

**AGENDA**

**FRANKLIN CITY COUNCIL**

**MONDAY, August 10, 2015 – CITY HALL COUNCIL CHAMBERS – 207 W. SECOND AVE.**

**7:00 P.M.**

**Regular Meeting**

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

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

**PLEDGE OF ALLEGIANCE**

**CITIZENS' TIME**

**AMENDMENTS TO AGENDA**

**1. CONSENT AGENDA**

**A. Minutes: July 27, 2015 Regular Meeting**

**2. FINANCE**

**A. Monthly Finance Report: June, 2015 (Fiscal Year End)**

**B. FY 2014 – 2015 City Budget Ordinance Amendments # 2016 – 03**

**C. FY 2015 – 2016 City Budget Ordinance Amendments # 2016 – 04**

**3. PUBLIC HEARINGS**

**A. Comprehensive Plan Update Adoption**

**B. City Zoning Ordinance Amendments # 2016 – 05**

**4. OLD/NEW BUSINESS**

**A. Recreational Trails Program Grant Resolution #2016 - 02**

**B. City Manager's Report**

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

**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****City Council/School Board Joint Meeting****TBA****Personnel Policy Work Session****TBA**

---

**CONSENT AGENDA**

**A. Minutes: July 27, 2015, Regular Meeting**

The Franklin City Council held its regular meeting on Monday, June 22, 2015 at 7:00 p.m. in the Council Chambers at City Hall.

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

**Staff in Attendance:** Randy Martin, City Manager; Taylor Williams, City Attorney; Russ Pace, Director of Public Works; Brenda Rickman, Commissioner of the Revenue; Alan Hogge, Director of Social Services; Dinah Babb, Treasurer; Beth Lewis, Deputy Director, Community Development; and Captain Tim Whitt, Police Department.

**Others in Attendance:** Officer Kevin Muse, Franklin Police Department; Dan Howe, Executive Director, Downtown Franklin Association, Inc.; 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**

No one signed up to speak at Citizens' Time.

### **AMENDMENTS TO AGENDA**

There were no amendments to the agenda.

### **Consent Agenda**

### **Minutes: July 13, 2015 Regular Meeting and Work Session**

Mayor Johnson-Ashburn asked if there were any corrections or changes to the minutes. Hearing none she asked for a motion. Vice-Mayor Cheatham made the motion to adopt the minutes of the July 13, 2015 Regular meeting and Work session as presented and Councilman Rabil seconded the motion. Mayor Johnson-Ashburn asked if there were any questions or discussion on the motion: hearing none she called for a vote.

The motion was approved with the vote as follows:

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

### **Departmental Reports**

There were no questions or comments concerning the May, 2015 Departmental Reports which were sent in a separate file.

**OLD/NEW BUSINESS****Madison Street Neighborhood CBDG Housing Rehabilitation Program Design Approval**

Mayor Johnson-Ashburn recognized Manager Martin to present the Madison Street Neighborhood Community Development Block Grant (CDBG) Housing Rehabilitation Program Design. The Community Improvement Grant (CIG) that has been awarded to the City from the Virginia Department of Housing and Community Development (DHCD) for the referenced project requires that the City Council adopt the Program Design document in accordance with the guidelines provided by DHCD. Said guidelines are specific to the Madison Street Neighborhood Revitalization Project. Guidelines are established as local policies and procedures for the implementation of housing improvements as adopted by the Madison Street Neighborhood Revitalization Project Management Team and Housing Rehabilitation Oversight Board.

The proposed Program Design provides the following:

- names and duties of the specific program staff
- eligibility requirements for households and properties
- financial assistance available
- security and resale requirements
- establishment of program guidelines
- property rehabilitation standards
- contracting procedures
- rehabilitation construction process outline
- home maintenance education
- procedure for program design amendments

The recommendation by Staff is to adopt the Madison Street Neighborhood Revitalization Project Program Design as presented.

Manager Martin stated that if there were any questions or comments Deputy Director Lewis of Community Development was on hand in the absence of Director Goodwin who was away at training.

Mayor Johnson-Ashburn asked if there were any questions or comments concerning the Madison Street Neighborhood CBDG Housing Rehabilitation Program Design Approval.

Councilman Burgess noted a typographical error on page four, first paragraph, Mr. Christopher McNeil in the first sentence was referred to a Mr. Neil in the fourth sentence of the first paragraph and needs to be corrected.

Mayor Johnson-Ashburn asked if there were any further comments or questions and upon hearing none asked for a motion.

Councilwoman Murphy made the motion to adopt the Madison Street Neighborhood Revitalization Project Program Design with the necessary corrections and Vice-Mayor Cheatham seconded it.

Mayor Johnson-Ashburn asked if there were any further comments or questions and upon hearing none asked for a vote on the motion.

The motion was approved with the vote as follows:

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

### **City Treasurer's Office Accreditation Recognition**

Mayor Johnson-Ashburn recognized Manager Martin and Treasurer Babb to talk about the City Treasurer's Office Accreditation Recognition. Manager Martin stated that the Treasurer's Office has been awarded the Office Accreditation for the second year in a row. The award is given annually to offices who meet all the core and desirable criteria established by the Treasurer's Association of Virginia as statewide standards of performance. He commended the Treasurer and her staff for a job well done.

Mayor Johnson-Ashburn stated that the Council appreciates the Treasurer and her staff for all their hard work and dedication. Mayor Johnson-Ashburn stated that the Council is very proud of the Treasurer's Office.

Vice-Mayor Cheatham echoed the sentiments of a job well done.

Treasurer Babb stated that she was very pleased with the recognition and she verbalized that it was not just her but her entire staff that won this award. Treasurer Babb is grateful to her staff for all of their hard work.

Everyone in attendance gave the Treasurer's Office a round of applause.

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

Manager Martin recognized Councilwoman Hilliard to inform Council of an upcoming event being held by the Virginia Department of Corrections on Friday, August 7, 2015. Councilwoman Hilliard read the invitation to Council concerning the event and advised that she had been invited to participate as a representative of the City Council.

Manager Martin continued his report updating Council on a future resolution coming to Council concerning a recreational trails program grant opportunity. The purpose of the resolution is to show support of the grant application. The application will be to develop a site as a gateway to the City which is located beside the bridge next to the Blackwater River. This would be a primarily passive recreational area with trails and landscaping. The property owners have been contacted and asked to support the effort.

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

Councilman Burgess reported on the Incubator Advisory Board meeting. He stated that new businesses are having a problem getting new customers because they are associating them as a startup business because of the name Incubator. They are looking at calling the facility another title such as a Business Center when conducting their business. The official title would remain on City's documents.

Vice-Mayor Cheatham reported on the HRPDC and the HRPTO meetings. The new Executive Director, Mr. Robert Crum was introduced at the meeting. He stated that the Chair and the Vice-Chair remain the same. Vice-Mayor Cheatham reported that they were normal meetings.

Mayor Johnson-Ashburn reported on the HRTAC meeting. The new chair is Mayor Will Sessoms of Virginia Beach and Mayor Clyde Haulman of Williamsburg is the Vice-Chair. In a Closed session; the Committee voted to hire an Executive Director. He has not been formally introduced to the Board but his name is Kevin Page.

Mayor Johnson-Ashburn also commented on a Community Advisory Council meeting that she and Manager Martin attended at International Paper. They currently employ 240 full time employees and have projections moving forward to 2040 with business expected to be strong.

Councilman Rabil reminded everyone of the upcoming We Be Jammin on Thursday and the Cruise In on Wednesday evening. The Cruise In is working up to the finale of the season on September 12, 2015 where they will give the grand prize of \$1,000 to a lucky winner. Statistics for both events in terms of attendance have been positive thus far.

Attorney Williams reported on the SPSA meeting. SPSA finished the fiscal year within budget. He updated Council on the status of the Use and Support Agreement proposals for Post 2018.

Mayor Johnson-Ashburn commented on the City/County Shared Services meeting. The discussion centered on SPSA and the WTRJ Utility Study. It was said that the study should be in front of Council within 45 – 60 days.

### **Adjournment**

Councilman McLemore made a motion to adjourn the meeting which was seconded by Councilwoman Murphy.

The motion was approved by a 7 – 0 vote.

**Mayor Johnson-Ashburn declared the meeting adjourned at 7:26 p.m.**

**These Minutes for July 27, 2015 City Council Meeting were adopted on the 10<sup>th</sup> day of August, 2015.**

---

Mayor

---

Clerk to City Council

**FINANCE**

- A. Monthly Finance Report: June, 2015 (Fiscal Year End)**
- B. FY 2014 – 2015 City Budget Ordinance Amendments # 2016 – 03**
- C. FY 2015 – 2016 City Budget Ordinance Amendments # 2016 – 04**





For the period ending June 30, 2015

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, 2015 is based on information received and reviewed through July 31, 2015.
- The report contains provisions for **some** revenue and expenditure accruals
- Transfers to other funds are estimated therefore, the impact to the City's year end fund balance (GF) is estimated
- Cash balances for certain funds are inconclusive therefore, where noted, cash balances are estimated.

# Revenue Highlights

3

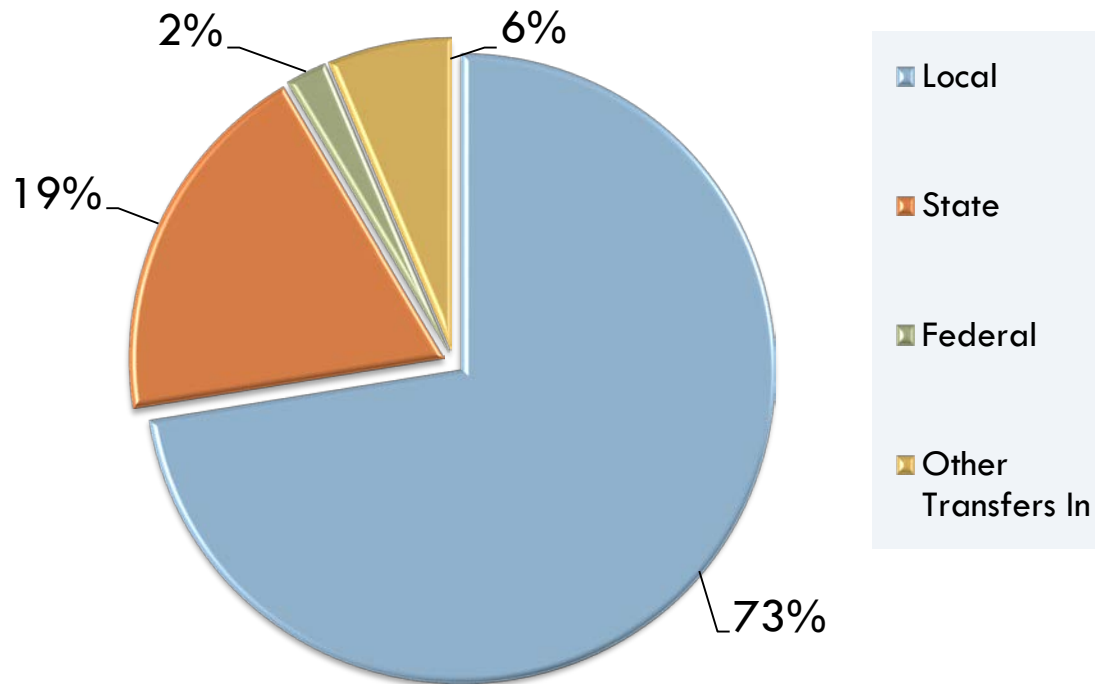
- ❑ Overall General Property Taxes collected - \$7.05 million, 98.4% of budget – **3.5 % increase over FY14 collections of \$6.81 million**
  - ❑ Current Real Estate taxes - \$5.1 million, 97.0% of budget and 4.8% higher than FY14 collections of \$4.89 million
  - ❑ Personal Property taxes - at \$1.39 million are 102% of budget; revenue increased by 6.4% from same period last year.
  - ❑ Other general property taxes: Penalty and Interest, machinery and tools and public service corporation taxes – collectively totaled \$287,000 exceeding the budget of \$253,641; penalty and interest and public service corporation taxes are consistent with prior year; machinery & tools tax revenue decreased resulting from closure of manufacturing facility.

# General Fund

## REVENUE SUMMARY BY SOURCE

4

	<b>SUMMARY</b>
LOCAL	\$ 16,013,365
FEDERAL	\$ 471,551
STATE	\$ 4,203,788
OTHER - TRANSFERS IN	\$ 1,409,891
<b>TOTAL GENERAL FUND REVENUE</b>	<b>\$ 22,098,595</b>



# General Property Taxes- Overall BUDGET COMPARISON

5

REVENUE SOURCE	2014-2015 BUDGET	ACTUAL 6/30/2015	BUDGET %
Real Estate Taxes-Current	\$ 5,283,742	\$ 5,124,007	97.0%
Real Estate Taxes-Delinquent	190,000	211,572	111.4%
Personal Property Taxes-Current	1,367,446	1,395,370	102.0%
Personal Property Taxes-Delinquent	65,000	66,018	101.6%
Machinery & Tools	65,000	18,867	29.0%
Penalties & Interest Taxes	135,000	169,797	125.8%
Public Service Corporation Taxes	61,818	64,977	105.1%
<b>GENERAL PROPERTY TAX</b>	<b>\$ 7,168,006</b>	<b>\$ 7,050,608</b>	<b>98.4%</b>

