

TO VIEW ATTACHMENTS, PLEASE CLICK ON HIGHLIGHTED AREAS

**AGENDA
FRANKLIN COUNTY BOARD OF SUPERVISORS
TUESDAY, AUGUST 20, 2013**

1:30 P.M. Call To Order, Chairman David Cundiff

1:31 Invocation, Supervisor Bobby Thompson

1:32 Pledge of Allegiance, Supervisor Bob Camicia

1:33 Public Comment

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1:36 CONSENT AGENDA (REQUIRES ACTION)

- REF: 1. Approval of Accounts Payable Listing, Appropriations, and Minutes for July 16 & August 9 & 14, 2013
2. A Day of Service Resolution Adoption (**See Attachment #2**)
3. Authorization to Advertise for VDOT Revenue Sharing Program (**See Attachment #7**)
4. Franklin County Solid Waste Management Plan Update (**See Attachment #18**)
5. Recreation Center Cleaning Contract Award (**See Attachment #1**)
6. Public Safety Vehicle Surplus and Purchase of New Vehicle (**See Attachment #4**)
7. Strategic Health Insurance Planning (**See Attachment #11**)
8. Family Preservation Services Lease (**See Attachment #9**)
9. Aging Services Surplus (**See Attachment #10**)
10. Franklin County Strategic Plan Adoption (**See Attachment #14**)
11. Approval of Submittal for Tourism Micro Grants (**See Attachment #13**)
12. Authorization to Purchase Articulated Dump Truck (**See Attachment #17**)

- 1:40 Vincent Copenhaver, Director of Finance
REF: 1. Monthly Finance Report
2. Tax Ticket/School Donations (**See Attachment #8**)
3. Financing Options from Davenport Financial (**See Attachment #16**)
- 1:55 Bonnie Johnson, Consultant
REF: 1. Ferrum Pre-Planning CDBG Update & Review (**See Attachment #12**)
- 2:10 Don Smith, Director of Public Works
REF: 1. New Landfill Update (**See Attachment #19**)
- 2:20 Kay Saleeby, Chair, Recreation Commission
REF: 1. Naming Recreational Facilities (**See Attachment #15**)
- 2:35 Paul Chapman, Director of Parks & Recreation
REF: 1. Reservations for the Recreation Center (**See Attachment #6**)
- 2:50 Neil Holthouser, Director of Planning & Community Development
REF: 1. Work Plan Update
- 3:10 Richard E. Huff, II, County Administrator
REF: 1. Request for Public Hearing for Western Va. Regional Industrial Facility Authority (**See Attachment #20**)
2. Potential Dates for Planning Session Follow-Up
3. Other Matters
- 3:30 Other Matters by Supervisors
- 3:45 Request for Closed Meeting in Accordance with 2.2-3711, a-3, Acquisition of Land, of the Code of Virginia, as Amended.

Certification of Closed Meeting in Accordance with 2.2-3712 (d), of the Code of Virginia, as Amended.

Recess for Dinner

6:00 Call To Order, Chairman David Cundiff

6:01 Recess for Previously Advertised Public Hearings as Follows:

PETITION FOR REZONE - Petition of Plyler Properties, Inc. Petitioners /Owners requesting a rezone to amend previously approved proffers for property zoned B-2, Business District General. The property consists of +/- 11 acres and is located at the intersection of SR 40 and SR 647 in the Union Hall District of Franklin County, and is further identified as Franklin County Tax Map/Parcel # 0660007101AA.

PUBLIC NOTICE

The Franklin County Board of Supervisors will hold a public hearing at approximately **6:00 P.M., on Tuesday, August 20, 2013**, in the Board of Supervisors Meeting Room in the Franklin County Government Center, 1255 Franklin Street, Suite 104, Rocky Mount, Virginia to consider the proposed amendments to Section 17-8. Mandatory Septic Tank Pump-Out (**See Attachment #3**)

PUBLIC NOTICE

In accordance with State Code Section 15.2-1800 (B), the Franklin County Board of Supervisors will hold a public hearing at approximately **6:00 P.M., on Tuesday, August 20, 2013**, at the Franklin County Government Center, 1255 Franklin Street, Suite 104, Rocky Mount, Virginia to consider granting to the Free Clinic an easement for temporary grading, stormwater discharge and location of a sewer easement starting at the north east corner of Tax Parcel 211-1.1 currently owned by the County of Franklin as described in Deed Book 889, Page 1259; adjoining the lands of Charles R. Burt (Tax 210-20), Franklin Plaza Partners, LLC. (**See Attachment #5**)

