgess, NAY (Ward 6 Seat vacant).

The motion did not pass due to a lack of the required four vote majority.

Mayor Rabil offered a personal apology to the citizens of the City of Franklin and the nominees for the lack of the Council being able to appoint an Interim Representative for Ward 6. Councilman McLemore also gave an apology.

Mayor Rabil advised Attorney Williams of the need to notify the Circuit Court that Council was unable to come to a consensus to fill the Ward 6 vacancy.

After considerable questions and comments regarding the process with the courts and the timing of a Special Election, Attorney Williams recommended consideration of a motion indicating the desire of the Council.

Councilman Burgess made the motion to authorize the City Attorney to file a petition with the Circuit Court to act in accordance with state statute of 24.2 – 228 concerning the vacancy appointment process and Vice-Mayor Cheatham seconded it.

The vote was as follows:

Councilman Johnson, AYE; Councilwoman Hilliard, AYE; Vice-Mayor Cheatham, AYE; Mayor Rabil, AYE; Councilman McLemore, NAY; and Councilman Burgess, AYE (Ward 6 Seat vacant).

### **OLD/NEW BUSINESS**

#### **Update of the Franklin City Public Schools Capital Fund Budget**

Mayor Rabil recognized Councilman Burgess to give an update on the Franklin City Public Schools Capital Fund Budget from the School Board meeting held on Thursday, August 4, 2016 in the School Administration conference room located at 207 West Second Avenue.

Councilman Burgess stated that the schools would like a joint meeting with the City Council in regards to the Capital Fund Budget items that they requested in the FY 2016 – 2017 Budget. Councilman Burgess commented that there appears to be some confusion as to what the Council is requesting from the School Board concerning the answers to the questions raised in the City's FY 2016 – 2017 budget process particularly concerning the audit findings and responses received for FY 2014 – 2015 .

Councilman Burgess commended new Chairwoman Hall-Leonard for her guidance and direction of the School Board meeting. Councilman Burgess stated that everyone was given the opportunity to speak and the Board as a whole came together to determine the direction of the Board as a whole.

Mayor Rabil stated that he would meet with the Chair to set a date that is agreeable to the Council as well as the Board to discuss the Capital Fund Budget for FY 2016 – 2017. The consensus of the Council was for Mayor Rabil to pursue the request to schedule a joint meeting.

### **City Manager's Report**

#### **Public Notice Board of Equalization**

Manager Martin advised Council and citizens' of the publication of the Public Notice that the City Board of Equalization will meet on October 3, 4 & 18 for the purpose of hearing complaints of inequalities in property valuations including errors in acreage. The appointments will be scheduled every 20 minutes to minimize waiting. To appear before the Board of Equalization citizens need to call Betty Tarkington at (757) 562 – 4870. The meetings will be held at City Hall in the City Council Chambers conference room at 207 West Second Avenue.

Council members asked questions about the process and the City Manager offered responses and the City Attorney advised Council on the legal limitations of the Board and the process followed.

#### **Lowes Project Update on Barrett's Landing Boat Ramp**

Manager Martin updated Council on the renovations at the Boat Ramp project. The Lowe's Home Improvement store here in Franklin; in conjunction with a City of Franklin Public Works crew and representatives from the Virginia Department of Game and Inland Fisheries have begun work on the dock and other improvements along the Blackwater River boardwalk and at the boat ramp. Manager Martin thanked all those working on the project for their hard work. Manager Martin invited Council and citizens to take a look at the project which will be completed this week.

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

Mayor Rabil reported on the Franklin Southampton Shared Services meeting. Mayor Rabil stated the Shared Services Committee is looking at some projects that will benefit both the City and the County.

Mayor Rabil reported that there will be a Downtown Franklin Association (DFA) Board meeting on Wednesday, August 10, 2016 at the Train Station. Mayor Rabil reminded everyone of Cruise-In on Wednesday; there were 93 cars last week. The Farmer's Market will be open on Wednesday, August 10, 2016. No We Be Jammin concert this week because of the Franklin Southampton County Fair. Mayor Rabil invited everyone to come out and enjoy the fair.

**Closed Session**

Councilman Burgess made the motion that the Franklin City Council meet in Closed Session to discuss and consider appointments to boards and commissions; and to discuss a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community pursuant to Virginia Code Section 2.2 – 3711 (A) (1) and (5). Councilwoman Hilliard seconded the motion.

The motion was approved by a 6 – 0 vote (Ward 6 Seat vacant).

**The Council entered into closed session at 8:01 p.m.**

Mayor Rabil reconvened the open session at 8:49 p.m. and asked for a motion certifying the closed session.

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

The motion was approved by a 6 – 0 vote (Ward 6 Seat vacant).

**Adjournment**

Councilman Johnson made a motion to adjourn the meeting which was seconded by Councilwoman Hilliard.

The motion was approved by a 6 – 0 vote (Ward 6 Seat vacant).

**Mayor Rabil declared the meeting adjourned at 8:50 p.m.**

**These Minutes for the August 8, 2016 City Council Meeting were adopted on the 22<sup>nd</sup> day of August, 2016.**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk to City Council

**FINANCE**

- A. FY 2015 – 2016 End-of-Year Financial Report**
- B. FY 2015 – 2016 City Budget Amendment #2016 – 21**
- C. FY 2016 – 2017 City Budget Amendment #2017 - 02**
- D. City Treasurer Report: Postal Lock Box Update – Dinah Babb, Treasurer**



For the period ending June 30, 2016

Based on Unaudited Financial Data

# Basis for Preliminary Report

2

- The information enclosed in the City's preliminary year end financial report for June 30, 2016 is based on information received and reviewed through July 31, 2016.
- The report contains provisions for **most** revenue and expenditure accruals
- Transfers to other funds are estimated therefore, the impact to the City's year end fund balance (GF) is estimated



# Revenue Highlights

3

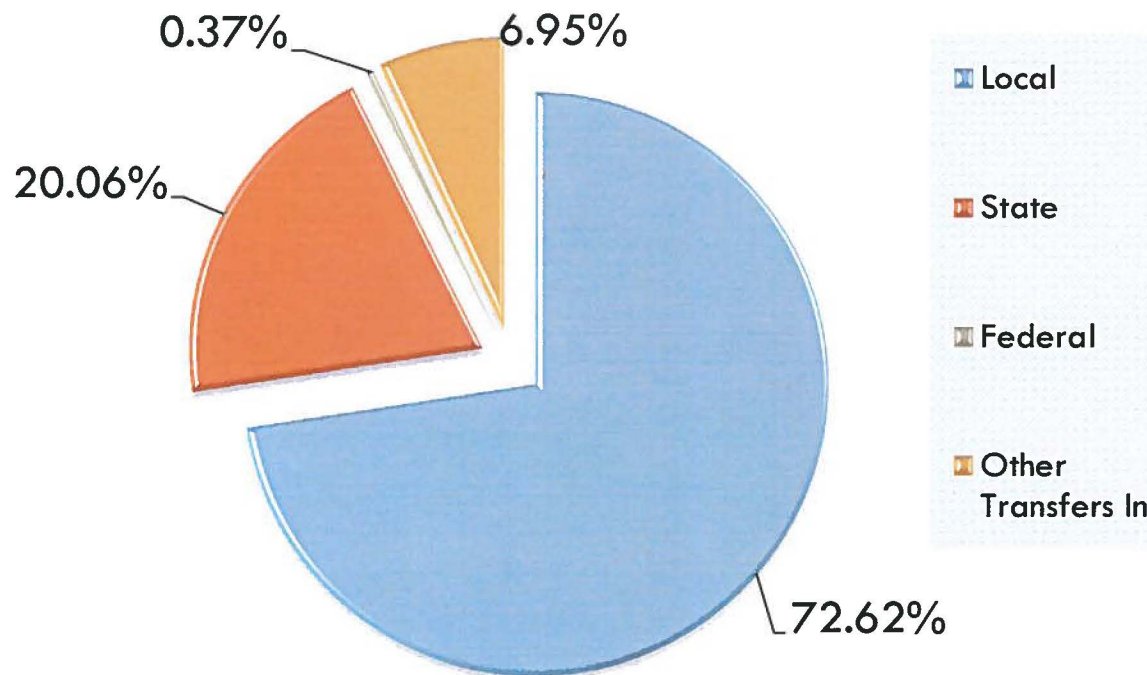
- ❑ Overall General Property Taxes collected - \$7.42 million, 99.5% of budget – **5.5 % increase over FY15 collections of \$7.03 million**
  - ❑ **Current Real Estate taxes** - \$5.23 million, 96.0% of budget and 5.5% higher than FY14-15 collections of \$4.96 million
  - ❑ **Personal Property taxes** - at \$1.52 million is 105% of budget; revenue increased by 7.0% from the \$1.42 mil realized last year.
  - ❑ **Other general property taxes**: Penalty and Interest, machinery and tools and public service corporation taxes – collectively totaled \$269,616 or 99.7% of budget; all sources are consistent with prior period collections.



# General Fund REVENUE SUMMARY BY SOURCE

4

		<b>SUMMARY</b>	
LOCAL	\$	16,325,604	
FEDERAL	\$	99,199	
STATE	\$	4,513,031	
OTHER - TRANSFERS IN	\$	<u>1,547,601</u>	
<b>TOTAL GENERAL FUND REVENUE</b>	<b>\$</b>	<b>22,485,435</b>	



# General Property Taxes- Overall BUDGET COMPARISON

5

REVENUE SOURCE	ACTUAL 6/30/2016	BUDGET 6/30/2016	BUDGET %
Real Estate Taxes-Current	\$ 5,235,735	\$ 5,456,874	95.9%
Real Estate Taxes-Delinquent	361,577	190,000	190.3%
Personal Property Taxes-Current	1,522,258	1,450,000	105.0%
Personal Property Taxes-Delinquent	39,244	65,000	60.4%
Machinery & Tools	19,402	23,577	82.3%
Penalties & Interest Taxes	183,126	179,830	101.8%
Public Service Corporation Taxes	67,088	66,863	100.3%
<b>GENERAL PROPERTY TAX</b>	<b>\$ 7,428,430</b>	<b>\$ 7,432,144</b>	<b>99.95%</b>



