

AGENDA

FRANKLIN CITY COUNCIL

MONDAY, September 10, 2018 – CITY HALL COUNCIL CHAMBERS – 207 W. SECOND AVE.

7:00 P.M.**Regular Meeting**

Call To Order MAYOR FRANK M. RABIL

PLEASE TURN OFF CELL PHONES MAYOR FRANK M. RABIL

PLEDGE OF ALLEGIANCE

SPECIAL RECOGNITION – Chief Vincent P. Holt – Director of Emergency Services – Retirement

CITIZENS' TIME

AMENDMENTS TO AGENDA

1. CONSENT AGENDA

A. Minutes: August 27, 2018 Regular Meeting; August 30, 2018 Emergency Called Meeting; September 4, 2018 Called Meeting and September 5, 2018 Called Meeting

2. OLD/NEW BUSINESS

A. Electric Meter Reading Assessment Follow-up Final Report– Mark Bly, Director, Franklin Power & Light

B. City Manager's Report

1. Council Top Priorities Tracking Report

2. Budget Payment Plan Policy Revision Discussion

3. Salary Increase for School Board members – Va. Code Section 22.1 – 32 (F)(2); City Code Section 2 – 73 (A) and Charter Section 12.04

3. COUNCIL/STAFF REPORTS ON BOARDS/COMMISSIONS4. CLOSED SESSION

Closed Session - I move that the Franklin City Council meet in Closed Session to discuss appointments to boards and commissions; to discuss the performance and evaluation of employees; and to consult with legal counsel for an update on SPSA contract negotiations with Wheelabrator pursuant to Virginia Code Section 2.2 – 3711 (A) (1) and (8).

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.

5. ADJOURNMENT – I move that the September 10, 018 Regular meeting of the Franklin City Council be adjourned.

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.

<u>SUBJECT</u>	<u>TENTATIVE TIME LINE</u>
Joint City Council/Planning Commission Work Session	TBD



RESOLUTION OF HONOR AND APPRECIATION TO FIRE CHIEF VINCENT P. HOLT

WHEREAS, Fire Chief Vincent P. Holt has faithfully served the community of the City of Franklin as the Director of Emergency Services for sixteen years, as well as, his country retiring from Active Duty Air Force and Air Force Reserves with 34 total years; and,

WHEREAS, Fire Chief Vincent P. Holt has faithfully and diligently spent countless hours listening attentively to everyone in the City of Franklin, developing strategies and solutions in emergency situations to promote safety; and,

WHEREAS, Fire Chief Vincent P. Holt has rendered excellent guidance, wisdom, instruction and compassion through his position as the Director of Emergency Management Services for the City of Franklin throughout his career; and,

WHEREAS, his tenure with the City of Franklin has resulted in noticeable and noteworthy progress working closely with the Virginia Municipal League, City of Franklin Safety, Health and Wellness Committee and other organizations to help the City of Franklin in countless ways; and,

WHEREAS, Fire Chief Vincent P. Holt has been dedicated to the City of Franklin through his years of service by promoting safety, administering aid to those in need of emergency services, being available in times of crisis, as well as, attentive to the situations of all those requiring his service not only in the City of Franklin but surrounding localities, as well; and,

WHEREAS, The Franklin City Council commends Fire Chief Vincent P. Holt for his generous and devoted service to the City of Franklin and wishes him well in all his future endeavors.

NOW, THEREFORE, BE IT RESOLVED, that the Franklin City Council Recognizes, Acknowledges, and Commemorates the Dedicated Service of Fire Chief Vincent P. Holt as the Director of Emergency Services.

AND, BE IT FURTHER RESOLVED that a copy of this Resolution be spread upon the minutes of this meeting of the Franklin City Council as visible evidence of the high esteem in which the Council and the Citizens of Franklin hold Fire Chief Vincent P. Holt thereby forever preserving and recording its gratitude.

Adopted: September 10, 2018

Mayor Frank M. Rabil

CONSENT AGENDA

**A. Minutes: August 27, 2018 Regular Meeting; August 30, 2018
Emergency Called Meeting; September 4, 2018 Called Meeting and
September 5, 2018**

The Franklin City Council convened its Regular meeting on Monday, August 27, 2018 at 7:00 p.m. in the Council Chambers at City Hall. Mayor Rabil called the meeting to order.