Adjournment Thereafter

RISE & SHINE GUESTS FOR AUGUST ARE BOBBY THOMPSON & RICK

FRANKLIN COUNTY
Board of Supervisors



Franklin County
A Natural Setting for Opportunity

EXECUTIVE SUMMARY

AGENDA TITLE: Recreation Center Cleaning Service	AGENDA DATE: August 20, 2013	ITEM NUMBER:
SUBJECT/PROPOSAL/REQUEST Staff requests authorization to award the low bid and enter into a contract for the custodial cleaning of the Recreation Center.	ACTION: YES	INFORMATION:
STRATEGIC PLAN FOCUS AREA: County Government Services	CONSENT AGENDA: ACTION:	INFORMATION:
Goal # Action Strategy:	ATTACHMENTS: YES	
STAFF CONTACT(S): Huff, Whitlow, Chapman	REVIEWED BY: REX	

BACKGROUND:

On June 19, 2013, Franklin County purchased two facilities that were formerly owned by the Franklin County YMCA. These properties are located at 235 and 295 Technology Drive. While the property at 235 Technology Drive will be leased to the YMCA, the 295 Technology will be used to house the staff and programs of Aging Services as well as activities and classes from the Parks and Recreation Department. This facility is 27,082 square feet and offers 5 offices, 1 lobby, 2 restrooms, 4 classrooms, 2 dance studios, 1 indoor playground, 1 theatrical area, 1 gymnasium, 1 kitchen, 1 maintenance area, 1 patio, and a preschool area. The facility was leased back to the YMCA through August 12, 2013 so that they could offer summer camps. Since August 12, 2013 the facility is under the full management of the Parks and Recreation Department.

DISCUSSION

To ensure that the Recreation Center is inviting, clean, and free of hazards, a regular cleaning service is required. Much like other County owned facilities, it was determined that a contracted service would best meet these needs in regards to efficiency and cost effectiveness. So as to obtain a custodial contractor a scope of services was developed (see attachment). An invitation for bids was created and advertised in the Franklin News Post on July 19 & 26, 2013 (see attachment). A non-mandatory meeting was held at the Recreation Center at 2:00 P.M. on Wednesday, July 31, 2013 for those interested in bidding. Bids for the contract were due no later than 3:00 P.M.

on Thursday, August 8, 2013, at which time the bids were publicly opened and read. A total of four (4) bids were received (see list below).

<u>Contractor</u>	<u>Annual</u>	<u>Additional Cleanings</u>	<u>Total (with 20 additional cleanings)</u>
Tuning Cleaning Services	\$78,000	\$65 per hour	\$79,300
ProClean	\$34,320	\$45 per hour	\$35,220
The Creighton Company	\$15,900	\$45 per hour	\$16,800
DMS Cleaning Services	\$16,200	\$10 per hour	\$16,400

While the Creighton Company has the lowest bid for the regularly scheduled cleaning at \$15,900, DMS Cleaning services has a lower per hour fee for additional service at \$10 per hour. The difference in the two lowest bids was close with a difference of just \$300. It is estimated that there will be more than 20 hours of additional cleanings needed throughout the year. Additional cleanings would be needed for such things as events, reservations and other irregular usage. Because of the difference in additional cleaning fees, DMS Cleaning Service has the lowest bid.

RECOMMENDATION:

Staff respectfully requests the Franklin County Board of Supervisors authorize the County Administrator and staff to award the low bid and enter into a contract with DMS Cleaning Services Inc. in the total amount not to exceed \$16,200 for the regularly scheduled cleaning of the Recreation Center and \$10 per hour for additional cleaning. \$20,400 in operational expenses has been budgeted for this service.

**Franklin County, Virginia
Recreation Center Cleaning
Invitation to Bid**

The County of Franklin, Virginia is currently seeking proposals from qualified cleaning service firms to provide cleaning services at Franklin County's Recreation Center located at 295 Technology Drive in Rocky Mount, Virginia 24151. Sealed envelopes must be clearly marked on the outside lower left corner "Recreation Center Cleaning Services". Any bid received after that time will not be accepted. No electronic bids will be accepted.

Pre-Bid Meeting:

There will be a **non-mandatory** pre-bid meeting held at the Recreation Center on Wednesday, July 31, 2013 at 2:00 p.m. All potential bidders are encouraged to attend.