# General Property Taxes- Overall PRIOR YEAR COMPARISON

6

REVENUE SOURCE	ACTUAL 6/30/2015	ACTUAL 6/30/2016	Dollar Variance	Percent Variance
Real Estate Taxes-Current	\$ 4,961,545	\$ 5,235,735	\$ 274,190	5.5%
Real Estate Taxes-Delinquent	322,742	361,577	\$ 38,835	12.0%
Personal Property Taxes-Current	1,421,429	1,522,258	\$ 100,829	7.1%
Personal Property Taxes-Delinquent	79,798	39,244	\$ (40,554)	-50.8%
Machinery & Tools	18,867	19,402	\$ 535	2.8%
Penalties & Interest Taxes	169,797	183,126	\$ 13,329	7.8%
Public Service Corporation Taxes	64,977	67,088	\$ 2,111	3.2%
<b>GENERAL PROPERTY TAX</b>	<b>\$ 7,039,155</b>	<b>\$ 7,428,430</b>	<b>\$ 389,275</b>	<b>5.5%</b>



# Local Tax Revenue (Budget Vs. Actual Comparison)

7

	<b>FY 15-16 Budget</b>	<b>FY 15-16 Est. Actual</b>	<b>% of Budget Realized</b>
Local Sales & Use	\$ 1,800,000	\$ 1,760,090	97.8%
Cigarette Taxes	\$ 325,000	\$ 352,199	108.4%
Business License Taxes	\$ 950,000	\$ 967,379	101.8%
Meals Taxes	\$ 1,350,000	\$ 1,494,137	110.7%
Lodging Taxes	\$ 150,000	\$ 123,626	82.4%
<b>Total Local Tax Revenue</b>	<b>\$ 4,575,000</b>	<b>\$ 4,697,431</b>	<b>102.7%</b>

# Local Tax Revenue (Trend Analysis)

8

FYE	Business Licenses	Meals Tax	Lodging Tax	Cigarette Taxes	Sales & Use Taxes	TOTALS
FY11	\$ 941,650	\$ 1,154,659	\$ 117,911	\$ 208,592	\$ 1,592,996	\$ 4,015,807
FY12	\$ 934,328	\$ 1,330,207	\$ 198,481	\$ 244,959	\$ 1,683,980	\$ 4,391,956
FY13	\$ 923,492	\$ 1,259,747	\$ 152,875	\$ 356,358	\$ 1,782,760	\$ 4,475,232
FY14	\$ 953,294	\$ 1,299,247	\$ 149,854	\$ 342,433	\$ 1,722,798	\$ 4,467,626
FY15	\$ 921,270	\$ 1,439,601	\$ 149,166	\$ 373,904	\$ 1,797,520	\$ 4,681,461
FY16	\$ 967,379	\$ 1,494,137	\$ 123,626	\$ 352,198	\$ 1,760,090	\$ 4,697,430
1 year Trend	\$ 46,109	\$ 54,536	\$ (25,540)	\$ (21,706)	\$ (37,430)	\$ 15,969
				Prior Year Growth Trend		0.34%
5 year Trend	\$ 25,729 2.7%	\$ 339,478 29.4%	\$ 5,715 4.8%	\$ 143,606 68.8%	\$ 167,094 10.5%	\$ 681,623
				Five Year Growth Trend		16.97%



*Sustainability*



# Other Significant Revenue Events – Industrial Corridor Shared Revenue Recovery

9



IOW Revenue Sharing



# Other Significant Revenue Events- Grants – General Fund FY 15-16

10

Grant Revenue	Service Area	Amount
SAFER Grant	Public Safety	\$ 42,942.00
VDOT Primary Extension	Public works	\$483,870.00
Rescue Squad Assistance Grant	Public Safety	\$ 13,508.00
ARTS Grant	Public Safety	\$ 5,000.00
Byrne Justice Police Grant	Public Safety	\$ 1,288.00
Four For Life	Public Safety	\$ 7,381.00
Litter Control	Community Development	\$ 6,427.00
PSAP Grant	Public Safety	\$ 55,254.00
<b>Total FY 14-15</b>		<b>\$ 625,670.00</b>



# GENERAL FUND EXPENDITURES

For the period ending June 30, 2016



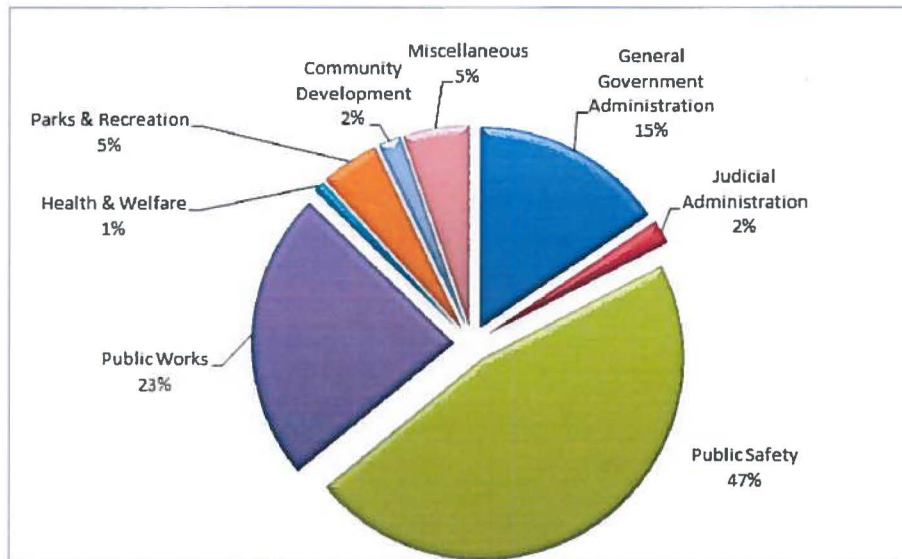
Based on Unaudited Financial Data



# General Fund Expenditures (current year actual to budget and prior year comparison)

12

Department	FY 15-16 Expenditures	FY 15-16 Amended Budget	YTD June 30 2016	Remaining Balance	% of Budget	Prior Year Variance
General Government Administration	2,211,912.37	2,588,069.00	2,394,990.12	193,078.88	92.5%	183,077.75
Judicial Administration	320,562.23	309,525.00	299,463.50	10,061.50	96.7%	-21,098.73
Public Safety	7,416,151.85	7,491,028.00	7,199,169.77	291,858.23	96.1%	-216,982.08
Public Works	2,970,312.89	4,019,682.00	3,604,487.80	415,194.20	89.7%	634,174.91
Health & Welfare	145,198.00	156,198.00	145,198.00	11,000.00	93.0%	0.00
Parks & Recreation	712,031.09	746,602.00	721,196.74	25,405.26	96.6%	9,165.65
Community Development	325,589.44	317,879.00	281,422.52	36,456.48	88.5%	-44,166.92
Miscellaneous	698,631.16	813,000.00	812,420.27	579.73	99.9%	113,789.11
Subtotal	14,800,389.03	16,441,983.00	15,458,348.72	983,634.28	94.0%	657,959.69
Transfers to Other Funds	7,048,282.44	6,941,519.00	6,781,306.36	160,212.64	97.7%	-266,976.08
<b>General Fund Expenditure Total</b>	<b>21,848,671.47</b>	<b>23,383,502.00</b>	<b>22,239,655.08</b>	<b>1,143,846.92</b>	<b>95.1%</b>	<b>390,983.61</b>



# General Fund Expenditure Highlights

13

- Expenditures of \$15.45 mil (94% of budget) are \$658,000 or 4.4% more when compared to prior year expenditures of \$14.80 mil.

## ***Reductions are noted in the following areas:***

- Juvenile detention care- \$38K
- Fuel Costs – \$46K
- Health Insurance - \$100K
- Building Maint & Repairs - \$41K
- Telecommunications - \$50K
- Drainage - \$70K
- Debt service General Fund - \$160K
- One Time Expenditures Public Safety - \$408K  
PSAP Grant. Police Vehicles, Records Room Improvement & Ambulance/Medic

## ***Increases are noted in the following areas:***

- Telecommunications - \$80K
- Jail Administration - \$69K
- Retiree Health Care - \$26K
- Current Year Assessment - \$51K
- Elections - \$26K
- Information Technology Equip/software- \$51K
- Payment to County - \$110K
- Emergency Services Worker's Comp - \$30K
- Regular and OT Salaries Police & E911 - \$123K
- Paving - \$350K
- Vehicle - \$25K
- Special Paving Project - \$489K

# Franklin/Southampton Cost of Shared Services



14

FISCAL YEAR 15-16 (Year 3 of Consolidation)

□ **FY 15-16 Net Cost to City = \$174,814**

FISCAL YEAR 14-15 (Year 2 of Consolidation)

□ **FY 14-15 Net Cost to City = \$201,853**

FISCAL YEAR 13-14 (Year 1 of Consolidation)

□ **FY 13-14 Net Cost to City = \$150,307**

FISCAL YEAR 12-13 (Prior to Consolidation)

□ **FY 12-13 Net Cost to City = \$325,537**

**City Cost = Expenditures for Planning & Inspections less recovered cost from Southampton County, planning & building related Permits & Fees and grants restricted for Community Development.**

Cost to City is \$174,814 or 46.3% less when compared to FY 12-13, (the most recent year prior to the Shared Services Arrangement).



# Estimated Fund Balance at June 30, 2015 (unaudited)

15

Beginning Fund Balance - 6/30/15	7,069,206
Total Revenues	\$ 20,937,833
Total Expenditures	\$ (20,445,839)
Excess of Revenue over Expenditures	\$ 491,994
Add: Transfers In	1,547,801
Less: Transfers Out	(1,838,911)
Net Change in FY 14-15 Fund Balance	\$ 200,884
<b>Total Fund Balance Ending - 6/30/16</b>	<b>7,270,090</b>

<b>6/30/16 Ending Fund Balance</b>	<b>\$ 7,270,090</b>
<b>Fund Balance Classifications:</b>	
Non Spendable	\$ 969,874
Restricted	302,800
Committed	0
Assigned	<u>886,400</u>
<i>Total Non-Spendable, Restricted, Committed &amp; Assigned</i>	<i>2,159,074</i>
<b>Amount Unassigned</b>	<b>\$ 5,111,016</b>