Council Members in Attendance: Mayor Frank Rabil, Barry Cheatham, Vice-Mayor; Linwood Johnson, Wynndolyn Copeland, Greg McLemore and Benny Burgess (Bobby Cutchins absent).

Planning Commission members in Attendance: Bobby Tyler, Oscar Babb, Chairman Dr. Daniel Peak, Henri Porter, and Carolyn Williams (Harvey Darden and Lawyer Artis absent).

Staff in Attendance: Taylor Williams, City Attorney; Mark Bly, Director of Power and Light; Chief Phil Hardison, Franklin Police Department; Chief Vince Holt, Director of Emergency Services; Donald Goodwin, Community Development Director; Dinah Babb, Treasurer; and Brenda Rickman, Commissioner of Revenue.

Others in Attendance: Corporal Kevin Muse, Franklin Police Department; Deputy Chief Mark Carr, Franklin Fire and Rescue; Dan Howe, Executive Director, Downtown Franklin Association; 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

Dan Howe of 100 Gillette Court and Executive Director of the Downtown Franklin Association; thanked Council for their cooperation in working with the DFA, business owners and the community.

AMENDMENTS TO AGENDA

There were no amendments to the agenda.

Consent Agenda

Minutes: August 13, 2018 Regular Meeting

Mayor Rabil asked if there were any corrections to the minutes of the August 13, 2018 Regular meeting. Hearing none, Mayor Rabil asked for a motion. Vice-Mayor Cheatham made a motion to approve the minutes as presented and Councilman Johnson seconded the motion.

The motion was approved with by 6 – 0 vote (Councilman Cutchins absent).

Minutes: August 15, 2018 Recessed Meeting

Mayor Rabil asked if there were any corrections to the minutes of the August 15, 2018 Recessed meeting. Hearing none, Mayor Rabil asked for a motion. Councilman Johnson made a motion to approve the minutes as presented and Vice-Mayor Cheatham seconded the motion.

The motion was approved with by 6 – 0 vote (Councilman Cutchins absent).

Departmental Reports: July, 2018

There were no comments or questions concerning the July, 2018 departmental reports distributed under a separate file.

PUBLIC HEARING

Mayor Rabil went over the order of the public hearing process. The process is as follows:

Planning Commission will call their meeting to order.

- A. Council and planning Commission will receive the Staff report from Community Development Director, Donald Goodwin.
- B. Open the public hearing. In order to speak during the public hearing, please adhere to the following:
 1. No sign up sheet is required.
 2. Comments must be on the ordinance changes only.
 3. No rebuttal from the public after the public hearing is closed.
- C. Close the public hearing.
- D. Discussion between Planning Commission, City Council and Staff only.
- E. Planning Commission will take action to forward resolutions to Council by Ordinance number.
- F. Council will take action to adopt ordinances that are included in the agenda package.

Call to Order

Chairman Dr. Daniel Peak of the Franklin City Planning Commission called the Joint meeting with the Franklin City Council to order at 7:04 p.m.

Zoning Ordinance Amendments

Director Goodwin advised that the planning commission at its last two work sessions continued to review the provisions of the zoning to insure that the City has the tools necessary to implement the Comp Plan's recommendations and City Council's vision for removing development barriers and to sustain managed growth. The Commission is currently proposing two text amendments to the zoning ordinance. They include new provisions for the floodplain ordinance and allowing two family detached dwellings in the R-2 zoning district. The ordinance amendments are as follows:

1. Ordinance amendment to allow two family detached dwellings as a principle permitted use in the R-2 zoning district.
2. Ordinance amendment to the floodplain ordinance to allow accessory structures with certain considerations as allowed by FEMA and the Flood Insurance Program

The staff recommendation is for the Planning Commission adopt resolution # 2018-04 and # 2018-05 recommending approval for Council's consideration; and, for the City Council to adopt ordinance # 2018-12 and # 2018 -13 to be effective from the date of adoption.

Mayor Rabil asked if anyone had any questions for Director Goodwin.

Councilman Burgess asked if there were any caveats added to the permitted use of two family detached dwellings in the R – 2 zoning district.

Director Goodwin stated that there were none put in the ordinance because any cosmetic requirements to a structure are building code issues.