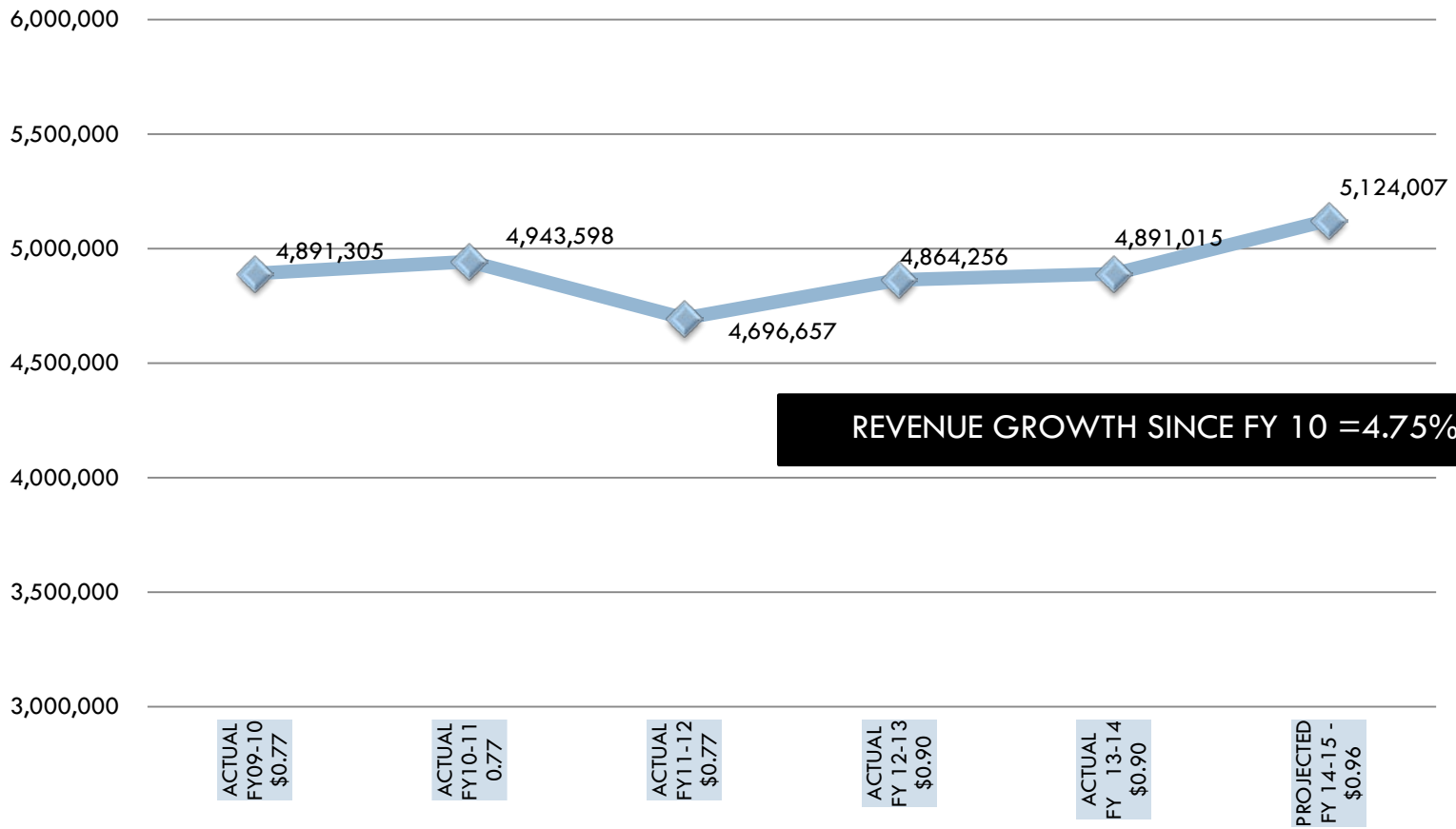
# General Property Taxes- Overall PRIOR YEAR COMPARISON

6

REVENUE SOURCE	ACTUAL 6/30/2015	ACTUAL 6/30/2014	Dollar Variance	Percent Variance
Real Estate Taxes-Current	\$ 5,124,007	\$ 4,870,577	\$ 253,430	5.2%
Real Estate Taxes-Delinquent	211,572	298,080	\$ (86,508)	-29.0%
Personal Property Taxes-Current	1,395,370	1,311,478	\$ 83,892	6.4%
Personal Property Taxes-Delinquent	66,018	50,320	\$ 15,698	31.2%
Machinery & Tools	18,867	63,547	\$ (44,680)	-70.3%
Penalties & Interest Taxes	169,797	153,391	\$ 16,406	10.7%
Public Service Corporation Taxes	64,977	62,750	\$ 2,227	3.5%
<b>GENERAL PROPERTY TAX</b>	<b>\$ 7,050,608</b>	<b>\$ 6,810,143</b>	<b>\$ 240,465</b>	<b>3.5%</b>

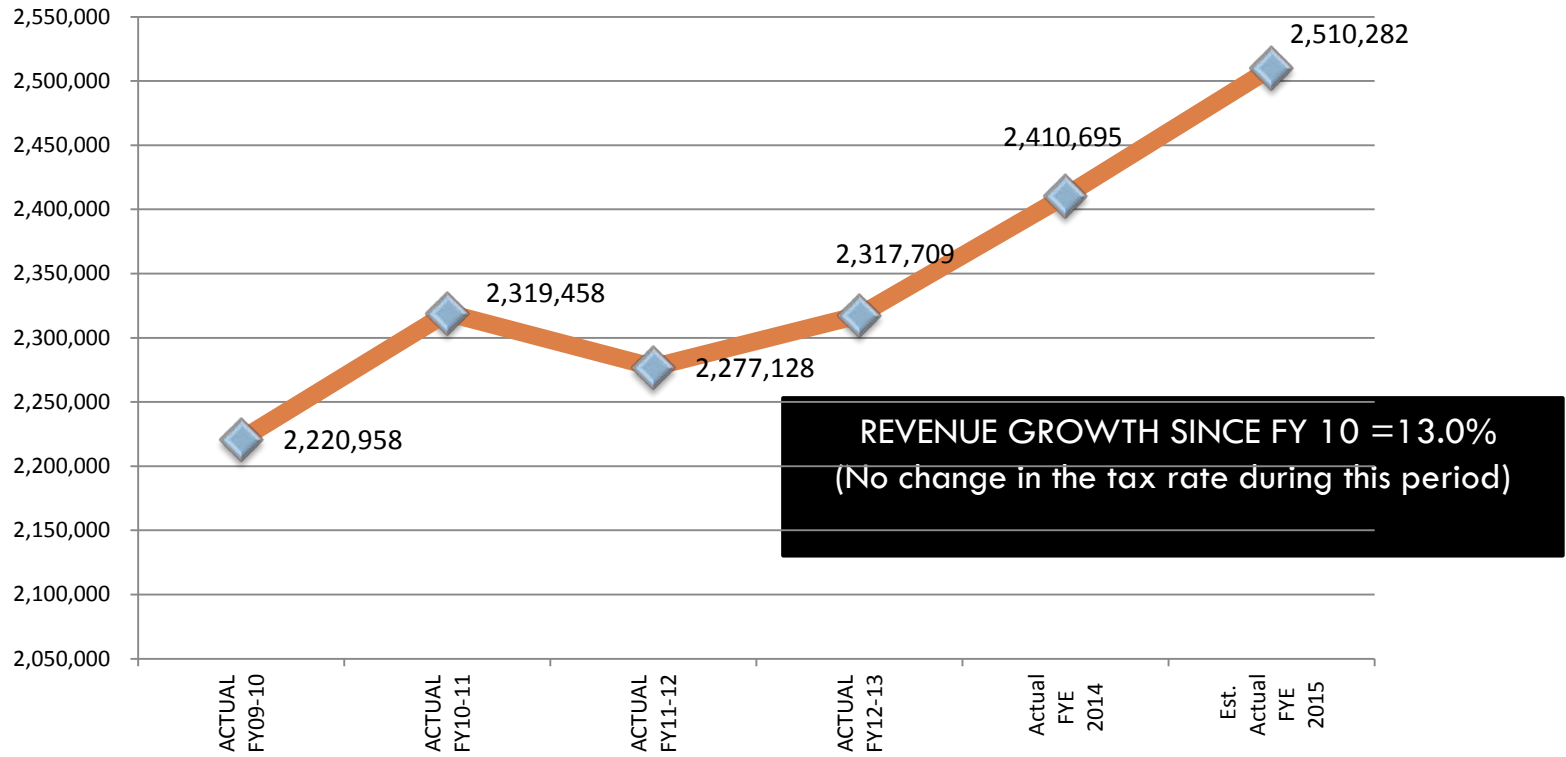
# Real Estate Taxes (Current & Five Year Trend)

7



# Personal Property Taxes (Current & Five Year trend)

8





# LOCAL TAX REVENUE

9



# Local Tax Revenue (Budget Vs. Actual Comparison)

10

	FY 14-15 Budget	FY 14-15 Est. Actual	% of Budget Realized
Local Sales & Use	\$ 1,750,000	\$ 1,797,520	102.7%
Cigarette Taxes	\$ 300,000	\$ 373,904	124.6%
Business License Taxes	\$ 930,500	\$ 921,270	99.0%
Meals Taxes	\$ 1,260,000	\$ 1,439,601	114.3%
Lodging Taxes	\$ <u>150,000</u>	\$ <u>149,166</u>	<u>99.4%</u>
<b>Total Local Tax Revenue</b>	<b>\$ 4,390,500</b>	<b>\$ 4,681,461</b>	<b>106.6%</b>

# Local Tax Revenue (Trend Analysis)

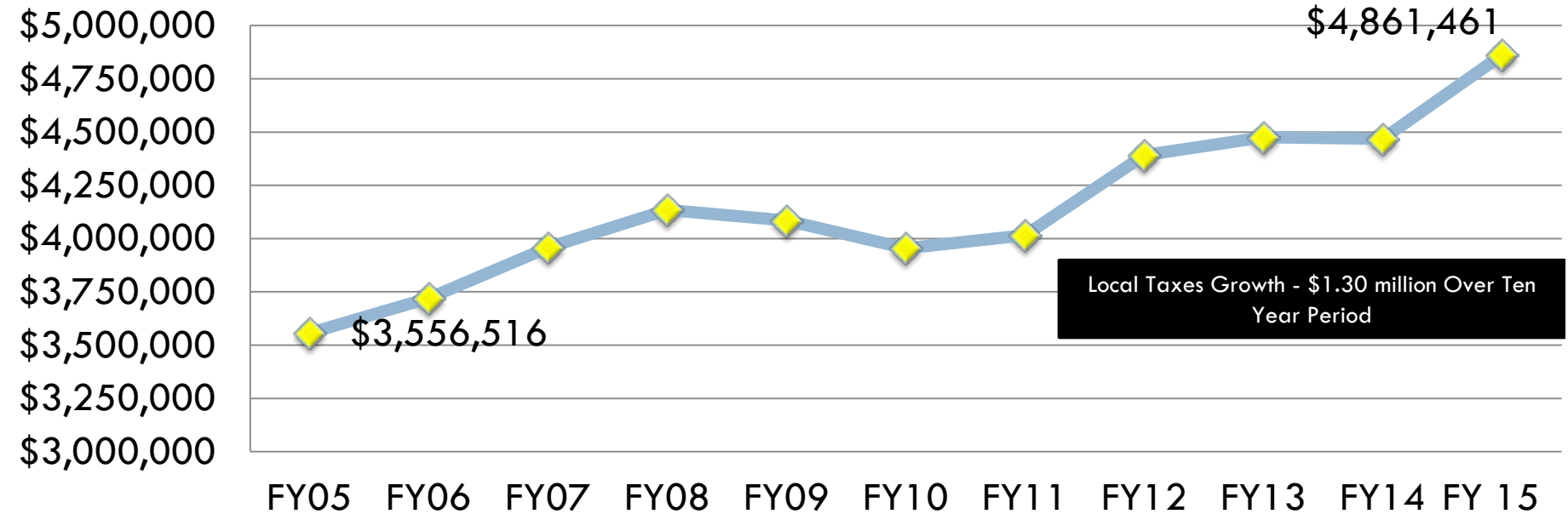
FYE	Business Licenses	Meals Tax	Lodging Tax	Cigarette Taxes	Sales & Use Taxes	TOTALS
FY10	\$ 857,653	\$ 1,149,930	\$ 126,981	\$ 230,534	\$ 1,589,864	\$ 3,954,962
FY11	\$ 941,650	\$ 1,154,659	\$ 117,911	\$ 208,592	\$ 1,592,996	\$ 4,015,807
FY12	\$ 934,328	\$ 1,330,207	\$ 198,481	\$ 244,959	\$ 1,683,980	\$ 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
FY 15	\$ 921,270	\$ 1,439,601	\$ 149,166	\$ 373,904	\$ 1,797,520	\$ 4,681,461
1 year Trend	\$ (32,024)	\$ 140,354	\$ (688)	\$ 31,471	\$ 74,722	\$ 213,835
				Prior Year Growth Trend		4.79%
5 year Trend	\$ 63,617	\$ 289,671	\$ 22,185	\$ 143,370	\$ 207,656	\$ 726,499
				Five Year Growth Trend		18.37%



*Sustainability*

# 10 Year History – Selected Local Revenue

## Five Year History - Economic Indicators

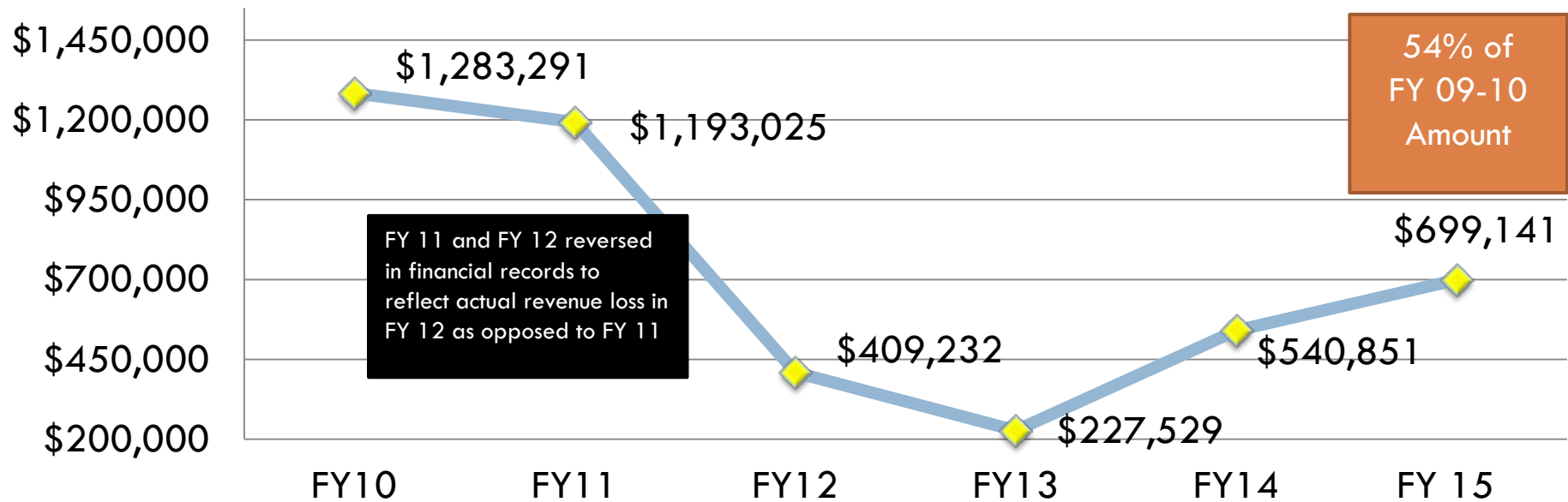


Local Taxes Growth - \$1.30 million Over Ten Year Period

Meals, Lodging, Cigarette, Sales and Business License Taxes Combined

# Other Significant Revenue Events – Industrial Corridor Shared Revenue Recovery

13



IOW Revenue Sharing

# Other Significant Revenue Events- Grants – General Fund

14

Grant Revenue	Service Area	Amount
SAFER Grant	Public Safety	\$ 403,788.00
Storm water Management	Community Development	\$ 25,922.00
Fire Program Funds	Public Safety	\$ 27,189.00
Rescue Squad Assistance Grant	Public Safety	\$ 134,792.00
USDA Police Vehicle Grant	Public Safety	\$ 50,000.00
Byrne Justice Police Grant	Public Safety	\$ 6,287.00
Four For Life	Public Safety	\$ 7,166.00
Litter Control	Community Development	\$ 6,366.00
<b>Total FY 14-15</b>		<b>\$ 661,510.00</b>



