

AGENDA

FRANKLIN CITY COUNCIL

MONDAY, June 8, 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: May 11, 2015 Regular Meeting, Called Meetings of May 4, 2015, May 5, 2015, May 7, 2015, and May 19, 2015
- B. Departmental Reports: April, 2015 (Separate File)

2. FINANCE

- A. Monthly Financial Report: April, 2015
- B. FY 2014 – 2015 City Budget Amendment Ordinance # 2015 – 20
- C. FY 2015 – 2016 City Budget Actions:
 - 1. Resolution Setting the Tax Rates, Adopting the Budget & Appropriating Funds for FY 2015 – 2016
 - 2. Amendment to City Ordinance 8 – 14 (a) To Increase Electric Rates
 - 3. Adopt 2030 Vision Statement & Franklin City Council 3 Year Priorities

3. PUBLIC HEARING: A Request to Close a Portion of a 12' Wide Alley Between Chestnut St. & Walnut St.4. OLD/NEW BUSINESS

- A. Access Proffer Amendment Request
- B. Resolution Authorizing a USDA Police Equipment Grant Application
- C. School Board Vacancy Appointments
- D. City Manager's Report
 - 1. Hollingsworth One Year Marketing Contract Extension

5. COUNCIL/STAFF REPORTS ON BOARDS & COMMISSIONS6. CLOSED SESSION

Closed Session - I move that the Franklin City Council meet in Closed Session to discuss and consider appointments to boards and commissions and evaluation of the performance of employees pursuant to Virginia Code Section 2.2 – 3711 (A)(1).

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

7. 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**

Comprehensive Plan Update Work Session
City Council/School Board Joint Meeting
Personnel Policy Work Session

June 22, 2015 (Tentative)
TBA
TBA

CONSENT AGENDA

- A. Minutes: May 11, 2015 Regular Meeting; Called Meetings of May 4, 2015, May 5, 2015, May 7, 2015, and May 19, 2015**
- B. Departmental Reports: April, 2015 (Separate File)**

The Franklin City Council held its regular meeting on Monday, May 11, 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; Mark Bly, Director of Power and Light; Donald Goodwin, Community Development Director; Jennifer Maynard, Voter Registrar; Chief Vince Holt, Director of Emergency Services; Dinah Babb, Treasurer; Russ Pace, Director of Public Works; Brenda Rickman, Commissioner of the Revenue; Alan Hogge, Director of Social Services; and Melissa Rollins, Director of Finance.

Others in Attendance: Captain Tim Whitt, Franklin Police Department; Dan Howe, Executive Director, Downtown Franklin Association, Inc.; Jo Anne Faulk, Financial Accountant 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

Mrs. Cathy Whitt of 428 Crescent Drive spoke about National Law Enforcement Week which is May 10 – 16, 2015. She thanked Council for their time and reminded all that we should appreciate our men and women in blue for their service and sacrifice. The proclamation for National Police Week was established by a joint congress and signed by President John F. Kennedy in 1962. She read a paper that was written about the lives of police officers, their dedication and service. Everyone in attendance applauded.

Mayor Johnson-Ashburn thanked Mrs. Whitt for her comments and views being the spouse of a police officer. Mayor Johnson-Ashburn thanked Captain Whitt and all the people on the police force for their service and dedication, this being National Police Week.

Mayor Johnson-Ashburn reminded everyone of the upcoming Hayden Village Project Open House on Sunday, May 17, 2015 from 2 p.m. to 4 p.m. The purpose for the open house is to see what it looks like now and to better appreciate the final project when completed.

AMENDMENTS TO AGENDA

Vice-Mayor Cheatham made the motion that the Franklin City Council amend the agenda to consider approval of the subdivision plat to create a 10 acre parcel of land to be conveyed to Pinnacle Agriculture Distribution, Inc., to dedicate the proposed 100 foot right of way for the access road to public use, to authorize the Mayor to sign the subdivision plat and to authorize the City Attorney to record the subdivision plat in the Clerk's Office of Southampton County and Councilwoman Murphy seconded the motion.

Mayor Johnson-Ashburn asked if there were any questions or comments and hearing none Council voted.

The motion to amend the agenda was approved by a 7 – 0 vote.

Consent Agenda**Minutes of the April 27, 2015**

Mayor Johnson-Ashburn asked if there were any corrections or changes to the minutes. Mayor Johnson-Ashburn advised there was one correction in the section Draft SPSA Use & Support Agreement Post 2018 Presentation; Councilman Burgess wanted to know if there is a specific definition of Solid Waste not “is there is”. Councilwoman Hilliard made the motion to adopt the minutes with the necessary changes of the April 27, 2015 Regular meeting and Vice-Mayor Cheatham seconded the motion. Mayor Johnson-Ashburn asked if there were any questions or comments 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.

Proclamation: National Hospital Week, May 10 – 16, 2015

Councilman Burgess read the Proclamation for National Hospital Week which is May 10 – 16, 2015. Vice-Mayor Cheatham made the motion to endorse the Proclamation for National Hospital Week and Councilman Burgess seconded the motion. Mayor Johnson-Ashburn asked if there were any questions or comments concerning the proclamation and hearing none Council voted.

The motion was approved by a vote of 7 – 0.

Proclamation: Reverend Henry Blunt

Mayor Johnson-Ashburn asked Vice-Mayor Cheatham to read the Proclamation for Reverend Henry Blunt. Mayor Johnson-Ashburn asked if there were any changes, comments or questions related to the proclamation. Councilwoman Hilliard made the motion to endorse the proclamation honoring Reverend Henry Blunt and Vice-Mayor Cheatham seconded the motion. . Mayor Johnson-Ashburn asked if there were any questions or comments concerning the proclamation and hearing none Council voted.

The motion was approved by a vote of 7 – 0.

OLD/NEW BUSINESS**Madison Street CDBG: Adoption of 504 Grievance Procedures**

Mayor Johnson-Ashburn recognized City Manager Martin who deferred the subject to Director Goodwin of Community Development to present the 504 Grievance procedures.

Director Goodwin reminded Council that on June 9, 2014 they adopted the following assurances: Local Business and Employment Plan, Nondiscrimination policy, Residential Anti-Displacement and Relocation Assistance Policy and Certification to further Fair Housing. The Section 504 Grievance Procedure was inadvertently left out of the package. The adoption of this procedure is a mandatory pre-contract activity for the grant.

Director Goodwin requested Council consider and adopt the Section 504 Grievance Procedure as written.

Mayor Johnson-Ashburn asked Director Goodwin if he had drafted the document.

Director Goodwin said no this is a template that was sent to the City from the State officials responsible for administering the CDBG program.

Councilman Burgess moved for the adoption of the 504 Grievance Procedure and Councilman Rabil seconded the motion. Mayor Johnson-Ashburn asked if there were any questions or comments 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, NAY..

FY 2015 – 2016 Proposed Budget Presentation

Mayor Johnson-Ashburn recognized City Manager Martin to present the FY 2015 – 2016 Proposed Budget Presentation. Manager Martin stated that there had been many hours of work by both staff and Council to present a balanced budget. Manager Martin thanked everyone for all their hard work and the ongoing effort to prepare a balanced budget document for Council to consider in the weeks ahead.

General Fund

Manager Martin reminded everyone where the City budget balancing effort started with the requested General Fund Budget having a variance of \$3,512,633 Expenditures over Revenue. In closing the Budget Gap, city management made Revenue Adjustments of \$1,419,215 plus Expenditure Adjustments of \$2,093,418 for a total in adjustments of \$3,512,633; the variance of expenditures over revenue is now at \$0, which balances the General Fund Budget recommendation.

The major budget driver and equivalent for rate impact analysis is:

1. Increase in Cost of Confinement - \$70,856 which is \$0.0128
 2. Increased School Debt & General Fund Debt \$109,248 which is \$0.0198
 3. School System Base Local Appropriation Increase \$200,000 which is \$0.0363
 4. City General Fund Salary Increase (Annualized) \$128,000 which is \$0.0232
- These items total \$508,104 in increased costs over the prior year which is a total of .092 cents collectively

Enterprise Funds

Manager Martin stated that the Revenues and Expenditures of \$3,137,750 is a slight increase of \$7,500 from FY 2014 – 2015. There is no increase being recommended at this time in the City's Water & Sewer rates effective July 1, 2015. The proposed budget realizes Year 2 of the efficiency savings in the Sewer Division due to a net reduction of three (3) FT positions in FY 14 – 15 saving \$90,000. In the Solid Waste Fund, revenues and expenditures of \$1,411,282 decreased \$67,513 from 14 – 15. This results from a

proposed reduction in the residential collection fee to \$38.00 per month from the current monthly fee of \$39.74. The proposed fee change will not adversely impact the cash balance reserve policy.

Airport Fund

Revenue and Expenditures are \$322,537. There are no significant operational changes in the airport fund.

Electric Fund

The Electric Fund has a balanced budget of \$15,812,638. There is a reduction in Energy cost as a result of the Fuel Adjustment Rate of \$971,942. The reduction is partially offset by an increase in operating expenses. The projected wholesale rate increase from Dominion as of March 31st is expected to be 4.9%. The FY 15 – 16 proposed budget is based on a department recommended 4.0% increase in the retail rate necessary to pass through the Dominion rate increase proposed. Electric customers will see a monthly rate reduction despite the rate increase due to the decreased fuel adjustment.

Other City Funds

Economic Development

The revenue and expenditures are \$328,565. The primary budget change is: building repairs (\$32,000). This fund appropriation would be utilized to cover the cost of improvements and would be utilized to avoid an increase in the City General Fund appropriation.

Social Services Fund

The primary budget change is the City's local match requirement is projected to increase by \$14,555 which is a net change in total budget from the prior year of \$11,982. Included in the budget is a 2.0% state salary increase effective September 1, 2015.

School Fund

The recommendation for the school budget local appropriation is to increase the base appropriation of \$4.837 million by \$200,000. This will give the schools the required local funds to match for all employees the 1.5% state salary increase effective August 16th for SOQ positions. The total cost to fund an annual 1.5% salary increase for all school employees is \$157,970. The increased base would allow the schools to consider a salary increase above the 1.5% as requested. The preliminary recommendation also includes the remaining \$343,545 in FY 14 carryover for a total local appropriation of \$5,380,940.

Mayor Johnson-Ashburn asked Manager Martin about the status of salary detail sheets that Council had requested.

Manager Martin stated that they would be included in the detail of the final budget document which will be distributed to Council upon completion.

Manager Martin noted that the budget proposal is preliminary and not finalized until Council action is taken following a public hearing scheduled for June 1, 2015 at 7:00 p.m.

City Manager's Report

Manager Martin asked Director Goodwin to update Council on the status of the former St. Regis building demolition project concerning code enforcement and Treasurer Babb will also give an update on the lien status for outstanding debts owed to the City.

Director Goodwin advised that on the code enforcement aspect they sent a Trash and Debris notice to the owners that are listed on the tax records. Community Development has obtained bids for the debris removal of demolition materials remaining on the site but not the slab; and cited the owners for the trash and debris. The bids are necessary if the city decides to have the site cleaned up and secure a lien for the cost of cleanup on the property.

Director Goodwin stated that the trash and debris notice was sent certified mail and it has not been picked up. Director Goodwin and Attorney Williams have discussed this matter and the next step.

Mayor Johnson-Ashburn asked that if notification is not received by the owners, what is the next step for the City to enforce the codes?

Attorney Williams informed Council that there are two steps that can be taken. One option would be to serve the local registered agent. The second option would be to obtain a local processor to give personal service.

Mayor Johnson-Ashburn asked about the timeframe the owners have once they have received notice to comply.

Director Goodwin said he did not know the exact timeframe at this time.

Councilman Burgess wanted to know what the timeframe is to forge ahead with "Plan B".

Attorney Williams said that could be done quickly; technically there is no specified timeframe.

Manager Martin asked Treasurer Babb to update Council on the status of outstanding debts to the City that constitute a lien. She stated that the property has an outstanding delinquency dating back to the second half of 2011 in the range of about \$45,000 and the case has been sent to a tax attorney for tax sale.

Councilman Burgess asked if the City has sent the property owners anything about the lien and how much it is.

Treasurer Babb stated that yes notices have been sent.

Plat Showing Subdivision of Tax Parcel 155 – (186) – Pretlow Industrial Park Property Subdivision

Mayor Johnson-Ashburn recognized Attorney Williams to present this item. Attorney Williams stated the request is for the Council to consider a motion in four parts:

1. Authorize the subdivision plat for the property authorized for sale by the City.
2. Dedicate the 100 Foot right-of-way for the access road to public use.
3. Authorize the Mayor to sign the subdivision plat.

4. Authorize the City Attorney to record the subdivision plat in the Clerk's Office of Southampton County.

Mayor Johnson-Ashburn wanted to know how soon the access road would be built.

Attorney Williams said that it would be the access road and would be built later this summer when the property transaction is complete.

Councilman Burgess asked Attorney Williams to show him on the plat where the road would be located.

Attorney Williams showed Councilman Burgess on the plat where the proposed access road would go and end.

Vice-Mayor Cheatham made the motion that the Franklin City Council approve the "plat showing subdivision of Tax Parcel 155 – (186) – 1 shown hereon as Parcel A for the City of Franklin, Virginia" be approved as a subdivision plat for the purpose of conveying the property to Pinnacle Agriculture Distribution, Inc., and that the 100 foot right of way for the access road shown on the Plat be dedicated to public use, and that the Mayor be authorized to sign the Plat on behalf of the City of Franklin and that the City Attorney be authorized to record the Plat in the Clerk's Office of Southampton County. Councilman Burgess seconded the motion.

Mayor Johnson-Ashburn asked for further comments or questions and hearing none Council voted.

The motion was approved by a vote of 7 – 0.

COUNCIL/STAFF REPORTS ON BOARDS & COMMISSIONS

Councilman Rabil reminded Council of the upcoming Business Friendly Committee meeting on Wednesday, May 13th at 5:15 p.m. at the city hall. The Downtown Franklin Association will be having cheeseburgers at Fred's on Tuesday, May 12th for Board Members and Downtown Property Owners.

Councilman McLemore made the motion for the Franklin City Council to recess and go into a scheduled work session and Vice-Mayor Cheatham seconded the motion.

The motion was approved by a vote of 7 – 0.

Work Session: Retreat follow up – Vision Statement Update – Rescheduled from 3/9/15 & 4/27/15

Manager Martin distributed copies of the current city vision statement and the proposed revised vision statement drafted after the January City Council retreat work sessions. After some discussion of minor wording revisions, it was the consensus of Council to include the revised vision statement in the budget documents and for Council to consider adoption at the June 8, 2015 regular meeting.

Closed Session

Vice-Mayor Cheatham made the motion that the Franklin City Council meet in Closed Session to discuss and consider appointments to boards and commissions as permitted by Virginia Code Section 2.2 – 3711 (A) (1) and Councilwoman Murphy seconded the motion.

The motion was approved by a vote of 7 – 0.

The Council entered into closed session at 8:35 p.m.

Councilman McLemore left during the closed meeting.

Mayor Johnson-Ashburn reconvened the open session at 8:42 p.m. and asked for a motion certifying the closed session.

Councilman Rabil 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 Vice-Mayor Cheatham.

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

Action #1

Councilman Rabil made a motion to appoint Cara Butler to a four year term ending June 30, 2019 to fill a city representative seat on the Blackwater Regional Library Board of Trustees effective July 1, 2015. Mrs. Butler will replace Ms. Betty Slaton whose term is expiring and who elected not be reappointed. Councilwoman Murphy seconded the motion and it was approved by a 6 – 0 vote (Councilman McLemore absent).

Adjournment

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

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

Mayor Johnson-Ashburn declared the meeting adjourned at 8:45 p.m.

These Minutes for May 11, 2015 City Council Meeting were adopted on the 8th day of June, 2015.

Mayor

Clerk to City Council

Franklin City Council Called Meeting
City Council Chambers
May 4, 2015 – 6:00 p.m.

The Franklin City Council met in a Called Meeting on Monday, May 4, 2015 at 6 p.m. in the Council Chambers for the purpose of conducting a work session on the proposed FY 2015 – 2016 city budget.

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

Others in Attendance: Randy Martin, City Manager; Taylor Williams, City Attorney; Teresa Rose-McQuay, Administrative Assistant; Dinah Babb, Treasurer; Brenda Rickman, Commissioner of Revenue; Alan Hogge, Director of Social Services; Stephen Newsome, IT Specialist; Deputy Chief Porti, Franklin Police Department; Carolyn Joyner, Human Resource Manager; and Melissa Rollins, Director of Finance.

Mayor Johnson-Ashburn called the budget work session to order. The Mayor recognized Manager Martin to make a presentation and lead the work session discussion on the FY 2015 – 2016 proposed budget development process. Manager Martin reminded Council this would be the first of three scheduled work sessions with department and agency staff this week on the budget. The primary focus of these sessions is for Council to receive updates on the budget process and to specifically review departmental budget requests with staff.

Manager Martin recognized Finance Director Rollins to provide feedback to Council on questions raised at a previous meeting concerning the terms of the recent QZAB school debt issuance. Director Rollins distributed a handout and reviewed the debt schedule and loan terms for the QZAB debt.

Manager Martin presented a detailed PowerPoint which summarized the status of the budget development process for each fund. The report reviewed each of the Enterprise Funds first.

Water & Sewer Fund

Manager Martin indicated the operating fund for water and sewer was status quo except for capital outlay spending proposed. Increased spending to step up efforts to rehabilitate aging service lines and systems was the primary change. The budget request includes \$312,500 in increased spending for this purpose with the revenue coming from a proposed 10% increase in revenue generated from increased customer service charges/user fees. A rate study completed by the city consulting Engineer had recommended the increase. The details of the exact rate structure changes were still being finalized by staff. The Manager shared a statewide rate analysis conducted by Draper Aden & Associates which documented the city's rates are well below median rates in Virginia municipalities. The city's rates were last increased effective July, 2008. The Manager also shared summary data on the condition of the city's utility infrastructure.

Solid Waste Fund

Manager Martin noted the solid waste enterprise fund was performing well and the proposed operating budget request reflected status quo as well. One capital equipment purchase is included with the funds coming from reserves set aside for this purpose. Management is recommending a \$1.74 decrease in the monthly residential user fee from \$39.74 to \$38.00 per month. Manager Martin reviewed the details of the fund and provided a rate history reflecting that rates had been decreased from \$46.36 in FY 2010 – 2011 to the proposed \$38.00 for FY 2015 – 2016. This is an 18% reduction of \$8.36 per month.

Airport Fund

This fund reflects a status quo operating budget also. The major change is no new capital projects are proposed for FY 2015 – 2016.

Electric Fund

The Electric Fund proposed budget reflects a 5.1% decrease in the total allocation below the current fiscal year. The reduction results from a decrease in the fuel adjustment charged by Dominion Virginia Power. The operating budget does reflect a pass thru increase of 4.0% in the retail rate charged to customers by the City to offset a proposed 4.9% wholesale rate increase to be imposed by Dominion on the City. Despite the retail rate increase, city customers who use an average of 1300 kilowatts per hour will see their net electric bill reduced by \$3.78 per month.

The Manager then reviewed highlights of other funds including: economic development and social services.

Public School Fund

The Manager presented information on the school requested funds focusing on details of the local salary increase request and the state budget proposal to increase SOQ School funded positions by 1.5% effective August 16, 2015. The total cost to fund all school employees a 1.5% salary increase for twelve months is projected to be \$157,970. The Manager also reviewed a handout previously distributed showing the historical base allocation funding of the schools locally and the status of the carryover fund allocation for the current year and the past several years.

Debt Service Funds

Manager Martin and Director Rollins presented information and reviewed the debts of the city and the schools, as well as, the affected enterprise funds that have outstanding debt. Manager Martin noted his desire to have the debt analyzed this year for any opportunities to lower the debt

payment due in the next several years to cost effectively further “levelize” the burden while interest rates remain low. It was noted that the city’s debt payments for the general fund and school debt would increase in FY 2015 – 2016 by \$109,248 or the equivalent of nearly a two cent property tax rate increase.

General Fund

Manager Martin reviewed highlights and challenges in the general fund. The Manager updated Council on progress management and staff had made since the April 27, 2015 budget briefing to Council in terms of efforts to balance expenditures with revenues. It was noted that the property tax is the major funding source for general fund revenues and that staff projected each one cent of tax rate levied on each \$100.00 of real property value was projected to produce \$55,084 in revenue for FY 2015 – 2016.

He reminded Council that the previously reported deficit between expenditure requests and available revenue projections was \$3.5 million. Manager Martin then reviewed in detailed revenue and expenditure decreases and increases with updates since the April 27, 2015 report. The balanced budget deficit has now been reduced to \$507,531 at May 4, 2015. This was accomplished by identifying revenue enhancements of \$910,677 and reductions in requested expenditures of \$2,093,625.

Manager Martin then presented details of the proposal to include in the recommended budget a cost of living adjustment (COLA) in city employee salaries of 2% with the effective date deferred until September 1, 2015 when state employees are scheduled to receive a 2% COLA.

Manager Martin and Director Rollins updated Council on the city and employee premium savings of the recently approved health insurance plan options offered by the city effective July 1, 2015. The proposed budget reflects approximately \$40,000 in savings which helps to offset a portion of the cost for the proposed 2% COLA increase. The net estimated cost increases for the proposed COLA in FY 2015 – 2016 offset by the reduced health insurance cost to the city is projected to be \$97,000. Director Rollins presented a detailed breakdown of all the proposed changes to personnel costs based upon the healthcare premium changes, the COLA and the state mandated VRS phased increase.

Manager Martin concluded this portion of the work session by summarizing the four major budget drivers impacting significantly on this budget. He listed the drivers and the tax rate equivalent impact of each as follows:

Cost of Confinement increase of \$70,856	=1.28 cents
Increased School & General Fund Debt of \$109,248	= 1.98 cents
School System Base Appropriation Increase of \$200,000	= 3.63 cents
City General Fund (Annual) Employee Salary Increase of \$128,000	= 2.32 cents

Total: \$508,104 9.21 cents/100.00
property value

The Council and Manager discussed these items and Management responded to questions raised by Council on various details of the presentation.

Department Budget Reviews

Council and Management then reviewed each department budget request detail with department heads and staff. The focus was on changes from the prior year budget with emphasis on any projected cost increases or decreases.

Department reviews were conducted with the following:

- 1) Brenda Rickman – Commissioner of Revenue
Highlights: Real Estate Clerk Reclassification request; Part-time compliance auditor request, License & tax compliance, sales tax focus; Biennial real property reassessment cost included on budget request.
- 2) Dinah Babb – Treasurer
Highlights: E – Z pass highway toll service proposal; credit card fees, Suntrust Bank proposal – 2.4% fee, \$40,000 cost annually currently (city paying); staff members need classification review, last analysis/study not sufficient.
- 3) Carolyn Joyner – HR Manager
Highlights: Update on implementation of insurance change, open enrollment period, Delta Dental & Anthem Local Choice representative visits scheduled; full year funding of part-time staff change to full-time approved in current fiscal year budget effective near mid-year.
- 4) Bob Porti – Deputy Police Chief
Highlights: Chief not available for meeting, Deputy Chief representing; review various details of cost decreases and increases; vehicle maintenance costs reduced due to vehicle replacement program; new vehicle replacement requested – USDA grant request to match city funds to replace a second vehicle; 3 – 5 years before next firearm replacement program needed; discussion ensued on cost of body camera program and some of the concerns associated with their use and particularly managing the data generated by the equipment (cameras not included in budget request); 911 center upgrades and building data storage upgrades completed in this fiscal year; grant success to upgrade equipment; animal control department activities and associated cost; additional supervisor staff position in 911 Communication Center need discussed; no new certified officer staff requested.

5) Taylor Williams – City Attorney

Highlights: The City Attorney gave a status report on the city code update funded in the current year budget and underway, hope to complete by fiscal year end; funding included for contracted services carryover from current year budget adjustment previously approved by Council.

6) Steve Newsome – IT

Highlights: IT Technician Steve Newsome provided an update on the previously authorized voice and data equipment upgrade project, all equipment delivered, core switch installation underway; telephone equipment transition schedules for later this month; Peg channel upgrade funds included for next steps, digital quality video and audio enhancement upgrades timetable still being developed; website upgrade discussed, good feedback on changes, work in progress on data updates by staff.

Councilman McLemore left the Council meeting at this time.

7) Director Rollins and Manager Martin – Debt Service

Highlights: The Finance Director & City Manager further reviewed details of the debt service funds and fielded questions from Council on the future debt service schedule and opportunities to reduce annual impact on the next several budget cycles.