Joint Public Hearing w/ Planning Commission

The public hearing was opened at 7:07 p.m.

Mayor Rabil called for public comment three times and no one came forward to speak.

The public hearing was closed at 7:08 p.m.

Planning Commission Recommendations

Mayor Rabil opened the floor to both the City Council and the Planning Commission for any comments or questions.

Chairman Dr. Peak stated that the Planning Commission had been working on the R – 2 ordinance amendment for some time and he felt that everyone was knowledgeable with the changes. Vice-Chairman Lawyer Artis made a motion to vote on the ordinances collectively and Mr. Bobby Tyler seconded it.

Mr. Oscar Babb made a motion to approve Resolution # 2018 - 04 and submit it to City Council and Ms. Carolyn Williams seconded it.

Dr. Peak asked if there were any further questions or comments, hearing none the Planning Commission voted.

The motion was approved by a 5 – 0 vote (Harvey Darden and Lawyer Artis absent).

Mr. Oscar Babb made a motion to approve Resolution # 2018 - 04 and submit it to City Council and Ms. Carolyn Williams seconded it.

Mr. Oscar Babb made a motion to approve Resolution # 2018 - 05 and submit it to City Council and Mr. Henri Porter seconded it.

Dr. Peak asked if there were any further questions or comments, hearing none the Planning Commission voted.

The motion was approved by a 5 – 0 vote (Harvey Darden and Lawyer Artis absent).

Dr. Peak declared the Planning Commission meeting closed at 7:11 p.m.

Council Action on Planning Commission Recommendation

Mayor Rabil thanked the Planning Commission for all their hard work on these ordinance text amendment changes. He asked for the pleasure of Council regarding the Planning Commission recommendation.

Councilman Johnson made the motion to approve the Ordinance Amendments # 2018 – 12 as recommended by the Planning Commission. Councilwoman Copeland seconded the motion.

Mayor Rabil asked if there were any further comments or questions concerning this topic.

Councilman Burgess asked for more information on the aesthetics of the structure under the building code.

Director Goodwin stated that while someone is going through the process of building or repairing a structure; the more extensive the work that is done on the building or structure the more in depth the guidelines and provisions for what can be done according to current code requirements.

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

Mayor Rabil asked Council for action on Ordinance Amendment # 2018 – 13.

Vice-Mayor Cheatham made the motion to adopt Ordinance Amendment # 2018 – 13 as presented and Councilman Johnson seconded it.

Councilman Burgess asked if this was to allow the structures or to fix the FEMA flood issue or both.

Director Goodwin stated that it was for both.

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

Mayor Rabil reiterated Council's appreciation and hard work of the Planning Commission.

FINANCE

Mayor Rabil recognized the Interim Finance Director Tracy Gregory to present the Finance items beginning with the Financial Report.

Financial Report: June, 2018 (End-of-Year)

General Fund

Revenue Highlights

Overall General Property Taxes collected in the amount of \$7.36 million for the period is up from the \$7.22 million collected in FY 2017. The breakdown is as follows:

- **Current Real Estate taxes** of \$5.19 million (95.7% of budget) is 1.26% higher than the prior year of \$5.12 million.
- **Delinquent RE taxes** of \$265,000 (120.7% of budget) are 17.72% higher than the prior year period collections of \$226,000.
- **Current Personal Property taxes** at \$1.62 million (104.3% of budget) are 1.19% higher than prior period collections of \$1.6 million.
- **Delinquent Personal Property taxes** – at \$50,300 (111.9% of budget) are 56.6% higher than prior year period collections of \$32,100.

- **Penalty and Interest** at \$142,000 (108.9% of budget) are 4.02% lower than prior year period collections of \$147,000.
- **Public Service Corporation taxes** of \$75,000 are 108.9% of budget.

Local Tax Revenue realized is 60.8% of Budget with the breakdown as follows:

- Local Sales & Use taxes collected are \$1,854,694.
- Cigarette Taxes collected are \$298,773.
- Meals Taxes collected are \$1, 552,481.
- Lodging Taxes collected are \$170,060.

Revenue Summary

General Fund revenue reported at the end of the period totaled \$22.4 million (97.73% of budget); when compared to the \$22.4 million, shows there is no difference.