# GENERAL FUND EXPENDITURES

For the period ending June 30, 2015



Based on Unaudited Financial Data

# General Fund Expenditure Highlights

16

- Expenditures of \$14.76 mil (91% of budget) are \$524,000 less when compared to prior year expenditures of \$15.28 mil.
- ***Reductions are noted in the following categories:***
  - ▣ Reduction in capital outlay expenditures (street projects and building and grounds improvements)
  - ▣ Budgetary reductions in Parks & Recreation resulting from vacancy and operational savings
  - ▣ Non Departmental - Contribution to County (Revenue Sharing)
- ***Increases are noted in the following categories:***
  - ▣ Elections, Courts and Sheriff due to the City's share of regional jail contribution
  - ▣ Public Safety resulting from acquisition of equipment (ambulance funded by state grant and local contribution from County and expenditure for Wireless Grant)



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

17

	2014-2015	ACTUAL	BUDGET	2013-2014	ACTUAL	BUDGET
EXPENDITURES:	BUDGET	6/30/2015	%	BUDGET	6/30/2014	%
Operating Expense:						
Legislative, General & Financial	\$ 2,451,452	\$ 2,110,443	86.09%	\$ 2,426,423	\$ 2,068,851	85.26%
Elections, Courts, Sheriff	1,368,939	1,270,771	92.83%	1,089,322	988,014	90.70%
Law Enforcement	3,867,677	3,692,808	95.48%	3,729,559	3,663,421	98.23%
Fire and Rescue	2,417,739	2,392,876	98.97%	2,156,112	2,165,431	100.43%
Community Development	505,279	473,061	93.62%	447,371	439,237	98.18%
Streets	2,221,451	1,741,515	78.40%	2,661,945	2,402,312	90.25%
Garage	242,107	224,933	92.91%	226,527	209,930	92.67%
Refuse Collection & Disposal	-	-	0.00%	212,709	-	0.00%
Buildings and Grounds	1,029,796	983,305	95.49%	1,264,376	1,262,427	99.85%
Health	156,198	145,198	92.96%	167,198	145,198	0.00%
Parks and Recreation	546,166	406,408	74.41%	600,458	514,322	85.65%
Library	292,373	305,173	104.38%	290,300	288,321	99.32%
Planning & Beautification	317,612	217,690	68.54%	311,051	219,838	70.68%
Downtown Development	107,093	107,000	99.91%	108,707	110,048	101.23%
<b>Subtotal- Operating Expenses</b>	<b>15,523,882</b>	<b>14,071,181</b>	<b>90.64%</b>	<b>15,692,058</b>	<b>14,477,350</b>	<b>92.26%</b>
Payments to Southampton Co.	\$ 725,000	\$ 652,305	89.97%	\$ 772,655	\$ 772,665	100.00%
Non-Departmental Miscellaneous	46,000	42,363	92.09%	40,000	39,835	99.59%
Pass through Contributions	-	-	0.00%	-	-	0.00%
<b>Total Operating Expense</b>	<b>\$ 16,294,882</b>	<b>\$ 14,765,849</b>	<b>90.62%</b>	<b>\$ 16,504,713</b>	<b>\$ 15,289,850</b>	<b>92.64%</b>

# Franklin/Southampton Cost of Shared Services



18

## 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**

Cost to City is \$123,684 or 38% less in FY 14-15 when compared to FY 12-13, (the most recent year prior to the Shared Services Arrangement).

# Contribution to Education

	FY 13-14	FY 14-15		FY 15-16
Base Appropriation from City	4,837,395	4,837,395		4,987,395
	9,200			
Approved Carryover	<u>643,174</u>	<u>345,594</u>		<u>343,545</u>
Total Annual Appropriation	5,489,769	5,182,989	-	5,330,940
Additional Appropriations During FY 14-15:				
1. A Portion of funds from FY 13-14 Audit	-	119,100	} 462,645	
2. The Balance of the Funds from FY 13-14 Audit	-	343,545		
3. Adjustment to FY 15-16 for Use in FY 14-15	-	-		(343,545)
<b>Total Appropriation</b>	<b>5,489,769</b>	<b>5,645,634</b>		<b>4,987,395</b>
Actual Transfer (FY 14 Per Audit) (FY 15- Projected)	5,027,124	5,523,241		4,987,395
Appropriation Less Actual	(462,645)	(122,393)		-

Note: Only a portion of the \$343,545 (\$221,152) has been transferred to Education as of August 3<sup>rd</sup>. This is an estimate based on projected revenue and expenditures accrual subsequent to June 30<sup>th</sup>. The balance shown is \$122,393 which is subject to change.

# Estimated Fund Balance at June 30, 2014 (unaudited)

20

Beginning Fund Balance - 6/30/14	6,891,696
Total Revenues	\$ 20,688,704
Total Expenditures	<u>\$ (20,289,091)</u>
Excess of Revenue over Expenditures	\$ 399,613
Add: Transfers In	1,409,891
Less: Transfers Out	<u>(1,876,800)</u>
Net Change in FY 14-15 Fund Balance	\$ (67,296)
<b>Total Fund Balance Ending - 6/30/15</b>	<b>6,824,400</b>

Only a Portion of the \$6.82 mil is Available for Spending

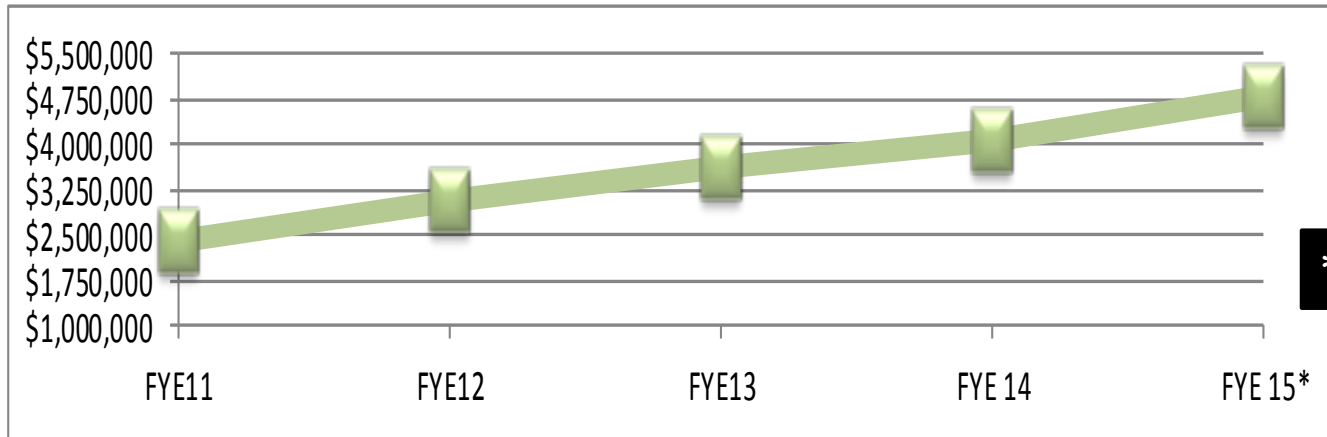
<b>6/30/15 Ending Fund Balance</b>	<b>\$ 6,824,400</b>
<b><u>Fund Balance Classifications:</u></b>	
Non Spendable	\$ 969,874
Restricted	168,630
Committed	130,002
Assigned	<u>799,878</u>
<i>Total Non-Spendable, Restricted, Committed &amp; Assigned</i>	<i>2,068,384</i>
<b>Amount Unassigned</b>	<b>\$ 4,756,015</b>

\$4.76 mil is the estimated unassigned fund balance; the portion available for spending

# Fund Balance Policy Evaluation at June 30, 2015

<b>Fund Balance Policy Evaluation</b>		
	<b>FYE15 Projected</b>	<b>FYE2014</b>
Budgeted Annual Expenditures	22,653,361	\$ 21,648,279
<i>Policy: Minimum of 15% of budgeted annual expenses</i>	\$ 3,398,004	\$ 3,247,242
<b>Unassigned Fund Balance</b>	\$ 4,756,015	\$ 4,071,412
Amount Below/Above Policy Guidelines	\$ 1,358,011	\$ 824,170
<i>Fund Balance as a Percentage of Budgeted Expenditures</i>	20.99%	18.81%
<b>Amended Annual Budget</b>	23,369,001	\$23,731,890
<i>Fund Balance as a Percentage of Revised Budget</i>	20.4%	17.2%

A strong Unassigned fund balance is critical to financial planning





# PRELIMINARY FINANCIAL REPORT **ENTERPRISE FUNDS**

For the period ending June 30, 2015



Based on Unaudited Financial Data

# Airport Fund

23

- Fuel Sale Revenue is 36% or lower than prior year collections at \$71,117
  - ▣ On the expenditure side, fuel purchases were 39% or \$28,148 less than the prior year
- General Fund Support = \$91,781
- Federal/State Funded Grants totaling \$1.024 mil
- Expenditures Associated with Grant Funding total \$1.063 mil

# Water & Sewer Fund

24

## □ Revenue Analysis

- Revenue from the sale of water reached \$1.26 mil (97% of the \$1.3 mil budget), consistent with the prior year period
- Revenue from sewer charges reached \$1.68 mil (96% of budget); slightly higher than the prior year revenue of \$1.65 mil.

## □ Expenditure Analysis

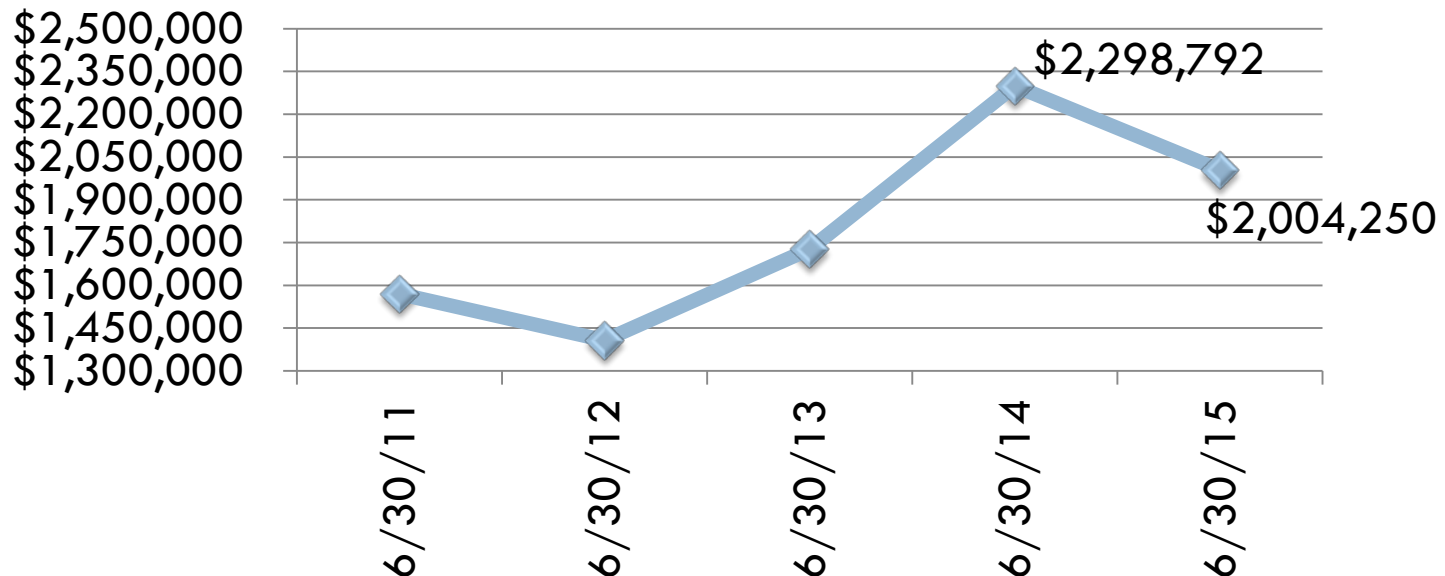
- Operating expenditures of \$2.44 mil exceeded prior year expenditures of \$2.07 mil (sewer projects completed in FY15)
- Total expenditures were \$3.12 million or 97% of budget; higher than the FY 14 expenditures of \$2.72 mil primarily due to increased capital outlay in FY 15.