8) Manager Martin – City Council Department Budget

Highlights: minimal change except in agency requests; Management advised, in keeping with past budget cycles, the intent is to recommend only continuation funding of agencies previously funded, Council would need to consider any reductions or additions desired; Mayor Johnson-Ashburn mentioned she could support reductions to some agencies and gave examples of Smart Beginnings - \$7,500 reduced funding; Genieve Shelter - \$2,500 funding level; the Manager Martin noted the contingency line item was used to balance the budget with minimal change from the current year for unexpected expenses, but can only be allocated by City Council.

9) Manager Martin – City Manager Department Budget

Highlights: No significant changes requested.

10) Director Rollins – Judicial Administration

Highlights: Director Rollins reviewed the changes specifically the projected increase in Regional Jail facility funding. Manager Martin advised of a \$26,100 expected reduction in the initial requested increase and gave details.

11) Director Rollins – Health & Welfare Administration & Non-departmental

Highlights: Director Rollins reviewed details of the proposed budget with no major changes identified.

Having concluded the review of the departments scheduled on the agenda for this session, Council members asked questions about various aspects of the city budget. Vice-Mayor Cheatham inquired about the electric rate adjustments. After discussion, specific questions were

**Franklin City Council Called Meeting
City Council Chambers
May 4, 2015 – 6:00 p.m.**

deferred on details until Director Mark Bly was scheduled in a later session this week. Councilman Rabil suggested that an early retirement package be considered in the future. Manager Martin indicated he was interested in evaluating examples from other agency policies for future consideration.

Recess

After concluding discussions, Mayor Johnson-Ashburn asked for a motion to recess the work session. Councilman Rabil made a motion to recess the called work session meeting until 6:00 p.m. May 5, 2015 at the Council Chambers. Vice-Mayor Cheatham seconded the motion and it was approved by 6 – 0 vote (Councilman McLemore absent).

Mayor Johnson-Ashburn declared the meeting recessed at 9:12 p.m.

These Minutes for May 4, 2015 City Council Meeting were adopted on the 8th day of June, 2015.

Mayor

Clerk to City Council

Franklin City Council Called Meeting
City Council Chambers
May 5, 2015 – 6:00 p.m.

The Franklin City Council met in a Called Meeting on Tuesday, May 5, 2015 at 6 p.m. in the Council Chambers for the purpose of conducting a work session on the proposed FY 2015 – 2016 city budget. The meeting was a continuation of the budget work session recessed from May 4, 2015.

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

Others in Attendance: Randy Martin, City Manager; Taylor Williams, City Attorney; Teresa Rose-McQuay, Administrative Assistant; Alan Hogge, Director of Social Services; Melissa Rollins, Director of Finance; Frank Davis, Director of Parks & Recreation; Samarra Green-Bailey, Administrative Assistant; Jennifer Maynard, Voter Registrar; Mark Bly, Director of Power & Light; Dan Howe, Executive Director Downtown Franklin Association and Joe Ann Faulk, Financial Accountant.

Mayor Johnson-Ashburn reconvened the recessed meeting from May 4, 2015 and thanked all for attending. The Mayor recognized the City Manager who distributed handouts and exhibits for the budget proposal for FY 2015 - 2016 including information requested by Council members during prior work sessions related to the budget process. The documents were reviewed by Council and management responded to questions posed.

Department Budget Reviews (continued)

As during the May 4th work session, Council and Management reviewed each department budget request detail with department heads and the staff present. The focus remained on changes from prior year budgets with emphasis on cost increases or decreases.

Department reviews were conducted with the following:

1) Jennifer Maynard – Voter Registrar

Highlights: Ms. Maynard reviewed the election cycle for the current and next fiscal year and the associated costs and changes in the electoral process. She fielded Council questions regarding changes in state regulations, she estimated the cost of elections to be between \$8,000 - \$10,000 for the next fiscal year; she reported on the future capital need (not in this budget request) to replace voting machines which typically have a useful life of ten years. The machine replacement is identified among the needs in the City's Capital Improvement Plan (CIP), Southampton County is being required to replace their equipment by the state/ the city cost to replace is currently estimated at \$70,000 (\$10,000 per precinct), and State certification of the type machines utilized is required. The state funds 69.94% of the Registrar Salary, the city funds the balance; Electoral Board salaries

are 18.74% city funded, the state pays the balance. Councilman McLemore commented on the fine job done by the Voter Registrar.

2) Director Alan Hogge – Department of Social Services (DSS)

Highlights: Director Hogge presented and reviewed a handout detailing the various programs offered by DSS in Franklin and providing data on the clients served and the number of clients and dollars to service recipients that are funneled through DSS. He reported on a recent program audit and that Franklin DSS was determined to be in compliance. This evaluation is conducted by the Health Department and Franklin was the only Hampton Roads community in compliance with Nursing Home screening requirements.

Director Hogge noted two grants from the Obici Foundation awarded to the department with the outcomes desired being a “nurturing parent program” implementation for one of the grants. He also described a Medicaid Expansion Plan benefit program to be funded entirely by grant funds from the second grant.

DSS has seen a big increase in their workload fueled by complications with client applications. Prior to receiving the department’s assistance, citizens were losing benefits without assistance. The grant program is helping improve the situation. Director Hogge reviewed the department’s funding sources and formula’s noting that the city share is approximately 25% of the total overall. Council members asked a number of questions on the DSS programs, community statistics and budget detail.

3) Frank Davis & Samarra Bailey – Parks & Recreation

Interim Director Davis reviewed the department staffing and changes prompted by long-term employee retirements of late. He reviewed various new program initiatives in the department and specifically the positive impact Ms. Bailey had in building programs targeted for younger females. The department had not previously had much success in engaging this segment of the population to participate in programs. Mr. Davis praised the “Respect in the Workplace” training the city provided all employees recently. It was particularly enlightening on the need for generational understanding that his department was now applying to better implement programs that interest all generations particularly “millennials”. He cited new “wi-fi” access installed in the M. L. King, Jr. Center this past year and the use youth were making of its availability for gaming options. He described technology upgrades and the need for additional funding in future years in this area. He noted that the numbers of young females were the highest ever and with volunteer assistance, he anticipated program growth in the future. Mr. Davis commented on the need to continue the summer programming and trips and requested the budget be increased for enrichment activities for youth; in terms of staffing, he requested full funding of a secretarial support position with Ms. Bailey focusing entirely on programs. He also noted: the return of the adult basketball program and its success this year; four co-ed softball teams; enhanced youth football program support with games in Franklin;

the recent national recognition of the Armory Field facility award; need to restore second athletic support position; Boys & Girls Club collaboration continues; pool program improvements; event sponsorships; future facility needs; bowling league; and, other programming ideas still under consideration. Mr. Davis also would like to receive guidance on the deteriorating skate park facility. Manager Martin recommended the facility be dismantled due to its condition and need for improvements to address safety concerns related to the age of the facility and its limited use in the last several years. The City Manager indicated his intent to formally close the facility and dispose of the equipment unless Council strongly objected and suggested a funding strategy be developed. No objections from Council were stated. Mr. Davis stated his support for the closure as well. Council posed questions on several other aspects of the parks & recreation program to which Mr. Davis and Manager Martin responded. It was suggested that Mr. Davis evaluate and consider the potential advantages and any disadvantages for future consideration of a greater collaboration year round with the Boys & Girls Club particularly after the senior services program is relocated to the Hayden property.

4) Mark Bly, Director – Franklin Power & Light

Highlights: Director Bly reviewed the details of the latest projection information from Dominion Virginia Power for a wholesale electric rate increase effective in July, 2015. He also reminded Council of the impact of the recent reduction in the fuel adjustment charge and the need to pass through the wholesale rate increase to customers by increasing the retail rate by 4%. The proposed budget reflects the 4% retail rate increase. Overall, customers would still realize a reduction in their electric bill below the FY 2014 – 2015 fiscal year bills as detailed in the budget documents. Director Bly reviewed spreadsheets showing the impact on various customer classifications with all customers realizing a lower total bill. It was noted the Dominion wholesale increase would not be finalized until early June and is subject to change. Mayor Johnson-Ashburn and other members questioned how much revenue the increased retail rate would create compared to the increased cost resulting from the Dominion proposed wholesale rate charge. Director Bly, Manager Martin and Director Rollins reviewed data to respond to the questions. After lengthy discussion, Council deferred further comment until the Dominion rate information is finalized. Management did revisit some aspects of the PowerPoint information presented on May 4th that Council had questions or concerns. Director Bly responded to questions raised.

5) Dan Howe, Director – Downtown Franklin Association (DFA)

Highlights: Director Howe reviewed the various funding sources that provide the total budget for DFA and the mission of the organization and its history. Manager Martin and Director Rollins reviewed the city funding formula and history including the special tax district created to provide part of the funding for DFA operations. The proposed budget does not include any recommended change in the downtown tax rate. DFA had requested

an increase in city funding from other sources for program funding of activities to benefit downtown. Mr. Howe stated the total DFA budget is approximately \$210,000 of which the city share is \$107,093. The 24 cent downtown property tax generates approximately \$52,000 of the city funded portion of DFA's budget. Other sources of funding for DFA are fundraising activities and events and grants. The \$10,000 requested increase is to engage a manager to promote and manage activities at the farmers' market facility. The DFA wants to utilize available grant funding to encourage downtown investment from the private sector. The DFA could not operate without the strong volunteer network of the organization particularly its Board of Directors who are vital to DFA's success. Council members asked questions of Mr. Howe and Manager Martin about the funding and efforts of DFA.

6) Director Rollins – Finance Department Budget

Highlights: Director Rollins reviewed the budget for the departments under her charge; she specifically noted her department had operated well while being under staffed this year resulting from long term employee retirements in key function areas. The salary savings that resulted were approximately \$54,000. Utility Billing changes continued to be successful, but staffing levels in this department are a concern going forward; it is very important key positions in finance including specifically payroll be filled as soon as possible. Manager Martin concurred with Director Rollins assessment and comments. Director Rollins gave an update on the status of the computer software upgrade project implementation underway. Council members asked questions and staff responded and reviewed information distributed.

Councilman McLemore left the meeting during the Finance Department review.

7) Director Rollins – CSA

Highlights: Director Rollins reviewed the CSA budget documentation. Mayor Johnson-Ashburn expressed concern about the amount of funding and asked questions about funding formulas for affected agencies such as the Western Tidewater CSB and its funding partners.

8) Capital Improvements Program (CIP)

Highlights: Manager Martin and Director Rollins highlighted the draft CIP handout distributed to Council. Manager Martin mentioned that Council by policy reviews the CIP during the budget development process. Unique to this year; however, the city is in the process of doing its required Comprehensive Plan update copies of which have already been distributed to Council. An element of the Comp Plan is capital improvement needs which should be considered for inclusion in the CIP going forward in future budget cycles.

**Franklin City Council Called Meeting
City Council Chambers
May 5, 2015 – 6:00 p.m.**

9) Financial Policies

Highlights: Director Rollins and Manager Martin reviewed highlights of the City's current financial policies as previously approved and distributed recommended policy updates for considerations.

Recess

After additional discussion about the covered topics of this work session and a review of next steps, Vice-Mayor Cheatham made a motion to recess the meeting until 6:00 p.m., Thursday, May 7, 2015 in the Council Chambers to continue the budget work session. The motion was seconded by Councilman Rabil and approved by a 6 – 0 vote (Councilman McLemore absent).

Mayor Johnson-Ashburn declared the meeting recessed at 9:20 p.m.

These Minutes for May 5, 2015 City Council Meeting were adopted on the 8th day of June, 2015.

Mayor

Clerk to City Council

Franklin City Council Called Meeting
City Council Chambers
May 7, 2015 – 6:00 p.m.

The Franklin City Council met in a Called Meeting on Thursday, May 7, 2015 at 6 p.m. in the Council Chambers for the purpose of continuing a work session on the FY 2015 – 2016 proposed City budget recessed from May 5, 2015.

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

Others in Attendance: Randy Martin, City Manager; Taylor Williams, City Attorney; Teresa Rose-McQuay, Administrative Assistant; Melissa Rollins, Director of Finance; Vince Holt, Director of Emergency Medical Services; Russ Pace, Director of Public Works; Chad Edwards, Deputy Director of Public Works; Jimmy Gray, Airport Manager; Donald Goodwin, Director of Community Development; and Beth Lewis, Deputy Director of Community Development.

Mayor Johnson-Ashburn called the meeting to order and reconvened the recessed meeting from May 5, 2015 and recognized the City Manager to lead the departmental reviews.

1) Water & Sewer Fund Departments

Russ Pace – Director of Public Works

Highlights: Manager Martin referred back to the water and sewer fund relevant PowerPoint presentation to further review details on the status of the Wastewater Treatment Plant (WWTP); the City/County Utility study and specifically the need for the additional funding to upgrade the city’s aging water distribution and wastewater collection systems. Public Works Director Pace and Deputy Director Edwards provided supplemental information on these systems. Staff further quantified the extent of the need. It was noted that some wastewater collection lines were as much as seventy-five years old and constructed with materials with only a useful life of fifty years. It is a constant challenge to properly monitor and maintain the collection system with the goal to minimize the amount of inflow and infiltration, also referred to as “I and P”, of ground water and surface water penetrating the collection system. This elevates the flow that must be treated at the WWTP which increases treatment costs and diminishes capacity and adversely impacts the timetable when the City will be required by regulatory officials to upgrade the WWTP as flows creep closer to permit limits. In response to council questions, Director Pace described efforts undertaken over the last several years to identify “I and P” issues. He reviewed the technology utilized in the process of locating problem areas and the methods and materials employed to address identified issues. He also discussed activities including flow testing techniques, slip lining of pipes and manhole rehabilitation materials and the cost effectiveness of these activities which also minimize disruption and inconveniences to the community by avoiding the alternative of excavation and replacement of lines and structures.

Staff then reviewed the funding utilized in recent years to accomplish improvements and specific items included in the Capital Improvements Plan (CIP) to operate and maintain the utility systems. They also presented an assessment of the linear feet of wastewater collection lines rehabilitated, an estimate of lines needing rehabilitation in the years ahead and estimated capital costs to address the total need. It was noted that the proposed ten percent revenue increase would allow the timetable to be cut in half to completely meet the need by doubling the funds utilized annually for rehabilitation efforts.

Manager Martin reminded Council that water infrastructure is also aging and that state regulatory efforts to limit ground water withdrawal permits going forward, will put greater emphasis and importance on the need to conserve ground water and develop alternatives when feasible.

Manager Martin and Director Pace commented positively on the efficiency change implemented in the current year to eliminate three positions in the sewer division while instead opting to contract services on an as needed basis for video evaluation and maintenance of sewer lines. The effort had realized a substantial savings thus far in operating costs without compromising on service. The operating cost savings had exceeded estimates made when the budget was adopted.

2) Airport

Jimmy Gray – Airport Manager

Highlights: Airport Manager Jimmy Gray updated Council on the progress toward completing capital projects budgeted this year at the airport to improve the weather station equipment and runway lighting. Mr. Gray reported the necessary capital improvements will enhance safety and maintain compliance with regulations. The projects are 98% funded by federal and state dollars with the city providing the required 2% match. The projects are expected to be complete by fiscal year end. Mr. Gray reported no capital projects were proposed for the FY 2015 – 2016 budget cycle, but the next project to replace the taxiway would likely be requested in the subsequent budget cycle if federal and state funding can be secured. The operating budget request otherwise is essentially unchanged from the current year.

3) Public Works Departments

Russ Pace – Director of Public Works

Highlights: Street maintenance funds were discussed and the process of evaluating streets for major maintenance such as resurfacing and drainage improvements.

Projections for available state funding were reviewed. Director Pace advised the department is pursuing state grant funds which do not require matching local funds to complete improvements including resurfacing portions of South Street and Clay Street. These funds are restricted to major thoroughfares and these streets qualify.

In response to Council questions, Director Pace reviewed other Public Works functions including specifically the Garage operation. He reviewed improvements to equipment, staffing levels, capacity of facilities, and activities of the department. Council members asked follow up questions and staff responded.

4) Emergency Services: Fire & Rescue

Vince Holt – Fire & Rescue Chief

Highlights: Chief Holt reviewed highlights of departmental operations. He noted that call volume in the departments for fire and rescue services were the highest during his thirteen years with the department. Over the past 2 – 3 years, the additional staffing funded with city and federal grant funds had allowed the department to improve response times and meet demand. With the decline in volunteerism in recent years and the impacts of an aging population, the department would have been hard pressed to handle the increased demand for service. The increased staffing and other enhancements did result in great success this past year when the department was re-rated by ISO. The result was a significantly improved fire insurance rating to 3:3Y which resulted in lower insurance premiums on property coverage for property owners. The Chief also reported that an April, 2015 completed inspection of the department's emergency medical service operation resulted in a positive outcome with the department's license being renewed for two years. In response to questions raised, Chief Holt reviewed the staffing and scheduling utilized by the department and how the schedule is impacted by FLSA standards resulting in scheduled overtime (i.e. "Kelly" days) within the 21 day schedule. In a typical schedule, this occurs 17 times a year for each position. Employees work seven 24 hour shifts which calculate to 159 hours of regular time with the last nine hours of the schedule generating nine hours of overtime. The Chief estimated \$110,000 of the budget per year is necessary to pay for the scheduled overtime. In 2014, the department dropped to minimum staffing levels of seven responders to lower the overtime accumulation. Without this effort, overtime would have resulted in up to \$90,000 in additional cost. To supplement full time staffing levels, part-time funds compensate remaining volunteers when available to do 12 hour shifts at a pay rate of \$40.00 per shift.

The City currently has 27 volunteers on the roll at Station 1. Hunterdale lists 35 – 40 volunteers. They also have an auxiliary that brings the total to 50. The city Fire & Rescue Department has 27 total paid staff of which 24 are operational shift personnel plus the Chief, Deputy Chief and administrative assistant positions. Of the 27 city volunteers assigned to Station 1, only three are Advanced Life Support (ALS) certified which limits to some extent the scheduling of the individuals while maintaining requirements for staffing ambulances and the city's certification. The training requirements for ALS are stringent and a challenge for many volunteers to achieve. Councilman Burgess suggested the budget detail distinguish between the scheduled "Kelly Days" overtime and other more traditional overtime incurred to better distinguish trends. In terms of capital needs, the Chief reviewed the requested vehicle replacement and other equipment replacement needs.

5) Community Development, Planning & Inspections

Donald Goodwin – Director of Community Development

Highlights: Director Donald Goodwin updated Council on the operations of the joint City/County Department. The shared cost formula for the department was developed when City and County agreed to consolidate services, and it has functioned well without unresolved issues thus far. Vehicles are a concern with age and limited function of some and will need budget attention. One replacement vehicle is included in the budget request for FY 2015 – 2016. Vehicles for inspectors need to accommodate trips within the city and county with off road capability to properly function in the county service area. Two of the six currently functioning vehicles came from the County and two of the City provided vehicles were surplus by DSS in FY 2004 – 2005 with significant mileage at that time. The 1999 age models have in excess of 89,000 miles and are obviously not very fuel efficient. Only one of the fleet gets 20 mpg highway. As for operations otherwise, the city inspection numbers were much higher during the past year than recent years. This is a result of the Franklin Redevelopment & Housing Authority (FRHA) renovation project for all their housing units. The work load dynamic overall continues to rise particularly over the last eighteen months. Work load levels may stabilize after the FRHA project ends in coming months. The department has been addressing communication issues with phones and improving options utilizing the new enhanced city website. Numerous departmental forms are available to streamline processes and citizen contact options. Positive feedback has been received on the website enhancements. The new phone system soon to be installed should also further improve communication capabilities. In terms of fees, the proposed budget does not reflect any changes effective July, 2015, but the department recommends that the city newspaper advertisement (e.g. rezonings) particularly public hearings. The cost is a burden that the

**Franklin City Council Called Meeting
City Council Chambers
May 7, 2015 – 6:00 p.m.**

city representing the entire community should not bear. Director Goodwin and Deputy Director Lewis responded to questions raised by Council.

Director Goodwin briefly reviewed the activities of the Beautification Commission particularly the funding sources and initiatives undertaken by the group. He and Mrs. Lewis also have an update on the Comprehensive Plan status and recommendations of the Planning Commission related to anticipated zoning regulation changes aligned with Comp Plan revisions.

Fee Schedule

There being no other fee schedule revisions. Staff agreed to further evaluate details of the proposed water and sewer rate study recommendations and the timing of any approved changes. Management will report back to Council on utility rate changes and any other potential rate or fee adjustments, including advertisement fee policy considerations, at subsequent meetings.

Adjournment

There being no further discussion or presentations scheduled for this work session, Councilwoman Murphy made a motion that the meeting be adjourned. Vice-Mayor Cheatham seconded and the motion was approved by a 7 – 0 vote.

Mayor Johnson-Ashburn declared the meeting adjourned at 8:45 p.m.

These Minutes for May 7, 2015 City Council Meeting were adopted on the 8th day of June, 2015.

Mayor

Clerk to City Council

The Franklin City Council held a called meeting on Tuesday, May 19, 2015 at 6:00 p.m. in the Council Chambers at City Hall to interview candidates nominated for the Ward 4, Ward 6 and At Large seats for the Franklin City School Board upcoming terms.

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

AMENDMENTS TO AGENDA

Councilman Burgess made the motion to amend the agenda to add consideration of a Proclamation for the Incubator Board for the upcoming 10th Anniversary celebration of the Franklin Business Incubator and Councilman Rabil seconded the motion.

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

CLOSED SESSION

Councilman Burgess moved that the Franklin City Council meet in closed session to consider, discuss and interview previously nominated candidates for appointment to upcoming vacancies when three terms expire June 30, 2015 on the Franklin City School Board pursuant to Virginia Code 2.2 – 3711 (A)(1). Councilwoman Hilliard seconded the motion.

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

The City Council entered in Closed Session at 6:03 P.M.

The Mayor reconvened the open session at 8:30 p.m. Councilman Rabil made a motion that the only matters discussed during the closed session were those lawfully exempted from open meeting requirements and identified in the motion by which the closed session was convened. Vice-Mayor Cheatham seconded the motion.

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

Proclamation for Franklin Business Incubator Board 10th Anniversary Recognition

Councilman Burgess made the motion for the Franklin City Council to adopt the Proclamation authorizing naming of the Incubator 4th Floor Board Room the Charles A. Wrenn Board Room and to mount a plaque identifying the former members of the Incubator Development Board, now the Franklin Incubator Board

. Councilwoman Murphy seconded the motion.

Mayor Johnson-Ashburn asked if there were any questions or comments 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.

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

ADJOURNMENT

A motion was made by Vice-Mayor Cheatham to adjourn the meeting and Councilwoman Murphy seconded the motion.

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

Mayor Johnson-Ashburn declared the meeting adjourned at 8:35 p.m.

These Minutes for May 19, 2015 City Council Meeting were adopted on the 8th day of June, 2015.

Mayor

Clerk to City Council

FINANCE

- A. Monthly Financial Report: April, 2015**
- B. FY 2014 – 2015 City Budget Amendment Ordinance # 2015 – 20**
- C. FY 2015 – 2016 City Budget Actions:**
 - 1. Resolution Setting the Tax Rates, Adopting the Budget & Appropriating Funds for FY 2015 – 2016**
 - 2. Amendment to City Ordinance 8 – 14 (a) To Increase Electric Rates**
 - 3. Adopt 2030 Vision Statement & Franklin City Council 3 Year Priorities**



**Monthly Financial Report Summary (Unaudited)
for the Period Ending April 2015**

General Fund Revenue Assumptions

Accruals: Local Sales & Use Taxes, Meals Taxes and Lodging Taxes. The Financial Report has been modified to adjust for these revenue sources on an accrual basis.