General Fund Expenditure Highlights

General Fund expenditures at the end of the period total \$23.5 million and represented 96.58% of the total budget; when compared to the prior year period of \$22.6 million, this is a \$90,000 increase.

Fiscal Year Analysis

The projected General Fund loss for FY 18 is \$1.1 million.

FY 18 Fund Balance appropriated by Council for planned expenditures totaled \$1.38 million.

Ms. Gregory asked if there were any questions or comments concerning the General Fund presentation. Hearing none, she presented the Enterprise Funds report.

Enterprise Funds

Airport Fund

- Fuel sales and airport rental fees are above target with 106% of the budget realized.
- Expenditures in the fund are below target with 99% of the budget expended (net of capital outlay and transfers).
- Cash balance in the Airport Fund is \$(5,893).

Water & Sewer Fund

Revenue Analysis

- Revenue from the sale of water and sewer service charges of \$3.44 million at the end of the period is on target at 100% of budget.

Expenditure Analysis

- Expenses in the fund are \$1.7 million are comparable to the prior year (net of capital outlay, depreciation, debt service and transfers). Expenses in the water division, the sewer division and the wastewater division are comparable to the prior year (net of capital outlay, debt service and transfers).

Cash Balance

- The cash balance in the fund at for the end-of-year is \$1,375,767.

Solid Waste Fund

Revenue Analysis

- Revenue for the Solid Waste Fund is slightly below target with revenue at \$1.3 million or 96.8% of budget is below the prior year period collections of \$1.37 million.

Expenditure Analysis

- Expenses in the fund are at \$767k are below target with 86.37% of budget expended (net of capital outlay, debt service and transfers) and is below the prior year period expenses of \$848k (net of capital outlay, depreciation, debt service and transfers).

Cash Balance

- The cash balance in the fund at for the end-of-year is \$211,529.

Electric Fund

Revenue Analysis

- Revenue from energy sales are at \$15.38 million and are above target at 101.5% of budget.

Expenditure Analysis

- Expenses associated with the sale of energy for the fiscal year was \$11.4 million and was below budget at 90.3% of the total budget (net of capital outlay, depreciation, debt service and transfers). This is lower than the prior year period of \$11.6 million primarily due to the VMEA Transmission Peak Shaving True-Up credit in September, 2017 of \$544,000.

Mayor Rabil asked if anyone had any questions or comments on the June, 2018 End-of-Year Financial Report Enterprise fund.

Councilman McLemore asked about the final cost of the energy audit that was recently finished with the Power & Light Department.

Ms. Gregory stated that she could not presently answer that, however, she would look into it and get that information to report back to Council.

Mayor Rabil thanked Ms. Gregory and her staff for all their hard work.

Mayor Rabil asked Ms. Gregory to present the City & School Budget Amendment # 2019 – 01.

FY 2018 – 2019 City & School Division Budget Amendment # 2019 – 01

Manager Martin presented the FY 2018 – 2019 City & School Division Budget Amendment # 2019 – 01 to Council.

Ms. Gregory summarized that the FY 2018 – 2019 City & School Division Budget Amendment # 2019 – 01 would:

1. reallocate revenue budget within the General Fund to agree with the projected actual;
2. recognize additional revenues from the River Gauge Grant and appropriate revenue for use;
3. carry forward unspent appropriation within School Operating Fund to purchase a bus and two vans that were delivered after June, 2018;
4. recognize additional revenues from Donations and Special Gifts for the School Operating Fund and appropriate revenue for;
5. carry forward unspent appropriation within School Fund representing FY 18 surplus in State Aid to spend on one-time capital expenditures; and,
6. To carry forward unspent appropriation within Water and Sewer Fund to purchase a trailer that was delivered after June, 2018.

Mayor Rabil asked if there were any questions about the FY 2018 – 2019 City Budget Amendment # 2019 – 01. Hearing none, he asked for a motion.

Councilman Burgess made the motion to approve the City Budget Amendment # 2019 – 01 as presented and Vice-Mayor Cheatham seconded it.

The motion was approved 6 – 0 vote (Councilman Cutchins absent).

OLD/NEW BUSINESS

Electric Meter Reading Assessment Follow-up

Mayor Rabil recognized Power & Light Director Mark Bly to review the staff's findings on the few red highlighted accounts included in the previous August 13, 2018 agenda package.