# Water & Sewer Fund Cash Balance

25

- Cash balance at June 30, 2015 = \$2.0 mil
- Cash Balance decreased by \$294,000 during the fiscal year (planned projects)



# Solid Waste Fund

26

## □ Revenue Analysis

- Revenue from waste collection & disposal reached \$1.36 mil (99% of budget); this is slightly higher with prior year collections of \$1.34 mil

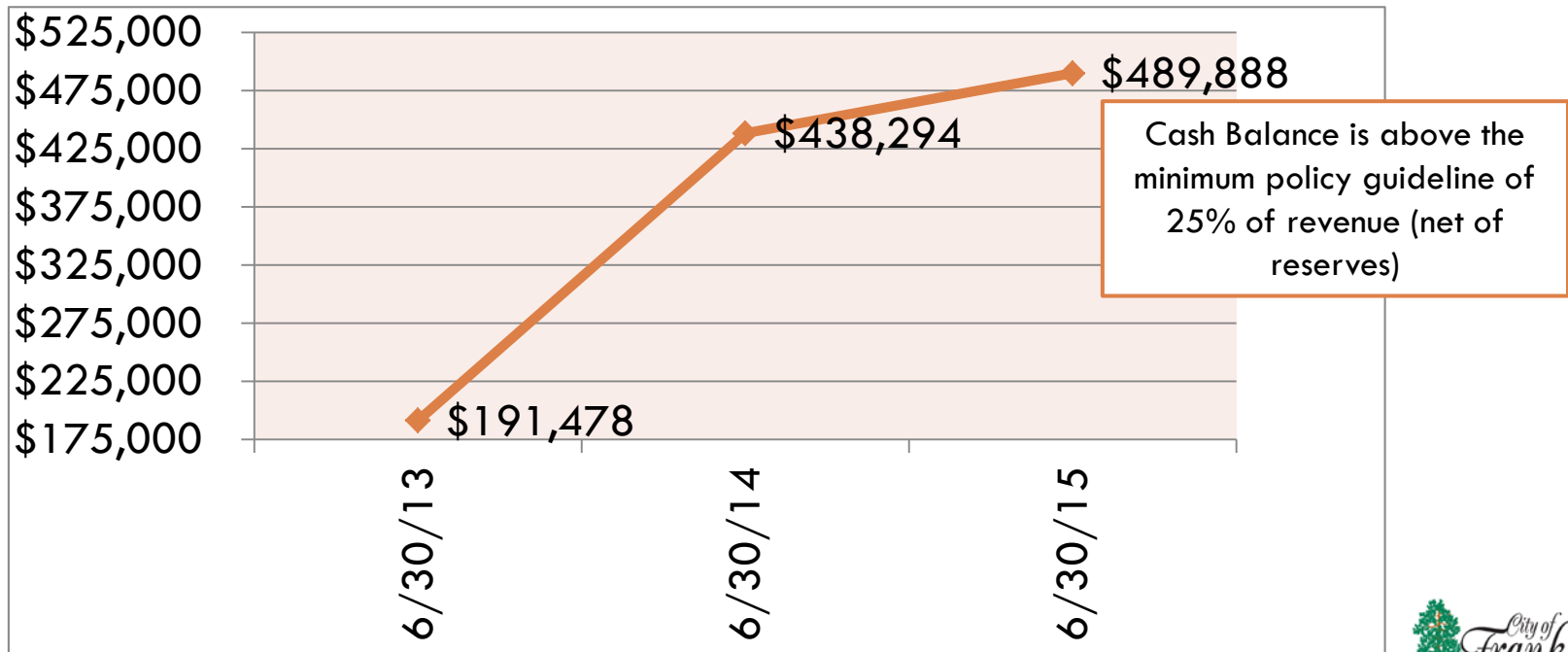
## □ Expenditure Analysis

- Operating expenditures were \$1.05 mil prior to transfer to general fund
- Operating Expenditures increased \$196,000 resulting mainly from acquisition of garbage truck
- Expenditures for tipping fees were \$20,000 higher in FY 14-15 at \$352,000.

# Solid Waste Fund – Cash Balance

27

- Cash balance at June 30, 2015 = \$489,888
- Cash Balance increased by \$51,835 during the fiscal year ( a portion of cash was used to acquire capital assets totaling \$160,000- i.e. PAYGO)



# Electric Fund – Revenue Analysis

28

- Revenue from energy sales reached \$13.14 mil or 93% of budget; FY14 revenue was \$12.98 for an increase of 1.2%
- Overall, revenue reached \$15.49 mil or 93% of the total budget; an increase of \$375,000 or 2.0% from the prior year period.

# Electric Fund – Expenditure Analysis

29

- Operating expenditures for energy purchases increased by \$723,000 to \$11.8 mil from \$11.1 mil in FY 14 or 6.0%
- Expenditures increased overall to \$13.4 from \$12.5 mil in FY 2015 resulting mostly from the increased cost of energy in FY15 and other operating expenditures

**(See Next Slide)**

- Expenditures for energy costs were within 95% of the budgeted projections.

# VMEA Payments

## Current & prior fiscal year

30

Billing Month	FY 13-14	FY 14-15	Variance
December	\$1,012,802	\$1,067,345	54,543
January	\$1,318,098	\$1,395,984	77,886
February	\$1,037,055	\$1,494,927	457,872
March	\$1,125,074	\$1,207,428	82,354
April	\$731,330	\$732,035	705
May	\$817,091	\$796,547	-20,544
June	\$830,086	\$929,813	99,727
Total	<b>\$6,871,536.00</b>	<b>\$7,624,079.00</b>	<b>752,543</b>



11.0% Increase

# Electric Fund Cash Balance

31

- Cash balance at June 30, 2015 = \$837,529
  - ▣ Projected balance of \$1.0 mil did not materialize mostly due to the extreme weather temperature experienced this past winter and thus far this summer.
  - ▣ Cash Balance decreased by \$44,736 during the fiscal year (prior two fiscal years experienced gains)

Cash at 6/30/15 is below minimum policy guideline of \$1.43 million by \$551,000, “Restoration of Cash Balance Policy” projected by Management in FY 11-12 cited a four to five year period to attain the minimum cash balance requirement.

# Electric Fund Cash

## Current & Three History

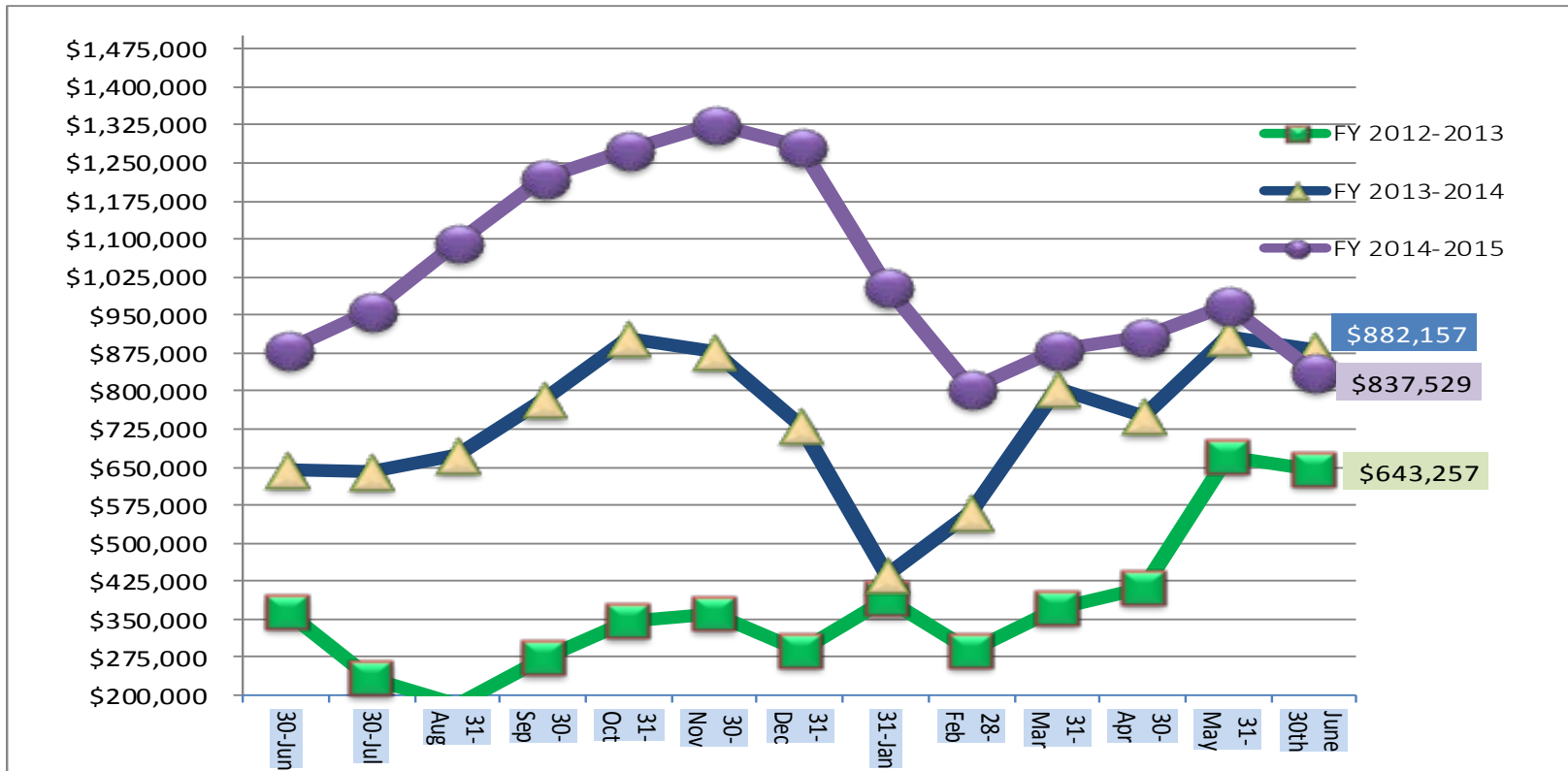
32

	FY 2012-2013	FY 2013-2014	FY 2014-2015
30-Jun	\$ 365,374	\$ 643,257	\$ 882,030
30-Jul	\$ 232,177	\$ 642,085	\$ 957,000
31-Aug	\$ 179,939	\$ 672,538	\$ 1,095,099
30-Sep	\$ 272,263	\$ 784,569	\$ 1,220,000
31-Oct	\$ 346,776	\$ 904,924	\$ 1,273,878
30-Nov	\$ 359,027	\$ 876,767	\$ 1,327,621
31-Dec	\$ 287,190	\$ 733,859	\$ 1,284,717
31-Jan	\$ 389,986	\$ 438,344	\$ 1,004,954
28-Feb	\$ 287,764	\$ 559,511	\$ 805,356
31-Mar	\$ 370,727	\$ 803,846	\$ 881,641
30-Apr	\$ 412,409	\$ 751,999	\$ 906,867
31-May	\$ 672,007	\$ 908,047	\$ 968,713
<b>June 30th</b>	<b>\$ 643,257</b>	<b>\$ 882,157</b>	<b>\$837,529</b>

Three Year Growth Trend- \$472,055 or 129% from FY 11-12



# ELECTRIC FUND CASH ANALYSIS (Current & Two Year History)





August 5, 2015

TO: Randy Martin, City Manager

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

RE: **Year End Budget Amendments & Transfers for FY 2014-2015**  
**Budget Amendment #2016-03**

Budget amendment **#2016-03** reflects the following:

(1) Supplemental Appropriation Required:

**Commissioner of the Revenue** – Additional appropriation is required to cover the health insurance line item in FY 14-15. One employee was added to the plan after preparation of the budget. As a result, the line item was overspent by \$6,192. Since some lines have unspent funds, only \$1,800 in additional appropriation is needed to cover expenditures for the fiscal year.

The request is to transfer funds from the City Manager’s Budget to cover the required appropriation.

(2) Line items exceeding available appropriations by \$10,000 or more requiring Council notification for transfer approval. Funds are available within other line items of the operating budget as outlined in the attached amendment budget transfer requests. No use of fund balance is requested.

**Economic Development Fund** – Expenditures for utilities exceeded the funds appropriated in the budget by \$12,718. The request is to increase the General Fund transfer by \$10,000 from \$57,883 to \$67,833 to cover a portion of the cost overrun. The remaining cost overrun is absorbed by unspent funds in various line items.

**Fire & Rescue Budget** – The FY 14-15 budget did not include sufficient funds to cover the personnel cost of the fire and rescue department. A vacant position was not listed on the salary worksheet; the position was filled prior to the adoption of the budget in June 2014 for FY 14-15; however, the funds were not added to the budget. As a result, cost overruns have occurred in full-time salaries; holiday pay was also under budgeted. The request is to transfer funds from the various line items as indicated.

**Building Maintenance (Library)** – The Air Conditioning unit was replaced in the library in May 2015 at a cost of \$21,430. This expenditure was not anticipated in the budget year and therefore, funds were not available to cover the cost of the replacement. The request is to transfer unspent funds from Mosquito Control and Snow Removal (\$20,000 collectively) to cover the cost of the repair.

**Electric Fund –**

FY 14-15 expenditures in Contractual Services, Repairs & Maintenance, Generation Fuel and Transformers have exceeded appropriations by greater than \$10,000. The following information was received from the Director of Power & Light:

**Contractual Services** - Since the beginning of the fiscal year the Electric Department had five vacancies in the line department, four from personnel leaving for pay reasons and one due to a disability. No suitable candidates could be found to fill the vacancies which put the construction department in a bind due to lack of manpower. In November 2014, River City Construction was hired under contractual service obligations. The total cost for the year is \$188,000.

**Repairs & Maintenance** – The FY 14-15 Budget did not include funds for repairs outside of routine maintenance. During the fiscal year, a serviceman bucket truck required a new engine resulting in over expenditure of the line item.

**Generation Fuel** – As a result of elevated usage of generation equipment, the department’s fuel supply was depleted and additional purchases were required in FY 2014-2015. (No fuel purchases were made in the previous fiscal year).

**Transformers** – Additional equipment purchases were required in FY 2014-2015, one transformer for Love’s Truck Stop and one for Franklin City High School (the department’s in-kind match for the Generator HookUp Grant). As a result, the line item was overspent.

The request is to transfer funds from line items within the department that remain unspent at the close of the fiscal year as outlined in the attached.