General Fund Revenue Summary

The General Fund is the City’s primary operating fund and is used to account for all resources except those that are required to be accounted for in another fund. With ten months of the fiscal year complete, General Fund Revenues are tracking 3.0% higher from the prior year period. Overall, General Fund revenue of \$15.60 million at the end of the month is 78.3% of budget compared to \$14.57 million or 76.1% of budget at the end of the prior year period. An overview of the various local, state and federal sources is as follows:

Property Tax Revenue

Year to date revenue in Fiscal Year 2014-2015 reflects a 4.1% increase in general property tax collections over the prior year period. Current personal property taxes show a favorable gain of 10% over the prior year period; current real estate taxes are also tracking favorably with a slight 0.8% gain over the prior year period. Collections prior to the 2nd half billing are on target with 49.4% of the total budget collected at the end of April. Delinquent real estate taxes, although less favorable in amount than the previous fiscal period, has exceed budgeted projections with well over 100% realized at the end of the period. Collectively general property taxes of \$4.53 million are 63.3% of budget at the end of the period slightly higher than the \$4.40 million (63.2% of budget) reached at the conclusion of the prior year period. **All general property tax sources (with the exception of machinery and tools) are expected to meet or exceed targeted projections by the end of the fiscal year.**

REVENUE SOURCE	ACTUAL	ACTUAL	Variance	
	4/30/2015	4/30/2014		
Real Estate Taxes-Current	\$ 2,610,037	\$ 2,590,227	\$ 19,810	0.8%
Real Estate Taxes-Delinquent*	243,664	259,581	\$ (15,917)	-6.1%
Personal Property Taxes- Current*	1,399,528	1,269,171	\$ 130,357	10.3%
Personal Property Taxes - Delinquent	60,466	33,708	\$ 26,758	79.4%
Penalties & Interest Taxes*	141,932	127,710	\$ 14,222	11.1%
GENERAL PROPERTY TAX	\$ 4,455,627	\$ 4,280,397	\$ 175,230	4.1%

*indicates collections at 4/30/15 in excess of budget



Local Taxes

- Taxes indicative of the City’s local economy (Table 1) are overall tracking slightly higher than the prior year period gaining 4.8%.
- Estimated meals taxes earned reflect a positive gain of 11.1% over the prior year period; collections for the period of \$1.186 mil represent 94.2% of the total budget.
- Revenue from cigarette taxes reflects a favorable gain over the prior year period of 6.3%; revenue from this source has surpassed budgeted projections by nearly \$5,000.
- Revenue from lodging taxes, is slightly higher than the prior year period, and is on target with FY 14-15 projections with 84.1% of the budget realized at the end of the period.
- Estimated sales tax revenue is tracking 2.61% higher than the prior year period with an estimated 83.8% of budgeted projections realized at the end of the period.
- Business License revenue is also tracking favorably with 96% of total projections reach at the end of the period.

Table 1

	Meals Taxes	Lodging Taxes	Cigarette Taxes	Sales Taxes	Business License	Total
Apr-15	1,186,352	126,142	304,858	1,466,361	896,632	3,980,345
Apr-14	1,067,680	122,245	286,571	1,429,041	892,591	3,798,128
Change \$	118,672	3,897	18,287	37,320	4,041	182,217
Change %	11.11%	3.19%	6.38%	2.61%	0.45%	4.80%

Table 2 is a projection of the same sources at 6/30/15. All sources are anticipated to exceed budgeted projections and reflect favorable trend from 6/30/14.

Table 2

	Meals Taxes	Lodging Taxes	Cigarette Taxes	Sales Taxes	Business License	Total
6/30/15 Projected	1,441,352	150,000	355,000	1,756,000	960,000	4,662,352
6/30/14 Actual	1,299,247	149,854	342,433	1,722,799	953,294	4,467,627
Change \$	142,105	146	12,567	33,201	6,706	194,725
Change %	10.94%	0.10%	3.67%	1.93%	0.70%	4.36%



Other Local, State & Federal Revenue

- Other local tax revenue (i.e. permits, fees, fines, charges for services) has surpassed prior year period collections. Revenue at the end of the month has reached 95% of the total budget. Increased collections are primarily associated with an increase in building permit fees.
- Charges for services include the administrative transfer from the City’s Enterprise Funds to the General Fund; the budget and expenditures for FY14-15 increased as a result of accurate cost allocation for administrative costs to the general fund. Other charges for services include ambulance billing charges which have reached 68% of the budget (no accrual); collections are under the prior period. Parks & recreation fees are also included in charges for services and reflect a decrease from the prior year period.
- Other local revenue changes from the prior year period include: (1) increased revenue sharing from IOW County - \$70,000, and (2) miscellaneous revenue - \$261,000 (late fees on utility accounts).
- State revenue collected represents communication taxes, personal property tax relief, railroad tax revenue (non-categorical aid) shared expenses and CJS Law Enforcement, Street & Highway Maintenance Funds and state grants (categorical aid). Collections overall are higher than the prior year period due to increased Street & Highway maintenance funds as budgeted and fire & rescue equipment and communications grant funds (E911) received in FY 2014-2015.
- Federal revenue (primarily federal grant reimbursements) – reflect SAFER grant funds received to date.

General Fund Expenditure Summary

General Fund expenditures overall are over \$439,625 less than the prior year period with \$11.59 mil or nearly 76% of the budget spent compared to \$12.03 mil or 77% of the budget spent at the end last year. The categories as outlined reflect significant variances (increases & decreases) as explained.

<u>Category of Expenditure</u>	<u>4/30/2015</u>	<u>4/30/2014</u>	<u>Variance</u>	<u>Primary Reason for Decrease/Increase</u>
Elections, Courts, Jail Administration	1,220,303	953,176	267,127	Increase Jail Admin Cost
Fire and Rescue	1,996,341	1,750,321	246,020	Acquisition of Grant Funded Amnulance
Streets	1,374,620	1,849,680	(475,060)	Capital Outlay projects in FY 13-14 (Paving & Equipment)
Buildings and Grounds	776,641	1,063,236	(286,595)	Capital Outlay and vacany savings
Health	110,000	145,198	(35,198)	Timing of Agency Contribution Payment
Parks, Recreation & Culture	331,904	427,657	(95,753)	Vacancies and other operating expenses
	5,809,809	6,189,268	(379,459)	



Water & Sewer Fund Summary

- The Water & Sewer Fund continues to perform according to budget. Revenue from the sale of water is comparable to the prior year period while sewer charge revenue is slightly higher with the prior year period. At the end of the month, \$2.50 mil or 80% of the budget for water and sewer charges has been realized; this is relatively consistent with the \$2.53 million or 81% of the budget realized at the end of the prior year period.
- Expenditures for the Fund are significantly higher than the prior year period resulting from sewer system improvements and waterline rehabilitation projects completed in the first part of the fiscal year.
- The cash balance in the fund at the end of the month is \$1.86 million, a \$106,000 gain in the fund's cash of \$1.75 million reported last month. A gain has been realized in the current month after experiencing a "planned reduction in cash" to complete major capital projects in the current fiscal year using fund balance.

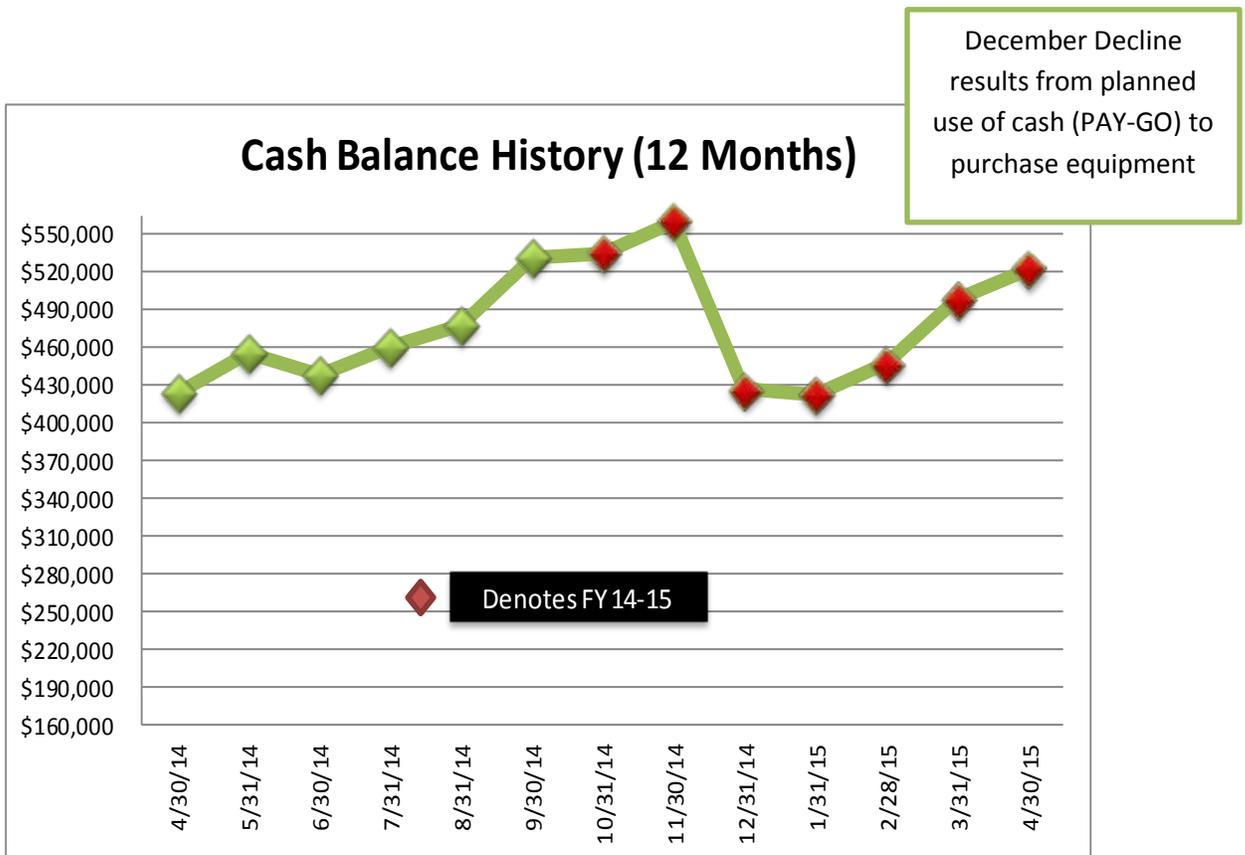
Solid Waste Fund Summary

- The cash balance in the Solid Waste Fund at the end of the month is reported at \$552,444; an increase of nearly 5.0% or \$24,373 in Cash from the prior month. When compared to the prior year, this is a \$98,587 or 23% gain over the 12 month period.
- Revenue for the Solid Waste Fund at the end of the month is \$1.13 million or nearly 83% of the total budget, and is comparable to the prior year period.
- Total expenditures as shown at \$825,822 are higher than prior period expenses as a result of the equipment purchase and represents 65% of the total budget.

Below is a snapshot of the funds' cash position by month for fiscal year 2013-2014 and the current year (FY2014-2015 cash balance).

	Month	Cash Balance	Variance
	June 30th	\$191,478	
FY 13-14	July 31st	\$166,060	(\$25,418)
	Aug 30th	\$201,680	\$35,620
	Sept 30th	\$235,700	\$34,020
	October 31st	\$267,523	\$31,823
	Nov 30th	\$268,902	\$1,379
	December 31st	\$300,148	\$31,245
	January 31st	\$302,728	\$2,580
	February 28th	\$340,434	\$37,706
	March 31st	\$392,655	\$52,221
	April 30th	\$423,857	\$31,202
	May 31st	\$455,642	\$31,785
	June 30th	\$438,294	(\$17,348)
Net Change Since July 31, 2013			\$272,234

	Month	Cash Balance	Variance
	June 30th	\$438,294	
FY 14-15	July 31st	\$460,019	\$21,725
	Aug 30th	\$478,038	\$18,019
	Sept. 30th	\$530,723	\$52,685
	Oct. 31st	\$534,742	\$4,019
	Nov. 30th	\$560,877	\$26,135
	Dec. 31st	\$426,565	(\$134,312)
	January 31st	\$422,523	(\$4,042)
	February 28th	\$446,966	\$24,443
	March 30th	\$498,207	\$51,241
	April 30th	\$522,444	\$24,237
Net Change Since July 31, 2014			\$84,150





Airport Fund Summary

- Fuel sales of \$57,196 remain considerably less than the prior year period in which revenue was \$85,571. The Airport has seen less activity in the current fiscal year.
- Other local revenue consists primarily of airport rental fees and is also slightly less than the revenue realized during the prior year period.
- Operating expenditures at the end of the month are less than the prior year period as a result of less fuel purchases; only \$37,000 has been spent in the current fiscal year versus \$60,000 in the prior year period.
- Capital Outlay expenditure of \$508,974 is for grant funded projects. State and federal revenue received of \$486,000 represents 95% in reimbursements for these projects.

Electric Fund Summary

- Revenue in the Electric Fund represents 10 months of billed revenue at \$11.1 million for the sale of energy (nearly 80% of budget); the prior year period reflects revenue from the sale of energy of \$10.98 million (nearly 84% of budget).
- Collectively, from all sources, revenue is up from the prior year period at \$13.30 million or nearly 80% of budget versus \$12.68 million or 84% of the budget realized at the conclusion of the prior year period; however, this is mostly attributed to revenue from the sale of energy (fuel adjustment charge-pass thru costs) which is 31% higher than the prior year as projected. Non pass thru charges are slightly higher than the prior year period mostly attributed to higher bills than the prior year period.
- Expenditures associated with the sale of energy/fuel at \$8.25 million are 84.0% of the total budget or 5.4% higher than expenditures reported during the prior year period of \$7.82 million which represented a higher percentage of the total budget at 88.0%. (The Fund continues to be in a good position budget-wise in the current fiscal period).

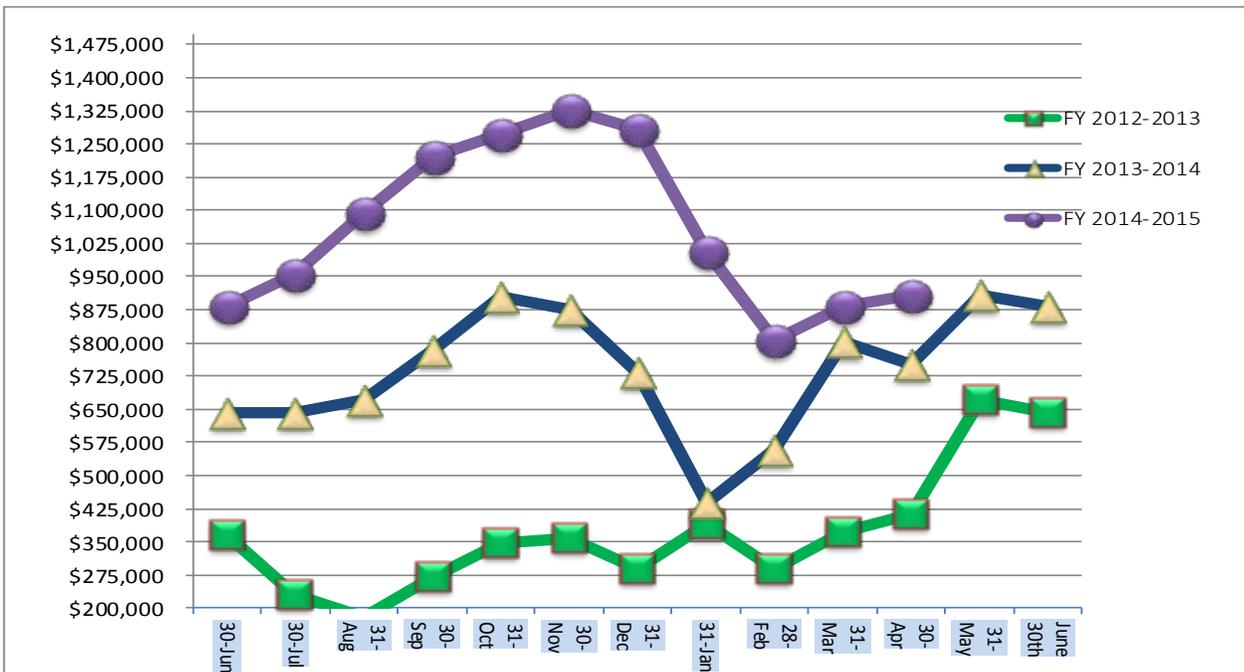
CASH BALANCE

Cash in the Electric Fund reflect a favorable gain from the prior year period reaching \$906,867 mil at the end of April 2015 versus \$751,999 at the conclusion of April 2014. Cash also increased slightly from the prior month as shown in Table 1. FY 14-15 reflects a similar trend (increases and decreases) when compared to FY 13-14.



Cash in the Fund at 5/31/15 is projected at \$975,000.

Table (1) – Past Fiscal Year History (2 Years) & Current Fiscal Year – Electric Fund Cash Position



VMEA PAYMENT HISTORY

	FY 13-14	FY 14-15
December	\$1,012,802	\$1,067,345
January	\$1,318,098	\$1,395,984
February	\$1,037,055	\$1,494,927
March	\$1,125,074	\$1,207,428
April	\$731,330	\$732,035
	\$5,224,359.00	\$5,897,719.00

Cash Balance Policy Evaluation

FY 2014-15 Cash Balance as a Percentage of Annual Revenues (excluding fuel adjustment) at FYE 4/30/2015 = \$**0** or 6.3%.

FY 2015 TOTAL REVENUE	16,670,873
Less Fuel Adjustment	(2,335,039)
Budget Basis for Policy	14,335,834
10% of Annual Revenue	\$0

FY 2013-14 Cash Balance as a Percentage of Annual Revenues (excluding fuel adjustment) at 4/30/14 = \$751,999 or 5.7%.

Policy Evaluation: At the end of the month cash is below minimum policy level by **\$527,000**. FY 14-15 reflects a \$154,000 gain in the Fund’s cash position from the prior year period. In FY 13-14, cash in the Fund was below minimum policy level (\$1.330 million) by **\$578,000** at the end of same period.

Table 2.
FY 2014-2015 REVENUE BILLED VERSUS PAYMENTS COLLECTED ANALYSIS

	September	October	November	December	January	February	March	April
BILLING	\$ 1,166,632	\$ 923,126	\$ 1,193,378	\$ 1,500,615	\$ 1,285,171	\$ 1,832,867	\$ 1,304,826	\$ 1,004,702
TOTAL PAYMENTS*	\$ 1,186,063	\$ 1,182,544	\$ 950,516	\$ 1,212,493	\$ 1,336,734	\$ 1,492,269	\$ 1,729,720	\$ 1,414,047
VARIANCE	\$ 19,431	\$ 259,418	\$ (242,862)	\$ (288,122)	\$ 51,563	\$ (340,598)	\$ 424,894	\$ 409,345

YTD – >100% of Billed Revenue has been collected



Table 3.
FY 2013-2014 REVENUE BILLED VERSUS PAYMENTS COLLECTED ANALYSIS

	September	October	November	December	January	February	March	April
BILLING	\$ 1,065,392	\$ 912,746	\$ 1,058,860	\$ 1,356,660	\$ 1,605,050	\$ 1,491,255	\$ 1,299,191	\$ 1,003,918
TOTAL PAYMENTS*	\$ 1,215,170	\$ 1,123,385	\$ 937,102	\$ 1,094,581	\$ 1,221,909	\$ 1,551,736	\$ 1,463,619	\$ 1,307,754
VARIANCE	\$ 149,778	\$ 210,639	\$ (121,758)	\$ (262,079)	\$ (383,141)	\$ 60,481	\$ 164,428	\$ 303,836

YTD – 99% of Billed Revenue had been collected

**Total Payments reflects the payments received by customers monthly, payment could be for any billing period.

Table 4
FY 2012-2013

	September	October	November	December	January	February	March	April
BILLING	\$ 1,031,082	\$ 878,274	\$ 1,187,308	\$ 1,148,471	\$ 1,294,486	\$ 1,414,622	\$ 1,196,897	\$ 1,033,450
TOTAL PAYMENTS*	\$ 1,253,148	\$ 1,129,249	\$ 935,060	\$ 1,060,843	\$ 1,214,002	\$ 1,225,110	\$ 1,358,200	\$ 1,239,399
VARIANCE	\$ 222,066	\$ 250,975	\$ (252,248)	\$ (87,628)	\$ (80,484)	\$ (189,512)	\$ 161,303	\$ 205,949

YTD = 98.6% of Billed Revenue had been collected

Monthly Financial Report
Period Ending April 30, 2015

CITY OF FRANKLIN							
FISCAL YEAR 2014-15							
LOCAL TAX REVENUES							
Unaudited							
REVENUE SOURCE	2014-2015 BUDGET	ACTUAL 4/30/2015	BUDGET %	2013-2014 BUDGET	ACTUAL 4/30/2014	BUDGET %	
Real Estate Taxes-Current	\$ 5,283,742	\$ 2,610,037	49.4%	\$ 5,150,432	\$ 2,590,227	50.3%	\$ 19,810
Real Estate Taxes-Delinquent	190,000	243,564	128.2%	175,000	259,581	148.3%	\$ (16,017)
Personal Property Taxes-Current	1,367,446	1,399,528	102.3%	1,325,000	1,269,171	95.8%	\$ 130,357
Personal Property Taxes-Delinquent	65,000	60,466	93.0%	70,000	33,708	48.2%	\$ 26,758
Machinery & Tools	65,000	18,867	29.0%	60,000	62,322	103.9%	\$ (43,455)
Penalties & Interest Taxes	135,000	141,932	105.1%	120,000	127,710	106.4%	\$ 14,222
Public Service Corporation Taxes	61,818	64,977	105.1%	66,000	62,750	95.1%	\$ 2,227
GENERAL PROPERTY TAX	\$ 7,168,006	\$ 4,539,371	63.3%	\$ 6,966,432	\$ 4,405,470	63.2%	\$ 133,901
							3.04%
Local Sales & Use Tax	\$ 1,750,000	\$ 1,466,361	83.8%	\$ 1,725,000	\$ 1,429,041	82.8%	\$ 37,320
Consumer Utility Tax- Elec. & Water	540,000	\$ 469,739	87.0%	543,000	465,811	85.8%	\$ 3,928
Business License Tax	930,500	\$ 896,632	96.4%	930,500	892,690	95.9%	\$ 3,942
Motor Vehicle Licenses	170,000	\$ 186,954	110.0%	172,000	156,100	90.8%	\$ 30,854
Cigarette Tax	300,000	\$ 304,859	101.6%	300,000	286,571	95.5%	\$ 18,288
Restaurant Meals Tax	1,260,000	\$ 1,186,352	94.2%	1,250,000	1,067,680	85.4%	\$ 118,672
Lodging Taxes	150,000	\$ 126,142	84.1%	150,000	122,245	81.5%	\$ 3,897
Bank Stock	58,000	\$ -	0.0%	55,000	-	0.0%	\$ -
Tax on Recordation & Wills	35,000	\$ 43,992	125.7%	30,000	35,623	118.7%	\$ 8,369
Right of Way Use Fees	25,000	\$ 18,927	75.7%	28,000	13,834	49.4%	\$ 5,093
Additional Taxes	-	\$ 2,696	0.0%	-	2,820	0.0%	\$ (124)
OTHER LOCAL TAXES	\$ 5,218,500	\$ 4,702,654	90.1%	\$ 5,183,500	\$ 4,472,415	86.3%	\$ 230,239
							5.15%
TOTAL TAXES & LICENSES	\$ 12,386,506	\$ 9,242,025	74.6%	\$ 12,149,932	\$ 8,877,885	73.1%	
			1				

FINANCIAL REPORT AS OF APRIL 2015 - 10 Months = 83%						
	2014-2015	ACTUAL	BUDGET	2013-2014	ACTUAL	BUDGET
REVENUE:	BUDGET	4/30/2015	%	BUDGET	4/30/2014	%
Taxes; Licenses	\$ 12,386,506	\$ 9,242,025	74.61%	\$ 12,149,932	\$ 8,877,885	73.07%
Permits, Fees, Fines	231,836	221,040	95.34%	155,190	172,501	111.15%
Use of Money & Property	242,522	224,641	92.63%	247,757	217,796	87.91%
Charges for Services:						
Court Services	9,300	3,787	40.72%	11,300	3,630	32.12%
Fire & Rescue	463,519	314,589	67.87%	398,354	302,435	75.92%
Animal & Building Services	16,600	8,997	54.20%	29,800	14,635	49.11%
Waste Removal Services	13,900	3,941	28.35%	9,000	14,559	161.77%
Administrative Services	940,390	783,658	83.33%	852,260	720,217	84.51%
Recreational Services	15,100	6,281	41.60%	15,750	8,538	54.21%
Total Charges for Services	1,458,809	1,121,253	76.86%	1,316,464	1,064,014	80.82%
Misc & Recovered Costs	488,492	488,426	99.99%	351,216	265,895	75.71%
Isle of Wight Rev. Sharing	600,000	600,000	100.00%	530,000	530,000	100.00%
State Aid:						
Non Categorical Aid	1,675,397	1,414,982	84.46%	1,670,397	1,412,307	84.55%
Shared Expenses	179,500	103,320	57.56%	174,989	103,608	59.21%
Categorical Aid	2,158,059	1,863,578	86.35%	2,006,013	1,563,271	77.93%
Total State Aid	4,012,956	3,381,880	84.27%	3,851,399	3,079,186	79.95%
Federal Aid	480,533	321,717	66.95%	538,295	366,122	68.02%
Total Current Revenue	\$ 19,901,654	\$ 15,600,982	78.39%	\$ 19,140,253	\$ 14,573,399	76.14%
			2		\$ (1,027,583)	