Franklin County does not discriminate on the basis of race, religion, color, sex, national origin, age or disability or against faith based organizations as defined under the Virginia Public Procurement Act on the basis of such organization's religious or charitable character. Reasonable accommodations will be provided to persons with disabilities if required. Franklin County solicits participation from minority-owned businesses.

Questions and requests for information may be made to Paul Chapman, Director of Parks and Recreation for Franklin County, Virginia at 540 483-9293.

Bids shall be due no later than 3:00 P.M. prevailing time, Thursday, August 8, 2013, at which time said bids will be publicly opened and read. All bids must be sealed (with 2 copies enclosed) and clearly marked "Recreation Center Cleaning Services".

The County reserves the right to reject any/and all bids if it is deemed in the best interest of the County.

Bids shall be delivered to:

Sharon Tudor, MMC
Franklin County Government Center
Office of Procurement
1255 Franklin Street, Suite 111
Rocky Mount, VA 24151 Office of Procurement

FRANKLIN COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

I. Introduction

The County of Franklin, Virginia is currently soliciting bids from interested firms to furnish custodial services at the new Franklin County Recreation Center located at 295 Technology Drive, Rocky Mount, Virginia 24151. The entire area of the facility is 27,082 square feet; however 4,225 square feet of the pre-school area will not be included in this contract, which will leave approximately 22,857 square feet to be cleaned.

The general areas to be serviced include the following:

- 1 Lobby
- Patio and entrance area
- 4 offices and office areas
- Corridors
- 1 Kitchen area
- 2 bathrooms
- 8 activity rooms
- 1 gym
- 1 maintenance area

II. Scope of Work

The contractor chosen will be required to provide all associated labor to satisfactorily perform the custodial services as specified in the detailed parameters set forth in this Invitation for Bid.

All work performed under this contract shall be under the direction of the Director of Parks and Recreation or designee

A. Daily Routine (Monday, Wednesday and Friday):

1. Restrooms/Toilets
 - a) Floors shall be swept and mopped/scrubbed.
 - b) Water closets, seats and urinals shall be washed and sanitized.
 - c) All wash basins shall be thoroughly cleaned.
 - d) All mirrors, shelving, paper/soap dispensers and other fixtures and hard surfaces shall be cleaned and sanitized as necessary.
 - e) Soap, hand towel, and toilet tissue dispensers to be properly filled.
 - f) Waste receptacles shall be emptied.
2. Office Areas, Lobby, Kitchen, Corridors and Activity Rooms

- a) Waste baskets shall be emptied with waste and trash removed to County provided dumpster.
- b) Hard floors are to be swept and cleaned properly. All carpeted areas are to be vacuumed and as necessary spot cleaned (including entry mats).
- c) Cleaning of glass surfaces at entrance, activity rooms, and corridors.
- d) Report items in need of repair (lights, leaky faucets, clogged toilet, etc).
- e) Close windows, turn off lights and secure building when night cleaning is finished.
- f) Main service counters and reception areas shall be properly cleaned.
- g) Wipe all dirty spots from walls.

3. Gym

- a) Floors should be swept with a properly treated dust mop (clean moisture, spills and heel marks as needed)
- b) Glass windows should be cleaned
- c) Wipe all dirty spots from walls.

4. Exterior

- a) Sweep and clean outside entrance and back patio.
- b) Empty trashcans on outside of building and put new liners in.

B. Monthly Services shall include:

1. All hard floors (corridors and rooms containing vinyl tile) shall be swept and mopped/scrubbed.
2. All desks, counters and other hard surfaces not listed under daily scope of work shall be properly cleaned and polished where necessary (baseboards, window seals, chairs, playground equipment, exercise equipment, etc).
3. All waste receptacles shall be cleaned inside and out.
4. Scrubbing and buffing of all vinyl floors.
5. All blinds, lighting fixtures, heat/air grills, etc. to be properly cleaned.
6. All interior windows and other glass surfaces not addressed in other areas to be properly cleaned.
7. All entrance mats/rugs shall be properly shampooed.

C. Quarterly services shall include:

1. Scrubbing, top coating with wax of all vinyl floors.

D. Annual Services shall include:

1. Shampooing of all carpeted areas as needed.
2. All exterior glass cleaned.

III. Personnel

Franklin County reserves the right to require background checks which will be providing services for this contract of any personnel.