## BUDGET AMENDMENT 2016-03

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA that the 2014-2015 City Budget is hereby amended as follows:

		Revenue	BUDGET FY 14-15	Amended Budget	Increase/ Decrease
<b>Fund 510- Economic Development Fund #1 Supplemental Appropriation</b>					
41050	900	General Fund Transfer	57,833	67,833	<u>10,000</u>
		<b>Total Revenue</b>			<b>10,000</b>
22010	5110	Utility - Electrical Services	78,000	88,000	<b>10,000</b>
		<b>Total Expenditures</b>			<b>10,000</b>
12110	2300	City Manager - Hospitalization	12,384	10,584	<u>(1,800)</u>
12310	2300	Comm. Of Revenue - Hospitalization	21,444	23,244	<b>1,800</b>

<b>Fund 100 - General Fund #2 - Appropriations Exceeding \$10,000</b>					
					-
32100	1101	EMS - Regular Salaries	1,039,289	1,070,289	<b>31,000</b>
32100	1250	EMS - Holiday Pay	48,000	60,800	<b>12,800</b>
32100	1300	EMS Part Time	70,000	64,500	<u>(5,000)</u>
32100	2830	EMS Fire & Rescue Calls	12,000	-	<u>(12,000)</u>
32100	2300	EMS BCBS	181,428	154,628	<u>(26,800)</u>
		<b>Total Amendment - EMS</b>			<b>0</b>
73100	3316	Library Repairs	4,000	24,000	<u>(20,000)</u>
51300	3180	Mosquito Control Spraying Services	6,000	-	<b>6,000</b>
51300	6003	Mosquito Control Supplies	5,000	-	<b>5,000</b>
41330	6016	Snow Removal Supplies	20,000	11,000	<b>9,000</b>
		<b>Total</b>			<b>\$ 20,000</b>
<b>FUND 505 ELECTRIC FUND</b>					
20010	1101	Salaries and Wages Regular	792,877	616,877	<b>176,000</b>
20010	1200	Salaries and Wages Overtime	45,000	36,000	<b>9,000</b>
20010	1300	Salaries and Wages Part time	4,000	-	<b>4,000</b>
20010	2300	Hospitalization	109,176	86,176	<b>23,000</b>
20010	6007	Repair and Maintenance Supplies	95,000	81,000	<b>14,000</b>
20020	8137	Poles	20,000	14,000	<b>6,000</b>
20020	8136	Wire	35,000	25,000	<b>10,000</b>
					<b>242,000</b>
20010	3190	Contractual Services	22,000	203,000	<u>(181,000)</u>
20010	3323	Generation Fuel	15,000	29,000	<u>(14,000)</u>
20020	8134	Transformers	50,000	72,000	<u>(22,000)</u>
20010	3310	Vehicle Repairs and Maintenance	15,000	40,000	<u>(25,000)</u>
					<u>(242,000)</u>

- 1) *To authorize supplemental appropriations and appropriate additional revenue for expenditures in FY 14-15*
- 2) *To authorize the transfer of various line items of the FY 14-15 budget to cover expenditures exceeding \$10,000.*

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

---

*Clerk to the City Council*

Agenda  
Franklin City Council  
August 10, 2015



August 4, 2015

To: Randy Martin  
City Manager

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

Re: **FY 2014-15 Budget Carryover to FY2015-2016 - #2016-04**

Each year, the City carries forward appropriations from the prior fiscal year (FY2014-2015) of funds not spent which require re-appropriation of the funds to the current fiscal year (FY2015-2016). 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 #2016-04** 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 \$ 91,143
  - b. Airport Fund – Grants – 504 \$562,236
  - c. Donated Funds for Beautification – 100 \$ 1,300
  - d. Generator Hook Up Grant – 100 \$ 11,957
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 15-16:
  - a. Software Upgrade project - \$156,673
3. Ongoing projects crossing the fiscal year end:
  - a. Sewer System Improvements - 501 \$202,559
  - b. Water Line Rehab – 501 \$429,103

4. Expected expenditures to exceed budgeted amounts
  - a. Public Works Streets- (Drainage) – 100 \$ 80,558
  - b. Public Works – Streets (Paving) – 100 \$244,292
  - c. Beautification (Gateway Enhancement) – 100 \$ 6,260

If approved, the items earmarked Fund 100 will commit General Fund balance at June 30, 2015 in the amount of the approved carryover. The FY 2015-2016 budget will increase in all Funds as noted in the line items above.

**REQUIRED ACTION FROM CITY COUNCIL**

Amend the FY 2015-2016 City budget to reflect the re-appropriation of FY 2014-2015 carryover to the various funds as outlined in the attached amendment requests and appropriate the funds for spending.

**ADDITIONAL FY 2015-2016 BUDGET AMENDMENTS**

**1. Economic Development Fund**

The project to construct a roadway (Business Drive) that will be built in Pretlow Industrial Park will commence in FY 15-16. This road will extend off of Progress Parkway and run for 700' adjacent to the Pinnacle Property. Funding for this project has been identified via fund balance from the City's Economic Development Fund (\$180,000) in addition to support from the City's Solid Waste Fund (\$30,000). The existing fund balance in the Economic Development Fund is based on revenue sources (including General Fund support) that have exceeded the Fund's expenditures over past fiscal years. The Solid Waste Fund has \$30,000 to support this initiative resulting from anticipated unspent funds in landfill closure. The request is to amend the City's FY 15-16 Economic Development Fund budget by \$210,000.

**REQUIRED ACTION FROM CITY COUNCIL**

Amend the FY 2015-2016 Economic Development Fund budget to reflect the appropriation of \$180,000 in Economic Development Fund Balance and the transfer of \$30,000 from the Solid Waste Fund to support capital projects (road construction) planned for FY 15-16.

**2. Foundation Grant Fund**

City Council was advised at the July meeting of the grant award from the Franklin Southampton Charities in the amount of \$32,190 to support the Franklin City Police Department. Funds will be used to upgrade the video surveillance system.

**REQUIRED ACTION FROM CITY COUNCIL**

Amend the FY 2015-2016 Foundation Grant Fund budget to reflect the appropriation of \$32,190 in grant funds.

## BUDGET AMENDMENT 2016-04

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

		2015-2016	AMENDED	INCREASE
		BUDGET	BUDGET	(DECREASE)
<b>100</b>	<b><u>GENERAL FUND</u></b>			
	<b>REVENUE</b>			
41050-0004	Prior Year Budget Carryover	\$0	\$331,110	331,110
41050-0100	Use of restricted fund balance	\$0	169,930	<u>169,930</u>
				<b>\$501,040</b>
	<b>EXPENDITURES</b>			
41200-8211	PW Streets- Drainage- CIP	120,000	200,558	80,558
41200-8333	PW Streets – Street Paving	400,000	644,292	244,292
81300-3330	Contract Maintenance-Adopt a Spot	0	1,300	1,300
81300-5856	Gateway Enhancement Plan	3,500	9,760	<u>6,260</u>
12560-8117	Software Upgrade Project	0	156,673	156,673
81100-	Generator Hookup Grant	0	11,957	<u>11,957</u>
	<b>TOTAL</b>			<b>\$501,040</b>
<b>501</b>	<b><u>WATER/SEWER</u></b>			
	<b>REVENUE</b>			
41050-0200	Prior Year Budget Carryover	<u>\$0</u>	<u>\$631,662</u>	<b><u>\$631,662</u></b>
	<b>EXPENDITURES</b>			
44112-8205	Water Line Rehab	\$243,194	672,297	\$429,103
44113-8246	Sewer System Improvements	<u>\$243,194</u>	<u>445,753</u>	<u>\$202,559</u>
	<b>TOTAL</b>			<b>\$631,662</b>
<b>220</b>	<b><u>FOUNDATION GRANTS</u></b>			
	<b>REVENUE</b>			
41050-0100	Prior Year Budget Carryover	\$0	\$91,143	\$91,143
	<b>EXPENDITURES</b>			
31100-5848	Camp Grant-police	\$0	29,152	\$29,152
32100-5604	Volunteer Incentive Program	0	652	652
32100-5848	Camp Foundation Grant-fire & rescue	0	33,813	33,813
32100-9004	IT Upgrade – E911	0	12,444	12,444
32100-8101	Thermal Imaging Cameras	0	36	36
32100-8117	Fire Prevention	0	10,225	10,225
32100-8600	Child Safety Seat	0	564	564
43200-8300	Hayden Study	0	3,199	3,199
71300-5848	Summer Youth Day Scholarships	0	<u>1,058</u>	<u>1,058</u>
	<b>TOTAL</b>		<b>91,143</b>	<b>\$91,143</b>



<b>504</b>	<b><u>AIRPORT FUND</u></b>			
	<b>REVENUE</b>			
41050-0200	Prior Year local match	\$0	11,245	11,245
24040-0421	Airport Improvements – State	\$0	16,867	44,979
33010+0420	Airport Improvements – Federal	\$0	534,125	<u>506,012</u>
				<b>562,236</b>
	<b>EXPENDITURES</b>			
20020-8431	Runway Lighting Construction	0	556,610	556,610
20010-8429	Runway Lighting	0	5,626	<u>5,626</u>
	<b>TOTAL</b>			<b>562,236</b>

<b>510</b>	<b><u>ECONOMIC DEVELOPMENT</u></b>			
	<b>REVENUE</b>			
3-510-041050-0502	Transfer from Solid Waste Fund	\$0	30,000	30,000
0-510-000300-0340	Use of Fund Balance	\$0	180,000	<u>180,000</u>
				<b>210,000</b>
4-502-93100-0510	Transfer to Economic Dev. Fund	\$0	30,000	\$30,000
4-502-042300-8222	Landfill Closure	\$70,000	40,000	(\$30,000)
	<b>EXPENDITURES</b>			
20020-8409	Business Drive Road Project	0	210,000	210,000
	<b>TOTAL</b>			<b>210,000</b>

<b>220</b>	<b><u>FOUNDATION GRANT FUND</u></b>			
	<b>REVENUE</b>			
3-220-18990-3001	Donation-Franklin Southampton Charities	\$0	32,190	32,190
				<b>\$32,190</b>
	<b>EXPENDITURES</b>			
4-220-31100-9004	IT upgrades	0	32,190	32,190
	<b>TOTAL</b>			<b>\$32,190</b>

*\*To carry forward unspent appropriations for specific grants, the completion of ongoing projects, to supplement additional expenditures anticipated in the FY15-16 budget and to recognize grant funds received.*

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

\_\_\_\_\_  
*Clerk to the City Council*

**PUBLIC HEARINGS**

- A. Comprehensive Plan Update Adoption
- B. City Zoning Ordinance Amendments # 2016 – 05



*Office Of The City Manager  
R. Randy Martin*

August 4, 2015

To: Mayor & Council Members  
From: R. Randy Martin  
Subject: Comprehensive Plan Update

As detailed in the attached documentation and discussed at the Council work session on July 13, 2015, the City's Community Development Department and Planning Commission have spent more than two years preparing for the State required update of the City's Comprehensive Plan. The development process included multiple public meetings and citizen forum as described during which public input was solicited. The process culminated with a public hearing held by the City's Planning Commission on July 5, 2015 which was followed by a formal recommendation from the Commission for approval by the City Council.

At Monday's upcoming Council meeting, the required second City Public Hearing has been advertised before the City Council. Once this public hearing is held, it is recommended that Council consider adoption of the Comprehensive Plan as recommended by the Planning Commission. No resolution or ordinance adoption is necessary just a motion to accept or if desired modify the Planning Commission's recommendation. No resolution or ordinance adoption is necessary just a motion to accept or if desired modify the Planning Commission's recommendation. Be reminded, the Council has previously received a full copy of the recommended plan update. This update is a major accomplishment for the City. The Planning Commission and Community Development staff should be recognized for their dedication to the project. The staff likewise completed the recently adopted County update during the same timeframe.

Enclosures (3)



**DEPARTMENT OF COMMUNITY DEVELOPMENT  
PLANNING - BUILDING INSPECTIONS – ZONING**

To: R. Randy Martin, City Manager

From: Donald E. Goodwin, CBO, CFM, Director of Community Development

Date: August 5, 2015

CC: City Council Members

RE: **2015-2025 Comprehensive Plan**

---

The Franklin Planning Commission is pleased to present the 2015-2025 City of Franklin Comprehensive Plan for public hearing and approval. The Planning Commission worked with the Hampton Roads Planning District Commission staff and Community Planning Partners as well as staff from various City departments beginning in 2012, along the way holding dozens of work sessions, public discussions and input sessions, and the required public hearing in preparation of the Plan. In December 2014, the final public information forum was held at City Hall and it was well attended by citizens ranging from downtown business owners to parents and children interested in recreational opportunities. Amendments were made to the Plan draft subsequent to that forum, and the Planning Commission began their final review of the Plan that lead to its presentation to the City Council for adoption.

The Comprehensive Plan is a guide for the physical development of Franklin, and includes information ranging from demographic and economic information to housing and environmental characteristics to utility, transportation, and land use considerations. The Plan has received scrutiny from Franklin Southampton Economic Development, Inc., as well as the Downtown Franklin Association. The Planning Commission partnered with their contemporaries from Southampton County to sponsor a booth at the Franklin Southampton County Fair in August of 2014, to solicit comments from residents and citizens who might not have other opportunities to understand the planning process and the Comprehensive Plan itself. The Plan has evolved over the years and the Planning Commission recommended approval of the Plan as is now presented at their March 5, 2015 meeting.

**STAFF RECOMMENDATION: Hold the required public hearing and adopt the 2015-2025 Franklin Comprehensive Plan as presented.**

FRANKLIN – SOUTHAMPTON  
DEPARTMENT OF COMMUNITY DEVELOPMENT  
207 WEST SECOND AVENUE, FRANKLIN VIRGINIA 23851  
OFFICE: 757-562-8580 FAX: 757-562-0870

City of Franklin  
Comprehensive Plan  
2015-2025

Public Hearing  
City Council  
August 10, 2015

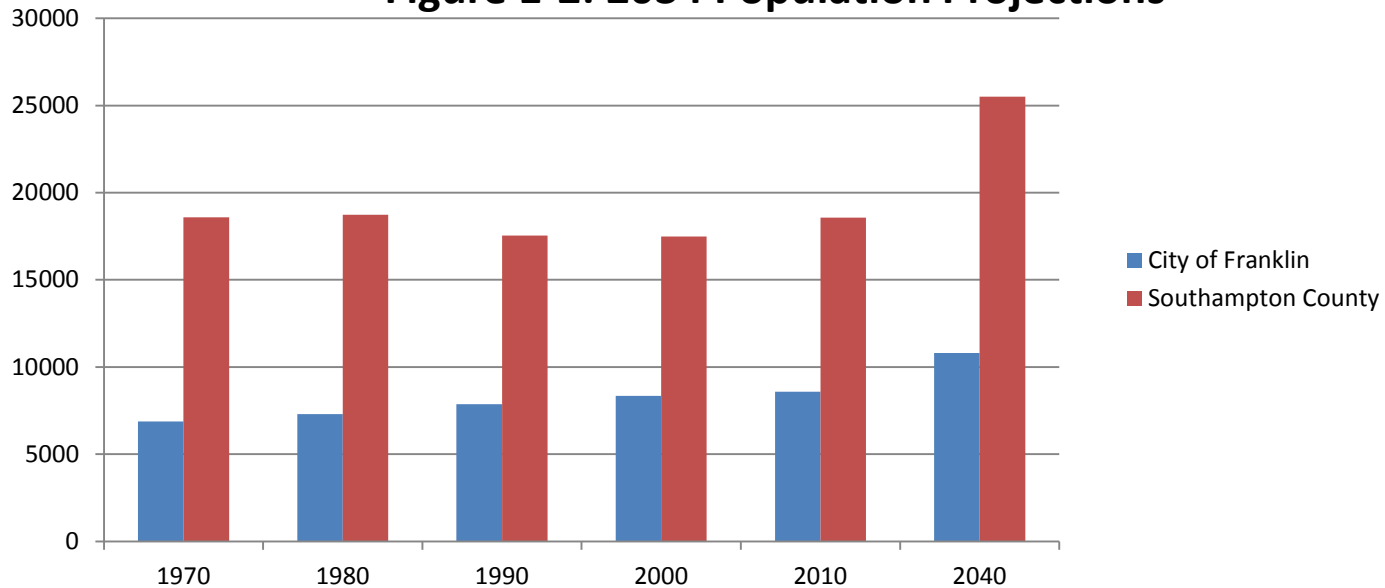
# Introduction

- \* Why do we plan?
- \* What is the process?
- \* What have we done so far?
- \* Next steps?