Director Bly distributed to Council a handout with the red highlighted report with some photos and reported on the findings with the discrepancies between BMS and Power & Light. Director Bly gave a very thorough report to Council and justified all the discrepancies.

Mayor Rabil asked if there were any questions or comments for Director Bly. Hearing none from Council, Director Bly asked to answer Councilman McLemore's question that he had asked Interim Finance Director Tracy Gregory in her presentation earlier concerning the final cost of the energy audit being completed by BMS on the Power & Light project.

Mayor Rabil acknowledged Director Bly to answer the question. Director Bly stated that there were part phases to the energy audit and the total cost was \$14,949.50.

City Manager's Report

Vice-Mayor reported on the City Manager's Report. The items on the City Manager's report were as follows:

- 1) At the August 27, 2018 Council meeting, Councilman McLemore commented on concerns about his neighbors blocking traffic in the cul-de-sac at the end of Madison Street. The City Code and state law adequately address this issue, so no additional tools are needed to be adopted in terms of police power regulations. Any citizen who observes such activities should report it to the Police Department while it is occurring and so they can respond appropriately.
- 2) Enclosed in the agenda package was a VML memo requesting Council to designate the city's official voting delegate at the upcoming annual meeting. Councilman Johnson is the only member who has indicated a desire or plans to attend. If desired, Council can authorize Councilman Johnson as the voting delegate.

Vice-Mayor Cheatham made a motion to authorize the designation of Councilman Johnson to be the official voting delegate for the upcoming VML meeting. Councilwoman Copeland seconded the motion.

Mayor Rabil asked for any discussion on the motion.

Councilman McLemore asked when this topic had been discussed with Council.

Mayor Rabil answered and stated that it was discussed at the August 13th Council meeting.

The motion was approved with the vote as follows:

Councilman Johnson, AYE; Councilwoman Copeland, AYE; Vice-Mayor Cheatham, AYE; Councilman McLemore, NAY; Councilman Burgess, AYE; and Mayor Rabil, AYE (Councilman Cutchins absent).

COUNCIL/STAFF REPORTS ON BOARDS & COMMISSIONS

Councilman Johnson reported that Mayor Rabil and he attended the FCPS annual convocation ceremony. He reported that all three schools are accredited. Councilman Johnson commented that it the event was well attended and inspiring.

Mayor Rabil commented that he had attended several engagements in the prior week that involved the Franklin City Public Schools and he enjoyed all the activities. He also reminded everyone to come out and enjoy the summer activities downtown; we be jamming, the farmers market and cruise in held on Wednesday and Thursday.

Councilman McLemore commented about an event hosted by the Corey Olds organization attended by himself and Councilwoman Copeland at the Maplewood and College Drive parks. Volunteers helped distribute free school supplies to needed children for this school year. Councilman McLemore stated that Congressman Bobby Scott was also in attendance at the event.

Closed Session

Councilwoman Copeland made the motion for the Franklin City Council to meet in Closed Session to discuss appointments to boards and commissions and to discuss the performance and evaluation of employees pursuant to Virginia Code Section 2.2 – 3711 (A) (1). Vice-Mayor Cheatham seconded the motion.

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

The Council entered into closed session at 7:54 p.m.

Councilman McLemore left the Closed Session meeting at 8:30 p.m.

Mayor Rabil reconvened the open session at 8:40 p.m. and asked for a motion certifying the closed session.

Councilwoman Copeland 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 Councilman Burgess.

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

Action # 1

Councilman Burgess made a motion to accept the letter of resignation form R. Randy Martin as City Manager of the City of Franklin and to authorize Mayor Rabil to sign the Agreement dated August 27, 2018 between the City and Mr. Martin. Councilwoman Copeland seconded the motion.

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

Action # 2

Councilman Burgess made a motion to appoint H. Taylor Williams, IV, City Attorney to be the Interim Clerk of Council; to be the Interim Deputy City Manager in the absence of a full time City Manager; and, that he be authorized to sign all documents on behalf of the City on a day to day basis for the normal operations of the City. Vice-Mayor Cheatham seconded the motion.

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

Adjournment

Vice-Mayor Cheatham made a motion to adjourn the meeting which was seconded by Councilman Johnson.

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

Mayor Rabil declared the meeting adjourned at 8:41 p.m.