IV. Work Hours and Conditions

Unless otherwise approved by the Director of Parks and Recreation, cleaning services will need to occur during "closed" hours. The contractor shall be sensitive to nightly activities and work around those as necessary.

The Director of Parks and Recreation will have the authority to suspend work, fully or in part, due to the failure of the contractor to correct unsafe conditions, failure to carry out orders or for any other circumstance deemed to be in the interest of the County.

V. Drug Free Work Place

The contractor acknowledges and agrees to provide services in keeping with standard policies as they relate to all other regular County employees.

The possession or use of alcohol or other drugs (except the use of drugs for legitimate medical purposes) and the impairment from the use of the same will warrant a breach of contract and result in the immediate default of the agreement.

VI. Indemnification

The contractor agrees to indemnify, defend and hold harmless the County of Franklin, its officers, agents and employees from any claims, damages and actions of any kind or nature, whether at law or in equity arising from or caused by the use of any materials, goods or equipment of any kind or nature furnished by the County.

VII. Insurance

By signing and submitting a bid under this solicitation, the Bidder certifies that if awarded the contract, it will have in place and maintain (during the contract period) insurance as required by the County: a minimum of \$1 million in general liability for each occurrence with \$2 million general aggregate under liability and \$1 million for workers compensation.

VIII. Terms of Contract

The initial term of contract shall be for one year from date indicated on the award of contract (provided upon negotiations and award) by the County.

The contract may be extended by the County for four (4) successive one year periods under the terms and agreements set forth if agreeable to both parties.

IX. Subcontracts

The contractor chosen **SHALL NOT** subcontract for the services to be provided unless otherwise approved by the County.

X. Method of Payment

The contractor shall submit a monthly invoice to the Director of Parks and Recreation or designee. Payment will be made per invoice submitted on a monthly basis.

XI. Proposal/Agreement Overview

This proposal is for the overall cleaning services to be provided for the Franklin County Recreation Center.

It is understood that the contractor shall provide all cleaning equipment and supplies including plastic trash can liners, deodorizers, all disinfectants, floor cleaning products, polishes, etc. The County will supply paper towels, toilet tissue, and liquid hand soap. The contractor will notify the County if supplies need to be reordered.

Franklin County reserves the right to negotiate with the low bidder but strong emphasis will be placed on work experience and company stability.

Subject to award of bid, the County will require the specific name or names of those workers who will be providing these services for the contractor. It shall be further demonstrated their ability to use all necessary equipment and materials in a safe manner. The ability to read instructions and understand the MSDS (provided) manuals will be critical.

This document is intended to be used as a guideline for submitting the sealed proposal. It will also be used as a general guideline for what is desired as a scope of work but it must be clearly understood that the County reserves the right to require other duties as necessary (to provide a safe, clean and attractive facility) under this contract. A more detailed list of services expected will be developed and agreed upon prior to entering into a contract.

**Bid Form
Cleaning Services
Franklin County Recreation Center**

1. Name of business: _____
2. Name of Owner or Chief Executive Officer: _____
3. How long has the company been in business? : _____
4. How many persons are currently employed by the company? :
Full-time _____ Part-time _____
5. Provide the name, contact person and telephone number of at least three current or past customers in which your company has provided services.

Firm Name	Contact Person	Telephone #
1.		
2.		
3.		

I, the undersigned being the owner or chief executive officer submit a price proposal of \$ _____ for the daily, monthly, quarterly, and annual cleaning of the Franklin County Recreation Center as described in this contract agreement. It is understood that the contractor shall provide all cleaning equipment and supplies including plastic trash can liners, deodorizers, all disinfectants, floor cleaning products, polishes, etc. The County will supply paper towels, toilet tissue, and liquid hand soap.

If additional cleaning services are requested from the County outside of the described contracted agreement, I submit a per hour rate of \$ _____ for the cleaning of the Franklin County Recreation Center. It is understood that the contractor shall provide all cleaning equipment and supplies including plastic trash can liners, deodorizers, all disinfectants, floor cleaning products, polishes, etc. The County will supply paper towels, toilet tissue, and liquid hand soap.