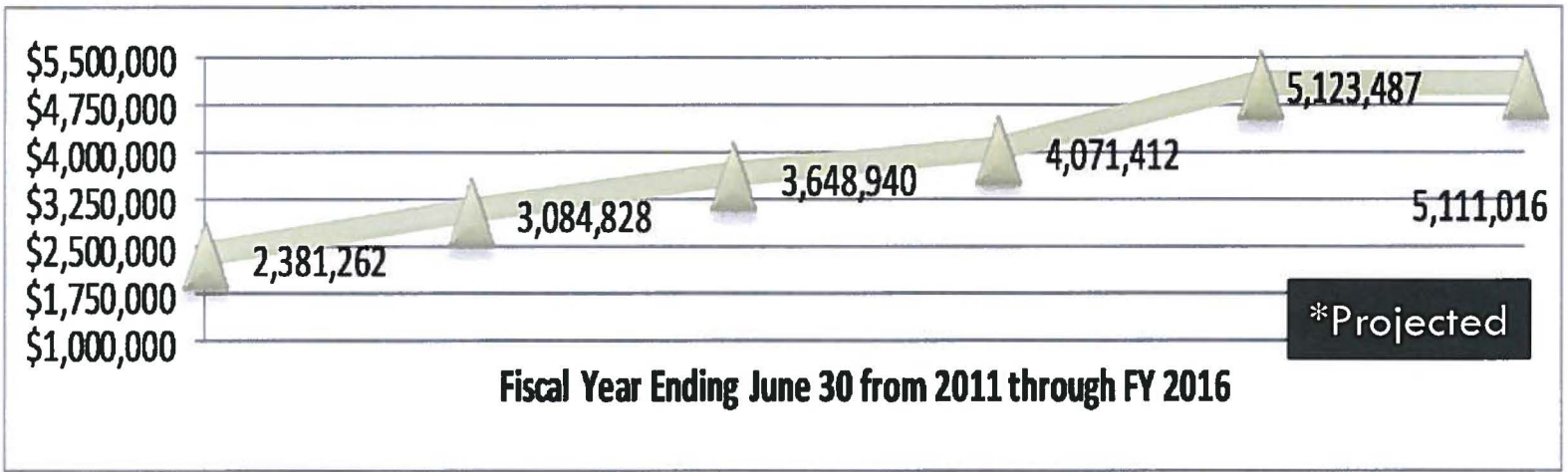
Only a Portion of the \$7.27 mil is Available for Spending

\$5.11 mil is the estimated unassigned fund balance; the portion available for spending

# Fund Balance Policy Evaluation at June 30, 2015

Fund Balance Policy Evaluation		
	FYE16 Projected	FYE2015
Budgeted Annual Expenditures	22,373,141	\$ 22,653,361
<i>Policy: Minimum of 15% of budgeted annual expenses</i>	\$ 3,355,971	\$ 3,398,004
<b>Unassigned Fund Balance</b>	<b>\$ 5,111,016</b>	<b>\$ 5,123,487</b>
Amount Below/Above Policy Guidelines	\$ 1,755,045	\$ 1,725,483
<i>Fund Balance as a Percentage of Budgeted Expenditures</i>	22.84%	22.62%
<b>Amended Annual Budget</b>	<b>23,640,546</b>	<b>\$23,831,646</b>
<i>Fund Balance as a Percentage of Revised Budget</i>	21.6%	21.5%

A strong Unassigned fund balance is critical to financial planning







# PRELIMINARY FINANCIAL REPORT **ENTERPRISE FUNDS**

For the period ending June 30, 2016



Based on Unaudited Financial Data

# Airport Fund

18

- Fuel Sale Revenue of \$54,500 is 22% or lower than prior year collections at \$72,000
  - On the expenditure side, fuel purchases were 25% or \$11,000 less than the prior year
- General Fund Support = \$79,305 at 8/03/16.
- Federal/State Funded Grants totaling \$56,000
- Expenditures Associated with Grant Funding total \$56,000

# Water & Sewer Fund

19

## □ Revenue Analysis

- Revenue from the sale of water reached \$1.16 mil (90% of the \$1.3 mil budget); revenue reported is less than average due to a prior period (June 2015 adjustment in which more revenue was reported than average)
- Revenue from sewer charges reached \$1.58 mil (90% of budget); less than average as a result of the prior year adjustment.

## □ Expenditure Analysis

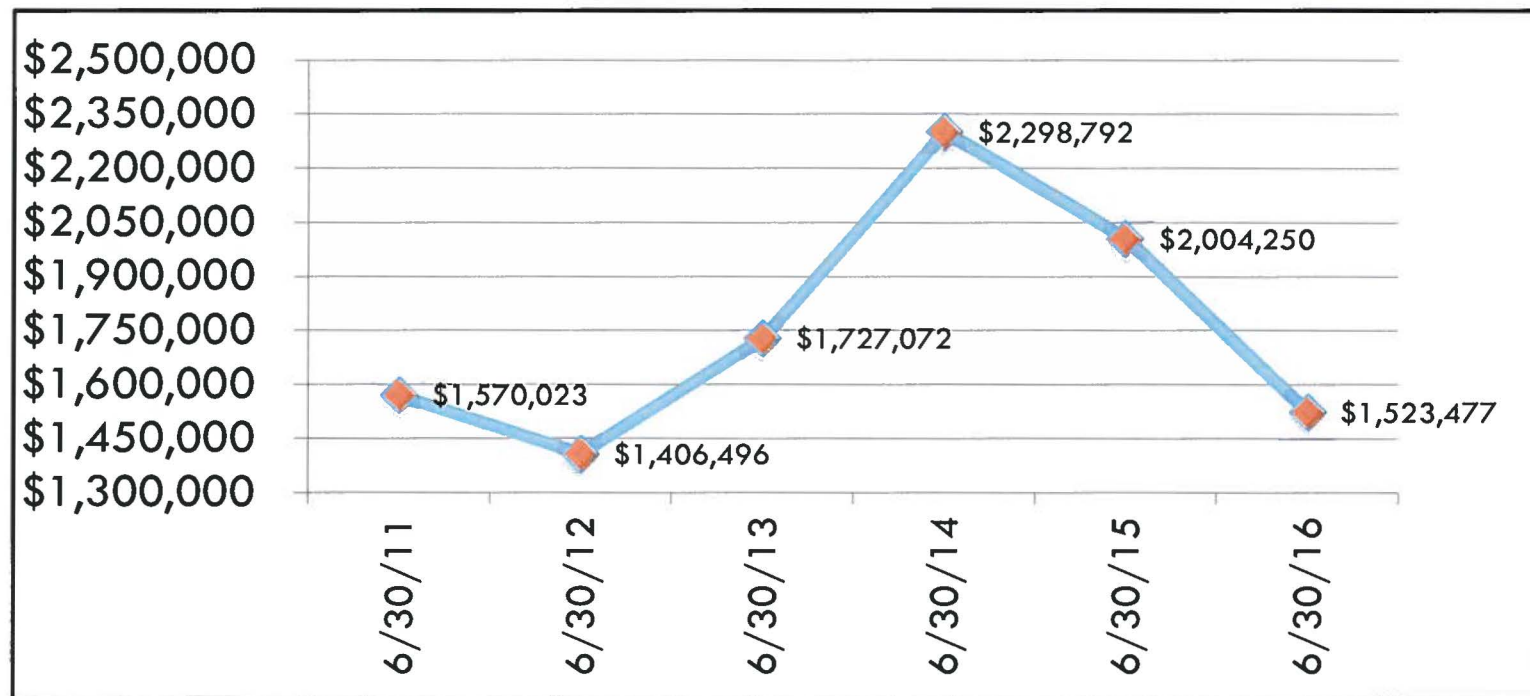
- Total expenditures of \$3.43 mil exceeded prior year expenditures of \$2.87 mil (water and wastewater projects completed in FY16 as planned)
- Overall expenditures in the Fund exceeded revenue by \$564,973; over \$630,000 was included in the budget as use of fund balance to fund capital projects.



# Water & Sewer Fund Cash Balance

20

- Cash balance at June 30, 2016 = \$1.52 mil
- Cash Balance decreased by \$480,000 during the fiscal year (planned water & sewer rehab projects totaled over \$800K)



# Solid Waste Fund

21

## □ Revenue Analysis

- Revenue from waste collection & disposal reached \$1.30 mil (99% of budget); this is slightly lower than prior year collections of \$1.36 mil as expected.

## □ Expenditure Analysis

- Operating expenditures were \$1.08 mil prior to transfer to general fund and consistent with prior year expenditures.
- YTD Expenditures of \$1.38 mil exceeded revenues of \$1.30 mil by \$83K. A planned use of \$80K in fund balance was included in the budget.

# Solid Waste Fund – Cash Balance

22

- Cash balance at June 30, 2016 = \$413,763
- Cash Balance increased by \$76,000 during the fiscal year ( a portion of cash was used to acquire capital assets totaling \$160,000- i.e. PAYGO)



Cash Balance is above the minimum policy guideline of 25% of revenue (net of reserves)

# Electric Fund –Analysis

23

- ❑ **Revenue from energy sales** reached \$13.78 mil or 93% of budget; FY15 revenue was \$15.47 for a decrease of \$1.7 mil or 11%
  - ❑ Actual revenue expectations = 88% of budget for energy for sale and 75% of budget for fuel adjustment)
- ❑ **Expenditures from energy sales** = \$9.13 mil
  - ❑ 94% of budget and 6.1% or \$598K less than prior year
- ❑ **Expenditures from fuel adjustment cost** = \$1.04 mil (in line with revenue of \$994K due to pass thru costs) represents 77% of budget and nearly 50% or \$1.0 mil less than the prior year costs
- ❑ **Overall, expenditures** reached \$14.24 mil or 90% of the total budget; a decrease of \$1.2 mil from the prior year period.



# Electric Fund – Expenditure Analysis

24

- **Operating expenditures increased** by \$236,000 or 17% from \$1.36 mil to \$1.59 mil in FY 16
- Increases Noted:
  - Contractual services & personnel cost - \$206K
  - SCADA Maintenance increased - \$31K
  - Vehicle Maintenance & Supplies – 20K
  - Generator Maintenance - \$13K
- Decreases Noted:
  - BCBS - \$18K
  - Vehicle Repairs - \$22K
  - Generation & Vehicle Fuel - \$23K