	2014-2015	ACTUAL	BUDGET	2013-2014	ACTUAL	BUDGET
EXPENDITURES:	BUDGET	4/30/2015	%	BUDGET	4/30/2014	%
Operating Expense:						
Legislative, General & Financial	\$ 2,421,452	\$ 1,707,823	70.53%	\$ 2,464,769	\$ 1,679,035	68.12%
Elections, Courts, Sheriff	1,398,009	1,220,303	87.29%	1,089,322	953,176	87.50%
Law Enforcement	3,667,677	3,025,116	82.48%	3,688,458	2,970,584	80.54%
Fire and Rescue	2,409,483	1,996,341	82.85%	2,136,870	1,750,321	81.91%
Community Development	505,279	378,502	74.91%	447,371	346,685	77.49%
Streets	2,178,763	1,374,620	63.09%	2,626,315	1,849,680	70.43%
Garage	242,107	179,199	74.02%	226,527	172,472	76.14%
Refuse Collection & Disposal	-	-	0.00%	185,000	212,709	114.98%
Buildings and Grounds	1,029,796	776,641	75.42%	1,284,015	1,063,236	82.81%
Health	156,198	110,000	70.42%	167,198	145,198	0.00%
Parks and Recreation	546,166	331,904	60.77%	600,458	427,657	71.22%
Library	292,373	276,669	94.63%	290,300	218,618	75.31%
Planning & Beautification	317,612	142,646	44.91%	309,751	167,823	54.18%
Downtown Development	107,093	75,801	70.78%	108,707	77,997	71.75%
Subtotal- Operating Expenses	15,272,008	11,595,565	75.93%	15,625,061	12,035,190	77.02%
			3			

GENERAL FUND CONT'D						
	2014-2015	ACTUAL	BUDGET	2013-2014	ACTUAL	BUDGET
EXPENDITURES:	BUDGET	4/30/2015	%	BUDGET	4/30/2014	%
Payments to Southampton Co.	\$ 750,000	\$ 500,000	66.67%	\$ 650,000	\$ 772,665	118.87%
Non-Departmental Miscellaneous	21,000	34,136	162.55%	40,000	28,846	72.12%
Pass through Contributions	-	-	0.00%	-	-	0.00%
Total Operating Expense	\$ 16,043,008	\$ 12,129,701	75.61%	\$ 16,315,061	\$ 12,836,701	78.68%
						0.00%
Net Operating Income	\$ 3,858,646	\$ 3,471,281	89.96%	\$ 2,825,192	\$ 1,736,698	61.47%
TRANSFERS - IN:						
Transfer from Electric Fund	1,409,891	1,174,909	83.33%	1,409,891	1,174,909	83.33%
Use of Prior Year Fund Balance	555,815	-	0.00%	1,201,049	-	0.00%
Use of Fund Bal Reserve for Debt	927,409	-	0.00%	689,386	-	0.00%
Use of Restricted Fund Balance	373,288			1,066,675		
Total Transfers In	\$ 3,266,403	\$ 1,174,909	35.97%	\$ 4,367,001	\$ 1,174,909	26.90%
To General Debt	\$ 413,130	\$ 411,925	99.71%	\$ 498,604	\$ 493,122	98.90%
To School Debt	591,182	-	0.00%	424,162	-	0.00%
To Airport Fund	112,247	-	0.00%	95,231	95,231	100.00%
To Education Fund	4,837,395	3,628,046	75.00%	4,847,395	4,040,363	83.35%
To Education Fund-Carryover	345,594	119,100	34.46%	643,174		
To Social Services Fund	456,738	-	0.00%	397,338	-	0.00%
To Comprehensive Services Act	135,000	-	0.00%	92,750	-	0.00%
To Economic Dev Incubator	57,833	-	0.00%	78,539	78,539	100.00%
To Economic Dev Joint Fund	125,000	125,000	100.00%	125,000	\$ 125,000	100.00%
Total Transfers Out	\$ 7,074,119	\$ 4,284,071	60.56%	\$ 7,202,193	\$ 4,832,255	67.09%
Variance (Revenue vs. Expense)	\$ 50,930	\$ 362,119	4		\$ (1,920,648)	

WATER AND SEWER FUND						
	2014-2015	ACTUAL	BUDGET	2013-2014	ACTUAL	BUDGET
REVENUES:	BUDGET	4/30/2015	%	BUDGET	4/30/2014	%
Sale of Water	\$ 1,300,000	\$ 1,035,936	79.69%	\$ 1,300,000	\$ 1,045,593	80.43%
Sewer Service Charges	1,750,000	1,377,021	78.69%	1,750,000	1,367,374	78.14%
Treatment Fees - Counties	75,000	68,586	91.45%	70,000	82,105	117.29%
Water/Sewer Connection Fees	-	23,000	100.00%	-	36,000	
Administrative Connection Fee	5,000	4,650	93.00%	-	1,830	
Other Revenues	250	406	162.40%	500	2,073	414.60%
Total Current Revenue	\$ 3,130,250	\$ 2,509,599	80.17%	\$ 3,120,500	\$ 2,534,975	81.24%
EXPENDITURES:						
Operating Expense:						
Water System	\$ 1,419,018	\$ 623,413	43.93%	\$ 1,361,348	\$ 615,336	45.20%
Sewer System	1,153,588	837,640	72.61%	1,093,027	224,490	20.54%
Treatment Plant	763,453	531,622	69.63%	743,603	548,058	73.70%
Total Operating Expenditures	3,336,059	1,992,675	59.73%	3,197,978	1,387,884	43.40%
TRANSFERS:						
GF Transfer - Administrative Services	285,920	238,267	83.33%	257,305	214,421	83.33%
GF Transfer - Payment in Lieu of Taxes	26,460	22,050	83.33%	26,460	22,050	83.33%
Total Transfers Out	\$ 312,380	\$ 260,317	83.33%	\$ 283,765	\$ 236,471	83.33%
Net Operating Income	\$ 2,817,870	\$ 256,607	9.11%	\$ 2,836,735	\$ 910,620	32.10%
OTHER FINANCING SOURCES						
Use of Prior Year Fund Balance	\$ 972,773	\$ -	0.00%	\$ 727,617	\$ -	0.00%
Total Other Financing Sources	972,773	-	-	727,617	-	
Total Revenue & Other Sources	4,103,023	2,509,599	61.16%	3,848,117	2,534,975	65.88%
Debt Service	\$ 366,934	\$ 366,934	100.00%	\$ 366,124	\$ 366,123	100.00%
Total Expenditures	\$ 4,015,373	\$ 2,619,926	65.25%	\$ 3,847,867	\$ 1,990,478	51.73%
Variance - Revenue vs. Expenses	\$ -	\$ (110,327)		\$ -	\$ 544,497	
			5			

ELECTRIC FUND							
	2014-2015	ACTUAL	BUDGET		2013-2014	ACTUAL	BUDGET
REVENUES:	BUDGET	4/30/2015	%		BUDGET	4/30/2014	%
Sale of Energy	\$ 14,094,334	\$ 11,183,190	79.35%	\$	13,126,639	\$ 10,989,462	83.72%
Sale of Energy Fuel Adj	2,335,039	1,882,420	80.62%		1,667,809	1,435,301	86.06%
Administrative Connection Fee	30,000	10,380				20,210	
Other Revenue	211,500	229,682	108.60%		257,297	238,426	92.67%
Proceeds Loan/Bonds	-	418	0.00%		-		0.00%
Total Current Revenue	\$ 16,670,873	\$ 13,306,090	79.82%	\$	15,051,745	\$ 12,683,399	84.27%
EXPENDITURES:							
Energy for Resale (a)	\$ 9,816,189	\$ 8,252,932	84.07%	\$	8,891,025	\$ 7,827,099	88.03%
Energy for Resale Fuel Adj (a)	2,335,039	1,857,310	79.54%		1,683,110	1,644,033	97.68%
Other Expenses	1,487,039	1,045,793	70.33%		1,471,551	949,783	64.54%
Capital Outlay	265,000	156,397	59.02%		297,000	102,089	34.37%
Reserve for Capital Expenditures	250,000		0.00%		250,000	-	0.00%
Reserve for Cash Replenishment	331,197	-	0.00%		323,908	-	0.00%
Total Operating Expenses	\$ 14,484,464	\$ 11,312,432	78.10%	\$	12,916,594	\$ 10,523,004	81.47%
<i>Net Operating Income</i>	<i>\$ 2,186,409</i>	<i>\$ 1,993,658</i>	<i>91.18%</i>	<i>\$</i>	<i>2,135,151</i>	<i>\$ 2,160,395</i>	<i>101.18%</i>
OTHER FINANCING SOURCES:							
TRANSFERS:							
GF Transfer-Council Approved	\$ 1,409,891	\$ 1,174,909	83.33%	\$	1,409,891	\$ 1,174,909	83.33%
GF Transfer - Administrative Services	440,218	366,848	83.33%		388,960	324,133	83.33%
GF Transfer - Payment in Lieu of Taxes	59,282	49,402	83.33%		59,282	49,402	83.33%
GF Transfer - Debt Restructuring	-				-		
Total Transfers (Out)	\$ 1,909,391	\$ 1,591,159	83.33%	\$	1,858,133	\$ 1,548,444	83.33%
Debt Service	\$ 277,018	\$ 271,414	97.98%	\$	277,018	\$ 268,856	97.05%
Total Expenses	\$ 16,670,873	\$ 13,175,005		\$	15,051,745	\$ 12,340,304	
Variance - Revenue versus Expenses	\$ -	\$ 131,085		\$	-	\$ 343,095	
			6				
<i>(a) Operating expenses for energy for resale and fuel adjustment costs reflect the May payment for the April 2015 Invoice billed in April but paid in May. Financial statements reflect 10 months of billed revenue and 10 months of expenditures to more accurately reflect the Fund's cash position even though nine months of expenses to VMEA have occurred.</i>							

AIRPORT FUND						
	2014-2015	ACTUAL	BUDGET	2013-2014	ACTUAL	BUDGET
REVENUE:	BUDGET	4/30/2015	%	BUDGET	4/30/2014	%
Fuel Sales	\$ 177,232	\$ 57,196	32.27%	\$ 177,232	\$ 85,571	48.28%
Other Revenue	63,700	50,143	78.72%	64,700	55,560	85.87%
State Grants	204,956	122,019	59.53%	14,142	3,562	25.19%
Federal Grants	1,380,406	364,025	0.00%	352,828	70,566	0.00%
Total Current Revenue	\$ 1,826,294	\$ 593,383	32.49%	\$ 608,902	\$ 215,259	35.35%
EXPENDITURES:						
Operating Expenses	\$ 309,167	\$ 159,551	51.61%	\$ 308,710	\$ 185,723	60.16%
Capital Outlay	\$ 1,617,239	\$ 508,974	31.47%	\$ 391,398	\$ 97,563	24.93%
Total Operating Expenses	\$ 1,926,406	\$ 668,525	34.70%	\$ 700,108	\$ 283,286	40.46%
Net Operating Income	\$ (100,112)	\$ (75,142)	75.06%	\$ (91,206)	\$ (68,027)	74.59%
TRANSFERS:						
Use of Prior Year Fund Balance	\$ 6,728	\$ -		\$ 13,808	\$ -	
Transfer from Other Funds	\$ 112,247	\$ -	0.00%	\$ 95,231	\$ 95,231	100.00%
Total Revenue	\$ 1,945,269	\$ 593,383		\$ 717,941	\$ 310,490	
Transfer to Other Funds	\$ 18,863	\$ 15,719	83.33%	\$ 17,833	\$ 14,861	83.33%
Net Transfers To/From						
Debt Service	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Total Expenses	\$ 1,945,269	\$ 684,244	35.17%	\$ 717,941	\$ 298,147	41.53%
NET INCOME(LOSS)		\$ (90,861)		\$ -	\$ 12,344	
			7			

SOLID WASTE FUND						
	2014-2015	ACTUAL	BUDGET	2013-2014	ACTUAL	BUDGET
REVENUE:	BUDGET	4/30/2015	%	BUDGET	4/30/2014	%
Waste Collection & Disposal Fees	\$ 1,375,081	\$ 1,134,402	82.50%	\$ 1,390,831	\$ 1,148,903	82.61%
Administrative Connect Fee	\$ 4,000	\$ 3,890	97.25%	\$ -	214	100.00%
Miscellaneous Revenue	-	316	0.00%	500	1,040	208.00%
Total Current Revenue	\$ 1,379,081	\$ 1,138,608	82.56%	\$ 1,391,331	\$ 1,150,157	82.67%
EXPENDITURES:						
Operating Expenses	\$ 885,349	\$ 617,854	69.79%	\$ 890,942	\$ 614,316	68.95%
Capital Outlay	\$ 370,000	\$ 207,968	56.21%	\$ 274,171	\$ 24,820	9.05%
Total Operating Expenses	\$ 1,255,349	\$ 825,822	65.78%	\$ 1,165,113	\$ 639,136	54.86%
Net Operating Income	\$ 123,732	\$ 312,786	252.79%	\$ 226,218	\$ 343,661	151.92%
TRANSFERS:						
Use of Prior Year Fund Balance	\$ 99,174	\$ -	0.00%	\$ -	\$ -	0.00%
Total Revenue	\$ 1,478,255	\$ 1,138,608		\$ 1,391,331	\$ 1,150,157	
Transfer to General Fund	\$ 195,389	\$ 162,824	83.33%	\$ 198,162	\$ 166,802	84.17%
Net Transfers To/From						
Debt Service	\$ 28,057	\$ -	0.00%	\$ 28,056	\$ 5,654	0.00%
Total Expenses	\$ 1,478,795	\$ 988,646	66.85%	\$ 1,391,331	\$ 811,592	58.33%
NET INCOME(LOSS)		\$ 149,962		\$ -	\$ 338,565	
			8			

CITY OF FRANKLIN
 FISCAL YEAR 2014-2015
 CASH BALANCES

FUND	CURRENT YEAR	PRIOR YEAR
General Fund	\$ 4,950,252	\$ 4,859,117
Fund SNAP Proceeds	\$ 183,685	\$ 234,130
Total General Fund	\$ 5,133,937	\$ 5,093,247
Water & Sewer Fund	\$ 1,863,912	\$ 2,149,574
Fund SNAP Proceeds	\$ 195,377	\$ 234,949
Total Water & Sewer Fund	\$ 2,059,289	\$ 2,384,523
Electric Fund	\$ 906,867	\$ 751,999
Fund SNAP Proceeds	\$ 328,135	\$ 529,928
Total Electric Fund	\$ 1,235,002	\$ 1,281,927
Solid Waste Fund	\$ 522,444	\$ 423,857
Airport Fund	\$ (142,615)	\$ (68,293)
TOTAL CASH FOR OPERATIONS	\$ 8,100,860	\$ 8,116,254
TOTAL CASH FOR CAPITAL PROJECTS	\$ 707,197	\$ 999,007
TOTAL CASH	\$ 8,808,057	\$ 9,115,261



May 29, 2015

To: Randy Martin
City Manager

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

Re: **Budget Amendment/Transfer Request #2015-20**

City Departments are requesting the following amendments to the FY 2014-2015 General Fund Budget:

- In FY 14-15, The City will receive state funds for Highway Maintenance totaling \$1,571,280; this is **\$42,688** more than the budgeted amount of \$1,529,132. These funds need to be amended to **Public Works-Street Division** and appropriated for expenditure for street paving projects.
- The City was awarded \$10,000 from Franklin Southampton Charities of which \$5,000 is for the Franklin Fire & Rescue Department and \$5,000 is pass-thru for the Hunterdale Volunteer Fire Department. These funds require amendment to the budget and appropriation for expenditure.

The City is requesting the following General Fund budgetary transfers:

- **Finance** – the request is to transfer funds from Full Time wages (\$15,000) to part-time wages to cover professional services (payroll related-\$13,000) and personnel cost (part time employees - \$2,000). These funds were included in the budget under full time salaries pending hiring of full time personnel.
- **Police** – the request is to transfer \$73,000 from Full Time Salaries to part-time wages to cover overtime costs. According to the Deputy Chief, this is due to full year vacancy of three positions. Also, two (2) additional absences were in the department for portions of the fiscal year (military and medical leave related). If authorized, approximately \$60,000 should be remaining in Full Time Salaries.
- **Credit Card Fees** – the City will incur approximately \$46,000 in credit card fees. Only \$21,000 was budgeted in anticipation of Council action to establish a fee structure for accepting credit cards mid-year in FY 14-15 upon staff recommendation. Additional

appropriation is required to cover the fees for the fiscal year. The recommendation is to transfer \$25,000 from the Industrial Corridor Revenue Sharing payment (\$97,695 was remaining after payment to the County).

REQUIRED ACTION FROM CITY COUNCIL: Authorize Budget Amendment/Transfer #2015-20 which will:

1. Authorize the amendment of state revenue in the amount of \$42,688 to the FY 14-15 Public Works Streets Division budget and appropriate the funds for expenditure.
2. Authorize the amendment of local grant funds in the amount of \$10,000 to the FY 14-15 Foundation Grant budget and appropriate the funds for expenditure.
3. Authorize the line item transfers exceeding \$10,000 as requested in the FY 14-15 Finance and Police Department budgets as outlined.

BUDGET AMENDMENT 2015-20

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA that the 2014-15 City Budget is hereby amended as follows:

			FY 14-15 Budget	Amended Budget	Increase/ Decrease
General Fund Admndments					
24040	6	Street & Highway Maintenance Funds	1,529,132	1,571,820	(42,688)
			-		
TOTAL GENERAL FUND REVENUE					(42,688)
Expenditures					
41200	8333	Street Paving	465,256	507,944	42,688
TOTAL GEN. FUND EXPENDITURES					
31100	1101	Police, Full Time Salaries	1,528,610	1,455,610	73,000
31100	1200	Police, PT Wages	180,000	253,000	(73,000)
					-
12430	1101	Accounting - Salaries & Wages FT	157,520	142,520	15,000
12430	1300	Accounting - Salaries & Wages PT	25,000	27,000	(2,000)
12430	3160	Accounting, Professional Services	29,800	42,800	(13,000)
					-
91500	5855	Merchant Card Fees	21,000	46,000	25,000
91500	91300	Payment for Industrial Corridor	750,000	725,000	(25,000)
			FY 14-15 Budget	Amended Budget	Increase/ Decrease
Fund 220					
18990	3001	Franklin Southampton Charities	10,000	20,000	(10,000)
			-		
TOTAL GENERAL FUND REVENUE					(10,000)
Expenditures					
91450	4009	Huntedale Pass thru Donation	18,000	23,000	5,000
32100	8117	Fire Prevention	5,612	10,612	5,000
TOTAL GEN. FUND EXPENDITURES					

To amend the FY 14-15 budget for additional local grant funds and state revenue received and to appropriate the funds for expenditure and to authorize the transfer of funds exceeding \$10,000 from one line of the budget to another as outlined.

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

Clerk to the City



**PROPOSED BUDGET RESOLUTION
SETTING THE TAX RATES, ADOPTING THE BUDGET AND APPROPRIATING
FUNDS FOR FY 2015-2016**

WHEREAS, it is mandated by law that the governing body of this City adopt a City budget for fiscal planning purposes and fix the respective local tax rates each year and;

WHEREAS, the Franklin City Council has complied with the law by preparing a proposed budget, holding the required public hearings on June 1, 2015 after proper and legal notice and having deliberated;

Section I.

Council does hereby propose to set and adopt, pursuant to Virginia Code Section 58.1-3524, the rate of tax relief at such a level that is anticipated fully to exhaust PPTRA relief funds provided to the City by the Commonwealth as follows:

Personal Use vehicles valued at \$1,000 or less	Eligible for 100% tax relief
Personal Use vehicles valued at \$1,001 to \$20,000	Eligible for tax relief at 55% (from 58%)
Personal Use vehicles valued at \$20,000 or more	Eligible for tax relief at 55% on the first \$20,000 of value and taxed fully on the balance up (from 58%)

Council does hereby propose to amend Section 13-15 Fees for City Collection of Garbage, Waste and Other Refuse of the Franklin City Code as follows:

Trash Collection Fees	\$38.00 per month (from \$39.74 residential)
	\$76.00 per month (from 84.48 residential outside city)
	\$52.61 per month- commercial 1 box (no change)
	\$61.90 per month - commercial 2 boxes (no change)

THE FOLLOWING TAXES AND FEES ARE PROPOSED TO CHANGE:

Real Estate Tax Rate	\$0.99 /\$100 of assessed value (from \$0.96/\$100 of assessed value)
----------------------	--

THE FOLLOWING TAXES AND FEES ARE PROPOSED TO REMAIN UNCHANGED:

Personal Property & Business Property	\$4.50/\$100 of assessed value
Downtown District Tax Rate	\$0.24/\$100 of assessed value
Machinery & Tools	\$2.00/\$100 of assessed value
Meals Tax	6.5%
Lodging Tax	8.0%
Cigarette Tax	\$0.60 per pack
Ambulance Service Fees:	
Basic Life Support	\$450.00
Advanced Life Support 1	\$550.00
Advanced Life Support 2	\$800.00
Mileage Rate to Hospital	\$13.00

Water & Sewer Fees:

Water Service Fees (Base Rates)	\$12.62 base rate plus 2.83 per \$1,000 gallons (Inside City) \$16.04 base rate plus \$3.50 per 1,000 gallons (Outside City)
Sewer Service Fees (Base Rates)	\$16.91 base rate plus \$3.93 per 1,000 gallons (Inside City) \$20.23 base rate plus \$5.04 per 1,000 gallons (Outside City)

Building permit fees, other taxes and related permits **not listed herein** remain unchanged

SECTION II: The following amounts as stated are hereby appropriated in the **General Fund** for the operation of the City Government and its activities for and during the fiscal year beginning July 1, 2015 and ending June 30, 2016:

REVENUES

GENERAL PROPERTY TAXES	7,397,314
OTHER LOCAL TAXES	5,373,000
PERMITS, FEES, FINES & LICENSES	203,100
MISCELLANEOUS & REVENUE SHARING	1,405,743
USE OF MONEY & PROPERTY	270,848
CHARGES FOR SERVICES	1,401,742
STATE & FEDERAL REVENUE	3,954,170
TRANSFERS FROM OTHER FUNDS	1,547,601
USE OF DEBT SERVICE RESERVE	475,028
USE OF UNASSIGNED FUND BALANCE	-
PRIOR YEAR CARRYOVER	343,595
GENERAL FUND REVENUE	22,372,141

EXPENDITURES

EXPENDITURE SUMMARY - GENERAL FUND

CITY COUNCIL	197,942
CITY MANAGER	224,970
CITY ATTORNEY	139,541
MANAGEMENT SERVICES & HR	161,067
COMMISSIONER OF REVENUE	250,480
REAL ESTATE ASSESSOR	105,055
TREASURER	276,712
FINANCE	621,580
INSURANCE	136,200
INFORMATION TECHNOLOGY	171,824
ELECTIONS	119,925
JUDICIAL ADMINISTRATION	1,282,617
LAW ENFORCEMENT	3,462,441
ANIMAL CONTROL	101,223
FIRE AND EMERGENCY SERVICES	2,263,303
CIVIL DEFENSE & SAFETY	70,916
BUILDING INSPECTIONS	510,281
PUBLIC WORKS - STREETS	1,865,091
PUBLIC WORKS - GARAGE	230,282
MAINTENANCE OF BLDGS & GROUNDS	1,010,888
HEALTH AND WELFARE	156,198
RECREATION	359,223
CEMETERIES	50,500
SENIOR CITIZENS PROGRAMS	40,467
LIBRARY	296,412
PLANNING & ZONING	169,966
BEAUTIFICATION COMMISSION	5,000
DOWNTOWN DEVELOPMENT	107,093
NON DEPARTMENTAL: Rev. Sharing & Credit Card Fees	721,000
GENERAL FUND BEFORE TRANSFERS	15,108,197
TRANSFERS	7,263,944
TOTAL, GENERAL FUND	22,372,141

SECTION III: The following amounts as stated are hereby appropriated in the **Water and Sewer Fund** for the operation of the Enterprise and its activities for and during the fiscal year beginning July 1, 2015 and ending June 30, 2016:

SALE OF WATER	1,300,000
SALE OF SEWER	1,750,000
MISCELLANEOUS	87,750
TOTAL WATER & SEWER FUND REVENUE	3,137,750

OPERATING EXPENSE	1,733,626
DEBT SERVICE	365,608
CAPITAL OUTLAY	749,014
TRANSFER TO GENERAL FUND	289,502
TOTAL WATER & SEWER FUND EXPENSES	3,137,750

SECTION IV: The following amounts as stated are hereby appropriated in the **Solid Waste Fund** for the operation of the Enterprise and its activities for and during the fiscal year beginning July 1, 2015 and ending June 30, 2016:

REVENUE FROM FEES	1,342,322
MISCELLANEOUS	4,000
PRIOR YEAR RESERVES	56,031
TOTAL SOLID WASTE REVENUE	1,402,353

OPERATING EXPENSES	883,482
DEBT SERVICE	28,056
CAPITAL OUTLAY	275,000
RESERVES	-
TRANSFER TO GENERAL FUND	215,815
TOTAL SOLID WASTE FUND EXPENSES	1,402,353

SECTION V: The following amounts as stated are hereby appropriated in the **Airport Fund** for the operation of the Enterprise and its activities for and during the fiscal year beginning July 1, 2015 and ending June 30, 2016:

AIRPORT RENTAL FEES	63,000
SALE OF GAS AND FUEL	177,232
STATE & FEDERAL AID	3,000
TRANSFER FROM GENERAL FUND	79,305
TOTAL AIRPORT FUND REVENUE	322,537

OPERATING EXPENSES	301,788
CAPITAL OUTLAY	-
TRANSFER TO GENERAL FUND	20,749
TOTAL AIRPORT FUND EXPENSES	322,537

SECTION VI: The following amounts as stated are hereby appropriated in the **Electric Fund** for the operation of the Enterprise and its activities for and during the fiscal year beginning July 1, 2015 and ending June 30, 2016:

REVENUE FROM SALE OF ENERGY	14,232,589
REVENUE FROM FUEL CHARGES	1,349,299
OTHER REVENUE	230,750
TOTAL ELECTRIC FUND REVENUE	15,812,638

PURCHASE OF ELECTRICITY	9,873,999
FUEL ADJUSTMENT	1,363,097
OPERATING EXPENSES	1,575,820
CAPITAL IMPROVEMENTS	273,884
DEBT SERVICE	274,697
CASH RESERVE REPLENISHMENT	300,000
CAPITAL RESERVE	241,750
TRANSFER TO GENERAL FUND	1,909,391
TOTAL ELECTRIC FUND EXPENSES	15,812,638

SECTION VII: The following amounts as stated are hereby appropriated in the **Economic Development Fund** for the operation of the fund and its activities for and during the fiscal year beginning July 1, 2015 and ending June 30, 2016:

RENT & FEES INCUBATOR	126,416
USE OF FUND BALANCE	32,000
GENERAL FUND TRANSFER-OPERATING EXPENSES	24,220
GENERAL FUND TRANSFER-JOINT PAYMENT EXPENSE	125,000
TOTL ECONOMIC DEVELOPMENT REVENUE	307,636

OPERATING EXPENES	182,636
PAYMENT FOR JOINT ECONOMIC DEVELOPMENT	125,000
TOTAL ECONOMIC DEVELOPMENT EXPENSE	307,636

SECTION VIII: The following amounts as stated are hereby appropriated in the **Social Services Fund** for the operation of the fund and its activities for and during the fiscal year beginning July 1, 2015 and ending June 30, 2016:

STATE REVENUE	484,008
FEDERAL REVENUE	731,643
TRANSER FROM GENERAL FUND	471,293
TOTAL SOCIAL SERVICES FUND REVENUE	1,686,944

SOCIAL SERVICES EXPENSES	1,686,944
TOTAL SOCIAL SERVICES EXPENSES	1,686,944

SECTION IX: The following amounts as stated are hereby appropriated in the **Comprehensive Services Act Fund** for the operation of the fund and its activities for and during the fiscal year beginning July 1, 2015 and ending June 30, 2016:

STATE REVENUE	97,042
TRANSER FROM GENERAL FUND	119,644
TOTAL COMPREHENSIVE SERVICES REVENUE	216,686

MANDATED SERVICES	154,291
LOCAL MEDICAID MATCH	17,235
ADMINISTRATIVE SERVICES	45,160
TOTAL COMPREHENSIVE SERVICES EXPENSES	216,686

SECTION X: The following amounts as stated are hereby appropriated in the **Education Fund (Schools & Cafeteria)** for the operation of the funds and its activities for and during the fiscal year beginning July 1, 2015 and ending June 30, 2016:

LOCAL REVENUE	132,500
CAFETERIA FUND (State, Federal & Local)	644,004
STATE	8,415,998
FEDERAL	2,305,368
LOCAL RE-APPROPRIATION	343,545
TRANSFER FROM GENERAL FUND (Base Approp)	4,987,395
TOTAL SCHOOL & CAFETERIA REVENUE	16,828,810

CAFETERIA FUND EXPENSES	644,004
SCHOOL OPERATING FUND EXPENSES	16,184,806
TOTAL SCHOOL & CAFETERIA EXPENSES	16,828,810

SECTION XI: The following amounts as stated are hereby appropriated in the **Debt Service Fund** for the operation of the fund and its activities for and during the fiscal year beginning July 1, 2015 and ending June 30, 2016:

TRANSFER FROM GENERAL FUND-GENERAL DEBT	479,150
TRANSFER FROM GENERAL FUND-SCHOOL DEBT	634,392
INTEREST INCOME - SCHOOL DEBT	25,000
TOTAL GENERAL AND SCHOOL DEBT REVENUE	1,138,542

GENERAL FUND DEBT SERVICE	479,150
SCHOOL DEBT FUND	659,392
TOTAL GENERAL AND SCHOOL DEBT EXPENSES	1,138,542

SECTION XII: AUTHORIZATION & LIMITATIONS

A. The City Manager is authorized to transfer budgeted amounts within departments up to \$10,000. Expenditures over the original budget of any department or transfers over \$10,000 must be approved by City Council.

B. No amount between funds nor any contingency appropriation may be transferred within any fund without approval from the City Council.

EFFECTIVE DATE: The budget hereby adopted and the respective tax rates so fixed shall be effective July 1, 2015:

DONE THIS _____ day of June, 2015, in the CITY OF FRANKLIN, VIRGINIA

Raystine D. Johnson-Ashburn, Mayor

ATTEST: _____
R. Randy Martin, Clerk

Proposed Amendment to City Ordinance 8-14(a) To Increase Electrical Rates

(Based on 4.0% Increase Effective July 1, 2015)

Motion

The Council of the City of Franklin does ordain that the Franklin City Code 8-14 (a) shall be amended to set the monthly electrical rates for the non-fuel charge component for the kWh energy charge and the kW demand charge for all billings after July 1, 2015 in the following categories of users:

Sec. 8-14. Electrical rates and deposits.

(a) The following monthly electrical rates are hereby established for the following category of users:

Residential Rate – “Schedule RS-401” :

June-September	<u>July 1, 2014</u>	<u>July 1, 2015</u>
A. Basic Customer Charge:	\$7.98	\$7.98
B. Plus KWH charge		
First 800 KWH	\$0.09820 per KWH	\$0.10213 per KWH
Excess over 800 KWH	\$0.11127 per KWH	\$0.11572 per KWH

Winter Rate – October-May

A. Basic Customer Charge:	\$7.98	\$7.98
B. Plus KWH charge:		
First 800 KWH	\$0.09820 per KWH	\$0.10213 per KWH
Excess over 800 KWH	\$0.07931 per KWH	\$0.08248 per KWH

C. Fuel Adjustment: Each kilowatt hour used is subject to adjustment for charges in fuel costs, provided such fuel costs are charged to the City by its supplier.

Small General Service Rate – “Schedule SGS 405” :

A. Basic Customer Charge:	<u>July 1, 2014</u>	<u>July 1, 2015</u>
Single Phase	\$12.61	\$12.61
B. Plus kWh charge:	\$0.07959 per kWh	\$0.08277 per kWh

C. Fuel Adjustment: Each kilowatt hour used is subject to adjustment for charges in fuel costs, provided such fuel costs are charged to the City by its supplier.

Small General Service Rate – “Schedule SGS 406” :

A. Basic Customer Charge:	<u>July 1, 2014</u>	<u>July 1, 2015</u>
Three Phase	\$22.42	\$22.42
B. Plus kWh charge:	\$0.07959 per kWh	\$0.08277 per kWh
C. Fuel Adjustment: Each kilowatt hour used is subject to adjustment for charges in fuel costs, provided such fuel costs are charged to the City by its supplier.		

Medium General Service Rate– “Schedule MGS-I 451/551:”

A. Basic Customer Charge:	<u>July 1, 2014</u>	<u>July 1, 2015</u>
Single Phase	\$49.50	\$49.50
B. Plus kWh Charge:	\$0.06517 per kWh	\$0.06778 per kWh
C. Plus kW demand charge:	\$6.06 per Kw	\$6.30 per kW
D. Fuel Adjustment: Each kilowatt hour used is subject to adjustment for charges in fuel costs, provided such fuel costs are charged to the City by its supplier.		

Medium General Service Rate – “Schedule MGS-I 453/553:”

A. Basic Customer Charge:	<u>July 1, 2014</u>	<u>July 1, 2015</u>
Three Phase	\$99.00	\$99.00
B. Plus kWh Charge:	\$0.06517 per kWh	\$0.06778 per kWh
C. Plus kW demand charge:	\$6.06 per kW	\$6.30 per kW
D. Fuel Adjustment: Each kilowatt hour used is subject to adjustment for charges in fuel costs, provided such fuel costs are charged to the City by its supplier.		

Medium General Service Rate – “Schedule MGS-D 404/504:”

A. Basic Customer Charge:	<u>July 1, 2014</u>	<u>July 1, 2015</u>
Single Phase	\$45.00	\$45.00
B. Plus kWh Charge:	\$0.04314 per kWh	\$0.04487 per kWh
C. Plus kW demand charge:	\$13.33 per kW	\$13.86 per kW
D. Fuel Adjustment: Each kilowatt hour used is subject to adjustment for charges in fuel costs, provided such fuel costs are charged to the City by its supplier.		

Medium General Service Rate – “Schedule MGS-D 407/507:”

A. Basic Customer Charge:	<u>July 1, 2014</u>	<u>July 1, 2015</u>
Three Phase	\$90.00	\$90.00
B. Plus kWh Charge:	\$0.04314 per kWh	\$0.04487 per kWh
C. Plus kW demand charge:	\$13.33 per kW	\$13.86 per kW
D. Fuel Adjustment: Each kilowatt hour used is subject to adjustment for charges in fuel costs, provided such fuel costs are charged to the City by its supplier.		

Large General Service Rate – “Schedule LGS 403/503” :

	<u>July 1, 2014</u>	<u>July 1, 2015</u>
A. Basic Customer Charge	\$247.50	\$247.50
B. Plus kWh Charge:	\$0.03933 per kwh	\$0.04090 per kwh
C. Plus kW Charge:	\$14.60 per kW	\$15.18 per kW
D. Fuel Adjustment: Each kilowatt hour used is subject to adjustment for charges in fuel costs, provided such fuel costs are charged to the City by its supplier.		

Municipal Service Rate – “Schedule MS 408” :

A. Basic Customer Charge:	<u>July 1, 2014</u>	<u>July 1, 2015</u>
Single Phase	\$16.50	\$16.50
B. Plus kWh charge:	\$0.08755 per kWh	\$0.09105 per kWh
C. Fuel Adjustment: Each kilowatt hour used is subject to adjustment for charges in fuel costs, provided such fuel costs are charged to the City by its supplier.		

Municipal Service Rate – “Schedule MS 409” :

A. Basic Customer Charge:	<u>July 1, 2014</u>	<u>July 1, 2015</u>
Three Phase	\$26.13	\$26.13
B. Plus kWh charge:	\$0.08755 per kWh	\$0.09105 per kWh
C. Fuel Adjustment: Each kilowatt hour used is subject to adjustment for charges in fuel costs, provided such fuel costs are charged to the City by its supplier.		

Church and Synagogue Rate – “Schedule CS 418” :

A. Basic Customer Charge:	<u>July 1, 2014</u>	<u>July 1, 2015</u>
Single Phase	\$12.38	\$12.38
B. Plus KWH charge:		
First 3000 KWH	\$0.09230 per KWH	\$0.09599 per KWH
Excess over 3000 KWH	\$0.13671 per KWH	\$0.14218 per KWH

C. Fuel Adjustment: Each kilowatt hour used is subject to adjustment for charges in fuel costs, provided such fuel costs are charged to the City by its supplier.

Church and Synagogue Rate – “Schedule CS 419, 429, 440” :

A. Basic Customer Charge:	<u>July 1, 2014</u>	<u>July 1, 2015</u>
Three Phase	\$22.00	\$22.00
B. Plus KWH charge:		
First 3000 KWH	\$0.09230 per KWH	\$0.09599 per KWH
Excess over 3000 KWH	\$0.13671 per KWH	\$0.14218 per KWH

C. Fuel Adjustment: Each kilowatt hour used is subject to adjustment for charges in fuel costs, provided such fuel costs are charged to the City by its supplier.

OUTDOOR LIGHTING SERVICE

Rate Schedule: OLS

High Pressure Sodium	<u>July 1, 2014</u>	<u>July 1, 2015</u>
100 W	\$11.00 per month	\$11.00 per month
150 W	\$13.50 per month	\$13.50 per month
250 W	\$18.75 per month	\$18.75 per month
400 W	\$28.00 per month	\$28.00 per month
1,000 W	\$44.00 per month	\$44.00 per month
Metal Halide		
1,000 W	\$39.25 per month	\$39.25 per month

GIVEN under our hands this XXth day of June 2015.

Raystine Johnson-Ashburn, Mayor

Attest:

R. Randy Martin, City Manager

*Vision Statement**

By the year 2030, the City of Franklin, Virginia will maintain our small city identity, heritage, and beauty while being a regional hub for economic opportunities, top-class education, a job-ready workforce, and balanced housing options.

Adopted by Franklin City Council this ____th day of June, 2015,

Raystine Johnson-Ashburn, Mayor



FRANKLIN CITY COUNCIL 3-YEAR PRIORITIES
January 31, 2015

Council Members were asked to identify Priorities that would be most critical to achieving the Vision and Target Areas over the next 3 years. Council used a process of discussion and consensus to arrive at the Priorities, with discussion often noted in the bullets. Staff will develop a Strategic Plan to address the Priorities, including timetable and responsibility, and return this for Council's consideration. Please note that the Priorities have been numbered consecutively for reference only and that they do not indicate priority order.

Economic Development

1	<p>Develop a plan with the Downtown Franklin Association (DFA) to aggressively market Franklin's Downtown</p> <ul style="list-style-type: none"> • Examine/pursue strategies that will enable us to become more marketable • Use best management practices in assisting businesses that may locate here • Consider work session with DFA after Council develops its priorities; have a unified strategy and work together with DFA on relevant priorities
2	<p>Develop a strategy for making Franklin a retail center for northeast North Carolina and western Tidewater</p> <ul style="list-style-type: none"> • Consider new types of businesses as target businesses • Confer/have dialogue with FSEDI on how to market the area as a regional economic center and to address obstacles for new retail • Solidify our shared service agreements and expand those (will need to collaborate with a broader set of localities)
3	<p>Prepare the Route 58 corridor including enhancements and industrial site readiness</p> <ul style="list-style-type: none"> • Consider and adopt Comprehensive Plan recommendations to enhance the corridor • Continue to find funding strategies for deficiencies identified by FSEDI to ensure site readiness at Pretlow Industrial Park • Consider and adopt zoning ordinance changes and additional utility extensions and road extensions as required
4	<p>Work with Southampton Memorial Hospital to improve the quality of health care and to make Franklin a specialty health care option for the region</p>
5	<p>Develop a brand that epitomizes what Franklin has to offer and conduct a targeted</p>

marketing effort that will attract people to our city

Education

6	<p>Develop a strategy to improve communication and rapport with the School Board and school officials to achieve greater agreement and trust regarding 1.) desired results (i.e. academic performance) and 2.) Accountability for results and funding</p> <ul style="list-style-type: none">• Consider a joint retreat to initiate this priority• Ongoing strategies to maintain a positive working relationship
7	<p>Develop and implement a plan to work with public school leaders on a strategic plan for top class public education (i.e. vision, facilities, programs, alternative education, how we enhance the value for education within the community, parental involvement)</p>
8	<p>Develop and implement a well structured strategy with the public schools and PDCCC for achieving a trained workforce for our community</p> <ul style="list-style-type: none">• Implement a strategy to develop a common workforce development vision• Clarify our needs• Meet with the School Superintendent and President of PDCCC to learn their vision/plans for workforce development in order to find common themes and plans• Develop a curriculum for career/technical dual enrollment at FHS and PDCCC• Improve coordination of all resources

Housing

9	<p>Implement the rental inspection program (to include all components)</p> <ul style="list-style-type: none">• Housing stock assessment• Funding strategies• Ordinance revision• Adopt and implement regulatory tools
10	<p>Develop a balanced housing plan and strategy that matches needs and demands</p> <ul style="list-style-type: none">• Define “balanced” and issues to be explored prior to planning• Investigate alternatives for millennial housing• Encourage more one and two bedroom apartments• Modify zoning to enable mixed uses (i.e. residential with commercial, upper floor housing)• Maintain preservation of historic areas• Consider redevelopment needs and potential throughout Franklin• Support the Housing Authority’s efforts to continue moving forward with “In, Up, and Out” to promote self sufficiency and home ownership
11	<p>Develop and implement a plan to market existing housing stock as an asset offered by this community, including as a high value option for prospective home owners (consider how</p>

this relates to the branding effort)

Regionalism and Partnerships

12	Develop a relationship with Isle of Wight to work on joint projects <ul style="list-style-type: none">• Consider an incentive package to present to Isle of Wight to assist in filling the Airway Shopping Center
13	Conduct research on already identified areas in which the City collaborates with Southampton County in order to expand opportunities
14	Identify regional opportunities in the Hampton Roads area of which the City may not be currently taking advantage and explore new partnerships <ul style="list-style-type: none">• Pursue stronger efforts to acquire foundation funding on a regional basis
15	Lead and develop a regional transportation planning strategy for the Route 58 Corridor to enhance economic development and improve linkages to the Hampton Roads area
16	Continue to pursue regional long range plans for solid waste management
17	Pursue stronger initiatives in the medical services area to promote them on a regional basis (i.e. hospital, health department, health care services)

Citywide Infrastructure

18	Develop and commit to a water and wastewater long range utility plan <ul style="list-style-type: none">• Improve water quality and availability• Enhance program to address aging water and wastewater systems
19	Continue City beautification initiatives <ul style="list-style-type: none">• Clean up South Street Corridor and beautify it
20	Continue updating of public buildings, including schools
21	Update our IT capabilities and maintain state of the art media (i.e. PEG, website, telephones)

Public Services

22	Determine need, feasibility, and alternatives for a grant writer and pursue this strategy (consider whether to serve Franklin City only or to have a regional focus)
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23	Implement training to enhance customer service and diversity awareness for all City personnel
24	Develop and implement a strategy to have appropriate staffing and succession for key positions
25	Develop and implement a manpower plan for public safety (i.e. preparedness, training, diverse work force reflective of the community, response)
26	Update our personnel policies
27	Update the plan for emergency management response (i.e. to include preparedness for disasters, public health concerns, and haz-mat situations)
28	Update the City's transportation project priorities list, including those that have regional significance
29	Consider new options to enhance public transportation (i.e. Uber, LIFT, I-Ride)

PUBLIC HEARING

A Request to Close a Portion of a 12' Wide Alley Between Chestnut St. & Walnut St.



DEPARTMENT OF COMMUNITY DEVELOPMENT
PLANNING - BUILDING INSPECTIONS – ZONING

MEMORANDUM

To: R. Randy Martin, City Manager

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

Date: June 2, 2015

CC: H. Taylor Williams, IV, City Attorney

Please be advised that the Planning Commission at its regular meeting on April 23, 2015 voted unanimously to recommend that the Franklin City Council vacate a portion of the alley described in the attached plat entitled “PLAT SHOWING THE PORTION OF 12’ ALLEY BETWEEN WALNUT STREET & CHESTNUT STREET TO BE ABANDONED BY THE CITY OF FRANKLIN, VIRGINIA FOR THE ENLARGEMENT OF TAX PARCEL 139-(77)- BLK. E – 116, 118 PROPERTY OF MARIA NENITA ABUNAL LOCATED AT 509 WALNUT STREET CITY FRANKLIN VIRGINIA”. A certified copy of the resolution is attached.

This request comes from the property owner of 509 Walnut Street, Maria Nenita Abunal. The adjacent property owner on Chestnut Street has declined to accept any part of the 12’ alley that abuts the rear of their property. A copy of the notarized declination statement is enclosed along with the initial request and a copy of the proposed boundary adjustment plat. The required public hearing notice was published twice in the Tidewater News on May 22nd and 29th, 2015. Also, notification has been sent by certified mail to all property owners affected by the proposed vacation of the hearing.

I refer you to City Code Section 26-11(f) attached that outlines Council’s options.

RECOMMENDED ACTION: Adopt the attached ordinance to close a 12’ portion of the aforementioned alley as described.

Should you have any questions concerning this action please do not hesitate to ask.

DEG

Procedure for vacating a street or alley

In accordance with Sec. 26-11. Vacating street or alley.

(a) (b) Upon receipt of the application the said director of community development shall refer the application to the planning commission for its recommendation.

(c) The planning commission may, but shall not be required to, hold a public hearing on the application after notice as required by Code of Virginia, § 15.2-2204.

(d) After consideration of the vacation of the street or alley the planning commission shall make a recommendation on vacating or not vacating the street or alley to the city council.

(e) Upon receipt of the recommendation of the planning commission the city manager shall cause a notice of intention to vacate a public street or alley to be published twice, with at least six days elapsing between the first and second publication, in a newspaper having general circulation in the city. Such notice shall specify the time and place of a public hearing before the council, at which time persons affected may appear and be heard. The city manager shall also notify in writing by certified mail all property owners affected by the proposed vacation of the hearing.

(f) After reviewing the application, considering the recommendation of the planning commission and taking into consideration the views of any person(s) who express their opinions at the public hearing, council may discontinue and vacate such street or alley by duly enacting an ordinance authorizing such vacation. City council, as a condition of the vacation of the street or alley, may require the fractional proportion of its street or alley vacated to be purchased by any abutting property owner. The price shall be no greater than the property's fair market value or its contributory value to the abutting property, whichever is greater, or the amount agreed to by the parties. No such vacation shall be concluded until the agreed price has been paid. If any abutting property owner does not pay for such owner's fractional portion within one year, or other time period made a condition of the vacation, then the vacation shall be void as to such property owner. Abutting owners shall not be required to pay for the vacation of the street or alley if the vacation is initiated on motion of the city council.

(g) A certified copy of the ordinance of ordinance vacating the street or alley shall be recorded by the city attorney among the land records of the Circuit Court of Southampton County in the name of the city and indexed in the name of the city as grantor.

(h) When an applicant requests a vacation to accommodate expansion or development of an existing or proposed business, council may condition the vacation upon commencement of the expansion or development within a specified period of time. Failure to commence within such time may render the vacation, at the option of the council, null and void. A conditional vacation shall not be recorded until the conditions have been met.

(i) A certified copy of the ordinance adopted by city council vacating any street or alley shall be transmitted by the city attorney to the director of community development and the director of public works for their records.

RESOLUTION RECOMMENDING TO ABANDON A PROTION OF THE 12' ALLEY IN
BETWEEN WALNUT STREET AND CHESTNUT STREET TO BECOME THE PROPERTY
OF TAX PARCEL 139-(077) BKE. E-116, 118 (509 WALNUT STREET)
IN THE CITY OF FRANKLIN, VIRGINIA

WHEREAS, the City of Franklin Planning Commission at their regularly scheduled meeting held on April 23, 2015 has considered the vacation of the portion of the alley described below (the "Alley") and has passed a resolution recommending to City Council that it be vacated; and

WHEREAS, the Planning Commission has determined that the vacation of the portion of the Alley poses no adverse impact on City services; and

WHEREAS, no inconvenience to the public would result from the vacation of the portion of the Alley, and

WHEREAS, an exhibit has been prepared by Jay D. Vann – Land Surveying entitled " Plat showing a portion of 12' alley between Walnut Street & Chestnut Street to be abandoned by the City of Franklin for the enlargement of tax parcel 139-(077) – BKE. E-116, 118 property of Maria Nenita Abunal located at 509 Walnut Street, City of Franklin, Virginia scale: 1"=30' May 23, 2014 (the "Plat") which shows the location of the Alley; and

WHEREAS, the Planning Commission is of the opinion that the portion of the Alley should be vacated and closed in accordance with Virginia Code Section 15.2-2006.