Name (print)

Signature

Title

Date

FIN or SS number

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FRANKLIN COUNTY
Board of Supervisors



Franklin County
A Natural Setting for Opportunity

EXECUTIVE SUMMARY

<p><u>AGENDA TITLE:</u> Day to Serve Resolution</p> <p><u>SUBJECT/PROPOSAL/REQUEST:</u></p> <p><u>STRATEGIC PLAN FOCUS AREA:</u> <u>Goal # N/A</u> <u>Action Strategy:</u></p> <p><u>STAFF CONTACT(S):</u> Messrs. Huff, Whitlow, West Piedmont PDC, Roanoke –Alleghany Regional PDC</p>	<p><u>AGENDA DATE:</u> August 20, 2013 <u>ITEM NUMBER:</u></p> <p><u>ACTION:</u> <u>INFORMATION:</u></p> <p><u>CONSENT AGENDA:</u> <u>ACTION:</u> Yes <u>INFORMATION:</u></p> <p><u>ATTACHMENTS:</u> Yes</p> <p><u>REVIEWED BY:</u> <i>REH</i></p>
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BACKGROUND: The County was recently approached by both the West Piedmont and Roanoke-Alleghany Regional Planning District Commissions regarding Virginia’s “Day to Serve” initiative. A “Day to Serve” is a unique annual event that transcends political and religious differences. The purpose is to unite all people of faiths, races, cultures, and backgrounds with the shared goal of helping those in need, thereby feeding the hungry (please see attachments).

“Day to Serve” notes one in four Americans are worried about having enough money to put food on the table and one in five American children are “food insecure”, meaning they don’t know where their next meal will come from.

DISCUSSION: This year’s Day to Serve event is scheduled for September 15th-29th. Various food drives are being held around the state in conjunction with the Virginia’s federation of foodbanks, including the Feeding America Southwest Virginia foodbank which serves our region. The Governor and Planning District Commission’s are encouraging localities to support the observance of this event.

RECOMMENDATION: Staff respectfully requests the Board of Supervisors to consider the adoption of a resolution of support recognizing the Day to Serve event, thereby encouraging interested citizens and groups to volunteer their time and donations accordingly.

RESOLUTION

WHEREAS, “Day to Serve” is a unique event that has inspired a diverse group of people to set aside political, religious, and cultural differences to strengthen the collective region by coming together to “feed the hungry, protect and enhance the environment, as well as strengthen our communities”; and

WHEREAS, the governor of Virginia has issued a proclamation encouraging all citizens of Virginia to participate in a Day of Service, between September 15-29, 2013; and

WHEREAS, since the inaugural “Day to Serve” in 2012, this remarkable and unprecedented event swept from the state capital to local churches, schools, neighborhoods, and families and resulted in over 750 community events with more than 14,000 volunteers, culminating in 26,000 hours of service rendered, resulting in over 600,000 pounds of food being donated to local food banks; and

WHEREAS, the governor of Virginia has asked Virginians redouble efforts for 2013; and

NOW THEREFORE, the Franklin County Board of Supervisors supports the governor on this observance to call upon all faith based organizations, community organizations and citizens to participate in a Day to serve.

BY: _____
David Cundiff
Chairman

Richard E. Huff, II
County Administrator

August 20, 2013



September 15-29, 2013

The 2nd Annual Day to Serve is a special regional event across Virginia, Washington D.C., Maryland, and West Virginia. It unites people of all faiths, races, cultures, and backgrounds with the shared goal of helping those in need and improving the communities where we live. Join Governor Bob McDonnell and help double last year's Day to Serve efforts!

Who: Anyone! We are asking you to help connect us to local governments and potential projects in that arena with the goal of expanding community involvement in service

When: A project can be held any day or for multiple days from Sept. 15-29th

How You Can Help

A. Project Ideas

- Expand a current event: link Day to Serve to help increase attendance, or add a food drive to the event
- Government Administration: Ask your county administrator or Mayor to host a 'stuff the bus' or truck event where food, clothes, books, and other items can be collected; hold a community clean-up day
- Library: 'Feed and Read': Donate a book or canned food to a local library; the books can go to food giveaway centers; dedicate a reading time to hunger
- Adopt a Highway- this program's big fall cleanup will be held during Day to Serve!
- EMS, Fire, & Police Departments-ask them to hold a fire safety day, driving safety day, etc; hold a day where kids can visit the station and see the firefighters and mascot in exchange for a food donation
- *Most importantly, ask communities assess their needs and use Day to Serve as a call to action!*

B. Spread The Word!

Facebook: Day to Serve **Website:** www.daytoserve.org **Twitter:** #daytoserve

Add your event to our map: <http://www.daytoserve.org/addyourevent>

Connect with your local food bank: <http://vafoodbanks.org/>

Governor's Office Contact: Stacy Whitehouse 804-225-4836

stacy.whitehouse@governor.virginia.gov



Planning a Successful Food and Fund Drive



The Federation of Virginia Food Banks network provides emergency food assistance to more than 1 million individuals each year throughout the Commonwealth. Last year, the food banks distribute over 122 million pounds of food to the food bank through food drives, providing more than 103 million meals to our hungry neighbors! Your donations are more vital than ever, and hosting a food drive is a fun and simple way to help. Here are a few tips to make your food drive a success.