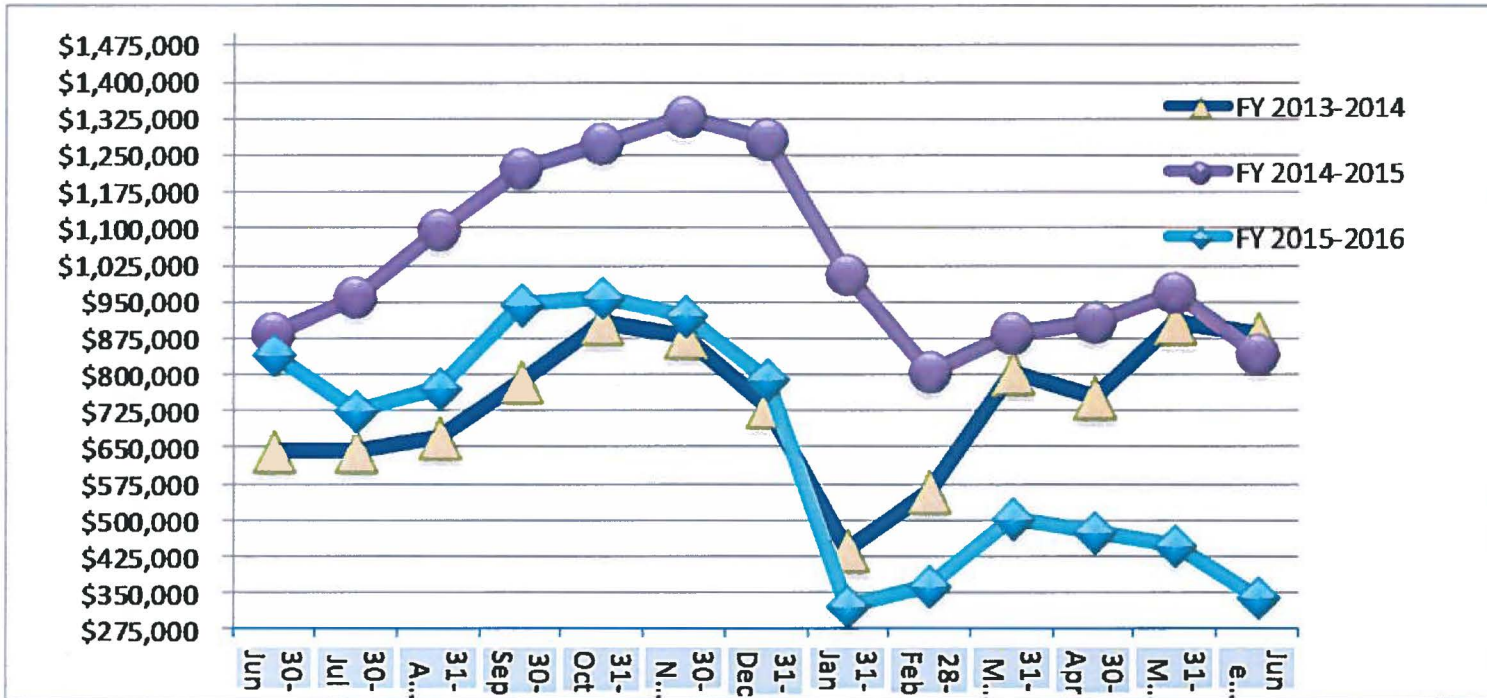
# Electric Fund Cash Current & Three History

25

	FY 2012-2013	FY 2013-2014	FY 2014-2015	FY 2015-2016
30-Jun	\$ 365,374	\$ 643,257	\$ 882,030	\$ 842,112
30-Jul	\$ 232,177	\$ 642,085	\$ 957,000	\$ 724,794
31-Aug	\$ 179,939	\$ 672,538	\$ 1,095,099	\$ 774,246
30-Sep	\$ 272,263	\$ 784,569	\$ 1,220,000	\$ 942,197
31-Oct	\$ 346,776	\$ 904,924	\$ 1,273,878	\$ 956,592
30-Nov	\$ 359,027	\$ 876,767	\$ 1,327,621	\$ 919,275
31-Dec	\$ 287,190	\$ 733,859	\$ 1,284,717	\$ 788,629
31-Jan	\$ 389,986	\$ 438,344	\$ 1,004,954	\$ 322,369
28-Feb	\$ 287,764	\$ 559,511	\$ 805,356	\$ 366,352
31-Mar	\$ 370,727	\$ 803,846	\$ 881,641	\$ 502,204
30-Apr	\$ 412,409	\$ 751,999	\$ 906,867	\$ 474,040
31-May	\$ 672,007	\$ 908,047	\$ 968,713	\$ 448,880
<b>June 30th</b>	<b>\$ 643,257</b>	<b>\$ 882,157</b>	<b>\$ 842,112</b>	<b>\$ 343,328</b>

Three Year Trend- loss of \$299,929

# ELECTRIC FUND CASH ANALYSIS



Cash in the Electric Fund at \$448,880 decreased by \$105,552 from the prior month period.

FY 2015-16 Cash Balance as a Percentage of Annual Revenues (excluding fuel adjustment) at FYE 05/31/16=\$343,328 or 2.1.



# Aging Statistics @ June 30<sup>th</sup> –

Electric, Water & Sewer and Solid Waste Combined

27

	FYE 13	FYE 14	FYE15	FYE16
30 days	351,608	335,095	293,257	280,332
60 days	34,379	40,874	41,409	29,706
90 days*	690,645	758,843	837,113	829,633

Each year on June 30<sup>th</sup>, aging reports are run to determine outstanding bill balances for the purpose of calculating an allowance for doubtful accounts for each Enterprise Fund – FYE 15- 28% allowance was calculated for audit purposes.

\*inactive status





## SUPPLEMENTAL DOCUMENTS TO FINANCIAL REPORT PRESENTATION

For the period ending June 30, 2016

Based on Unaudited Financial Data

CITY OF FRANKLIN  
GENERAL FUND FY 15-16 YEAR TO DATE REVENUE

Account Description	FY 14-15 Revenue	FY 15-16 Budget	FY 15-16 Actual	Variance	% of Budget	Prior Year Variance
REAL ESTATE TAXES	5,284,286.50	5,646,874.00	5,597,312.28	-49,561.72	99.1200	313,025.78
PUBLIC SERVICE CORPORATION TAXES	64,976.94	66,863.00	67,087.90	224.90	100.3400	2,110.96
PERSONAL PROPERTY TAXES	1,501,227.28	1,515,000.00	1,561,502.27	46,502.27	103.0700	60,274.99
MACHINERY & TOOLS TAXES	18,867.20	23,577.00	19,401.62	-4,175.38	82.3%	534.42
PENALTIES AND INTEREST	168,372.14	179,830.00	183,126.14	3,296.14	101.8%	14,754.00
OTHER LOCAL TAXES	1,800,368.42	1,800,000.00	1,760,089.83	-39,910.17	97.8%	-40,278.59
UTILITY TAXES	576,452.25	505,000.00	567,613.35	62,613.35	112.4%	-8,838.90
BUSINESS LICENSE TAXES	920,118.42	950,000.00	967,379.22	17,379.22	101.8%	47,260.80
BUSINESS LICENSE TAXES - DELINQUENT	1,151.97	500.00	310.27	-189.73	62.1%	-841.70
MOTOR VEHICLE LICENSES	167,671.07	160,000.00	163,097.11	3,097.11	101.9%	-4,573.96
MOTOR VEHICLE LICENSES -DELINQUENT	27,661.67	20,000.00	24,983.24	4,983.24	124.9%	-2,678.43
BANK STOCK TAXES	71,670.86	65,000.00	56,200.38	-8,799.62	86.5%	-15,470.48
TAXES ON RECORDATION AND WILLS	55,162.22	45,000.00	38,082.41	-6,917.59	84.6%	-17,079.81
CIGARETTE TAXES	373,904.37	325,000.00	352,198.63	27,198.63	108.4%	-21,705.74
LODGING TAXES	149,165.91	150,000.00	123,626.34	-26,373.66	82.4%	-25,539.57
MEALS TAX	1,439,600.94	1,350,000.00	1,494,136.82	144,136.82	110.7%	54,535.88
PROBATE TAXES	3,129.98	2,500.00	2,728.86	228.86	109.2%	-401.12
PERMITS AND OTHER LICENSES	4,163.50	3,500.00	3,685.50	185.50	105.3%	-478.00
PERMITS AND OTHER LICENSES	235,135.78	159,400.00	167,912.49	8,512.49	105.3%	-67,223.29
FINES AND FORFEITURES	32,553.86	40,200.00	31,898.77	-8,301.23	79.4%	-655.09
REVENUE FROM USE OF MONEY	3,056.50	1,900.00	2,687.52	787.52	141.4%	-368.98
REVENUE FROM USE OF PROPERTY	244,074.30	268,948.00	250,223.74	-18,724.26	93.0%	6,149.44
CHARGES FOR CURRENT SERVICES	8,798.03	9,300.00	11,875.13	2,575.13	127.7%	3,077.10
CHARGES FOR OTHER PROTECTION	453,528.71	425,000.00	384,535.77	-40,464.23	90.5%	-68,992.94
CHARGES FOR OTHER PROTECTIONS	17,600.94	17,100.00	13,677.06	-3,422.94	80.0%	-3,923.88
MISC BILLING SERVICES	-1,593.73	0.00	5,734.78	5,734.78	100.0%	7,328.51
CHG FOR SANITATION & WASTE REMOVAL	5,244.07	5,650.00	7,725.53	2,075.53	136.7%	2,481.46
CHARGES FOR ADMIN-FUNDS	940,390.00	932,192.00	939,824.00	7,632.00	100.8%	-566.00
RECREATIONAL FEES	9,621.00	12,500.00	7,565.81	-4,934.19	60.5%	-2,055.19
MISCELLANEOUS	1,106,532.38	1,175,032.00	1,222,393.63	47,361.63	104.0%	115,861.25

<b>Account Description</b>	<b>FY 14-15 Revenue</b>	<b>FY 15-16 Budget</b>	<b>FY 15-16 Actual</b>	<b>Variance</b>	<b>% of Budget</b>	<b>Prior Year Variance</b>
RECOVERED COSTS	242,899.30	281,000.00	296,988.46	15,988.46	105.7%	54,089.16
NON-CATEGORICAL AID STATE	1,662,462.50	1,666,597.00	1,640,691.87	-25,905.13	98.4%	-21,770.63
SHARED EXPENSES	76,718.50	77,650.00	78,708.72	1,058.72	101.4%	1,990.22
SHARED EXPENSES	64,069.56	71,404.00	71,830.51	426.51	100.6%	7,760.95
SHARED EXPENSES	33,542.04	34,042.00	34,911.00	869.00	102.6%	1,368.96
CATEGORICAL AID - STATE	2,375,867.92	2,674,242.00	2,686,887.94	12,645.94	100.5%	311,020.02
CATEGORICAL AID -FEDERAL GOVERNMENT	477,837.96	110,825.00	99,198.81	-11,626.19	89.5%	-378,639.15
FUNDS TRANSFERS	1,409,891.00	2,611,876.00	1,547,601.00	-1,064,275.00	59.3%	137,710.00
<b>General Fund Revenue Total</b>	<b>22,026,182.26</b>	<b>23,383,502.00</b>	<b>22,485,434.71</b>	<b>-898,067.29</b>		<b>459,252.45</b>
Less Transfers In	-1,409,891.00	-2,611,876.00	-1,547,601.00	1,064,275.00		-137,710.00
<b>General Fund Revenue-Net of Transfers</b>	<b>20,616,291.26</b>	<b>20,771,626.00</b>	<b>20,937,833.71</b>	<b>166,207.71</b>		<b>321,542.45</b>