# Population and Demographics

## Chapter One

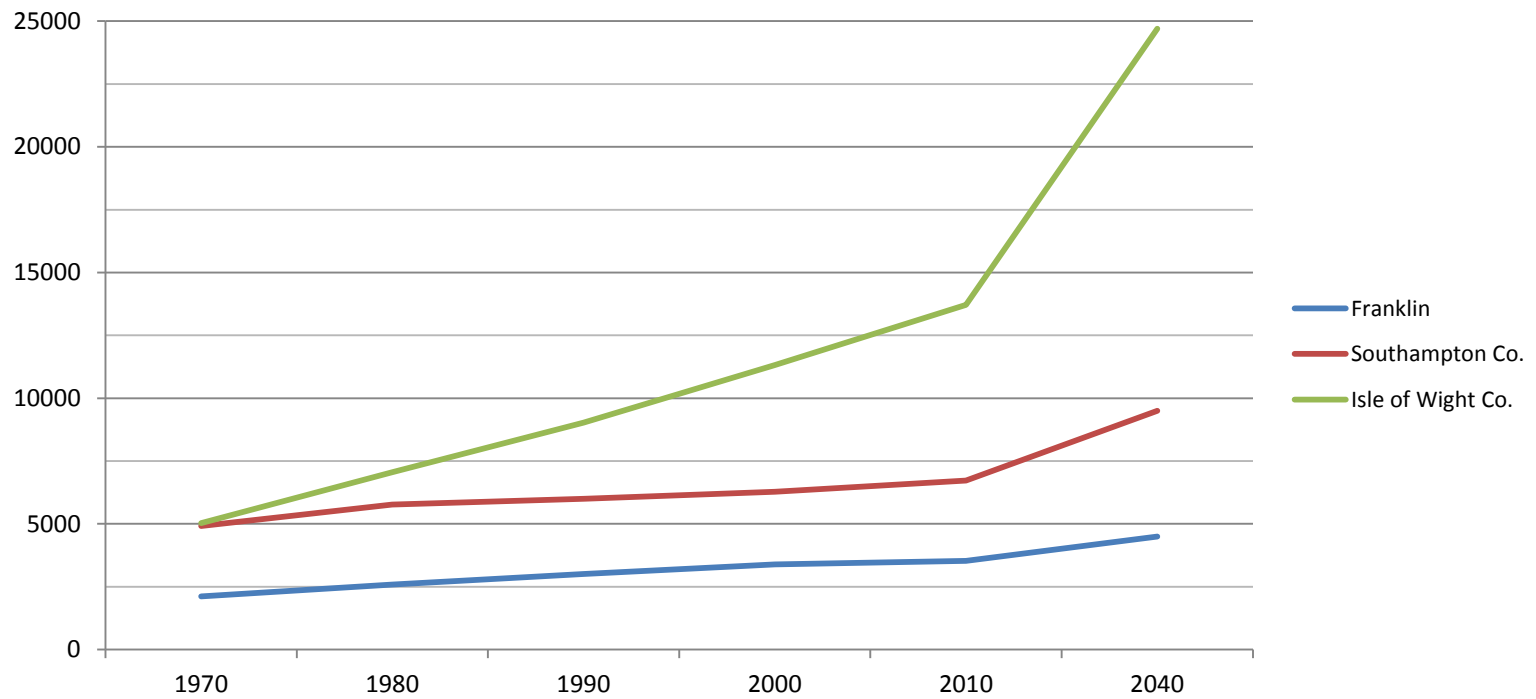
**Figure 1-2: 2034 Population Projections**



Sources: HRPDC, 2040 Economic Forecast & U.S. Bureau of Census, Census 1970-2010

# Number of Housing Units

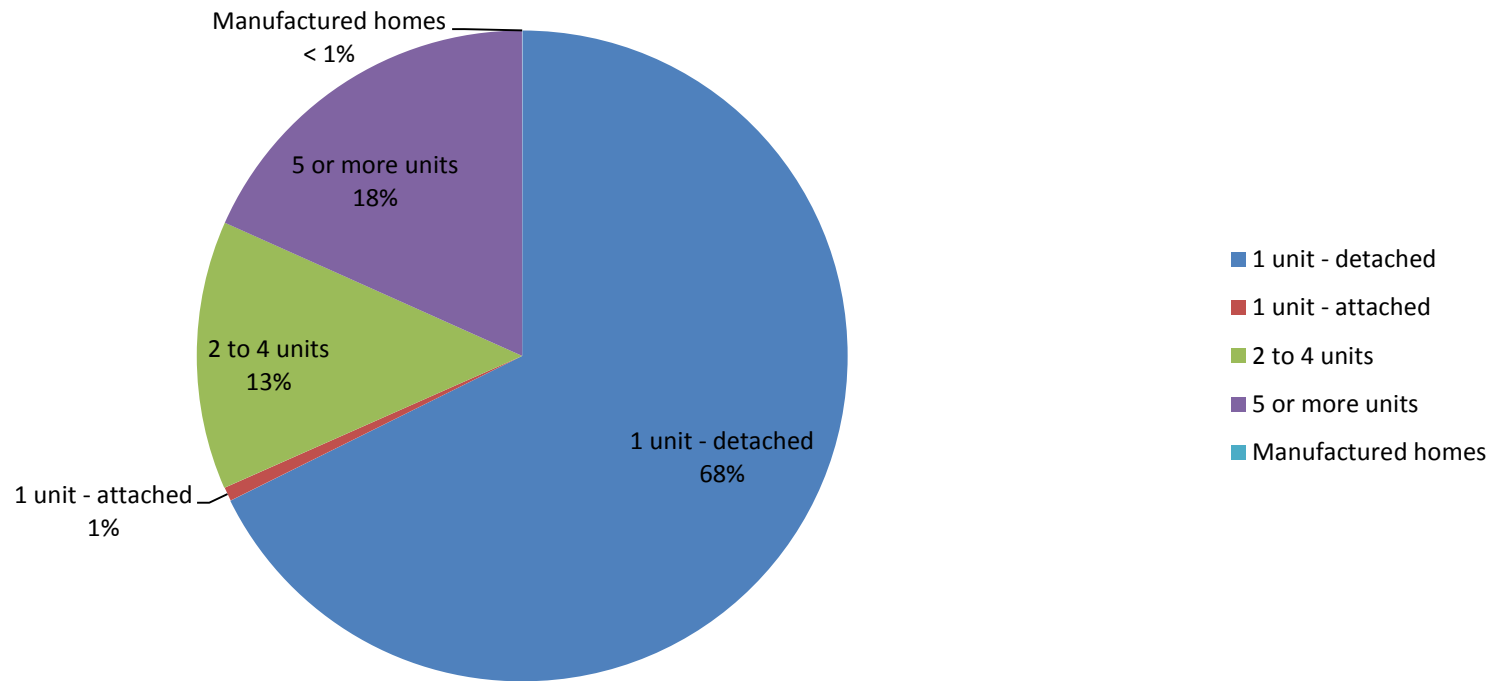
## Chapter Two





# Housing Units by Type

## Chapter Two



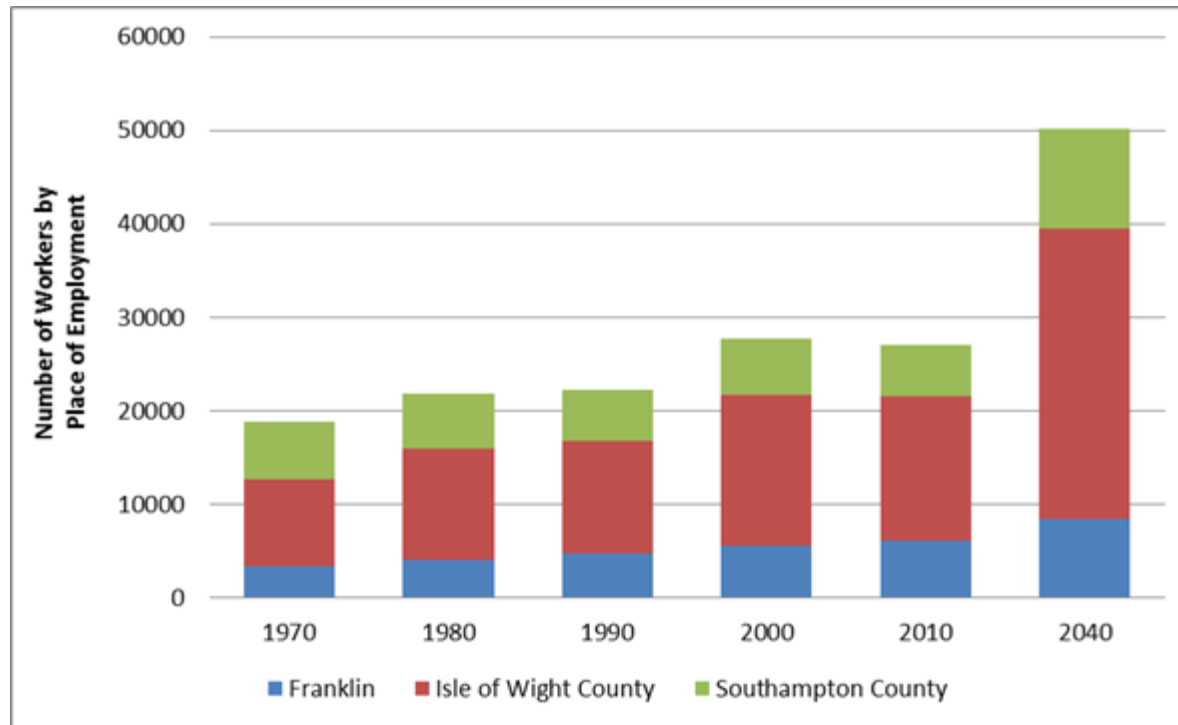
# Housing Recommendations

## Chapter Two

- \* Encourage mix of housing types and price points
- \* Encourage first time home ownership
- \* Mixed use opportunities in B-2 and B-3
- \* Public housing improvements
- \* Neighborhood revitalization opportunities

# Employment Trends

## Chapter Three



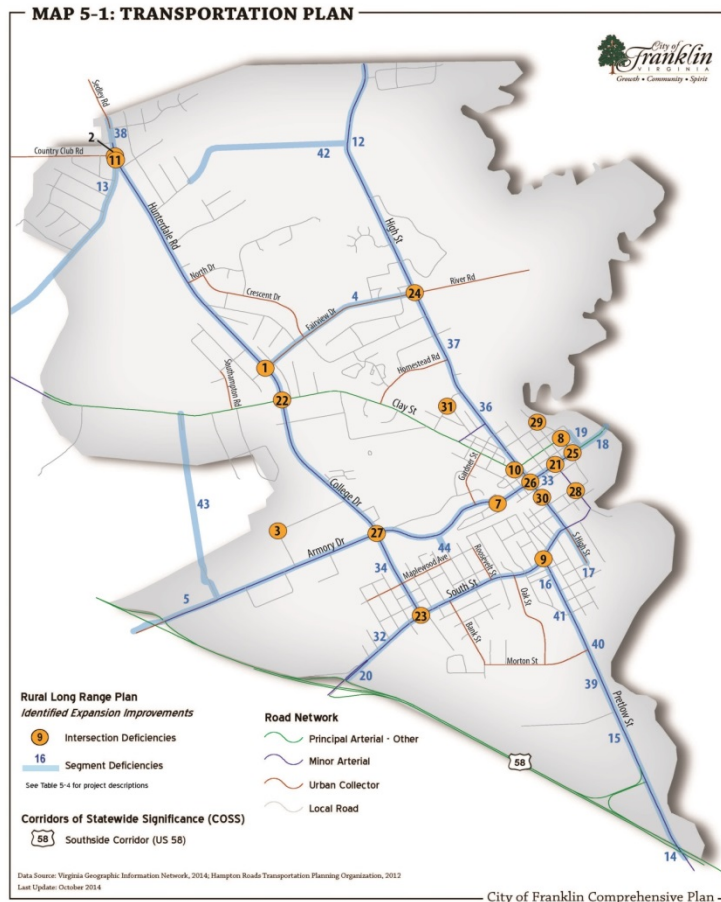
# Economy Recommendations

## Chapter Three

- \* Encourage diverse local and regional economy
- \* Continue to support local efforts in economic development
- \* Focus on downtown
- \* Promote tourism

# Transportation Plan

## Chapter Five



# Highest Daily Traffic Volumes

## Chapter Five

**Table 5-2: 2010 Highest Daily Traffic Volumes, City of Franklin**

Route	From	To	Length (mi.)	Volume (Vehicles)
Armory Drive	Bailey Drive	College Drive	0.44	15,000
Armory Drive	Western City Limits	Bailey Drive	0.70	13,000
College Drive	Stewart Drive	Sycamore Road	0.62	9,700
Hunterdale Road	Clay Street	Fairview Drive	0.19	9,700
College Drive	Sycamore Road	Clay Street	0.12	9,600
South Street	College Drive	Bank Street	0.25	9,300

# Transportation Recommendations

## Chapter Five

- \* Include Access Management considerations to promote safety and efficiency
- \* Promote adopted Bicycle and Pedestrian Master Plan
- \* Utilize VDOT Rural Long Range Transportation Plan