These Minutes for the August 27, 2018 City Council Regular Meeting were adopted on the 10th day of September, 2018.

Mayor

Clerk to City Council

The Franklin City Council held an Emergency Called meeting on Thursday, August 30, 2018 at 6:30 p.m. in the Council Chambers at City Hall.

Council Members in Attendance: Mayor Frank Rabil, Barry Cheatham, Vice-Mayor; Linwood Johnson, Wynndolyn Copeland, Bobby Cutchins and Benny Burgess (Greg McLemore absent).

Staff in Attendance: Taylor Williams, City Attorney, Interim Clerk of Council and Interim Deputy City Manager.

Call to Order: Mayor Rabil called the City Council Emergency Called Meeting to order at 6:30 p.m.

Consent Agenda

Mayor Rabil stated that the purpose of the Emergency Called meeting was to announce in an open meeting that Council would be interviewing candidates for the position of Interim City Manager in Closed Session meetings at undisclosed locations within the next 15 days pursuant to Virginia Code Section 2.2 – 3712 (B).

Adjournment

There being no further business to conduct, Mayor Rabil asked for a motion adjourn.

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

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

Mayor Rabil declared the meeting adjourned at 6:35 p.m.

These Minutes for the August 30, 2018 Emergency Called Meeting were adopted on the 10th day of September, 2018.

Mayor

Clerk to City Council

The Franklin City Council held a City Council Called meeting on Tuesday, September 4, 2018 at 7:00 p.m.

Council Members in Attendance: Mayor Frank Rabil, Barry Cheatham, Vice-Mayor; Linwood Johnson, Wynndolyn Copeland, Bobby Cutchins and Benny Burgess (Greg McLemore absent).

Staff in Attendance: Taylor Williams, City Attorney, Interim Clerk of Council and Interim Deputy City Manager.

Call to Order: Mayor Rabil called the meeting to order at 7:00 p.m.

Consent Agenda

Mayor Rabil stated that the purpose of the Called meeting was to interview a candidate for the position of Interim City Manager in a Closed Session pursuant to Virginia Code Section 2.2 – 3712 (B).

Closed Session

Councilman Burgess made the motion for the Franklin City Council to meet in Closed Session to interview a possible candidate for employment pursuant to Virginia Code Section 2.2 – 3711 (A) (1). Vice-Mayor Cheatham seconded the motion.

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

The Council entered into closed session at 7:01 p.m.

Mayor Rabil reconvened the open session at 8:17 p.m. and asked for a motion certifying the closed session.

Councilwoman Copeland 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).

Adjournment

There being no further business to conduct, Mayor Rabil asked for a motion adjourn.

Councilman Cutchins made a motion to adjourn the meeting and Vice-Mayor Cheatham seconded it.

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

Mayor Rabil declared the meeting adjourned at 8:18 p.m.

These Minutes for the September 4, 2018 City Council Called Meeting were adopted on the 10th day of September, 2018.

Mayor

Clerk to City Council

The Franklin City Council held a City Council Called meeting on Tuesday, September 5, 2018 at 7:00 p.m.

Council Members in Attendance: Mayor Frank Rabil, Barry Cheatham, Vice-Mayor; Linwood Johnson, Wynndolyn Copeland, Bobby Cutchins and Benny Burgess (Greg McLemore absent).

Staff in Attendance: Taylor Williams, City Attorney, Interim Clerk of Council and Interim Deputy City Manager.

Call to Order: Mayor Rabil called the meeting to order at 7:00 p.m.

Consent Agenda

Mayor Rabil stated that the purpose of the Called meeting was to interview a candidate for the position of Interim City Manager in a Closed Session pursuant to Virginia Code Section 2.2 – 3712 (B).

Closed Session

Councilman Johnson made the motion for the Franklin City Council to meet in Closed Session to interview a possible candidate for employment pursuant to Virginia Code Section 2.2 – 3711 (A) (1). Councilwoman Copeland seconded the motion.

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

The Council entered into closed session at 7:01 p.m.

Mayor Rabil reconvened the open session at 8:31 p.m. and asked for a motion certifying the closed session.

Councilwoman Copeland 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 Councilman Johnson.

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

Adjournment

There being no further business to conduct, Mayor Rabil asked for a motion adjourn.