NOW, THEREFORE, the Planning Commission does hereby recommend that the portion of the Alley, designated as " 1,200 sq. ft. of 10' ALLEY TO BE ABANDONED." on the Plat, which is attached hereto, made a part of this ordinance and recorded herewith, is vacated, closed and abandoned as a public alley.

Certified copy of resolution adopted by the Planning Commission at its regular meeting held on April 23, 2015.



Donald E. Goodwin
Secretary to the Planning Commission

NOTICE OF PUBLIC HEARING

Notice is hereby given in accordance with Virginia Code Section 15.2-2006 that the Franklin City Council will hold a public hearing on Monday, June 8, 2015 at the meeting commencing on 7:00 P.M. in the City Council chambers at City Hall, 207 W. Second Avenue, Franklin, Virginia on the proposed vacation of a portion of a twelve foot wide alley between Walnut Street and Chestnut Street in the City of Franklin containing 1,200 square feet of which 1,200 is to become property of Maria Nenita Abunal as shown on plat entitled PLAT SHOWING A PORTION OF 12' ALLEY BETWEEN WALNUT STREET & CHESTNUT STREET TO BE ABANDONED BY THE CITY OF FRANKLIN FOR THE ENLARGEMENT OF TAX PARCEL 139-(077) – BKE. E-116, 118 PROPERTY OF MARIA NENITA ABUNAL LOCATED AT 509 WALNUT STREET, CITY OF FRANKLIN, VIRGINIA SCALE: 1"=30' MAY 23, 2014. The said plat showing the twelve foot wide alley to be vacated is available for public inspection at the office of the City Manager, the Director of Community Development and the City Attorney, all located on the second floor of City Hall, 207 West Second Avenue, Franklin, Virginia during normal business hours.

Any person desiring to be heard in favor of, in opposition to or to express his or her views with respect to the proposed alley vacation may appear at the aforesaid time and place.

The public hearing is to be held at a public facility designed to be accessible to persons with disabilities. Any persons with questions concerning the accessibility of the facility or those who have need for reasonable accommodations should contact Donald Goodwin, Director of Community Development (757) 562-8580. Persons needing interpreter services for the deaf must notify Mr. Goodwin at least seven (7) days in advance of the hearing.

Randy Martin
City Manager

Advertise in the Tidewater News legal ads on May 22nd and 29th, 2015

Please send certificate of publication to:
H. Taylor Williams, P.O. Box 179 Franklin, Va. 23851
Fax Number 757-562-7982

Maria Nenita Abunal
509 Walnut Street
Franklin, VA 23851

March 13, 2015

Donald E. Goodwin
Office of Community Development
207 West 2nd Ave.
Franklin, VA 23851

Re: Application to vacate 12 foot alley
Between Walnut St. and Chestnut St.

Dear Mr. Goodwin:

Please accept this letter as my application to vacate a 12 foot alley located behind my residence located at 509 Walnut Street pursuant to City Code Section 26-11. I have included for your reference a copy of the deed to my property recorded as Instrument No. 130000469 together with a copy of a plat of my property that is recorded in Deed Book 247 at page 338 in the Clerk's office. I have had a current plat of my property prepared by J.D. Vann, Land Surveyor. I have included a copy of the unrecorded plat.

I have also checked with the following city departments and there is no objection by these departments to my request for the alley to be vacated: Power and Light, Public Works and Fire and Rescue. I have included a signed statement to this effect.

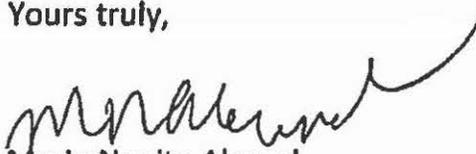
The owners to the property on the other side of the alley have signed a letter indicating they have no objection to the alley between our properties be vacated and all of the 12 feet between us become my property. The letter is enclosed as part of this application.

I request this matter to be placed on the Planning Commission agenda as soon as possible. I request that a public hearing be waived at the Planning

Commission level. I have included a check payable to the City of Franklin for the application fee of \$75.00.

If you have any questions or require any further information please contact me by phone at 213-500-5462.

Yours truly,



Maria Nenita Abunal

Enclosures:

Deed Instrument No. 130000469

Plat recorded in Deed Book 247 page 338

Statement from City Departments

Statement from Mr. and Mrs. Worrell

Check payable to City of Franklin for \$75.00

Mr. and Mrs. Johnnie Worrell
151 Crescent Drive
Franklin, VA 23851

April 3, 2014

TO WHOM IT MAY CONCERN:

Re: Paper alley located between Chestnut St and Walnut St, Block E

My wife and I are the owners of a residential parcel of land located on Chestnut Street identified as Tax Parcel 139-(077) BLK E – 21,23. Our property is bounded in the rear by a paper alley. To our knowledge, neither the City nor the public has ever had use of or access to the alley. The alley is overgrown and is an eyesore in our back yard. It is our understanding that the property owner on the other side of the alley desires to have the alley abandoned by the City. We do not wish to participate in that process to abandon the alley and do not want to acquire any ownership of the part of the alley that abuts our property. If the process goes forward, we acknowledge that Mrs. Abunal, the owner of the property identified as Tax Map 139-(077) BLK E – 116,118 wishes to have all of that portion of the alley between our respective properties and we agree that she may acquire that as an addition to her property fronting on Walnut Street. If you have any questions please do not hesitate to contact us.

Yours truly,

Johnnie Worrell
Joan Worrell

Signed before me this 1st day of May, 2014 by
Johnnie Worrell and Joan Worrell.



My Commission Expires: 11/30/17

Kristy L. Gray
Notary Public

REQUEST TO VACATE 12 FOOT ALLEY LOCATED
BETWEEN WALNUT STREET AND CHESTNUT STREET

Maria Nenita Abunal residing at 509 Walnut Street, Franklin, Virginia has filed an application with the Office of Community Development requesting the Planning Commission recommend vacation of a 12 foot alley located between Walnut Street and Chestnut Street that borders along the west boundary of her property. Please indicate what impact a vacation of this alley might have on the services, utilities or access critical to your department:

PUBLIC WORKS: No impact

The following impact _____

Signature and date: Russell D. Q. 3/19-15

POWER AND LIGHT: No impact

The following impact _____

Signature and date: _____

FIRE AND RESCUE: No impact

The following impact _____

Signature and date: _____

REQUEST TO VACATE 12 FOOT ALLEY LOCATED
BETWEEN WALNUT STREET AND CHESTNUT STREET

Maria Nenita Abunal residing at 509 Walnut Street, Franklin, Virginia has filed an application with the Office of Community Development requesting the Planning Commission recommend vacation of a 12 foot alley located between Walnut Street and Chestnut Street that borders along the west boundary of her property. Please indicate what impact a vacation of this alley might have on the services, utilities or access critical to your department:

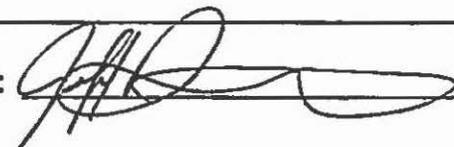
PUBLIC WORKS: No impact _____

The following impact _____

Signature and date: _____

POWER AND LIGHT: No impact

The following impact _____

Signature and date:  3-17-15

FIRE AND RESCUE: No impact _____

The following impact _____

Signature and date: _____

REQUEST TO VACATE 12 FOOT ALLEY LOCATED
BETWEEN WALNUT STREET AND CHESTNUT STREET

Maria Nenita Abunal residing at 509 Walnut Street, Franklin, Virginia has filed an application with the Office of Community Development requesting the Planning Commission recommend vacation of a 12 foot alley located between Walnut Street and Chestnut Street that borders along the west boundary of her property. Please indicate what impact a vacation of this alley might have on the services, utilities or access critical to your department:

PUBLIC WORKS: No impact _____

The following impact _____

Signature and date: _____

POWER AND LIGHT: No impact _____

The following impact _____

Signature and date: _____

FIRE AND RESCUE: No impact After Site Visit we see NO Impact to F&R.

The following impact _____

Signature and date: M. C. Deputy Chief 3-17-15

THIS SURVEY IS SUBJECT TO ANY EASEMENT OF RECORD AND OTHER PERTINENT FACTS WHICH A TITLE SEARCH MIGHT DISCLOSE.

I HEREBY CERTIFY THAT THE PROPERTY SHOWN ON THIS PLAT IS LOCATED IN ZONE "X" AS SHOWN ON THE FLOOD INSURANCE RATE MAP, COMMUNITY-PANEL NO. 510060 0004 D, DATED SEPT. 4, 2002.

I HEREBY CERTIFY THAT THIS SUBDIVISION WAS MADE BY ME AT THE DIRECTION OF THE OWNERS AND THAT THE SUBDIVISION IS ENTIRELY WITHIN THE BOUNDARIES OF LAND OWNED BY THEM AND THAT IRON PINS AS SHOWN ON THIS PLAT, HAVE ACTUALLY BEEN PLACED AND THEIR LOCATION IS CORRECTLY SHOWN.

STATE REGISTERED LAND SURVEYOR

THE UNDERSIGNED DO HEREBY CERTIFY THAT THIS SUBDIVISION AS IT APPEARS ON THIS PLAT, CONFIRMS TO THE APPLICABLE REGULATIONS RELATING TO THE SUBDIVISION OF LAND AND IS ACCORDINGLY APPROVED. BY SUCH APPROVAL THE UNDERSIGNED DO NOT CERTIFY TO THE CORRECTNESS OF THE STREETS, BOUNDARIES OR OTHER LINES AS SHOWN ON THIS PLAT.

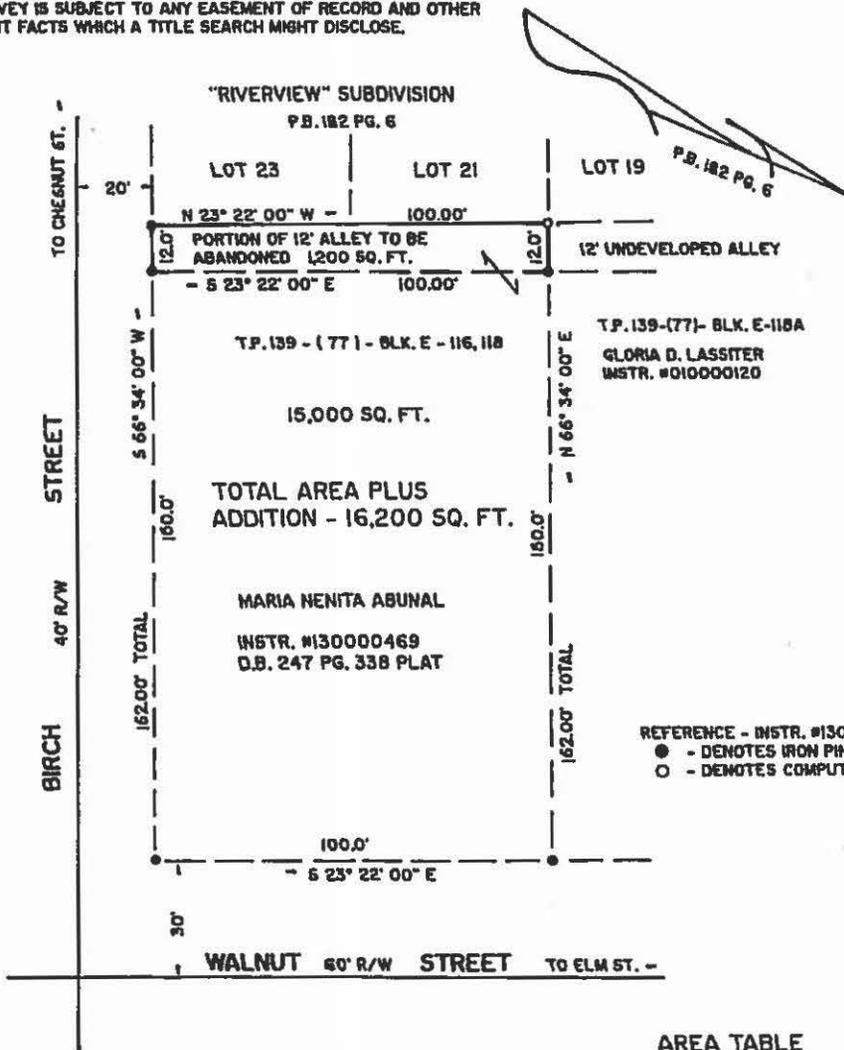
DATE _____ CITY OF FRANKLIN PLANNING COMMISSION

THIS SUBDIVISION OF PROPERTY, AS IT APPEARS ON THIS PLAT, IS WITH THE FREE CONSENT AND IN ACCORDANCE WITH THE DESIRES OF THE UNDERSIGNED OWNERS. GIVEN UNTO MY HAND THIS _____ DAY OF _____, 20____.

AGENT - CITY OF FRANKLIN, VA.

STATE OF VIRGINIA

OF _____, TO WIT _____, A NOTARY PUBLIC IN AND FOR THE _____ AFORESAID, DO HEREBY CERTIFY THAT THE PERSONS WHOSE NAME IS SIGNED TO THE FOREGOING WRITING HAVE ACKNOWLEDGED THE SAME BEFORE ME IN MY _____ AFORESAID. GIVEN UNTO MY HAND THIS _____ DAY OF _____, 20____. MY COMMISSION EXPIRES _____, 20____. REGISTRATION NO. _____ NOTARY PUBLIC _____



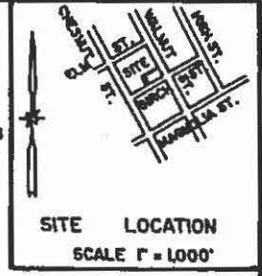
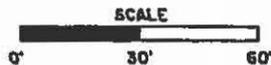
REFERENCE - INSTR. #130000469 (ABUNAL)

- - DENOTES IRON PIN FOUND
- - DENOTES COMPUTED POINT



AREA TABLE

T.P. 139-(77)-BLK. E-116, 118	= 15,000 SQ. FT.
PLUS ADDITION PORTION OF 12' ALLEY	= 1,200 SQ. FT.
REVISED AREA	= 16,200 SQ. FT.



PLAT SHOWING A PORTION OF 12' ALLEY BETWEEN WALNUT STREET & CHESTNUT STREET TO BE ABANDONED BY
THE CITY OF FRANKLIN
 FOR THE ENLARGEMENT OF TAX PARCEL 139 - (77) - BLK. E - 116, 118
 PROPERTY OF
MARIA NENITA ABUNAL
 LOCATED AT 509 WALNUT STREET
 CITY OF FRANKLIN, VIRGINIA
 SCALE 1" = 30' MAY 23, 2014

J. D. VANN - LAND SURVEYING
 25085 NEW MARKET ROAD
 COURTLAND, VIRGINIA 23837
 TEL. NO. 757-562-4923

ORDINANCE CLOSING A PORTION OF THE 12' ALLEY IN BETWEEN WALNUT STREET AND CHESTNUT STREET TO BECOME THE PROPERTY OF TAX PARCEL 139-(077) BKE. E-116, 118 (509 WALNUT STREET) IN THE CITY OF FRANKLIN, VIRGINIA

WHEREAS, the City of Franklin Planning Commission has considered the vacation of the alley described below (the "Alley") and has passed a resolution recommending to City Council that it be vacated; and

WHEREAS, the City Council of the City of Franklin, Virginia held a public hearing on June 8, 2015 to solicit comments from the general public with respect to the closing of the Alley; and

WHEREAS, the said City Council has determined that none of the current owners of the property adjacent to the Alley object to the vacation of the Alley; and

WHEREAS, no inconvenience to the public would result from the vacation of the Alley, and

WHEREAS, an exhibit has been prepared by Jay D. Vann – Land Surveying entitled "Plat showing a portion of 12' alley between Walnut Street & Chestnut Street to be abandoned by the City of Franklin for the enlargement of tax parcel 139-(077) – BKE. E-116, 118 property of Maria Nenita Abunal located at 509 Walnut Street, City of Franklin, Virginia scale: 1"=30' May 23, 2014 (the "Plat") which shows the location of the Alley; and

WHEREAS, the said City Council is of the opinion that the Alley should be vacated and closed in accordance with Virginia Code Section 15.2-2006.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Franklin, Virginia that the Alley, designated as "PORTION OF 12' ALLEY TO BE ABANDONED 1,200 SQ. FT." on the Plat for the enlargement of Tax Parcel 139-(77) – BKE. E -116,118 which is

attached hereto, made a part of this ordinance and recorded herewith, is vacated, closed and abandoned as a public alley.

FURTHERMORE, it appearing that the property owner at 508 and 510 Chestnut Street, Johnnie Worrell and Joan Worrell, does not desire to own any portion of the abandoned 12 foot alley, and that Maria Nenita Abunal residing at 509 Walnut Street desires to acquire all the portion of the 12 foot alley located behind her residence and shown on the map of the area, and that Maria Nenita Abunal has borne the cost of the survey, and it seeming proper to do so;

IT IS FURTHER ORDAINED by the City Council that the abandoned 12 foot alley located behind the residence of Maria Nenita Abunal at 509 Walnut Street be conveyed to Maria Nenita Abunal by quitclaim deed to be prepared by the City Attorney and that the Mayor be authorized to sign the deed on behalf of the City of Franklin and delivered to Maria Nenita Abunal to be recorded.

The City Attorney is hereby directed to cause a certified copy of this ordinance to be recorded in the Clerk's Office of the Circuit Court of Southampton County, Virginia.

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

Certified copy of ordinance adopted by the Franklin City Council at its regular meeting held on June 8, 2015.

R. Randy Martin, Clerk to City Council

STATE OF VIRGINIA
CITY OF FRANKLIN, to-wit:

The foregoing certified copy of ordinance was acknowledged before me this ____
day of June, 2015 by R. Randy Martin, Clerk to the Franklin City Council.

My commission expires on _____.

Notary Public

OLD/NEW BUSINESS

- A. Access Proffer Change Request
- B. School Board Vacancy Appointments
- C. City Manager's Report
 - 1. Hollingsworth One Year Marketing Contract Extension



DEPARTMENT OF COMMUNITY DEVELOPMENT
PLANNING - BUILDING INSPECTIONS – ZONING

MEMORANDUM

April 28, 2015

To: Randy Martin, City Manager

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

Ref: Request to amend conditional rezoning proffers
Tax Map # 122-(060) 3b

CC: H. Taylor Williams, IV, City Attorney

I have received correspondence from Charlie S. Ricks, Board President of the House of Prayer Holiness Church in Camptown across the river in Isle of Wight County. The church has entered into a purchase agreement to acquire a parcel of land adjacent to the old 7-11 building across from the City's public swimming pool on Armory Drive. The property abuts Pace Court and was conditionally rezoned to B-1 for retail uses. Their plan is to develop the property for use as a place of worship (church). The current conditions of the rezoning included certain proffers based on the fact that the majority of the uses in the B-1 are commercial in nature, one of which limits vehicular access to Armory Drive. (See attached ordinance dated May 8, 2000). The purpose of this was to keep the commercial traffic from accessing the property through the Pace Court residential neighborhood. I have met with Mr. Ricks and have advised him that the only way this office would be able to approve the access from Armory Drive was for them to share the existing entrance into the old 7-11 property through an ingress/egress access easement from the current owner of the old 7-11 property. This is due to the conflict in the VDOT Access Management Regulations and the approximate location of an additional entrance to the current entrance to the old 7-11 and the Armory Field in the curve along that stretch of Armory Drive.

The only other option is for them to request that the City consider amendments to the current proffers that would allow access from where Second Avenue and Pace Court meet. (See the attached exhibit). Normally proffers as a condition in a rezoning can only be changed by the same process as a rezoning which would require application, public notice advertisements and public hearings with both the planning commission and city council. However, section 15.2-2302 (b) states that there shall be no such amendment or variation of any conditions proffered until after a public hearing before the governing body advertised pursuant to the provisions of § 15.2-2204. However, where an amendment to such proffered conditions is requested and where such amendment does not affect conditions of use or density, a local governing body may waive the requirement for a public hearing. Because there was no condition of use in the current proffers, as churches are permitted uses in the B-1 district, Council may elect not to hold a public hearing.

Please advise of how you would like me to proceed.

ORDINANCE TO CONDITIONALLY REZONE PROPERTY ON ARMORY DRIVE

WHEREAS, the Planning Commission of the City of Franklin, Virginia received a request from Ernest L. Knight for the conditional rezoning from R-1 to B-1 of a 2.90 acre parcel of real property located on the south side of Armory Drive and the west end of Pace Street, constituting a portion of Tax Parcel 122-(60)-3 as shown on plat designated Exhibit A, attached hereto and made a part of this ordinance and held a public hearing on this proposed rezoning on March 23, 2000 at 7:00 P.M. after giving public notice as required by Virginia Code Section 15.2-2204 in the Tidewater News on March 9 and 16, 2000; and

WHEREAS, the said Planning Commission, at the conclusion of the public hearing, did pass a resolution recommending to City Council that this property be rezoned as set forth above; and

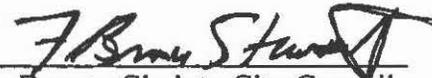
WHEREAS, City Council did hold a public hearing on the proposed rezoning on May 8, 2000 at 7:00 P.M. at a regular meeting of Council after giving public notice as required by Virginia Code Section 15.2-2204 in the Tidewater News on April 20 and 27, 2000; and

WHEREAS, the City Council of the City of Franklin, Virginia feels that the public necessity, convenience, general welfare and good zoning practice require that the 2.90 acre parcel located on the south side of Armory the west end of Pace Street constituting a portion of Tax Parcel No. 122-(60)-3 as shown on Exhibit A be conditionally rezoned from R-1 to B-1 on the following conditions: (1) Vehicular public access to the property will be limited to Armory Drive only; (2) There will be provided a twenty-five (25) foot landscape buffer along the northeast property boundary that will run from Armory Drive to Pace Street and extending to the CSX railroad property; (3) No existing trees are to be removed from the Armory Drive property boundary; and (4) A fence will be constructed along the rear property boundary parallel to the CSX railroad to the old 7/11 property boundary.