# Community Facilities Recommendations

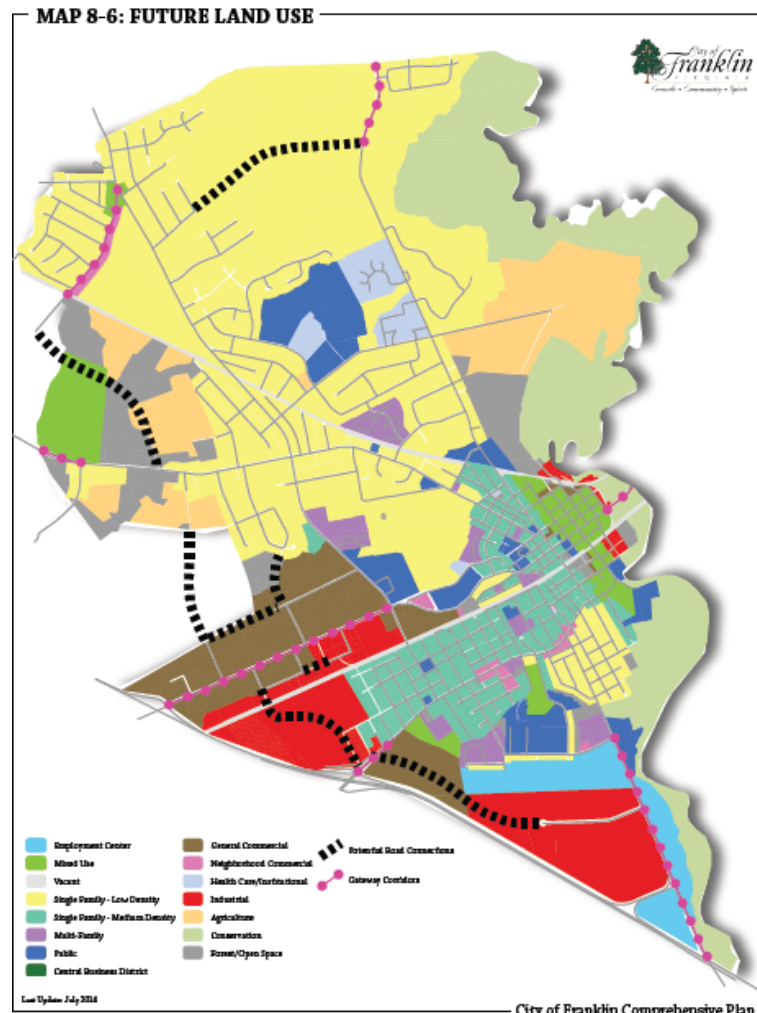
## Chapter Seven

- \* Utilize Capital Improvement Planning process
- \* Consider Fire and Rescue facility
- \* Consideration of Educational options
- \* Explore Parks and Recreation facilities improvements and expansions
- \* Consider improvements to public buildings



# Future Land Use Plan

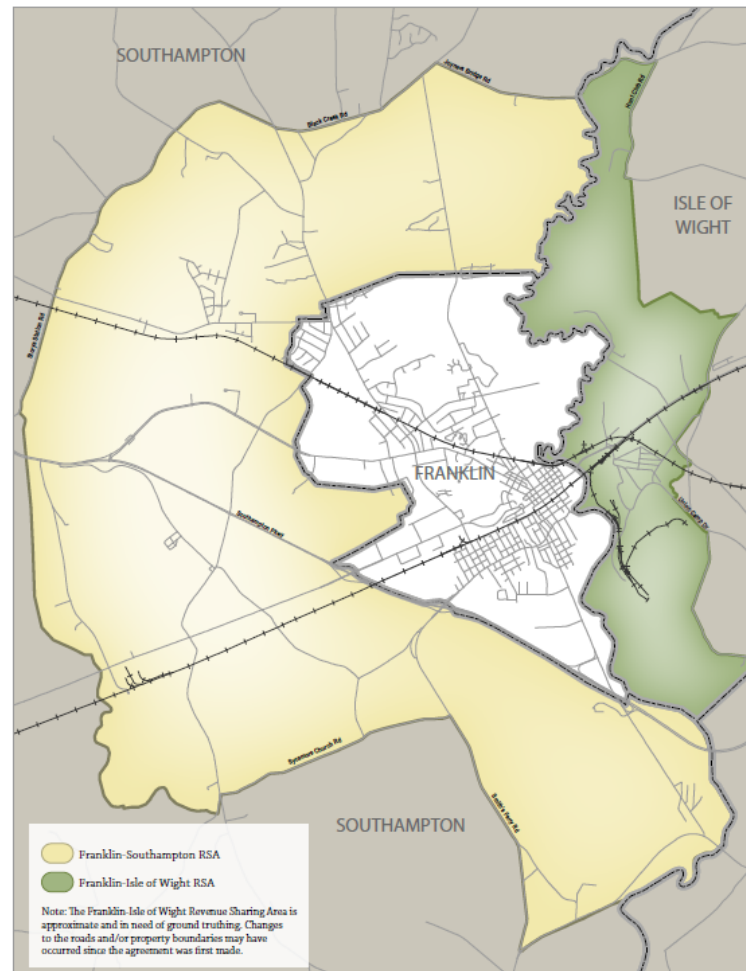
## Chapter Eight



# Revenue Sharing Areas

## Chapter Eight

MAP 8-5: REVENUE SHARING AREAS



# Land Use Recommendations

## Chapter Eight

- \* Adopt required amendments to ordinances to facilitate implementation of Comprehensive Plan
- \* Recommend inclusion of mixed use facilities
- \* Update Downtown Master Plan
- \* Undertake revitalization study of Armory Drive



**DEPARTMENT OF COMMUNITY DEVELOPMENT  
PLANNING - BUILDING INSPECTIONS – ZONING**

To: R. Randy Martin, City Manager

From: Donald E. Goodwin, CBO, CFM, Director of Community Development

Date: August 5, 2015

CC: City Council Members

RE: **Zoning Ordinance amendment**

---

In preparation for the adoption of the 2015-2025 Comprehensive Plan, the Planning Commission began work on proposed zoning ordinance amendments to effect implementation of the Plan. The first such amendment proposed makes changes and additions to the B-2 Central Commercial District Use Regulations that have been the topic of discussion with regard to downtown Franklin for a number of years.

The changes to the B-2 district encourage the preservation and enhancement of the existing established areas of the City by ensuring new development and redevelopment is consistent with the existing urban fabric of downtown. The changes include adding single family attached dwellings such as townhomes to the list of uses permitted in the B-2 district, adding this housing form to the already-permitted one and two family dwellings. Changes to the State Statutes also require all zoning districts that allow residential development to allow temporary family health care structures as defined in the statutes, and this ordinance amendment includes those structures as a permitted use.

The changes also include permitting live/work units within residential structures in the area, replacing the floor area limit of 25% for home occupations with 40% for residential units used in a live/work manner. In short, under the current home occupation rules, a resident may only use 25% of the floor area of their residence for their business. The live/work changes permit up to 40% of the floor area of an individual residence to be used for business. This of course does not make any changes to the use of buildings with commercial uses on the first floor and living units above, as is common in downtown settings. In that case, the business use and the residential use are separated and one does not have any influence or impact on the other. The live/work changes do, however, permit residents to use more of their individual

homes for business purposes, whether in free-standing structures or in the upper floors of mixed use buildings.

The proposed B-2 changes also include minimum lot width, lot frontage, and setback requirements for the newly-added single family attached uses. The term “mixed use development” is added in the regulations, to encourage the types of infill development and redevelopment that is sought in the downtown area, reflective of the development pattern that has happened over the years.

In conclusion, changes to the B-2 Central Commercial District Use Regulations have been sought for a number of years by downtown interests to encourage the redevelopment and full use of the downtown area. The adoption of the 2015-2025 Comprehensive Plan provides the vision for such changes, and the amendments to the B-2 regulations provide the tools.

**STAFF RECOMMENDATION: Adopt the B-2 Central Commercial District Use Regulations provided after public hearing.**

AN ORDINANCE AMENDING ARTICLE XI, SECTIONS 11.1 – 11.15 OF THE CODE OF  
THE CITY OF FRANKLIN, VIRGINIA,

RELATING TO THE B-2 CENTRAL COMMERCIAL DISTRICT USE REGULATIONS.

BE IT ORDAINED BY THE CITY OF FRANKLIN, VIRGINIA AS FOLLOWS:

**ARTICLE XI. B-2 CENTRAL COMMERCIAL DISTRICT USE REGULATIONS**

**Sec. 11.1 Purpose of the district.**

The purpose of commercial district, B-2, is to provide for commercial development to serve the needs of the residents within the district and the surrounding neighborhoods and related uses, including those public and semi-public uses and accessory uses as may be necessary to serve those businesses, which serves the entire city and the surrounding region. The B-2 district encompasses the central business district. It is also the intent of this chapter to preserve and enhance the established character of older mixed use commercial and residential neighborhoods in the city by ensuring that infill development, as well as redevelopment, will be consistent with the predominant existing development pattern of such neighborhoods. The district regulations incorporate form-based provisions that are designed to preserve the urban nature and sustainability of such neighborhoods as characterized by a mixture of detached and attached dwellings of two and three stories in height with a distinct orientation to the street, and situated on small lots with narrow yards, minimal setbacks from the streets and minimal interruption of the street frontages by open spaces, driveways, parking areas or accessory buildings visible from the streets. The district regulations are also intended to encourage traditional neighborhood development, as well as improvement

and efficient use of older commercial-style buildings by enabling by right and through the conditional use permit process, commercial uses and mixed use developments that are limited in location, type and scale and are intended to provide for the convenience of neighborhood residents within walking distance and to avoid traffic, parking congestion, noise and other impacts that typically result from uses that draw patrons from outside a neighborhood.

**Sec. 11.2 Permitted principal uses.**

(a) One-family detached dwelling units.

(b) Two-family dwelling units

(c) Single-family attached dwelling units, such as townhouses as set forth in section 2.7 of this ordinance provided that not more than four dwelling units shall be attached laterally in a series.

(~~e~~ d) Churches, public and private schools, public libraries and museums.

(~~d~~ e) Public parks, playgrounds and community centers, not operated for commercial purposes.

(~~e~~ f) Existing railroad lines, not including switching or storage yards, or other station facilities.

(~~f~~ g) Public water and sanitary facilities, except sewage treatment or disposal plants.

(~~g~~ h) Rooming houses not primarily for transients.

(~~h~~ i) Any retail business or service establishment located entirely within a building. Representative businesses include food stores, drugstores, barbershops, clothes cleaning or laundry depots, self-service laundries, shoe repair shops, tailors, restaurants, clothing stores, hardware stores, business or professional offices, service stations, health and fitness clubs, dance studios, pawn shops, convenience stores, retail sales, services, recreation theatres, bus terminals, hotels, motels or motor hotels, banks, furniture stores and parking lots.

(~~f~~ j) Clubs, lodges and social or recreational buildings not conducted primarily for gain.

(~~f~~ k) Child day centers.

(~~k~~ l) Family day homes.

(~~l~~ m) Adult day care centers.

(~~m~~ n) Adult day treatment facilities.

(~~n~~ o) Assisted living facilities.

**(p) Mixed Use Developments**

**Sec. 11.3 Permitted conditional uses.**

Certain uses shall be conditionally permitted in the B-2 district, when authorized as a special exception by the board of appeals.

(1) Public utility buildings and structures necessary to the furnishing of proper service in the area not including storage or maintenance yards.

(2) Any principal use permitted in the B-3 district, which in the opinion of the board of appeals, and under such conditions as it may determine, will not be detrimental to other uses permitted in the B-2 district.

**Sec. 11.4 Permitted accessory uses.**

Accessory uses, customarily incidental to a permitted principal use or a conditional use, are allowed on the same lot. They include

(1) Private garages or carports.

(2) Storage buildings other than shipping containers, sea containers, freight containers, portable storage units and like containers.

(3) Guest homes.



(4) Workshops.

(5) Living quarters within a one-family dwelling for persons employed therein.

(6) ~~Home occupations~~ **Live/work units, provided that:**

**(a) Not more than one person who does not reside in the unit shall be employed at any one time in the conduct of the nondwelling activity.**

**(b) Space devoted to the nondwelling activity within such unit shall not exceed 40 percent of the total floor area of the unit.**

**(c) The nondwelling activity shall not involve the sale of products directly to customers on the premises, the housing of persons for compensation, or any group instruction or group assembly involving more than two patrons or clients at any one time.**

**(d) There shall be no process or activity conducted or equipment operated in conjunction with the nondwelling activity that generates any noise, vibration, odor, smoke, fumes, glare or electrical interference discernable to the normal senses outside of the live/work unit. The use or storage or both of hazardous materials of such type or in such quantities not normally permitted in a residential structure shall be prohibited.**

**(7) Temporary family health care structure.**

~~(7 8)~~ Signs, as permitted by article XXII of this ordinance.

~~(8 9)~~ Fences and walls as permitted in section 2.9 of this ordinance.

~~(9 10)~~ Satellite television antennas or ground-mounted conventional television or radio antennas, when installed and maintained in accordance with article XXIII.

Additional provisions dealing with the location and size of accessory structures are found in section 19.2(11).

(Ord. of 11-24-1997(2); Ord. No. 2005-16, 6-13-2005)

**Sec. 11.5 Minimum lot area.**

- (a) Business uses **and mixed use developments** -- No minimum lot area is established.
- (b) Residential uses -- The minimum lot area is 7,500 square feet.
- (c) The minimum lot area for each townhouse unit shall be 3,000 square feet including a pro-rata portion of common areas.**

**Sec. 11.6 Setback regulations.**

- (a) Business uses **and mixed use developments** -- There is no minimum setback.
- (b) Residential uses -- All structures shall be set back at least ten feet from the right-of-way of all public streets. Pursuant to subsection 19.2(5), for the purpose of calculating setbacks no street shall be considered to have a right-of-way less than 50 feet wide.

(Ord. of 11-24-1997(3); Ord. of 2-25-2002(3))

**Sec. 11.7 Minimum lot frontage.**

- (a) Business uses - **and mixed use developments**-- There is no minimum lot frontage.
- (b) Residential uses - **The minimum lot frontage shall be at least 50 feet for single-family detached dwellings, 60 feet for two family dwellings and at least 20 feet for attached single family dwellings (townhouses).**

**Sec. 11.8 Minimum lot width.**

- (a) Business uses **and mixed use developments** -- There is no minimum lot width.

(b) Residential uses -- The minimum lot width shall be at least 50 feet for single-family detached dwellings, 60 feet for two family dwellings and at least 20 feet for attached single family dwellings (townhouses).

### Sec. 11.9 Yard regulations.

This section sets forth the minimum yard dimensions in the district. Additional provisions dealing with size and special circumstances can be found in article XIX.

(1) *Side yard--Business uses and mixed use developments.* There is no minimum side yard.

(2) *Side yard--One- and two-family dwelling units.* The minimum width of the side yard shall be ten feet for one yard. The minimum width of the combined side yards shall be 15 feet.