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

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

Mayor Rabil declared the meeting adjourned at 8:32 p.m.

These Minutes for the September 5, 2018 City Council Called Meeting were adopted on the 10th day of September, 2018.

Mayor

Clerk to City Council

OLD/NEW BUSINESS

- A. Electric Meter Reading Assessment Follow-up Final Report – Mark Bly, Director, Franklin Power & Light**
- B. City Manager’s Report**
 - 1. Council Top Priorities Tracking Report**
 - 2. Budget Payment Plan Policy Revision Discussion**
 - 3. Salary Increase for School Board members – Va. Code Section 22.1 – 32 (F)(2); City Code Section 2 – 73 (A) and Charter Section 12.04**



*Office of the City Attorney
H. Taylor Williams, IV*

September 6, 2018

From: H. Taylor Williams, IV

To: Members of City Council

RE: Final report from Bellwether Manage Solutions (BMS)

At the time of publishing the Agenda the final report from BMS had not been received. It is expected to be received on Friday. If the report is received on Friday it will be distributed by email to the members of Council. If it does not come until Monday it will be distributed at the Council meeting.

H. Taylor Williams, IV



*Office of the City Attorney
H. Taylor Williams, IV*

September 6, 2018

From: H. Taylor Williams, IV

To: Members of City Council

Re: Council Top Priorities Tracking Report

Enclosed is the monthly update of the top priorities for the Council Priorities Tracking Report.

Enclosure (1)

Legend

GREEN - Moving Forward	YELLOW - Discussions Only	RED - No Progress	Complete

Category	Action Items	Dates	Designee (s)	Status Report	Trend Code
Housing	Rental Housing Inspection Program	August, 2018	City Manager/ Community Development Staff	Council finalized appointment to Ad Hoc Advisory Committee in late May, 2018. Initial meeting to be determined.	
Administration	Filling Key Staff Positions	August, 2018	City Manager	Management focused on filling Finance Director and HR Director positions. Goal to fill these positions as soon as possible. Vacancy in Payroll Technician position - Applications being reviewed with interviews to follow. Management now is also required to address upcoming vacancy from retirement of Fire Chief. Advertisement will begin soon.	
Public Infrastructure	Electric Utility Meter Reading & Billing Assessment	August, 2018	City Manager/Power & Light Staff/Independent Contractor	Independent Contractor began initial meter reading element in late May. Firm is finalizing the report to provide to Council. Final report anticipated Friday, September 7, 2018. Presentation for final report, Monday, September 10, 2018.	

Comments from staff members pertaining to changes in the electric billing plan:

There are several universal points that most or all staff agree upon:

- a. There is no need to limit the budget payment plan to electric heat.
- b. Due to the transient condition of many renters, it is not recommended by some staff to make the plan available to renters. On the other hand, there are renters who have been living in rented homes for many years and it would seem fair to allow those renters to be on the budget plan if they desired. How to draw the line seems to be the question to consider.
- c. Should the budget payment plan be offered to small and mid-sized businesses. Once again there is the question of offering the plan to businesses that rent the business space. It might be a situation where a owner renting to a business and the rent includes utilities the budget plan could be offered to the landlord who would be willing to be responsible for the account.
- d. Should the budget payment plan be extended to include water, sewer and trash.
- e. Can the budget payment plan be extended to customers living outside the boundaries of the City.
- f. Customers on the payment plan must also agree to have a Cycle and Save switch installed on a electric hot water heater.
- g. Payment history must have been current for the past 12 months. Customer cannot have any cut-offs and cannot have been late 2 or more times within the year.
- h. The budget plan run each year from July 1 to June 30 the next calendar year.

Please note there currently approximately 60 accounts on the payment plan.



Utility Customer Service

207 W. Second Ave. • P. O. Box 179 • Franklin VA

ELECTRICAL SERVICE BUDGET POLICY & ELIGIBILITY REQUIREMENTS

PURPOSE

The purpose of the budget plan is to allow a customer to pay equal amounts for electrical usage each month.

ELIGIBILITY

The requirements set forth, in order that a citizen may be placed on a budget for his/her electrical service, are listed below.