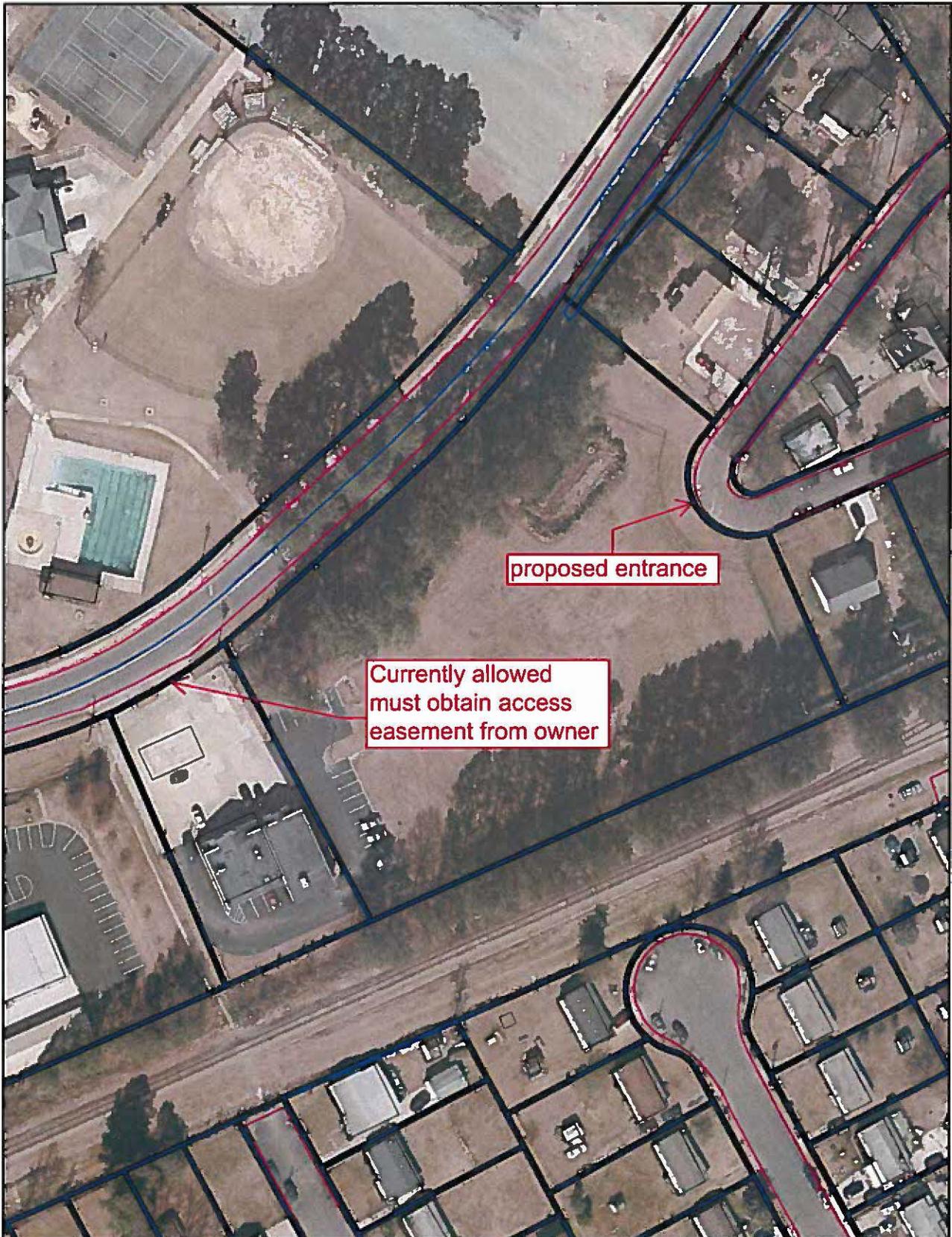
NOW, THEREFORE, IT IS HEREBY ORDAINED by the City Council of the City of Franklin, Virginia that the Zoning District Map provided for in Section 1.2 of the City Zoning Ordinance is hereby amended to establish the following zoning classification for the 2.90 acre parcel located on the south side of Armory Drive and the west end of Pace Street as described above and as shown on Exhibit A by the conditional rezoning from R-1 to B-1 of the said parcel on the four conditions set forth above.

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 May 8, 2000.


Deputy Clerk to City Council

Proposed Property Access from Pace Court





House of Prayer Holiness Church

P.O. Box 1255
222 Pocahontas Avenue
Franklin, VA 23851

For All People, Inc.

April 22, 2015

To Mr. Donald E. Goodwin
City Council

I, Charlie S. Ricks, Sr., President of the Board of House of Prayer Holiness Church for all People, Inc., hereby request an amendment to the preferred conditions to the ordinance ~~of the Virginia State Code~~ (attached). This amendment would take effect on a portion of land, Tax Parcel No. 122-(060)-3b, 2.90 acre located on the south side of Armory Drive and the west side of Pace Street.

- (1) The amendment changes would allow for vehicular public access to this Tax Parcel No. 122-(060)-3b from where 2nd Avenue and Pace Street connect.
- (2) I further request that the (25) feet landscape buffer would be redirected from the Armory Drive location to the property's rear boundaries parallel to the CSX railroad, from the old 7/11 Pace Street.
- (3) I am also requesting an amendment to be able to selectively cut down existing trees, saplings, and underbrush to enhance the appearance of the property along the Armory Drive corridor with the approval from the Department of Community Development.
- (4) The use will be limited to a place of worship.

According to Section B of the Virginia State code, 15.2-2302, The local governing body can waive the requirements of a public hearing. I hereby request such a waiver, considering that the current zoning is B-1 and the proposed place of worship is a church and it would not change the Use nor the current Density of the current zoning. I would also like to add that traffic would be kept at a minimum, being that we only have church a few days a week.

Thank you for your consideration in this matter. Your decision will greatly benefit this ministry and also the surrounding areas would be helped by it.

Sincerely,

Charlie S. Ricks, Sr.
Board President
Contract Purchaser



§ 15.2-2302. Same; amendments and variations of conditions.

A. Subject to any applicable public notice or hearing requirement of subsection B but notwithstanding any other provision of law, any landowner subject to conditions proffered pursuant to § [15.2-2297](#), [15.2-2298](#), [15.2-2303](#), or [15.2-2303.1](#) may apply to the governing body for amendments to or variations of such proffered conditions provided only that written notice of such application be provided in the manner prescribed by subsection H of § [15.2-2204](#) to any landowner subject to such existing proffered conditions. Further, the approval of such an amendment or variation by the governing body shall not in itself cause the use of any other property to be determined a nonconforming use.

B. There shall be no such amendment or variation of any conditions proffered pursuant to § [15.2-2297](#), [15.2-2298](#), [15.2-2303](#), or [15.2-2303.1](#) until after a public hearing before the governing body advertised pursuant to the provisions of § [15.2-2204](#). However, where an amendment to such proffered conditions is requested pursuant to subsection A, and where such amendment does not affect conditions of use or density, a local governing body may waive the requirement for a public hearing (i) under this section and (ii) under any other statute, ordinance, or proffer requiring a public hearing prior to amendment of such proffered conditions.

C. Once amended pursuant to this section, the proffered conditions shall continue to be an amendment to the zoning ordinance and may be enforced by the zoning administrator pursuant to the applicable provisions of this chapter.

D. Notwithstanding any other provision of law, no claim of any right derived from any condition proffered pursuant to § [15.2-2297](#), [15.2-2298](#), [15.2-2303](#), or [15.2-2303.1](#) shall impair the right of any landowner subject to such a proffered condition to secure amendments to or variations of such proffered conditions.

E. Notwithstanding any other provision of law, the governing body may waive the written notice requirement of subsection A in order to reduce, suspend, or eliminate outstanding cash proffer payments for residential construction calculated on a per-dwelling-unit or per-home basis that have been agreed to, but unpaid, by any landowner.

(1978, c. 320, § 15.1-491.6; 1997, c. 587; 2009, c. 315; 2012, cc. 415, 465; 2013, c. 513.)



Franklin Police Department

Memorandum

To: R. Randy Martin, City Manager

From: Captain T. W. Whitt

Subject: USDA Rural Development Grant Application

Date: 27 May 2015

This memorandum is tendered in regards to the pending grant application placed with the United States Department of Agriculture, Rural Development. USDA Rural Development requires as part of the application process to have the governing body of said jurisdiction applying for grant assistance to adopt their forms used for the grant application process. The USDA forms to be adopted are:

RD 1919-11, Applicant Certification, Federal Collection Policies for Consumer or Commercial Debts.

RD 1940-Q, Certification for Contracts, Grants, Loans.

RD 1940-20, Request for Environmental Information.

RD 1942-54, Applicant Feasibility Report.

RD 442-3, Balance Sheet.

RD 442-7, Operating Budget.

RD 400-1, Equal Opportunity Agreement.

RD 400-4, Assurance Agreement.

AD 1047, Certification Regarding Debarment, Suspension, and Other Responsibility Matters – Primary Covered Transactions.

AD 1048, Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions.

AD 1049, Drug-Free Work Place Requirements.

AD 3030, Representations Regarding Felony Conviction and Tax Delinquent Status for Corporate Applicants.

AD 3031, Assurance Regarding Felony Conviction and Tax Delinquent Status for Corporate Applicants.

SF 424, Application for Federal Assistance.

SF 424B, Assurances-Non Construction Programs.

Community Facilities Eligibility Certification.

I respectfully request that City Council approve and adopt said application forms so that the grant process may move forward.

USDA Grant Authorization



RESOLUTION #2015 - 19
RESOLUTION OF THE GOVERNING BODY OF
City of Franklin

The City Council governing the City of Franklin consisting of 7 members, in a duly called meeting held on the 8th day of June, 2015 at which a quorum was present, RESOLVED as follows:

BE IT HEREBY RESOLVED that, in order to facilitate obtaining financial assistance from the United States Department of Agriculture (USDA), acting by and through the Rural Utilities Service, an agency of the United States Department of Agriculture, (the Government), to purchase police vehicles and equipment, the City Council does hereby adopt and abide by the covenants contained in the following agreements:

1. Form RD-1919-11, "Application Certification, Federal Collection Policies for Consumer or Commercial Debts"
2. Form RD -1940-Q, "Certification for Contracts, Grants, Loans"
3. Form RD-1940-20, "Request for Environmental Information"
4. Form RD-1942-54, "Applicant Feasibility Report"
5. Form RD-442-3, "Balance Sheet"
6. Form RD-442-7, "Operating Budget"
7. Form RD-400-1, "Equal Opportunity Agreement"
8. Form RD-400-4 , "Assurance Agreement"
9. Form AD-1047, "Certification Regarding Debarment, Suspension, and Other Responsibility Matters- Primary Covered Transactions"
10. Form AD 1048, "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions"
11. Form AD 1049, "Drug-Free Work Place Requirements"
12. Form AD 3030, "Representations Regarding Felony Conviction and Tax Delinquent Status for Corporate Applicants"
13. Form AD 3031, " Assurance Regarding Felony Conviction and Tax Delinquent Status for Corporate Applicants"
14. Form SF 424-"Application for Federal Assistance"
15. Form SF 424B-"Assurances-Non Construction Programs"
16. Community Facilities Eligibility Certification

BE IT FURTHER RESOLVED that the City Manager be authorized to execute, on behalf of the City of Franklin the above agreements and to execute such other documents including, but not limited to, debt instruments and security instruments as may be required in obtaining said financial assistance.

This Resolution, along with a copy of the above-named documents, is hereby entered into the permanent minutes of the meetings of this Council.

On motion made by _____ and seconded by _____, the USDA Resolution Authorizing the Purchase of two police cars was approved by Council. The vote on this motion was as follows:
_____, _____, _____, _____, _____, _____, and _____.

Raystine Johnson-Ashburn, Mayor

ATTEST: _____
R. Randy Martin, Clerk

Application for Federal Assistance SF-424*** 1. Type of Submission:**

- Preapplication
 Application
 Changed/Corrected Application

*** 2. Type of Application:**

- New
 Continuation
 Revision

*** If Revision, select appropriate letter(s):**

*** Other (Specify):**

*** 3. Date Received:**

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:**6. Date Received by State:**

7. State Application Identifier:

8. APPLICANT INFORMATION:*** a. Legal Name:**

*** b. Employer/Taxpayer Identification Number (EIN/TIN):**

*** c. Organizational DUNS:**

d. Address:*** Street1:**

Street2:

*** City:**

County/Parish:

*** State:**

Province:

*** Country:**

*** Zip / Postal Code:**

e. Organizational Unit:**Department Name:**

Division Name:

f. Name and contact information of person to be contacted on matters involving this application:**Prefix:**

*** First Name:**

Middle Name:

*** Last Name:**

Suffix:

Title:

Organizational Affiliation:

*** Telephone Number:**

Fax Number:

*** Email:**

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

USDA Rural Housing and Community Programs

11. Catalog of Federal Domestic Assistance Number:

10.766

CFDA Title:

*** 12. Funding Opportunity Number:**

* Title:

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

*** 15. Descriptive Title of Applicant's Project:**

Police Vehicle Replacement Program

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="50,000.00"/>
* b. Applicant	<input type="text" value=""/>
* c. State	<input type="text" value=""/>
* d. Local	<input type="text" value="40,909.00"/>
* e. Other	<input type="text" value=""/>
* f. Program Income	<input type="text" value=""/>
* g. TOTAL	<input type="text" value="90,909.00"/>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes No

If "Yes", provide explanation and attach

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

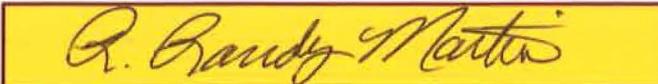
Authorized Representative:

Prefix: * First Name:
Middle Name:
* Last Name:
Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative: 

* Date Signed:

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

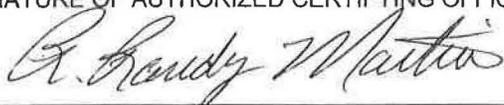
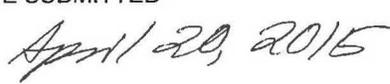
PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award, and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix B of Office Memorandum for a System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include, but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (29 U.S.C. §§1601-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§526 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§8031 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or have already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes, regardless of whether such interests were purchased.
8. Will comply, as applicable, with provisions of the Hatch Act of 1939, 5 U.S.C. §§1501-1508, which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 		TITLE City Manager
APPLICANT ORGANIZATION City of Franklin, Virginia		DATE SUBMITTED 

AD-3031

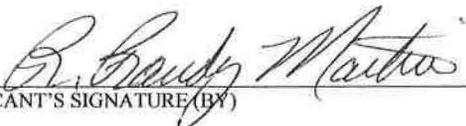
U.S. Department of Agriculture
ASSURANCE REGARDING FELONY CONVICTION
OR TAX DELINQUENT STATUS FOR CORPORATE APPLICANTS

NOTE: The following statement is made in accordance with the Privacy Act of 1974 (5 USC 55a – as amended). The authority for requesting the following information for USDA agencies and offices is in sections 738 and 739 of the Agriculture, Rural Development, Food and Drug Administration, and Related Agencies Appropriations Act, 2012, P.L. 112-55, and subsequent similar provisions. The information will be used to document compliance with appropriations restrictions.

According to the Paperwork Reduction Act of 1995 an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number of this information collection is 0505-0025. The time required to complete this information collection is estimated to average 3 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The provisions of appropriate criminal and civil fraud, privacy, and other statutes may be applicable to the information provided.

This award is subject to the provisions contained in the Agriculture, Rural Development, Food and Drug Administration, and Related Agencies Appropriations Act, 2012, P.L. 112-55, Division A, Sections 738 and 739 for USDA agencies and offices (except Forest Service) regarding corporate felony convictions and corporate federal tax delinquencies.

Accordingly, by accepting this award the recipient acknowledges that it: (1) does not have a tax delinquency, meaning that it is not subject to any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, and (2) has not been convicted (or had an officer or agent acting on its behalf convicted) of a felony criminal violation under any Federal or State law within 24 months preceding the award, unless a suspending and debarring official of the United States Department of Agriculture has considered suspension or debarment of the recipient corporation, or such officer or agent, based on these convictions and/or tax delinquencies and determined that suspension or debarment is not necessary to protect the interests of the Government. If the recipient fails to comply with these provisions, the agency will annul this agreement and may recover any funds the recipient has expended in violation of sections, 738 and 739.



APPLICANT'S SIGNATURE (BY)

City Manager

TITLE/RELATIONSHIP OF THE INDIVIDUAL IF SIGNING IN A REPRESENTATIVE CAPACITY

City of Franklin, Virginia

BUSINESS NAME

April 20, 2015

DATE SIGNED (MM-DD-YYYY)

The U.S. Department of Agriculture (USDA) prohibits discrimination in all of its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, political beliefs, genetic information, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write to USDA, Assistant Secretary for Civil Rights, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, S.W., Stop 9410, Washington, DC 20250-9410, or call toll-free at (866) 632-9992 (English) or (800) 877-8339 (TDD) or (866) 377-8642 (English Federal-relay) or (800) 845-6136 (Spanish Federal-relay). USDA is an equal opportunity provider and employer.

U.S. DEPARTMENT OF AGRICULTURE

**CERTIFICATION REGARDING
DRUG-FREE WORKPLACE REQUIREMENTS (GRANTS)
ALTERNATIVE I - FOR GRANTEEES OTHER THAN INDIVIDUALS**

This certification is required by the regulations implementing Sections 5151-5160, of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 701 et seq.), 7 CFR Part 3017, Subpart F, Section 3017.600, Purpose. The January 31, 1989, regulations were amended and published as Part II of the MAY 25, 1990, Federal Register (pages 21681-21691). Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the grant.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

Alternative I

- A. The grantee certifies that it will or will continue to provide a drug-free workplace by:
- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - (b) Establishing an ongoing drug-free awareness program to inform employees about --
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
 - (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a):
 - (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will --
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
 - (e) Notify the agency in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position, title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
 - (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

AD-3030 **U.S. DEPARTMENT OF AGRICULTURE**

**REPRESENTATIONS REGARDING FELONY CONVICTION
AND TAX DELINQUENT STATUS FOR CORPORATE APPLICANTS**

Note: You only need to complete this form if you are a corporation. A corporation is any entity that has filed articles of incorporation in one of the 50 States, the District of Columbia, or the various territories of the United States including American Samoa, Federated States of Micronesia, Guam, Midway Islands, Northern Mariana Islands, Puerto Rico, Republic of Palau, Republic of the Marshall Islands, or the U.S. Virgin Islands. Corporations include both for profit and non-profit entities.

The following statement is made in accordance with the Privacy Act of 1974 (5 U.S.C. 552(a), as amended). The authority for requesting the following information for USDA Agencies and staff offices is in §738 and 739 of the Agriculture, Rural Development, Food and Drug Administration, and Related Agencies Appropriations Act, 2012, P.L. 112-55 and subsequent similar provisions. The information will be used to confirm applicant status concerning entity conviction of a felony criminal violation, and/or unpaid Federal tax liability status.

According to the Paperwork Reduction Act of 1985 an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0505-0025. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

1. APPLICANT'S NAME City of Franklin, Virginia	2. APPLICANT'S ADDRESS (Including Zip Code) 1018 Pretlow Street Franklin, Va. 23851	3. TAX ID NO. (Last 4 digits)
---	--	----------------------------------

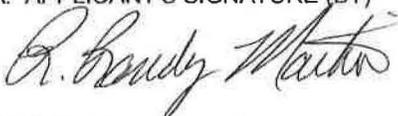
4A. Has the Applicant been convicted of a felony criminal violation under Federal or State law in the 24 months preceding the date of application? YES NO

4B. Has any officer or agent of Applicant been convicted of a felony criminal violation for actions taken on behalf of Applicant under Federal or State law in the 24 months preceding the date of application? YES NO

4C. Does the Applicant have any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability? YES NO

Providing the requested information is voluntary. However, failure to furnish the requested information will make the applicant ineligible to enter into a contract, memorandum of understanding, grant, loan, loan guarantee, or cooperative agreement with USDA.

PART B – SIGNATURE

5A. APPLICANT'S SIGNATURE (BY) 	5B. TITLE/RELATIONSHIP OF THE INDIVIDUAL IF SIGNING IN A REPRESENTATIVE CAPACITY City Manager	5C. DATE SIGNED (MM-DD-YYYY) 04-20-2015
---	--	--

The U.S. Department of Agriculture (USDA) prohibits discrimination in all of its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, political beliefs, genetic information, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write to USDA, Assistant Secretary for Civil Rights, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, S.W., Stop 9410, Washington, DC 20250-9410, or call toll-free at (866) 632-9992 (English) or (800) 877-8339 (TDD) or (866) 377-8642 (English Federal-relay) or (800) 845-6136 (Spanish Federal-relay). USDA is an equal opportunity provider and employer.

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, State, zip code)

1018 Pretlow Street Franklin, Virginia and the entire City of Franklin, Virginia

Check if there are workplaces on file that are not identified here.

City of Franklin, Virginia

Police Vehicle Replacement Program

Organization Name

Award Number or Project Name

R. Randy Martin, City Manager

Name and Title of Authorized Representative

R. Randy Martin

April 20, 2015

Signature

Date

Instructions for Certification

1. By signing and submitting this form, the grantee is providing the certification set out on pages 1 and 2.
2. The certification set out on pages 1 and 2 is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If know, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
4. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio studios).
5. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph three).
6. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

``Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

``Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

``Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

``Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) all ``direct charge" employees; (ii) all ``indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and, (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if sued to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

U.S. DEPARTMENT OF AGRICULTURE

**Certification Regarding Debarment, Suspension, and Other
Responsibility Matters - Primary Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017, Section 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989 Federal Register (pages 4722-4733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the proposed covered transaction.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - (b) have not within a three-year period preceding this proposal been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

City of Franklin, Virginia

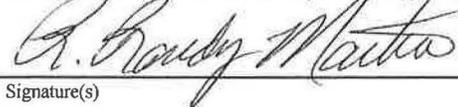
Police Vehicle Replacement

Organization Name

PR/Award Number or Project Name

R. Randy Martin, City Manager

Name(s) and Title(s) of Authorized Representative(s)



Signature(s)



Date

Instructions for Certification

1. By signing and submitting this form, the prospective primary participant is providing the certification set out on the reverse side in accordance with these instructions.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out on this form. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to whom this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary participant further agrees by submitting this form that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

**COMMUNITY FACILITIES
ELIGIBILITY CERTIFICATION**

Certification for commercial credit and outstanding judgments

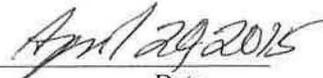
The undersigned certifies, to the best of their knowledge and belief, that:

1. The organization is unable to finance the proposed project from its own resources or through commercial credit at reasonable rates and terms.
2. No outstanding judgment has been obtained and recorded by the United States of America in a Federal Court (other than in the United States Tax Court).

City of Franklin, Virginia
Name of Organization

R. Randy Martin, City Manager
Name of Authorized Official


Signature


Date

CERTIFICATION FOR CONTRACTS, GRANTS AND LOANS

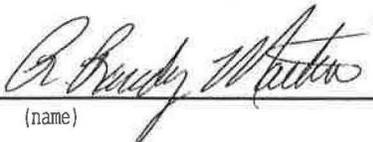
The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant or Federal loan, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant or loan.

2 If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant or loan, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

3 The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including contracts, subcontracts, and subgrants under grants and loans) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

R. Randy Martin 

(name)



(date)

City Manager

(title)

000

U.S. DEPARTMENT OF AGRICULTURE

**Certification Regarding Debarment, Suspension, Ineligibility
and Voluntary Exclusion - Lower Tier Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017, Section 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency with which this transaction originated.

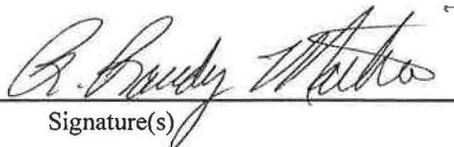
(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

City of Franklin, Virginia
Organization Name

Police Vehicle Replacement
PR/Award Number or Project Name

R. Randy Martin, City Manager
Name(s) and Title(s) of Authorized Representative(s)


Signature(s)


Date

Instructions for Certification

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the reverse side in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

REQUEST FOR ENVIRONMENTAL INFORMATION

Name of Project
Police Vehicle Replacement
Location
City of Franklin

- Item 1a.** Has a Federal, State, or Local Environmental Impact Statement or Analysis been prepared for this project?
 Yes No Copy attached as EXHIBIT I-A.
- 1b.** If "No," provide the information requested in Instructions as EXHIBIT I.
- Item 2.** The State Historic Preservation Officer (SHPO) has been provided a detailed project description and has been requested to submit comments to the appropriate Rural Development Office. Yes No Date description submitted to SHPO _____
- Item 3.** Are any of the following land uses or environmental resources either to be affected by the proposal or located within or adjacent to the project site(s)? (Check appropriate box for every item of the following checklist).

	Yes	No	Unknown		Yes	No	Unknown
1. Industrial	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	19. Dunes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Commercial	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	20. Estuary	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Residential	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	21. Wetlands	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Agricultural	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	22. Floodplain	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Grazing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	23. Wilderness	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Mining, Quarrying	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	(designated or proposed under the Wilderness Act)			
7. Forests	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	24. Wild or Scenic River	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Recreational	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	(proposed or designated under the Wild and Scenic Rivers Act)			
9. Transportation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	25. Historical, Archeological Sites	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10. Parks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	(Listed on the National Register of Historic Places or which may be eligible for listing)			
11. Hospital	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	26. Critical Habitats	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12. Schools	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	(endangered /threatened species)			
13. Open spaces	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	27. Wildlife	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14. Aquifer Recharge Area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	28. Air Quality	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
15. Steep Slopes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	29. Solid Waste Management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16. Wildlife Refuge	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	30. Energy Supplies	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
17. Shoreline	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	31. Natural Landmark	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
18. Beaches	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	(Listed on National Registry of Natural Landmarks)			
				32. Coastal Barrier Resources System	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Item 4. Are any facilities under your ownership, lease, or supervision to be utilized in the accomplishment of this project, either listed or under consideration for listing on the Environmental Protection Agency's List of Violating Facilities? Yes No

April 20, 2015
(Date)

Signed: G. Randy Martin
(Applicant)

City Manager
(Title)

INSTRUCTIONS FOR PREPARING FORM RD 1940-20

Federal agencies are required by law to independently assess the expected environmental impacts associated with proposed Federal actions. It is extremely important that the information provided be in sufficient detail to permit Rural Department to perform its evaluation. Failure to provide sufficient data will delay agency review and a decision on the processing of your application.