CITY OF FRANKLIN  
GENERAL FUND - YEAR END EXPENDITURE REPORT

Department	FY 15-16 Expenditures	FY 15-16 Amended Budget	YTD June 30 2016	Remaining Balance	% of Budget	Prior Year Variance
CITY COUNCIL **	169,919.16	162,942.00	158,607.30	4,334.70	97.3400	-11,311.86
CITY MANAGER *****	179,207.58	209,970.00	185,335.66	24,634.34	88.2700	6,128.08
CITY ATTORNEY *****	172,660.35	193,541.00	192,530.98	1,010.02	99.4800	19,870.63
MANAGEMENT SERVICES & HR*****	151,650.26	151,067.00	139,434.58	11,632.42	92.3000	-12,215.68
COMMISSIONER OF THE REVENUE *****	250,877.02	257,580.00	256,221.48	1,358.52	99.4700	5,344.46
REAL ESTATE ASSESSOR *****	51,530.29	105,055.00	103,040.73	2,014.27	98.0800	51,510.44
CITY TREASURER *****	254,782.93	276,712.00	268,910.70	7,801.30	97.1800	14,127.77
ACCOUNTING *****	267,416.67	292,755.00	255,348.18	37,406.82	87.2200	-12,068.49
PURCHASING & GENERAL SERVICES****	83,685.44	84,513.00	85,679.30	-1,166.30	101.3800	1,993.86
UTILITY COLLECTIONS & BILLING *****	224,468.16	244,312.00	239,386.35	4,925.65	97.9800	14,918.19
INSURANCE *****	130,896.15	161,200.00	157,744.03	3,455.97	97.8600	26,847.88
INFORMATION TECHNOLOGY*****	176,775.36	328,497.00	228,535.78	99,961.22	69.5700	51,760.42
BOARD OF ELECTIONS *****	98,043.00	119,925.00	124,215.05	-4,290.05	103.5800	26,172.05
CIRCUIT COURT ***	7,523.63	9,530.00	9,528.97	1.03	99.9900	2,005.34
GENERAL DISTRICT COURT ***	11,955.61	18,075.00	16,261.58	1,813.42	89.9700	4,305.97
CLERK OF CIRCUIT COURT ***	57,643.67	54,862.00	54,861.27	0.73	100.0000	-2,782.40
SHERIFF'S OFFICE ***	113,200.44	140,370.00	140,369.62	0.38	100.0000	27,169.18
DISTRICT COURT SERVICE ***	60,915.25	31,503.00	23,256.74	8,246.26	73.8200	-37,658.51
COMMONWEALTH'S ATTORNEY ***	69,323.63	55,185.00	55,185.32	-0.32	100.0000	-14,138.31
WESTERN TIDEWATER REGIONAL JAIL**	852,165.00	922,091.00	922,090.98	0.02	100.0000	69,925.98
POLICE ***	2,863,274.15	2,808,423.00	2,812,880.19	-4,457.19	100.1600	-50,393.96
E - 911 *****	738,797.14	729,560.00	667,615.51	61,944.49	91.5100	-71,181.63
EMERGENCY MANAGEMENT SERVICES ***	2,327,393.71	2,310,034.00	2,137,638.63	172,395.37	92.5400	-189,755.08
BUILDING INSP & CODE ENFORCEMENT***	474,979.66	548,781.00	495,978.40	52,802.60	90.3800	20,998.74
ANIMAL CONTROL*****	92,632.20	101,223.00	93,836.77	7,386.23	92.7000	1,204.57
CIVIL DEFENSE *****	66,673.20	70,916.00	69,129.29	1,786.71	97.4800	2,456.09
SAFETY & HEALTH*****	236.79	0	0	0	0	-236.79
PUBLIC WORKS-STREET MAINTENANCE****	1,742,935.49	2,746,862.00	2,384,526.28	362,335.72	86.8100	641,590.79



Department	FY 15-16 Expenditures	FY 15-16 Amended Budget	YTD June 30 2016	Remaining Balance	% of Budget	Prior Year Variance
PUBLIC WORKS-SNOW REMOVAL****	17,354.54	26,500.00	10,913.97	15,586.03	41.1800	-6,440.57
PUBLIC WORKS-GARAGE****	226,717.09	230,282.00	222,714.88	7,567.12	96.7100	-4,002.21
BUILDING MAINTENANCE-GENERAL*****	618,030.78	641,327.00	646,282.32	-4,955.32	100.7700	28,251.54
BUILDING MAINTENANCE-ARMORY***	38,702.73	52,268.00	46,781.13	5,486.87	89.5000	8,078.40
BUILDING MAINTENANCE-CITY HALL****	224,562.83	207,809.00	202,785.72	5,023.28	97.5800	-21,777.11
BLDG MAINTENANCE-SOC SERVICES****	76,763.56	80,827.00	68,098.41	12,728.59	84.2500	-8,665.15
BUILDING MAINTENANCE-HEALTH DEPT***	25,245.87	33,807.00	22,385.09	11,421.91	66.2100	-2,860.78
HEALTH DEPARTMENT*****	110,000.00	110,000.00	110,000.00	0.00	100.0000	0.00
MOSQUITO CONTROL****	0.00	11,000.00	0.00	11,000.00	0.0000	0.00
MENTAL HEALTH*****	35,198.00	35,198.00	35,198.00	0.00	100.0000	0.00
RECREATION*****	296,078.87	359,223.00	360,551.23	-1,328.23	100.3700	64,472.36
CEMETERIES*****	37,726.63	50,500.00	37,400.00	13,100.00	74.0600	-326.63
SENIOR CITIZENS TITLE III***	29,647.03	7,450.00	6,350.00	1,100.00	85.2300	-23,297.03
SENIOR CITIZENS NUTRITION***	43,406.02	33,017.00	33,693.94	-676.94	102.0500	-9,712.08
LIBRARY*****	305,172.54	296,412.00	283,201.57	13,210.43	95.5400	-21,970.97
PLANNING AND ZONING****	205,973.15	192,023.00	159,283.50	32,739.50	82.9500	-46,689.65
BEAUTIFICATION COMMISSION****	12,644.88	18,763.00	9,477.68	9,285.32	50.5100	-3,167.20
DOWNTOWN DEVELOPMENT*****	106,971.41	107,093.00	112,661.34	-5,568.34	105.2000	5,689.93
PAYMENTS TO SOUTHAMPTON COUNTY***	652,305.00	764,000.00	763,232.00	768.00	99.9000	110,927.00
NON-DEPARTMENT MISCELLANEOUS***	46,326.16	49,000.00	49,188.27	-188.27	100.3800	2,862.11
TRANSFERS*****	7,048,282.44	6,941,519.00	6,781,306.36	160,212.64	97.6900	-266,976.08
<b>General Fund Expenditure Total</b>	<b>21,848,671.47</b>	<b>23,383,502.00</b>	<b>22,239,655.08</b>	<b>1,143,846.92</b>		<b>390,983.61</b>
<b>Net of Transfers from the General Fund</b>	<b>14,800,389.03</b>	<b>16,441,983.00</b>	<b>15,458,348.72</b>	<b>983,634.28</b>		

Department	FY 15-16 Expenditures	FY 15-16 Amended Budget	YTD June 30 2016	Remaining Balance	% of Budget	Prior Year Variance
<b>Summary</b>						
General Government Administration	2,211,912.37	2,588,069.00	2,394,990.12	193,078.88	92.5%	183,077.75
Judicial Administration	320,562.23	309,525.00	299,463.50	10,061.50	96.7%	-21,098.73
Public Safety	7,416,151.85	7,491,028.00	7,199,169.77	291,858.23	96.1%	-216,982.08
Public Works	2,970,312.89	4,019,682.00	3,604,487.80	415,194.20	89.7%	634,174.91
Health & Welfare	145,198.00	156,198.00	145,198.00	11,000.00	93.0%	0.00
Parks & Recreation	712,031.09	746,602.00	721,196.74	25,405.26	96.6%	9,165.65
Community Development	325,589.44	317,879.00	281,422.52	36,456.48	88.5%	-44,166.92
Miscellaneous	698,631.16	813,000.00	812,420.27	579.73	99.9%	113,789.11
Subtotal	14,800,389.03	16,441,983.00	15,458,348.72	983,634.28	94.0%	657,959.69
Transfers to Other Funds	7,048,282.44	6,941,519.00	6,781,306.36	160,212.64	97.7%	-266,976.08
<b>General Fund Expenditure Total</b>	<b>21,848,671.47</b>	<b>23,383,502.00</b>	<b>22,239,655.08</b>	<b>1,143,846.92</b>	<b>95.1%</b>	<b>390,983.61</b>

CITY OF FRANKLIN  
WATER & SEWER FUND YEAR END REPORT JUNE 30, 2016

Account Description	FY 14-15	FY 15-16 Budget	FY 15-16 Actual	Variance	% of Budget	Prior Year Variance
Sale of Water - Residential	854,649.25	1,300,000.00	789,610.53	-510,389.47		-65,038.72
Sale of Water - Commercial	399,882.88	0.00	379,329.44	379,329.44		-20,553.44
<b>Total</b>	<b>1,254,532.13</b>	<b>1,300,000.00</b>	<b>1,168,939.97</b>	<b>-131,060.03</b>	<b>89.9%</b>	<b>-85,592.16</b>
Sewer Service Charge - Residential	1,162,966.71	1,750,000.00	1,040,634.86	-709,365.14		-122,331.85
Sewer Service Charge - Commercial	520,642.40	0.00	541,174.44	541,174.44	0	20,532.04
<b>Total</b>	<b>1,683,609.11</b>	<b>1,750,000.00</b>	<b>1,581,809.30</b>	<b>-168,190.70</b>	<b>90.4%</b>	<b>-101,799.81</b>
Water Connection Fees	7,000.00	0.00	3,500.00	3,500.00	0	-3,500.00
Sewer Connection Fees	9,000.00	0.00	9,000.00	9,000.00	0	0.00
Administrative Connection Fee	5,470.00	5,000.00	6,530.00	1,530.00	130.6000	1,060.00
Sewer Connection Fees SO CO	39.50	0.00	0	0.00	0	-39.50
Sewer Charge - Isle of Wight County	45,710.64	49,500.00	59,333.67	9,833.67	119.8700	13,623.03
Sewer Charge Edgehill - Southampton	32,798.60	33,000.00	36,413.41	3,413.41	110.3400	3,614.81
Interest SNAP	281.67	0.00	727.80	727.80	0	446.13
Utility overpayment-Commercial	0	0.00	-481.02	-481.02	0	-481.02
Miscellaneous Revenue	-401.91	250.00	278.04	28.04	111.2200	679.95
Prior Year Budget Carryover	0.00	631,662.00	0.00	-631,662.00	0.0000	0.00
<b>Water &amp; Sewer Fund Revenue Total</b>	<b>3,038,039.74</b>	<b>3,769,412.00</b>	<b>2,866,051.17</b>	<b>-903,360.83</b>		<b>-171,988.57</b>
<b>**WATER SERVICE**</b>	<b>805,259.81</b>	<b>1,540,539.00</b>	<b>1,197,544.76</b>	<b>342,994.24</b>	<b>77.7400</b>	<b>392,284.95</b>
<b>SEWER SERVICE *****</b>	<b>935,853.71</b>	<b>733,054.00</b>	<b>700,463.01</b>	<b>32,590.99</b>	<b>95.5500</b>	<b>-235,390.70</b>
<b>WASTE WATER TREATMENT PLANT *****</b>	<b>691,937.78</b>	<b>758,083.00</b>	<b>796,246.75</b>	<b>-38,163.75</b>	<b>105.0300</b>	<b>104,308.97</b>
<b>TRANSFERS *****</b>	<b>312,380.00</b>	<b>372,128.00</b>	<b>372,128.00</b>	<b>0.00</b>	<b>100.0000</b>	<b>59,748.00</b>
<b>DEBT SERVICE *****</b>	<b>127,890.53</b>	<b>365,608.00</b>	<b>365,608.36</b>	<b>-0.36</b>	<b>100.0000</b>	<b>237,717.83</b>
<b>Water &amp; Sewer Fund Expenditure Total</b>	<b>2,873,321.83</b>	<b>3,769,412.00</b>	<b>3,431,990.88</b>	<b>337,421.12</b>		<b>558,669.05</b>