Ready..

- Establish a team or a committee to organize the food drive. Create a food or hunger theme, set goals, plan logistics and develop a timeline.
- See our wish list (below) to develop your food drive theme. For example:
 - "Meat the Need": canned meats and canned beans
 - "Back to School": kid-friendly, healthy snacks
 - "Supper Sides": boxed pastas, rice, soups and macaroni and cheese
 - "Five a Day": canned fruits and vegetables

Set

- Obtain sturdy collection bins and establish drop-off locations. Copy paper boxes work well, or ask us for a collection barrel. Label boxes with food drive information.
- Promote the event through a company newsletter, emails to staff, flyers, and posters.

Go!

- Let us know if we can help in any way throughout the drive.

Whew

- Contact the food bank before the food drive ends to discuss delivery options.
- Your food bank will send you a receipt for the total pounds collected.

Our Wish List

- All donations should be non-perishable. **NO GLASS, PLEASE.**
- Most desirable items include **proteins** such as canned tuna, salmon or chicken, peanut butter, baked beans, and canned nuts.
- Dairy items such as canned, evaporated, or powdered milk are in high demand.
- Fruits and vegetables including 100% juice in boxes and cans, canned vegetables and fruits in light syrup.
- Boxed pasta, rice, cereal, canned soups and stews, and macaroni and cheese are some other items that are always appreciated.

How Else Can You Help?

- If you don't want to shop for a food donation, let us buy it for you. We take financial donations! You can give to your food bank directly online by going to www.daytoserve.org and clicking on the Virginia tab.
- Help us with transportation. (Please check with your local food bank for delivery hours.)

Thank You!

Your generous support enables us to fight hunger daily in the Commonwealth of Virginia.

Did you know?

- **One in four** Americans are worried about having enough money to put food on the table in the next year.
- **1 in 5** American children (over 16 million) are "food insecure," meaning they don't know where their next meal will come from. Hungry children perform more poorly in school and have lower academic achievement.
- **8.8 million** Americans 50 and older face the risk of hunger.
- **37.4%** of households with children in Washington, D.C. said they were "unable to afford enough food." This is the worst rate in the nation.
- **One in six** Marylanders were unable to afford enough food. One in five households with children in Maryland report inability to afford enough food.
- **11.8%** of people in the Commonwealth of Virginia are food insecure, meaning over 900,000 people don't know where their next meal will come from.
- **21%** of West Virginians under the age of 18 are "food insecure." West Virginians face one of the highest rates of food insecurity in the nation.



2012 Day to Serve Accomplishments

- 750 projects planned and "planned" the regional Day to Serve map at daytoserve.org



- 14,000 volunteers



- including 3,700 youth volunteers



- 26,000 hours of service performed



- 600,000 lbs of food collected



 facebook.com/daytoserve

 [#daytoserve](https://twitter.com/daytoserve)

 pinterest.com/daytoserve/

 youtube.com/user/daytoservestories

 daytoserve.org



**Maryland
Virginia
West Virginia
District of Columbia**



Day to Serve is a unique annual event that transcends political and religious differences. It unites people of all faiths, races, cultures, and backgrounds with the shared goal of helping those in need and improving the communities where we live. Together, we aim to do our part to feed the hungry and heal the planet. This year the dates are September 15-29, 2013. (Choose a day to serve during that period of time).

September 15th – 29th 2013

A True Interfaith & Community Partnership

- Governor O'Malley of Maryland, Governor McDonnell of Virginia, Governor Tomblin of West Virginia, and Mayor Gray of Washington, D.C. have issued proclamations declaring Day to Serve 2013.
- Food drives may be organized and set up at local Shoppers Food Warehouse and Safeway grocery stores. Contact Karma McKlesky at karma375@gmail.com for more information. We hope that every store within our region will have a Day to Serve collection point.
- The Boy Scouts of America will participate in various locally organized Day to Serve projects.
- In celebration of the 20th Anniversary of National Public Lands Day, Maryland Governor Martin O'Malley is encouraging Marylanders to participate in this service-oriented day in regional and local parks on Saturday, September 28th.
- All Day to Serve participants should reach out to other organizations in their communities to encourage more involvement and participation.