This information request is designed to obtain an understanding of the area's present environmental condition and the project's elements that will affect the environment. Should you believe that an item does not need to be addressed for your project, consult with the RD office from which you received this Form before responding. In all cases when it is believed that an item is not applicable, explain the reasons for this belief.

It is important to understand the comprehensive nature of the information requested. Information must be provided for a) the site(s) where the project facilities will be constructed and the surrounding areas to be directly and indirectly affected by its operation and b) the areas affected by any primary beneficiaries of the project. The amount of detail should be commensurate with the complexity and size of the project, and the magnitude of the expected impact. Some examples:

A small community center project may not require detailed information on air emissions, meteorological conditions and solid waste management.

A water resource, industrial development, or housing development project will require detailed information.

Item 1a - Compare the Environmental Impact Statement or Analysis that was previously prepared with the information requested in the instructions for Item 1b below to be sure that every point in the information request is covered in the Environmental Impact Statement or Analysis. If any of the requested information is not covered, attach to the Environmental Impact Statement or Analysis a supplemental document that corrects any deficiencies or omissions.

Item 1b - Provide responses to the following items in the order listed and attach as EXHIBIT I. In order to understand the full scope of the land uses and environmental factors that need to be considered in responding to these items, it may be helpful to complete Item 3 of the Form before completing these narrative responses. If your application is for a project that Rural Development has classified as a Class I action, complete only parts (1), (2), (13), (15), (16), and (17) of this Item. The Rural Development office from which you received this Form can tell you if your application falls within the Class I category.

(1) Primary Beneficiaries

Identify any existing businesses or major developments that will benefit from the proposal, and those which will expand or locate in the area because of the project. These businesses or major developments hereafter will be referred to as primary beneficiaries.

(2) Area Description

- (a) Describe the size, terrain, and present land uses as well as the adjacent land uses of the areas to be affected. These areas include the site(s) of construction or project activities, adjacent areas, and areas affected by the primary beneficiaries.
- (b) For each box checked "Yes" in item 3, describe the nature of the effect on the resource. If one or more of boxes 17 through 22 is checked "Yes" or "Unknown," contact Rural Development for instructions relating to the requirements imposed by the Floodplain Management and Wetland Protection Executive Orders.
- (c) Attach as Exhibit II the following: 1) a U.S. Geological Survey "15 minute" ("7 1/2 minute" if available) topographic map which clearly delineates the area and the location of the project elements; 2) the Federal Emergency Management Administration's floodplain map(s) for the project area; 3) site photos; 4) if completed, a standard soil survey for the project area; and 5) if available, an aerial photograph of the site. If a floodplain map is not available, contact Rural Development for additional instructions relating to the requirements imposed by the Floodplain Management Executive Order.

(3) Air Quality

- (a) Provide available air quality data from the monitoring station(s) either within the project area or, if none exist nearest the project area.
- (b) Indicate the types and quantities of air emissions to be produced by the project facilities and its primary beneficiaries. If odors will occur, indicate who will be affected.
- (c) Indicate if topographical or meteorological conditions hinder the dispersal of air emissions.
- (d) Indicate the measures to be taken to control air emissions.

(4) Water Quality

- (a) Provide available data on the water quality of surface or underground water in or near the project area.
- (b) Indicate the source, quality, and available supply of raw water and the amount of water which the project is designed to utilize.
- (c) Describe all of the effluents or discharges associated with the project facilities and its primary beneficiaries. Indicate the expected composition and quantities of these discharges prior to any treatment processes that they undergo and also prior to their release into the environment.

- (d) Describe any treatment systems which will be used for these effluents and indicate their capacities and their adequacy in terms of the degree and type of treatment provided. Indicate all discharges which will not be treated. Describe the receiving waters and their uses (e.g., recreational) for any sources of treated and untreated discharge.
 - (e) If the treatment systems are or will be inadequate or overloaded, describe the steps being taken for necessary improvements and their completion dates.
 - (f) Describe how surface runoff will be handled if not discussed in (d) above.
- (5) Solid Waste Management
- (a) Indicate the types and quantities of solid wastes to be produced by the project facilities and its primary beneficiaries.
 - (b) Describe the methods for disposing of these solid wastes plus the useful life of such methods.
 - (c) Indicate if recycling or resource recovery programs are or will be used.
- (6) Transportation
- (a) Briefly describe the available transportation facilities serving the project area.
 - (b) Describe any new transportation patterns which will arise because of the project.
 - (c) Indicate if any land uses, such as residential, hospitals, schools or recreational, will be affected by these new patterns.
 - (d) Indicate if any existing capacities of these transportation facilities will be exceeded. If so, indicate the increased loads which the project will place upon these facilities, particularly in terms of car and truck traffic.
- (7) Noise
- (a) Indicate the major sources of noise associated with the project facilities and its primary beneficiaries.
 - (b) Indicate the land uses to be affected by this noise.
- (8) Historic/Archeological Properties
- (a) Identify any known historic/archeological resources within the project area that are either listed on the National Register of Historic Places or considered to be of local and state significance and perhaps eligible for listing in the National Register.
 - (b) Attach as EXHIBIT III any historical/archeological survey that has been conducted for the project area.

(9) Wildlife and Endangered Species

- (a) Identify any known wildlife resources located in the project area or its immediate vicinity.
- (b) Indicate whether to your knowledge any endangered or threatened species or critical habitat have been identified in the project area or its immediate vicinity.

(10) Energy

- (a) Describe the energy supplies available to the project facilities and the primary beneficiaries.
- (b) Indicate what portion of the remaining capacities of these supplies will be utilized.

(11) Construction

Describe the methods which will be employed to reduce adverse impacts from construction, such as noise, soil erosion and siltation.

(12) Toxic Substances

- (a) Describe any toxic, hazardous, or radioactive substances which will be utilized or produced by the project facilities and its primary beneficiaries.
- (b) Describe the manner in which these substances will be stored, used, and disposed.

(13) Public Reaction

- (a) Describe any objections which have been made to the project.
- (b) If a public hearing has been held, attach a copy of the transcript as EXHIBIT IV. If not, certify that a hearing was not held.
- (c) Indicate any other evidence of the community's awareness of the project such as through newspaper articles or public notification.

(14) Alternatives to the Proposed Project

Provide a description of any of the following types of alternatives which were considered:

- (a) Alternative locations.
- (b) Alternative designs.
- (c) Alternative projects having similar benefits.

(15) Mitigation Measures

Describe any measures which will be taken to avoid or mitigate any adverse environmental impacts associated with the project.

(16) Permits

- (a) Identify any permits of an environmental nature which are needed for the project.
- (b) Indicate the status of obtaining each such permit and attach as EXHIBIT V any that have been received.

(17) Other Federal Actions

Identify other federal programs or actions which are either related to this project or located in the same geographical area and for which you are filing an application, have recently received approval, or have in the planning stages.

Item 2 - All applicants are required to provide the State Historic Preservation Officer (SHPO) with (a) a narrative description of the project's elements and its location, (b) a map of the area surrounding the project which identifies the project site, adjacent streets and other identifiable objects, (c) line drawings or sketches of the project and (d) photographs of the affected properties if building demolition or renovation is involved. This material must be submitted to the SHPO no later than submission of this Form to Rural Development. Additionally, the SHPO must be requested to submit comments on the proposed project to the Rural Development office processing your application.

Item 3 - Self-explanatory.

Item 4 - Self-explanatory.

APPLICANT'S FEASIBILITY REPORT

1. Existing Facility. Briefly describe what facilities you currently have or how service is currently provided.

Currently there are ten (10) police vehicles in our fleet that have in excess of 100,000 miles. These vehicles have outlived their serviceable lives and their continued use poses a significant issue to the safety of our officers and the public if they continue to be used for emergency response situations. These vehicles also impose a significant maintenance issue as the funds expended to keep them operational exceeds the worth of the vehicles.

2. Proposed Facility. Describe what you want to purchase or construct. Indicate what the facility will be used for, approximate size, and expected method of procurement. For buildings indicate location, basic materials or type of construction, and attach a sketch or working drawings. For items of major equipment, indicate new or used, existing or custom-built, and any special features.

The City of Franklin respectfully requests assistance with the purchase of two (2) vehicles along with the associated equipment for patrol operations.

Each vehicle is to be equipped with all necessary emergency equipment, in-car video camera, and radar.

3. Need for the Facility. Indicate why the proposed facility is needed.

We currently have ten (10) vehicles with over 100,000 miles each. Due to the age and mileage of these vehicles they are constantly plagued with maintenance issues which not only costs funds to keep them in operating condition but often causes daily operational issues by not having a fully functional fleet with which to serve the public. These vehicles are becoming increasingly dangerous to keep in operation and pose a safety issue for the officers that must operate them.

4. Service Area. Indicate what area the proposed facility will serve and, if known, the population or number of families served.

City of Franklin, Virginia, the current population being approximately 8,600 residents.

5. Cost Estimate.

Development and construction.....	\$ _____
Land and rights.....	_____
Legal fees.....	_____
Architect and Engineer.....	_____
Equipment.....	_____ 90,909.00
Refinancing.....	_____
Other (describe)	_____
Total.....	_____ \$90,909.00

6. Income. List the sources and estimate the amount of expected revenue for a typical year.

No expected income.

7. Other Funds. List the sources and amount of funds that may be available other than from USDA, to fund part of the project (such as applicant's contributions, commercial loans, or loans or grants from other government agencies).

45% local match will come from the approved operating budget.

8. Operating History. If you have operated a similar facility, attach audits, financial statements, or lists of income and expenses for the past five years.

9. Signature and Title of Applicant Official	Date
R. Randy Martin, City Manager 	April 20, 2015

EQUAL OPPORTUNITY AGREEMENT

This agreement, dated April 20, 2015 between
City of Franklin, Virginia

(herein called "Recipient" whether one or more) and United States Department of Agriculture (USDA), pursuant to the rules and regulations of the Secretary of Labor (herein called the 'Secretary') issued under the authority of Executive Order 11246 as amended, witnesseth:

In consideration of financial assistance (whether by a loan, grant, loan guaranty, or other form of financial assistance) made or to be made by the USDA to Recipient, Recipient hereby agrees, if the cash cost of construction work performed by Recipient or a construction contract financed with such financial assistance exceeds \$10,000 - unless exempted by rules, regulations or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order 11246 of September 24, 1965.

1. To incorporate or cause to be incorporated into any contract for construction work, or modification thereof, subject to the relevant rules, regulations, and orders of the Secretary or of any prior authority that remain in effect, which is paid for in whole or in part with the aid of such financial assistance, the following "Equal Opportunity Clause":

During the performance of this contract, the contractor agrees as follows:

- (a) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex or national origin. Such action shall include, but not be limited, to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the USDA setting forth the provisions of this nondiscrimination clause.
- (b) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.
- (c) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the USDA, advising the said labor union or workers' representative of the contractor's commitments under this agreement and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (d) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of all rules, regulations and relevant orders of the Secretary of Labor.
- (e) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, rules, regulations, and orders, or pursuant thereto, and will permit access to his books, records, and accounts by the USDA Civil Rights Office, and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- (f) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be cancelled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation or order of the Secretary of Labor, or as otherwise provided by Law.
- (g) The contractor will include the provisions of paragraph 1 and paragraph (a) through (f) in every subcontract or purchase order, unless exempted by the rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the USDA may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the USDA, the contractor may request the United States to enter into such litigation to protect the interest of the United States.

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collections is 0575-0018. The time required to complete this information collection is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

2. To be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: Provided, that if the organization so participating is a State or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract.
3. To notify all prospective contractors to file the required 'Compliance Statement', Form RD 400-6, with their bids.
4. Form AD-425, Instructions to Contractors, will accompany the notice of award of the contract. Bid conditions for all nonexempt federal and federally assisted construction contracts require inclusion of the appropriate "Hometown" or "Imposed" plan affirmative action and equal employment opportunity requirements. All bidders must comply with the bid conditions contained in the invitation to be considered responsible bidders and hence eligible for the award.
5. To assist and cooperate actively with USDA and the Secretary in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and rules, regulations, and relevant orders of the Secretary, that will furnish USDA and the Secretary such information such as, but not limited to, Form AD-560, Certification of Nonsegregated Facilities, to submit the Monthly Employment Utilization Report, Form CC-257, as they may require for the supervision of such compliance, and that it will otherwise assist USDA in the discharge of USDA's primary responsibility for securing compliance.
6. To refrain from entering into any contract or contract modification subject to such Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and Federally assisted construction contracts pursuant to the Executive Order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by USDA or the Secretary of Labor pursuant to Part II, Subpart D, of the Executive Order.
7. That if the recipient fails or refuses to comply with these undertakings, the USDA may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the organization under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such organization; and refer the case to the Department of Justice for appropriate legal proceedings.

Signed by the Recipient on the date first written above.

G. Randy Martin

Recipient

Recipient

(CORPORATE SEAL)

City of Franklin, Virginia

Name of Corporate Recipient

Attest:

Neresa A. Rose-McQuay

Secretary

By _____

President

USDA
Form RD 400-4
(Rev. 06-10)

ASSURANCE AGREEMENT
(Under Title VI, Civil Rights Act of 1964)

FORM APPROVED
OMB No. 0575-0018
OMB No. 0570-0061
OMB No. 0570-0062
OMB No. 0572-0137

The City of Franklin, Virginia

(name of recipient)

1018 Pretlow Street Franklin, Virginia 23851

(address)

("Recipient" herein) hereby assures the U. S. Department of Agriculture that Recipient is in compliance with and will continue to comply with Title VI of the Civil Rights Act of 1964 (42 USC 2000d et. seq.), 7 CFR Part 15, and Rural Housing Service, Rural Business-Cooperative Service, Rural Utilities Service, Risk Management Agency, or the Farm Service Agency, (hereafter known as the "Agency") regulations promulgated thereunder, 7 C.F.R. § 1901.202. In accordance with that Act and the regulations referred to above, Recipient agrees that in connection with any program or activity for which Recipient receives Federal financial assistance (as such term is defined in 7 C.F.R. § 15.2) no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination.

1. Recipient agrees that any transfer of any aided facility, other than personal property, by sale, lease or other conveyance of contract, shall be, and shall be made expressly, subject to the obligations of this agreement and transferee's assumption thereof.
2. Recipient shall:
 - (a) Keep such records and submit to the Government such timely, complete, and accurate information as the Government may determine to be necessary to ascertain our/my compliance with this agreement and the regulations.
 - (b) Permit access by authorized employees of the Agency or the U.S. Department of Agriculture during normal business hours to such books, records, accounts and other sources of information and its facilities as may be pertinent to ascertaining such compliance.
 - (c) Make available to users, participants, beneficiaries and other interested persons such information regarding the provisions of this agreement and the regulations, and in such manner as the Agency or the U. S. Department of Agriculture finds necessary to inform such persons of the protection assured them against discrimination.
3. The obligations of this agreement shall continue:
 - (a) As to any real property, including any structure, acquired or improved with the aid of the Federal financial assistance, so long as such real property is used for the purpose for which the Federal financial assistance is made or for another purpose which affords similar services or benefits, or for as long as the Recipient retains ownership or possession of the property, whichever is longer.
 - (b) As to any personal property acquired or improved with the aid of the Federal financial assistance, so long as Recipient retains ownership or possession of the property.
 - (c) As to any other aided facility or activity, until the last advance of funds under the loan or grant has been made.
4. Upon any breach or violation this agreement the Government may, at its option:
 - (a) Terminate or refuse to render or continue financial assistance for the aid of the property, facility, project, service or activity.
 - (b) Enforce this agreement by suit for specific performance or by any other available remedy under the laws of the United States or the State in which the breach or violation occurs.

Rights and remedies provided for under this agreement shall be cumulative.

In witness whereof, City of Franklin, Virginia on this _____
(name of recipient)

date has caused this agreement to be executed by its duly authorized officers and its seal affixed hereto, or, if a natural person, has hereunto executed this agreement.

R. Randy Martin

April 20, 2015

Recipient

Date

City Manager

Title

(SEAL)

Attest: *Nevada H. Rede-McQuay*
Admin Asst. Title

UNITED STATES DEPARTMENT OF AGRICULTURE
RURAL DEVELOPMENT

APPLICANT CERTIFICATION
FEDERAL COLLECTION POLICIES FOR CONSUMER OR COMMERCIAL DEBTS

The Federal Government is authorized to check credit information about the applicant(s) including using the federal Credit Alert Interactive Voice Response System (CAIVRS) or its successors to check to see if the applicant(s) are delinquent or in default on a Federal debt.

The Federal Government is also authorized by law to take any or all of the following actions in the event your loan payments become delinquent or you default on your loan:

- Report your name and account information to a credit reporting agency, and the Credit Alert Interactive Voice Response System (CAIVRS).
- Assess interest and penalty charges for the period of time that payment is not made.
- Assess charges to cover additional administrative costs incurred by the government to service your account.
- Offset amounts to be paid to you from your Federal income tax refund.
- Offset amounts to be paid to you under other Federal Programs.
- Refer your account to a private collection agency to collect the amount due.
- Foreclose on any security you have given for the loan.
- Pursue legal action to collect through the courts.
- Report any written off debt to the Internal Revenue Service as taxable income.
- If you are a current or retired Federal employee, take action to offset your salary, or civil service retirement benefits.
- Debar or suspend you from doing business with the Federal Government either as a participant or principal throughout the executive branch of the Federal Government for the period of debarment or suspension.
- Refer any debt that is delinquent to the Treasury Offset Program (TOP) in accordance with the Debt Collection Improvement Act of 1996.
- Refer any eligible debt that is delinquent to the Treasury for cross servicing in accordance with the Debt Collection Improvement Act of 1996.
- Garnish your wages as allowed by the Debt Collection Improvement Act of 1996.

Any or all of these actions may be used to recover any debts owed when it is determined to be in the interest of the Government to do so.

CERTIFICATION: I/we have read and I/we understand the actions the Federal Government may take in the event that I/we fail to meet my/our scheduled payments in accordance with the terms and conditions of my/our agreement. I/we understand that the above list is not all inclusive and that the Federal Government may deem additional actions necessary to collect should I/we become delinquent.

(Signature-Individual(s))

(Date)

(Signature-Individual(s))

(Date)

(SEAL)

4/20/15

(Date)

City of Franklin, Virginia

(Name of Applicant)

R. Brandy Matus

(Signature of Authorized Entity Official)

(Title of Authorized Entity Official)

City Manager

(Title of Authorized Entity Official)

207 W. Second Ave.

(Address)

Franklin, Virginia 23851

(City, State, and Zip Code)

ATTEST:

Aerona Rose-McQuay

(Signature of Attesting Official)

Admin. Asst.

(Title of Attesting Official)

COPY

Position 3

FORM APPROVED
OMB No. 0575-0015

Form RD 442-3 (Rev. 3-97)	Name City of Franklin, Virginia
BALANCE SHEET	Address 207 W. Second Ave. Franklin, Virginia 23851
ASSETS <i>See Attached</i>	
<u>CURRENT ASSETS</u>	
1. Cash on hand in Banks	
2. Time deposits and short-term investments	
3. Accounts receivable	
4. Less: Allowance for doubtful accounts	() ()
5. Inventories	
6. Prepayments	
7.	
8.	
9. Total Current Assets (Add 1 through 8)	\$0.00 \$0.00
<u>FIXED ASSETS</u>	
10. Land	
11. Buildings	
12. Furniture and equipment	
13.	
14. Less: Accumulated depreciation	() ()
15. Net Total Fixed Assets (Add 10 through 14)	\$0.00 \$0.00
<u>OTHER ASSETS</u>	
16.	
17.	
18. Total Assets (Add 9, 15, 16 and 17)	\$0.00 \$0.00
LIABILITIES AND EQUITIES	
<u>CURRENT LIABILITIES</u>	
19. Accounts payable	
20. Notes payable	
21. Current portion of USDA note	
22. Customer deposits	
23. Taxes payable	
24. Interest payable	
25.	
26.	
27. Total Current Liabilities (Add 19 through 26)	\$0.00 \$0.00
<u>LONG-TERM LIABILITIES</u>	
28. Notes payable USDA	
29.	
30.	
31. Total Long-Term Liabilities (Add 28 through 30)	\$0.00 \$0.00
32. Total Liabilities (Add 27 and 31)	\$0.00 \$0.00
<u>EQUITY</u>	
33. Retained earnings	
34. Memberships	
35. Total Equity (Add lines 33 and 34)	\$0.00 \$0.00
36. Total Liabilities and Equity (Add lines 32 and 35)	\$0.00 \$0.00

CERTIFIED CORRECT

Date 4/16/15

Appropriate Official (Signature)

Melissa L. Gellera

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0570-0015. The time required to complete this information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

RD 442-3 (Rev. 3-97)

Name City of Franklin		Address 207 W. Second Ave.		Franklin	
Applicant Fiscal Year From 07-14		County		State (Including ZIP Code) Virginia 23851	
	To 06-15				
	20	20	20	20	First Full Year
	(1)	(2)	(3)	(4)	(5)
OPERATING INCOME					
1. _____					
2. _____	See Attached				
3. _____					
4. _____					
5. Miscellaneous					
6. Less: Allowances and Deductions	()	()	()	()	()
7. Total Operating Income (Add Lines 1 through 6)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
OPERATING EXPENSES					
8. _____					
9. _____	See Attached				
10. _____					
11. _____					
12. _____					
13. _____					
14. _____					
15. Interest (RD)					
16. Depreciation					
17. Total Operating Expense (Add lines 8 through 16)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
18. NET OPERATING INCOME (LOSS) (Line 7 less 17)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
NONOPERATING INCOME					
19. _____					
20. _____					
21. Total Nonoperating Income (Add Lines 19 and 20)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
22. NET INCOME (LOSS) (Add Lines 18 and 21) (Transfer to Line A Schedule 2)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Budget and Projected Cash Flow Approved by Governing Body

Attest: _____

Melissa Q. Zoller

Secretary

Date

7/16/15

Appropriate Official

Date



School Board Vacancy Appointments

Prepared: June 3, 2015

As previously discussed, three terms on the Franklin City School Board will expire effective 6/30/15. These seats are for Ward 4, Ward 6 and the At-Large seat. Council held a public hearing on April 27, 2015 to receive nominations for appointments for the upcoming vacancies. Nominated for the Ward 4 seat was Verta Jackson. Nominated for the Ward 6 seat was Robert Holt. Nominated for the At-Large seat were Charles Lilley and Edna King.

The City Council held a called meeting on May 19, 2015 to conduct interviews of the four nominees for the three vacancies. In keeping with the Council's previous discussions and planned schedule, the June 8th agenda includes School Board Vacancy Appointments for further consideration and action. Following Council action, newly appointed members will begin their three year terms of office effective July 1, 2015 and ending June 30, 2018. Consistent with State law, this very important action is one of only two functions City Council has authority with regard to schools with the other being determining the level of local funding for the public school division.

Respectfully Submitted,

R. Randy Martin

FS Franklin Southampton ECONOMIC DEVELOPMENT, INC.

601 N. Mechanic Street ♦ Suite 300 ♦ Franklin, VA 23851 ♦ 757-562-1958
info@franklinsouthamptonva.com ♦ www.franklinsouthamptonva.com

June 3, 2015

To: Franklin City Council

Copy to: R. Randy Martin, City Manager
H. Taylor Williams IV, City Attorney

From: Amanda C. Jarratt
President & CEO

Reference: Hollingsworth One Year Contract Extension

As you all are aware for the last three years we have been in a contractual relationship with The Hollingsworth Companies as a partner in marketing Pretlow Industrial Park. The existing agreement expires on July 1, 2015 and Hollingsworth has proposed a contract extension under the following terms:

1. The Annual Subscription will become \$0 (zero dollars).
2. The option will be extended for a one year period.
3. We will not be responsible for property maintenance (essentially a non-issue).

All parties agree that we would not want to commit the City, FSEDI, or Hollingsworth for any more than one year in light of the potential that a more favorable circumstance may come along.

This partnership is an additional tool to attract national attention to Pretlow Park and market our area through a vast network of real estate brokers and business interests as well as our current efforts, and our affiliations with HREDA and VEDP. It also leverages a relationship with a contractor able to fulfill many of the build to suit requirements we respond too. Our recommendation would be to continue the relationship for the one year period with no associated fee as proposed by Hollingsworth.

Member of Virginia's Hampton Roads
Economic Development Alliance



COUNCIL/STAFF REPORTS ON BOARDS & COMMISSIONS