**Excess/Deficit of Revenue Over Expenditures                    -565,939.71**

Note: Planned Use of Fund Balance to Cover Capital Expenditures

CITY OF FRANKLIN  
SOLID WASTE FUND YEAR END REPORT JUNE 30, 2016

Account Description	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Actual	Variance	% of Budget	Prior Year Variance
Waste Collection & Disposal Fees	1,360,694.47	1,318,079.00	1,299,361.13	-18,717.87	98.5800	-61,333.34
Sale of Containers	316.00	0.00	0	0.00	0	-316.00
Administrative Garbage Service Fee	4,610.00	4,000.00	5,320.00	1,320.00	133.0000	710.00
Prior Year Carry over	0.00	80,274.00	0.00	-80,274.00	0.0000	0.00
<b>Solid Waste Fund Revenue Total</b>	<b>1,365,620.47</b>	<b>1,402,353.00</b>	<b>1,304,681.13</b>	<b>-97,671.87</b>		<b>-60,939.34</b>
<b>**SOLID WASTE**</b>	<b>1,077,808.67</b>	<b>1,103,398.00</b>	<b>1,088,654.72</b>	<b>14,743.28</b>	<b>98.6600</b>	<b>10,846.05</b>
<b>**TRANSFERS**</b>	<b>225,389.00</b>	<b>270,899.00</b>	<b>270,899.00</b>	<b>0.00</b>	<b>100.0000</b>	<b>45,510.00</b>
<b>**DEBT SERVICE**</b>	<b>28,056.37</b>	<b>28,056.00</b>	<b>28,895.94</b>	<b>-839.94</b>	<b>102.9900</b>	<b>839.57</b>
<b>Solid Waste Fund Expenditure Total</b>	<b>1,331,254.04</b>	<b>1,402,353.00</b>	<b>1,388,449.66</b>	<b>13,903.34</b>		<b>57,195.62</b>

**Excess Deficit of Revenues Over Expenditures** -83,768.53

Note: Planned Use of Fund Balance to Cover Equipment Purchase



CITY OF FRANKLIN  
AIRPORT FUND YEAR END REPORT JUNE 30, 2016

Account Description	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Actual	Variance	% of Budget	Prior Year Variance
Airport Rental & Fees	59,283.37	62,500.00	55,845.24	-6,654.76	89.3500	-3,438.13
Sale of Jet Fuel	34,525.04	85,800.00	28,013.74	-57,786.26	32.6500	-6,511.30
Sale of Aviation Gas	36,591.89	91,432.00	26,551.51	-64,880.49	29.0400	-10,040.38
Miscellaneous Revenue	110.76	500.00	365.53	-134.47	73.1100	254.77
Maintenance Program	2,505.39	3,000.00	1,900.00	-1,100.00	63.3300	-605.39
Airport Improvements	84,729.15	14,164.00	4,420.60	-9,743.40	31.2100	-80,308.55
A W O S	80,200.90	0.00	0	0.00	0	-80,200.90
Stormwater Grant	6,638.88	0.00	0	0.00	0	-6,638.88
Airport Improvements FAA	0.00	448,513.00	0.00	-448,513.00	0.0000	0.00
Runway Light Project	938,961.87	0.00	49,731.13	49,731.13	0	-889,230.74
Transfer From General Fund	130,020.93	79,305.00	79,305.00	0.00	100.0000	-50,715.93
Prior Year Budget Carryover	0.00	9,442.00	0.00	-9,442.00	0.0000	0.00
<b>Airport Fund Revenue Total</b>	<b>1,373,568.18</b>	<b>794,656.00</b>	<b>246,132.75</b>	<b>-548,523.25</b>		<b>-1,127,435.43</b>
<b>**AIRPORT SERVICE**</b>	<b>199,306.81</b>	<b>301,788.00</b>	<b>193,009.29</b>	<b>108,778.71</b>	<b>63.9600</b>	<b>-6,297.52</b>
<b>***CAPITAL OUTLAY***</b>	<b>1,147,792.57</b>	<b>472,119.00</b>	<b>55,257.50</b>	<b>416,861.50</b>	<b>11.7000</b>	<b>-1,092,535.07</b>
<b>**TRANSFERS**</b>	<b>18,863.00</b>	<b>20,749.00</b>	<b>20,749.00</b>	<b>0.00</b>	<b>100.0000</b>	<b>1,886.00</b>
<b>Airport Fund Expenditure Total</b>	<b>1,365,962.38</b>	<b>794,656.00</b>	<b>269,015.79</b>	<b>525,640.21</b>		<b>-1,096,946.59</b>
Excess/Deficit of Revenue Over Expenses			-22,883.04			

CITY OF FRANKLIN  
ELECTRIC FUND YEAR END REPORT JUNE 30, 2016

Account Description	FY 14-15 Actual	FY 15-16 Budget	FY 15-16 Actual	Variance	% of Budget	Prior Year Variance
sale of Electricity -Fuel Adj	2,069,723.48	1,349,299.00	994,620.91	-354,678.09	73.7100	-1,075,102.57
sale of Electric Energy-Residential	7,764,701.96	14,353,589.00	7,217,172.34	-7,136,416.66	50.2800	-547,529.62
sale of Electricity-Commercial	5,468,711.51	0.00	5,446,687.73	5,446,687.73	0	-22,023.78
ycle & Save	-118,871.59	-121,000.00	-120,350.15	649.85	99.4600	-1,478.56
Administrative Connection Fee	11,850.00	20,000.00	13,960.00	-6,040.00	69.8000	2,110.00
ole Attachment Fees	84,706.50	47,250.00	0.00	-47,250.00	0.0000	-84,706.50
ut-On Fees and Penalties	163,600.31	140,000.00	173,286.73	33,286.73	123.7800	9,686.42
EVENUE-BEGINNING BALANCES	5,804.30	0.00	0	0.00	0	-5,804.30
Interest SNAP	510.22	0.00	341.34	341.34	0	-168.88
sale Of Equipment	0.00	3,000.00	426.00	-2,574.00	14.2000	426.00
sale Of Electric Supplies	3,571.99	5,000.00	1,160.56	-3,839.44	23.2100	-2,411.43
Miscellaneous Revenue	12,660.57	12,000.00	6,388.16	-5,611.84	53.2300	-6,272.41
sale of Surge Protectors	5,270.00	3,500.00	5,160.00	1,660.00	147.4300	-110.00
<b>Electric Fund Revenue Total</b>	<b>15,472,239.25</b>	<b>15,812,638.00</b>	<b>13,738,853.62</b>	<b>-2,073,784.38</b>		<b>-1,733,385.63</b>
ELECTRIC SERVICES****	13,216,665.51	12,812,916.00	11,921,563.51	891,352.49	93.0400	-1,295,102.00
ELECTRIC CAPITAL OUTLAY *****	251,156.31	815,634.00	157,658.70	657,975.30	19.3300	-93,497.61
TRANSFERS *****	1,909,391.00	1,909,391.00	1,909,391.00	0.00	100.0000	0.00
DEBT SERVICE *****	100,981.87	274,697.00	276,291.02	-1,594.02	100.5800	175,309.15
<b>Electric Fund Expenditure Total</b>	<b>15,478,194.69</b>	<b>15,812,638.00</b>	<b>14,264,904.23</b>	<b>1,547,733.77</b>		<b>-1,213,290.46</b>

Excess/Deficit of Revenue Over Expenditures      \$      (526,050.61)

Beginning Cash      \$      842,112.00

Ending Cash      \$      343,328.00

FYE 6-30-16 Deficit of Cash In Versus Cash Out      \$      (498,784.00)

Accounts Outstanding @ June 30, 2016

Over 30      \$      269,695.00

Over 60      \$      69,676.00

Over 90 (inactive)      \$      828,477.00

Total 60-90+ Past Due      \$      1,167,848.00



August 15, 2016

To: Randy Martin  
City Manager

From: Melissa D. Rollins  
Director of Finance

Re: **FY 2015-16 Budget Carryover to FY2016-2017 - #2017-02**

Each year, the City carries forward appropriations from the prior fiscal year (FY2015-2016) of funds not spent which require re-appropriation of the funds to the current fiscal year (FY2016-2017). Carry forwards are essentially necessary for several reasons including the following:

1. Grants or other restricted revenue sources need to be re-appropriated for their specific purpose.
2. Purchase of goods or services are encumbered and ordered prior to the year end, but the actual goods or service is not received prior to June 30<sup>th</sup>; the funds do not exist in the new budget to cover the expenditure.
3. Ongoing construction projects cross over fiscal years, but the appropriation for the project is included in the prior year.
4. Expected expenditures for a planned initiative in the new fiscal year may exceed available budget and there are unspent funds in the prior year for the same purpose that can be re-appropriated to cover the expense.