- MUST OWN HIS/HER RESIDENCE
- MUST HAVE ELECTRIC HEAT
- MUST HAVE BEEN ON THE CITY ELECTRICAL SERVICE FOR ONE YEAR (OR SUITABLE CREDIT USING LOCATIONS ONE YEAR EXPERIENCE)
- MUST BE ON THE "CYCLE 'N' SAVE" PROGRAM
- PAYMENT HISTORY MUST HAVE CURRENT (NO CUT-'OFF'S AND NO MORE THAN TWO PENALTY NOTICES IN LAST 12 MONTHS)

THE BUDGET YEAR BEGINS ON JULY 1 OF EACH YEAR

NAME: _____

ADDRESS: _____

ACCT# _____ telephone # _____

12 Month Average Billing _____ Less than 12 month Average _____

BUDGET AMOUNT \$ _____

THE ELIGIBILITY REQUIREMENTS HAVE BEEN MET **Yes** **No**

----- NAME ----- DATE

----- APPROVED BY

- NOTES



Utility Customer Service

207 W. Second Ave. • P. O. Box 179 • Franklin VA 23851

Customer Budget Agreement Form

I, _____, have read the budget requirements for being a budget customer. I agree that my budget amount will be set at \$ _____. I understand that this amount is only for the electric portion of my utility bill.

Customer Name: _____

Customer Address: _____

Mailing Address: _____

Phone Number: () _____ - _____

Social Security Number: _____ - _____ - _____

Signature: _____

Date: _____

**** TO CONTINUE WITH THE BUDGET PLAN, PLEASE RETURN BUDGET AGREEMENT****



*Office of the City Attorney
H. Taylor Williams, IV*

September 6, 2018

From: H. Taylor Williams, IV

To: Members of City Council

Re: Salary increase for members of the School Board

The members of the School Board will be bringing a Resolution forward at their next Board meeting requesting an increase in salary. The School Board members last received an increase in salary in June 2004. The issue of salary increases for the members of the School Board is addressed in three different places:

Va. Code Section 22.1-32 (F) (2)
Franklin Charter Section 12.04
Franklin City Code 2-73 (a)

These references have been copied for your review. Also attached is a current salary comparison for surrounding area school boards and the Franklin City School Board. There is also a request for the amount of the increase.

Any increase would come out of the School Board funds. The increase would not become effective until July 1, 2019.

H. Taylor Williams, IV

VA. Code Section 22.1 – 32 (F) (2)

F. No appointed school board shall request the General Assembly's consideration of an increase in its annual salary limit as established in subsections B and C unless such school board has taken an affirmative vote on the requested increase. Further, no elected school board shall be awarded a salary increase, unless, upon an affirmative vote by such school board, a specific salary increase shall be approved. Local school boards shall adopt such increases according to the following procedures:

2. A local school board representing a city or town may establish a salary increase prior to December 31 in any year preceding a year in which members are to be elected or appointed. Such increase shall become effective on July 1 of the year in which the election or appointment occurs if the election or appointment occurs prior to July 1 and shall be become effective January 1 of the following year if the election or appointment occurs after June 30.

City Code Section 2 – 73(A)

§ 2-73 Annual salaries of members of School Boards.

[Ord. No. 2004-16, 6-14-2004]

(a) Pursuant to City of Franklin Charter § 12.04 the salaries of the chairman of the School Board shall be \$4,050, and the salary of other members of the School Board shall be \$2,560.

Franklin Charter Section

§ 12.04. Compensation.

The compensation to be paid to each member shall be fixed by a majority vote of the council, provided that the annual compensation to be paid to any member shall not exceed the sum of \$4,000 for his or her services as such, and the annual compensation to be paid to the chairman of the school board shall not exceed the sum of \$5,000 for his or her services as such. (1962, c. 155; 1982, c. 95; 1986, c. 20; 2004, cc. [32](#), [168](#))

School Board Pay Comparisons

2018-19

<u>Division</u>	<u>Board member</u>	<u>Chair</u>
Isle of Wight	5,000	6,000
Southampton	5,000	5,300
Suffolk	10,000	12,000
Surry	5,000	5,000
FCPS	2,500	4,000
Proposal FCPS	5,000	6,000

Note:

Must be approved by 12/31/2018 to be effective 7/1/2019

RNH

8/9/2018

COUNCIL/STAFF REPORTS ON BOARDS & COMMISSIONS