**(3) Side yard--Townhouses. The minimum width of the side yard for an exterior unit shall be fifteen feet.**

(3 4) *Rear yard--Business uses and mixed use developments.* There is no minimum rear yard, except in those cases where a conditionally permitted B-3 use abuts an R District. In that case there shall be a rear yard of at least 30 feet.

(4 5) *Rear yard--One- and two-family dwelling units.* The minimum depth of the rear yard shall be 40 feet.

**(6) Rear yard for Townhouses. The minimum depth of the rear shall be at least 25 feet from the principal permitted structure.**

(5 7) *Front yard.* Except as provided for in article XIX, front yard regulations are set forth in section 11.6 of this article.

**Sec. 11.10 Height regulations.**

(a) *Business uses and mixed use developments*. The maximum height of all structures shall not exceed 80 feet and shall not exceed or six stories.

(b) *Residential uses other than mixed use developments*. The maximum height of all structures shall not exceed ~~50~~ 80 feet and may not exceed six stories.

**Sec. 11.11 Special provisions for corner lots.**

Are as set forth in section 19.2(7).

**Sec. 11.12 Sign regulations.**

All provisions for the regulation of signs in this district are found in article XXII.

**Sec. 11.13 Parking regulations.**

All provisions for the regulation of parking in this district are found in article XVIII.

**Sec. 11.14 Floodplain regulations.**

Floodplain regulations that apply to certain properties within the district are set forth in article XXI.

**Sec. 11.15 Aircraft approach zone regulations.**

Certain properties within the district may also be located within the aircraft approach zone. Applicable regulations are found in article XX.

This ordinance shall be effective from the date of its adoption.

Certified copy of ordinance adopted by the City of Franklin City Council at its meeting held on August 10, 2015.

---

Clerk to City Council

**A RESOLUTION INITIATING TEXT AMENDMENTS  
TO THE ZONING ORDINANCE RELATING TO CHAPTER XI,  
B-2 CENTRAL COMMERCIAL DISTRICT REGULATIONS**

WHEREAS, the Planning Commission of the City of Franklin finds that the public necessity, convenience, general welfare and good zoning practice require that Article XX, Central Commercial Business District regulations of the City of Franklin Zoning Ordinance be amended to include mixed use development; and

WHEREAS, the Planning Commission held a duly advertise public hearing at their June 4, 2015 meeting; and

WHEREAS, of those present, the Planning Commission voted unanimously to forward these text amendments to City Council with a favorable recommendation; and

NOW, THEREFORE, BE IT RESOLVED that the Planning Commission does hereby initiate an amendment to the text of the Zoning Ordinance by recommending that the Franklin City Council set a public hearing to amend the zoning ordinance text as identified as either strikethrough or bold font and underlined below as follows:

**ARTICLE XI. B-2 CENTRAL COMMERCIAL DISTRICT USE REGULATIONS**

**Sec. 11.1 Purpose of the district.**

The purpose of commercial district, B-2, is to provide for commercial development to serve the needs of the residents within the district and the surrounding neighborhoods and related uses, including those public and semi-public uses and accessory uses as may be necessary to serve those businesses, which serves the entire city and the surrounding region. The B-2 district encompasses the central business district. It is also the intent of this chapter to preserve and enhance the established character of older mixed use commercial and residential neighborhoods in the city by ensuring that infill development, as well as redevelopment, will be consistent with the predominant existing development pattern of such neighborhoods. The district regulations incorporate form-based provisions that are designed to preserve the urban nature and sustainability of such neighborhoods as characterized by a mixture of

detached and attached dwellings of two and three stories in height with a distinct orientation to the street, and situated on small lots with narrow yards, minimal setbacks from the streets and minimal interruption of the street frontages by open spaces, driveways, parking areas or accessory buildings visible from the streets. The district regulations are also intended to encourage traditional neighborhood development, as well as improvement and efficient use of older commercial-style buildings by enabling by right and through the conditional use permit process, commercial uses and mixed use developments that are limited in location, type and scale and are intended to provide for the convenience of neighborhood residents within walking distance and to avoid traffic, parking congestion, noise and other impacts that typically result from uses that draw patrons from outside a neighborhood.

**Sec. 11.2 Permitted principal uses.**

(a) One-family detached dwelling units.

(b) Two-family dwelling units

(c) Single-family attached dwelling units, such as townhouses as set forth in section 2.7 of this ordinance provided that not more than four dwelling units shall be attached laterally in a series.

(~~e~~ d) Churches, public and private schools, public libraries and museums.

(~~d~~ e) Public parks, playgrounds and community centers, not operated for commercial purposes.

(~~e~~ f) Existing railroad lines, not including switching or storage yards, or other station facilities.

(~~f~~ g) Public water and sanitary facilities, except sewage treatment or disposal plants.

(~~g~~ h) Rooming houses not primarily for transients.

(~~h~~ i) Any retail business or service establishment located entirely within a building. Representative businesses include food stores, drugstores, barbershops, clothes cleaning or laundry depots, self-

service laundries, shoe repair shops, tailors, restaurants, clothing stores, hardware stores, business or professional offices, service stations, health and fitness clubs, dance studios, pawn shops, convenience stores, retail sales, services, recreation theatres, bus terminals, hotels, motels or motor hotels, banks, furniture stores and parking lots.

(~~f~~ j) Clubs, lodges and social or recreational buildings not conducted primarily for gain.

(~~f~~ k) Child day centers.

(~~k~~ l) Family day homes.

(~~l~~ m) Adult day care centers.

(~~m~~ n) Adult day treatment facilities.

(~~n~~ o) Assisted living facilities.

**(p) Mixed Use Developments**

**Sec. 11.3 Permitted conditional uses.**

Certain uses shall be conditionally permitted in the B-2 district, when authorized as a special exception by the board of appeals.

(1) Public utility buildings and structures necessary to the furnishing of proper service in the area not including storage or maintenance yards.

(2) Any principal use permitted in the B-3 district, which in the opinion of the board of appeals, and under such conditions as it may determine, will not be detrimental to other uses permitted in the B-2 district.

**Sec. 11.4 Permitted accessory uses.**

Accessory uses, customarily incidental to a permitted principal use or a conditional use, are allowed on the same lot. They include

(1) Private garages or carports.



- (2) Storage buildings other than shipping containers, sea containers, freight containers, portable storage units and like containers.
- (3) Guest homes.
- (4) Workshops.
- (5) Living quarters within a one-family dwelling for persons employed therein.
- (6) ~~Home occupations~~ **Live/work units, provided that:**

**(a) Not more than one person who does not reside in the unit shall be employed at any one time in the conduct of the nondwelling activity.**

**(b) Space devoted to the nondwelling activity within such unit shall not exceed 40 percent of the total floor area of the unit.**

**(c) The nondwelling activity shall not involve the sale of products directly to customers on the premises, the housing of persons for compensation, or any group instruction or group assembly involving more than two patrons or clients at any one time.**

**(d) There shall be no process or activity conducted or equipment operated in conjunction with the nondwelling activity that generates any noise, vibration, odor, smoke, fumes, glare or electrical interference discernable to the normal senses outside of the live/work unit. The use or storage or both of hazardous materials of such type or in such quantities not normally permitted in a residential structure shall be prohibited.**

**(7) Temporary family health care structure.**

~~(7)~~ (8) Signs, as permitted by article XXII of this ordinance.

~~(8)~~ (9) Fences and walls as permitted in section 2.9 of this ordinance.

(9 10) Satellite television antennas or ground-mounted conventional television or radio antennas, when installed and maintained in accordance with article XXIII.

Additional provisions dealing with the location and size of accessory structures are found in section 19.2(11).

(Ord. of 11-24-1997(2); Ord. No. 2005-16, 6-13-2005)

**Sec. 11.5 Minimum lot area.**

(a) Business uses **and mixed use developments** -- No minimum lot area is established.

(b) Residential uses -- The minimum lot area is 7,500 square feet.

**(c) The minimum lot area for each townhouse unit shall be 3,000 square feet including a pro-rata portion of common areas.**

**Sec. 11.6 Setback regulations.**

(a) Business uses **and mixed use developments** -- There is no minimum setback.

(b) Residential uses -- All structures shall be set back at least ten feet from the right-of-way of all public streets. Pursuant to subsection 19.2(5), for the purpose of calculating setbacks no street shall be considered to have a right-of-way less than 50 feet wide.

(Ord. of 11-24-1997(3); Ord. of 2-25-2002(3))

**Sec. 11.7 Minimum lot frontage.**

(a) Business uses - **and mixed use developments**-- There is no minimum lot frontage.

(b) Residential uses - **The minimum lot frontage shall be at least 50 feet for single-family detached dwellings, 60 feet for two family dwellings and at least 20 feet for attached single family dwellings (townhouses).**

**Sec. 11.8 Minimum lot width.**

(a) Business uses **and mixed use developments** -- There is no minimum lot width.

(b) Residential uses -- **The minimum lot width shall be at least 50 feet for single-family detached dwellings, 60 feet for two family dwellings and at least 20 feet for attached single family dwellings (townhouses).**

### **Sec. 11.9 Yard regulations.**

This section sets forth the minimum yard dimensions in the district. Additional provisions dealing with size and special circumstances can be found in article XIX.

(1) *Side yard--Business uses **and mixed use developments.*** There is no minimum side yard.

(2) *Side yard--One- and two-family dwelling units.* The minimum width of the side yard shall be ten feet for one yard. The minimum width of the combined side yards shall be 15 feet.

**(3) Side yard--Townhouses. The minimum width of the side yard for an exterior unit shall be fifteen feet.**

(~~3~~ 4) *Rear yard--Business uses **and mixed use developments.*** There is no minimum rear yard, except in those cases where a conditionally permitted B-3 use abuts an R District. In that case there shall be a rear yard of at least 30 feet.

(~~4~~ 5) *Rear yard--One- and two-family dwelling units.* The minimum depth of the rear yard shall be 40 feet.

**(6) Rear yard for Townhouses. The minimum depth of the rear shall be at least 25 feet from the principal permitted structure.**

(~~5~~ 7) *Front yard.* Except as provided for in article XIX, front yard regulations are set forth in section 11.6 of this article.

### **Sec. 11.10 Height regulations.**

(a) *Business uses **and mixed use developments.*** The maximum height of all structures shall not exceed 80 feet and shall not exceed or six stories.

(b) *Residential uses other than mixed use developments*. The maximum height of all structures shall not exceed ~~50~~ **80** feet and may not exceed six stories.

**Sec. 11.11 Special provisions for corner lots.**

Are as set forth in section 19.2(7).

**Sec. 11.12 Sign regulations.**

All provisions for the regulation of signs in this district are found in article XXII.

**Sec. 11.13 Parking regulations.**

All provisions for the regulation of parking in this district are found in article XVIII.

**Sec. 11.14 Floodplain regulations.**

Floodplain regulations that apply to certain properties within the district are set forth in article XXI.

**Sec. 11.15 Aircraft approach zone regulations.**

Certain properties within the district may also be located within the aircraft approach zone. Applicable regulations are found in article XX.

Certified copy of a resolution adopted by the Planning Commission at its regular meeting held on June 4, 2015.

---

**OLD/NEW BUSINESS**

- A. Recreational Trails Program Grant Resolution**
- B. City Manager's Report**



August 4, 2015

To: Mayor & Council Members  
From: R. Randy Martin

As reported at the last Council meeting, with input from the City's Beautification Commission and other community organizations consistent with previous plans for enhancing the City's gateways and specifically the downtown area, city staff has prepared a grant application to the State's Recreational Trails Program.

The application contemplates requesting federal grant funds through the State to construct a walking trail on property located adjacent to the bridge crossing the Blackwater River from Isle of Wight County. If approved the grant would provide funding for the City to improve the site, which is located in the floodway, with landscaping, a trail, a parking area and stormwater runoff mitigation improvements. A copy of a preliminary "concept" sketch for the site is enclosed along with a required resolution for Council consideration which formally authorizes the grant application. The affected property owners have also been asked to give support for the grant application. Please note that the concept plan exceeds the improvements for which the grant project would fund and is only for planning purposes.

If grant funding is approved, staff has identified resources within the City's budget combined with eligible in-kind city staff and volunteer resources and activities sufficient to complete the required local commitment to match the grant. The requested grant funding is proposed to be \$234,160. The City's 20% share of the total project budget including in-kind is \$58,540. The combined total project budget is \$292,700.

The recommended Council action, after receiving any public comments on the proposal, is to adopt the enclosed Resolution # 2016 – 02 authorizing submittal of the grant application for the proposed Riverview Walk Park project. If funding is approved, the City will need a formal agreement with affected property owners to complete the project. Also note that the funding approval process, permitting and project completion activities would take considerable time and not likely be completed until 2017.

Enclosures (2)



Franklin Arboretum  
Park Riverview by  
2nd Avenue Bridge  
for Franklin, Virginia



# Concept Plan

DATE: 06.26.2015



**Kimley»Horn**

© 2015 KIMLEY HORN AND ASSOCIATES, INC.  
1500 MAIN STREET, SUITE 2000, FROENIA BEACH, VA 23412  
PHONE: 757.533.8800 FAX: 757.533.8819  
WWW.KIMLEY-HORN.COM

Budget prepared by Kimley-Horn and Associates, Inc., in conjunction with Riverview Walk Park

Costs to be considered as part of grant application only

Line Item	Quantity	Unit	Cost	Total
Fill - Berm	2250	CY	\$ 20.00	\$ 45,000
Cut – Bioretention Area	2600	CY	\$ 22.00	\$ 57,200
Topsoil	1370	CY	\$ 24.00	\$ 32,900
Seed and mulch	1.8	AC	\$ 2,500.00	\$ 4,500
River rock	90	TON	\$ 55.00	\$ 5,000
Concrete - trail	1490	SY	\$ 40.30	\$ 60,000
Bioretention Area	14600	SF	\$ 3.25	\$ 47,500
Subtotal				\$252,100
Engineering & Survey				\$ 40,600
Total				\$292,700
Grant request – 80%				\$234,160
City's share – 20%				\$ 58,540

Funds available to make up City's share

Source	Availability	Amount
Department of Community Development – Contractual Services line item	FY 2015-16	\$ 10,000
Beautification Commission – Gateway Enhancement funds	FY 2015-16	\$ 3,500
Department of Community Development – Contractual Services line item	FY 2016-17	\$ 10,000
Beautification Commission – Gateway Enhancement funds	FY 2016-17	\$ 3,500
In-kind services – fill and cut services performed by Department of Public Works – force account (25% of total fill and cut costs)	FY 2015-16	\$ 25,500
		\$ 6,040
Total City share		\$ 58,540



---

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