The items included in **Budget Amendment Request #2017-02** are listed below and are grouped by the reasons as indicated above:

1. Grants or other restricted revenue sources that need to be re-appropriated.
  - a. Foundation Grant Funds - 220 \$ 81,802
2. Purchase of goods or services encumbered and ordered prior to the year end, but the goods are not expected to be received until FY 16-17:
  - a. Software Upgrade project - \$ 98,743
3. Ongoing projects crossing the fiscal year end:
  - a. Water Line Rehab – 501 \$268,897

4. Expected expenditures to exceed budgeted amounts
- a. Public Works Streets- (Drainage) – 100 \$ 93,714
  - b. Public Works – Streets (Paving) – 100 \$110,085

If approved, the items earmarked Fund 100 will commit General Fund balance at June 30, 2016 in the amount of the approved carryover for the General Fund.

#### REQUIRED ACTION FROM CITY COUNCIL

Amend the FY 2016-2017 City budget to reflect the re-appropriation of FY 2015-2016 carryover to the various funds as outlined in the attached amendment requests and appropriate the funds for spending.

#### ADDITIONAL FY 2015-2016 BUDGET AMENDMENTS #2016-21

##### 1. General Fund

In light of unplanned expenditures in FY 2015-2016 to include maintenance service contract costs on new voice and data phone system, a 27<sup>th</sup> payroll cycle, mid-year council approved salaries and bonus adjustment, and public safety building security improvements, General Fund expenditures (net of transfers) were \$980,000 less than budget. A portion of these funds (\$301,000) as noted above have been identified as required appropriations in FY 16-17. Unspent funds at the end of the year range from vacancy and operational savings amongst various departments.

However, expenditures by departments at June 30, 2016 have exceeded total appropriations in only a few instances. Action is needed to appropriate additional funds as outlined on budget amendment #2016-21. Funding sources include additional revenue and transfers from other line items within the General Fund budget. No use of additional fund balance required.

1. **Registrar** – Expenditures associated with the primary election resulted in cost overruns exceeding total budget appropriations. **Funding Source:** State Board of Election Reimbursement - \$6,164
2. **Police Salaries** – Exceed budget appropriations by \$43K – Funds were transferred from full time salaries in April to cover overtime time (27<sup>th</sup> payroll was inadvertently not considered prior to transfer). **Funding Source:** Transfer from E-911 Dispatch



3. **Information Technology** – Various one-time unexpected repairs to include emergency server replacement, anti-virus software upgrades and voice and data maintenance. **Funding Source** – Transfer from City Manager personnel vacancy line items.
  4. **Purchasing** – A division of Finance, personnel costs were slightly higher than budget – **Funding Source** – Transfer from Finance-Accounting
  5. **Parks & Recreation** – Line item variances as a result of recreational and playground improvements in addition to telecommunications cost overrun. However, overall, only \$3,000 is needed to cover the total budget. **Funding Source: Transfer from Library budget**
  6. **Downtown Development** – Attributed to personnel costs – **Funding Source** - \$6,000 from Planning & Community Development
  7. **Building Maintenance General** – Cost overrun mainly in Utilities (\$6,000). **Funding Source:** Building Maintenance – Health Dept.
2. **Electric Fund** – Cost overrun associated mostly with contractual services backfilled by several vacancies which is more expensive labor-wise. The aging SCADA system required a major upgrade in an effort to extend the useful life which was unexpected and not funded. Cost for energy purchases was slightly over budgeted, where energy for resale – fuel adjustment cost was less than budget. **Funding source** – Transfers from personnel line items and other operating line items.
  3. **Water & Sewer Fund** – Several unexpected emergency repairs in wastewater division were made in FY 15-16 resulting in cost overruns primarily in engineering and other capital expenses. **Funding source** – Other line items within the fund.
  4. **Solid Waste Fund** – Landfill closure cost was under-budgeted in the year. Further budgeted revenue was less than anticipated resulting in overall expenditures exceeding total budget. **Funding Source** – additional use of fund balance (\$9,000) and transfers from other line items.

#### REQUIRED ACTION FROM CITY COUNCIL

Amend the FY 2015-2016 General Fund budget to reflect the supplemental appropriations as outlined in the attached amendment.

## BUDGET AMENDMENT 2016-21

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA that the 2015-2016 City Budget is hereby amended as follows:

		Revenue	BUDGET FY 15-16	Amended Budget	Increase/ Decrease
<b>Fund 100- #1 Supplemental Appropriation</b>					
24040	22	State Bd of Elections-Primary Reimbursement	-	6,164	<u>6,164</u>
		<b>Total Revenue</b>			<u>6,164</u>
13100	1300	Registrar-PT Wages	14,979	17,857	<u>2,878</u>
13100	5540	Registrar - Travel	1,200	2,200	<u>1,000</u>
13100	8102	Registrar - Office Furniture & Equipment	500	2,060	<u>1,560</u>
13100	3500	Registrar - Printing & Binding	15,000	15,726	<u>726</u>
		<b>Total Expenditures</b>			<u>6,164</u>

<b>Fund 100 - General Fund #2 - Appropriations Exceeding \$10,000</b>					
31100	1101	Police Salaries	1,437,812	1,480,812	<u>43,000</u>
31100	8005	Police Motor Vehicles	13,000	-	<u>(13,000)</u>
31130	1300	E911 Part Time	93,389	83,389	<u>(10,000)</u>
31130	5235	E911 Number	62,500	42,500	<u>(20,000)</u>
		<b>Total Amendment</b>			<u>\$ -</u>
34100	3181	Nuisance Abatement	33,000	20,124	<u>12,876</u>
34100	8105	Motor Vehicle	-	12,876	<u>(12,876)</u>
		<b>Total Amendment</b>			<u>-</u>
<b>Fund 100 - General Fund #3 - Appropriations to Cover Total Expenditures</b>					
12560	3320	Maintenance Contracts-Info Tech	-	9,000	<u>9,000</u>
12560	8207	Network Operating Costs - Info Tech	30,000	34,500	<u>4,500</u>
12100	1101	City Manager - Wages	141,632	136,632	<u>(5,000)</u>
12100	1201	City Manager - OT Wages	2,700	700	<u>(2,000)</u>
12100	2300	City Manager - BCBS	9,875	6,375	<u>(3,500)</u>
12100	2210	City Manager - VRS	18,438	15,438	<u>(3,000)</u>
		<b>Total Amendment</b>			<u>\$ -</u>
12470	1101	Salaries - Purchasing	61,092	61,892	<u>800</u>
12470	1200	OT Salaries - Purchasing	1,000	1,250	<u>250</u>
12470	2210	VRS-Purchasing	7,318	7,668	<u>350</u>
12470	2300	BCBS - Purchasing	8,864	9,064	<u>200</u>
12430	1101	Salaries - Accounting	131,465	129,865	<u>(1,600)</u>
		<b>Total Amendment</b>			<u>\$ -</u>

		Revenue	Budget	Amended Budget	Increase/ Decrease
					-
71300	5230	Parks & Rec - Telecommunications	6,000	9,000	3,000
73100	5110	Library - Utilities	15,000	13,000	(2,000)
73100	6007	Library - Supplies	3,000	2,000	(1,000)
		<b>Total Amendment</b>			\$ -
81600	6009	Downtown Development	55,000	61,000	6,000
81100	1101	Planning Dept Wages	98,648	92,648	(6,000)
81100	6041	Census Surveys	1,000	500	
		<b>Total Amendment</b>			\$ -
43200	1101	Building Maintenance General- Salaries	152,683	158,683	6,000
43800	3310	Building Maintenance Health Dept. - Repairs	5,000	2,000	(3,000)
43800	3320	Building Maintenance Health Dept. - Contracts	4,900	1,900	(3,000)
		<b>Total Amendment</b>			\$ -
<b>FUND 505 Electric Fund</b>					
20010	3190	Contractual Services	66,000	391,000	325,000
20010	1101	Full Time Salaries	792,083	630,000	(162,083)
20010	1200	Overtime	45,000	35,000	(10,000)
20010	2100	FICA	64,343	49,343	(15,000)
20010	2200	VRS	91,850	76,850	(15,000)
20010	2300	BCBS	98,714	73,714	(25,000)
20010	3323	Genertion Fuel	40,000	13,000	(27,000)
20010	6008	Supplies-Fuel	25,000	13,000	(12,000)
20010	6016	Fuel Adjustment Costs	1,363,097	1,304,180	(58,917)
					\$ -
20010	6015	Energy for Sale	9,873,999	9,923,999	50,000
20010	6016	Fuel Adjustment Costs	1,304,180	1,254,180	(50,000)
20010	3321	SCADA Maintenance	25,000	35,500	10,500
20010	6016	Fuel Adjustment Costs	1,254,180	1,243,680	(10,500)
					\$ -
<b>FUND 501 WATER &amp; SEWER</b>					
44120	3331	Sludge Disposals	40,000	53,000	13,000
44112	5110	Utility Services	80,000	67,000	(13,000)
44120	8408	Other Capital Expenses	93,000	138,000	45,000
44112	5110	Utility Services	67,000	53,000	(14,000)
44112	3190	Contractual Services	137,769	112,769	(25,000)
44120	8262	Ultra Violet Comnstruction	8,000	2,000	(6,000)
44120	3140	Engineering Costs	-	20,000	20,000
44113	1101	Salaries, Regular	52,126	42,126	(10,000)
44113	6008	Fuel	8,000	5,000	(3,000)
44113	3312	Pump Station Repairs	40,000	33,000	(7,000)
					\$ -

		Revenue	BUDGET FY 15-16	Amended Budget	Increase/ Decrease
<b>Fund 502 SOLID WASTE</b>					
42300	8222	Landfill Closure	14,916	43,916	<u>29,000</u>
41050	200	Prior Year Fund Balance	80,274	89,274	<u>(9,000)</u>
42300	3841	Other Fees	125,000	115,000	(10,000)
42300	6008	Vehicle Supplies	35,000	25,000	(10,000)
					\$ -

- 1) *To authorize supplemental appropriations and appropriate additional revenue for expenditures in FY 15-16*
- 2) *To authorize the transfer of various line items of the FY 15-16 budget to cover expenditures exceeding \$10,000*
- 3) *To authorize transfer of various line items where the total budget without a transfer would be overspent.*

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

---

*Clerk to the City*

Agenda  
Franklin City Council  
August 22, 2016



## BUDGET AMENDMENT 2017-02

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA that the 2016-2017 City Budget is hereby amended as follows:

		2016-2017	AMENDED	INCREASE
		BUDGET	BUDGET	(DECREASE)
<b>100</b>	<b>GENERAL FUND</b>			
	REVENUE			
41050-0004	Prior Year Budget Carryover	\$0	\$203,799	203,799
41050-0100	Use of restricted fund balance	\$0	98,743	98,743
			<b>302,542</b>	<b>302,542</b>
	EXPENDITURES			
41200-8211	PW Streets- Drainage- CIP	120,000	213,714	93,714
41200-8333	PW Streets – Street Paving	400,000	510,085	110,085
12560-8117	Software Upgrade Project	0	98,743	98,743
	TOTAL			<b>\$302,542</b>
<b>501</b>	<b>WATER/SEWER</b>			
	REVENUE			
41050-0200	Prior Year Budget Carryover	\$0	268,897	268,897
	EXPENDITURES			
44112-8205	Water Line Rehab	\$85,471	354,368	268,897
	TOTAL			<b>\$268,897</b>
<b>220</b>	<b>FOUNDATION GRANTS</b>			
	REVENUE			
41050-0100	Prior Year Budget Carryover	\$0	\$81,802	81,802
	EXPENDITURES			
31100-5848	Camp Grant-police	\$0	20,783	20,783
32100-5848	Camp Foundation Grant-fire & rescue	0	41,144	41,144
32100-9004	IT Upgrade – E911	0	7037	7037
32100-8117	Fire Prevention	0	8017	8017
32100-8600	Child Safety Seat	0	564	564
43200-8300	Hayden Study	0	3,199	3,199
71300-5848	Summer Youth Day Scholarships	0	1,058	1,058
	TOTAL		<b>81,802</b>	<b>\$81,802</b>

***\*To carry forward unspent appropriations for specific grants, the completion of ongoing projects, and to supplement additional expenditures anticipated in the FY16-17 budget.***

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

---

*Clerk to the City Council*



*Office Of The City Manager  
R. Randy Martin*

August 17, 2016

TO: Mayor & Council Members  
FROM: R. Randy Martin, City Manager  
Re: Postal Lock Box Report

In an effort to keep Council informed and to help educate citizens on the change, City Treasurer Dinah Babb will give a report at the upcoming Council meeting on a service offered by Suntrust Bank that the City will be taking advantage of in the near future. Enclosed is a brief summary fact sheet on the program.

This service will improve efficiency and expedite the process of receiving and depositing payments utilizing available bank technology. The transition to participation in the lock box program is expected to be completed in 30 to 60 days.

No action is necessary but by announcing the change, we begin getting the word out to customers.

Enclosure



Date: August 16, 2016  
To: R Randy Martin, City Manager  
City Council  
From: Dinah M Babb MGT, City Treasurer  
Subject: Suntrust Lock Box Implementation

**Background:**

This product is provided through Suntrust Bank. Lock Box is a division of Suntrust that handles the processing of payments and then deposits the funds in to the City's bank account. The location of Lock box is in Baltimore Maryland. Baltimore location is proven to receive mail in a more efficient time frame.

**Process:**

The Utility Bills will be the first account types that will be sent to the Lock Box. The bills that are usually mailed to the office through the USPS will have a Baltimore address and go directly to the Lock Box division for processing. The bills will have a bar code that will be scanned which will expedite the payment process and properly distribute the funds to the city's bank account with Suntrust within 24 hours. The Treasurer's office will (daily) log on to their web site and download/file transfer to upload the payments to the office which will credit payments to the citizen's accounts. We will need to educate customers on the mailing. Once Utilities are up and running, we will move forward with Tax billing.

**Pro:**

Frees up staff to assist with walk ins and phone calls quicker. Also frees up staff to handle other daily duties. Payments are processed quicker. Funds deposited in bank account quicker which increases the City's credit earnings with the bank. Reduces length of time it takes a bill to be mailed to the office ie., Customer mails bill to office, goes to Richmond then mailed back to Franklin, delivered to office, processed by staff then next day deposit made. Funds could be deposited 2-3 days quicker. We have known it to take up to 12 days for a bill to reach back to the office once mailed by customer.

**Con:**

Customer may question why bill is being mailed to Baltimore.  
Possible account rejection, which will have to be handled manually.  
Cost. The cost will be offset by deposit balances maintained with the bank.



**OLD/NEW BUSINESS**

**A. Resolution Requesting Membership in the HRTPO**

**B. City Manager's Report**

- 1. Office Closing Schedule for Commissioner of Revenue & Treasurers' Office**



*Office Of The City Manager  
R. Randy Martin*

August 16, 2016

TO: Mayor & Council Members  
FROM: R. Randy Martin, City Manager  
Re: HRTPO Membership Resolution

On July 25, 2016, the City Council approved a revised and restated MOU with the HRTPO in which the parties:

1. Agree to expand the HRTPO Metropolitan Planning Area (MPA) to include the areas of Franklin and Southampton County that are east of U. S. Route 258;
2. Agree to convey to the City and the County full voting rights on the HRTPO Board on all HRTPO matters, along with voting rights on the Transportation Technical Advisory Committee (TTAC) and Citizen Transportation Advisory Committee (CTAC);
3. Agree to establish a one-time “fund set-aside” equivalent to revenues paid into the HRTF by Franklin and Southampton County in FY 2014 (\$2,028,066) which will be made exclusively available (no competition) to the City and County for a project or projects(s) along the Route 258 corridor; and
4. Agree to provide for a commitment by the HRTPO to conduct a Route 58 Corridor Feasibility Study to the Greensville County line sometime over the next four years.

As detailed in the enclosed email from HRTPO staff, there are a number of next steps in the process of finalizing the City and Southampton County’s inclusion in the MPO and the HRTPO.

As noted, the first next step in this process is for the City Council and County Board of Supervisors to adopt resolutions officially requesting membership in the HRTPO. HRTPO staff will then follow the process which will end with final approval by the Governor expected by November. Southampton County will also consider adopting a similar resolution at their August 22<sup>nd</sup> meeting.

Action Required: Adopt Resolution #2016 – 05

Enclosures

## Robert Randy Martin

---

**From:** Robert Randy Martin  
**Sent:** Tuesday, August 09, 2016 5:49 PM  
**To:** Camelia Ravanbakht  
**Cc:** mjohnson@southamptoncounty.org  
**Subject:** Re: TPO MPA EXpansion - Next Steps

I can make the 8/22 agenda resolution happen as well Camelia

Sent from my iPhone

On Aug 9, 2016, at 9:51 AM, Camelia Ravanbakht <[cravanbakht@hrtpo.org](mailto:cravanbakht@hrtpo.org)> wrote:

Good Morning Mike & Randy,

This is a follow-up to provide you with the key steps we need to take in order to complete the TPO MPA expansion process. Below is a list of those key steps and timeline:

- 1- Adopted Resolutions from Franklin and Southampton requesting to join the HRTPO – August or September
- 2- Map of the existing and proposed revised HRTPO MPA - Complete
- 3- HRTPO Proposed Bylaws – September and October adoption
- 4-HRTPO adopted resolution of support to expand the MPA by adding Franklin and Southampton – September or October
- 5- Assemble and submit a package and a formal letter from the TPO requesting the Governor's review and approval for the new MPA boundary. October/November

We believe we can accomplish the above steps during the next 3 months. In order to start the process, we will need adopted resolutions requesting to join the HRTPO from each of your Boards. Could you get this done at your next Board meeting in August or September (in case you don't meet in August)?

Please let us know if you have any questions. We look forward to working with you to complete this important task.

Thanks,  
Camelia

<image001.png>

**Camelia Ravanbakht, PhD**  
**Deputy Executive Director**

Hampton Roads Transportation Planning Organization  
723 Woodlake Drive, Chesapeake, Virginia 23320  
[cravanbakht@hrtpo.org](mailto:cravanbakht@hrtpo.org) | [www.hrtpo.org](http://www.hrtpo.org) | Phone: 757.420.8300 | Fax: 757.523.4881  
<image002.png>[like us on Facebook](#) <image003.jpg>[follow us on twitter](#)

*All email correspondence to and from this address is subject to the Virginia Freedom of Information Act and to the Virginia Public Records Act, which may result in monitoring and disclosure to third parties, including law enforcement.*



**CITY COUNCIL  
FRANKLIN, VIRGINIA**

**City of Franklin Resolution Requesting Membership in the HRTPO  
RESOLUTION # 2016 – 05**

**WHEREAS**, Chapter 766 of the 2013 Virginia Acts of Assembly, effective July 1, 2013, codified the enactment of HB2313, establishing new revenues for transportation projects, a portion of which are deposited to the Hampton Roads Transportation Fund (“the Fund”) to be expended for projects in Planning District 23; and

**WHEREAS**, HB2313 imposed certain new and increased taxes in the City of Franklin which are deposited in the Fund; and

**WHEREAS**, the Hampton Roads Transportation Planning Organization (“the HRTPO”) is the designated MPO for the Hampton Roads Metropolitan Planning Area, but does not presently include the City of Franklin, and

**WHEREAS**, the City of Franklin has no authority to participate as a voting member in the federal planning processes conducted by the HRTPO in its capacity as an MPO, including development of the Transportation Improvement Program and Constrained Long-Range Transportation Plan for the Hampton Roads Metropolitan Planning Area; and

**WHEREAS**, the City of Franklin and the HRTPO entered into an Amended and Restated Memorandum of Agreement in July 2016 providing for expansion of the Metropolitan Planning Area (“the MPA”) to include certain areas of the City of Franklin and further providing the City of Franklin with full voting rights on the HRTPO Board on all HRTPO matters, along with voting rights on the Transportation Technical Advisory Committee (TTAC) and Citizen Transportation Advisory Committee (CTAC); and

**WHEREAS**, in order to meet its obligations under the Amended and Restated Memorandum of Agreement, it is necessary for the HRTPO to amend its organizational bylaws providing for the City of Franklin’s membership and to submit a formal written request to the Honorable Governor of Virginia seeking consideration of a new MPA boundary.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Franklin, Virginia that it hereby petitions the HRTPO to amend its organizational bylaws providing for full membership of the City of Franklin and further providing for submission of a formal request to appropriate state and federal authorities to revise the MPA boundary to include all incorporated areas of the City of Franklin situated east of U. S. Route 258.

**Adopted this 22<sup>nd</sup> day of August, 2016**

---

Mayor Frank M. Rabil

---

R. Randy Martin, City Manager  
Clerk, Franklin City Council





Commissioner of the Revenue's Office  
will be CLOSED

for software conversion

**Tuesday, August 23, 2016**

**12:00 – 1:00**

**Wednesday, August 24, 2016**

**12:00 – 5:00**

**Thursday, August 25, 2016**

**8:30 – 5:00**



## ATTENTION

The Treasurer's Office will be **CLOSED** for New Software Training the following days:

Tuesday August 23<sup>rd</sup> from 12:00-1:00

Wednesday August 24<sup>th</sup> from 12:00-5:00

Thursday August 25<sup>th</sup> from 8:30-5:00

We will open Friday August 26<sup>th</sup> Normal Hours.

**Sorry for any inconvenience**

Please use the night depository in the Public Parking Lot for any payments!

---

**COUNCIL/STAFF REPORTS ON BOARDS & COMMISSIONS**