2013 Goals

Our goal for 2013 is to double our success from last year – double the amount of service, the amount of food, the number of partners, participation, etc.



Building New Partnerships

Every organization is encouraged to forge new partnerships as part of Day to Serve. Make these partnerships meaningful. Let Day to Serve be an opportunity to bring communities together. Reach across faith communities, schools, teams, businesses, local government entities, etc. to build relationships that will build community unity, all while doing something good for your neighbors, friends and the environment.

Marketing & Publicity

- Logo: Same as 2012 with "Feed the Hungry, Heal the Planet" tagline.
- Marketing items: Tri-fold brochures for your use, social media and traditional media outreach tips. All will be provided with the ability for you to customize and print locally.
- Social media campaign launch: Day to Serve social media campaign will include Facebook page, Pinterest board, Twitter #daytoserve, and YouTube channel.
- Photography & videography: Find a photographer and videographer to take pictures of your preparation and project. Action photos with high quality resolution are needed. The governors and mayor are interested in these photos and video records and will highlight many at a traveling Day to Serve photography exhibit during the winter of 2014.
- Media: A Day to Serve news release about your planned projects should be sent to all local media before and after events.
- Website: A new, more powerful website has been set up at Daytoserve.org.
- Launch: A video featuring the Mayor and all the Governors is posted on the website and can be shared electronically with community partners and others. Additionally, proclamations have been issued by each, or are in process, designating their support for the Day to Serve. They also will be posted on daytoserve.org.



Keys to Organizing your Day to Serve

- Establish a Day to Serve planning committee, and invite members of other faiths, communities, business community leaders, non-profits and members of the media to serve with you.
- Set goals for your participation and output. If you participated last year, try to double every accomplishment.
- Record: Keep track of all service hours, number of participants, youth, groups that join you, food collected, trash collected, trees planted, stories written, etc. -- whatever you accomplish. Reporting forms will be posted on daytoserve.org.





CERTIFICATE of RECOGNITION

By virtue of the authority vested by the Constitution in the Governor of the Commonwealth of Virginia, there is hereby officially recognized:

A DAY OF SERVICE

WHEREAS, Virginia was the first state in America to establish an official policy of religious freedom when the Virginia General Assembly enacted Thomas Jefferson's Virginia Statute for Religious Freedom in 1786, and today our Commonwealth is blessed with a vibrant and diverse religious community represented by many different faiths and traditions from across the world; and

WHEREAS, helping the poor and needy is a common thread that runs through the fabric of all religions, and, given the rising levels of unemployment, underemployment, and homelessness across the nation, it is fitting to encourage interfaith community action to improve the circumstances of those struggling with the effects of the global economic turndown, natural disasters and other misfortunes and improve the quality of life in our Commonwealth; and

WHEREAS, loving kindness is the most valuable support to the well-being of those in need, and there is an abundance of opportunities throughout Virginia for citizens to take selfless action, such as volunteering at homeless shelters, food banks, and community agencies like the Red Cross; enabling others to become self-reliant by assisting displaced workers in finding jobs, teaching financial literacy and other life skills to the undereducated, and serving as mentors to at-risk youth and the underprivileged; and also helping communities organize resources, such as participating in food, clothes and blood drives or making charitable contributions to organizations; and

WHEREAS, it is important and proper to recognize days in which Virginians are encouraged to make a concerted and united effort to care for the poor and needy, to give service, and to design projects where families and individuals can assist those in need and improve the quality of life in our Commonwealth's communities; and

WHEREAS, hunger and poverty are issues of grave concern in the United States and the Commonwealth of Virginia; the Commonwealth of Virginia is committed to taking steps to raise awareness about the need to combat hunger in every part of our state and to provide additional resources to Virginians in need; and

WHEREAS, hunger is a issue that transcends geographic and faith boundaries; and more than 1,012,500 individuals in Virginia rely upon food provided by the members of the Federation of Virginia Food Banks annually; and

WHEREAS, the members of the Federation of Virginia Food Banks distributed 122,774,942 pounds of food in 2012 through its network of food pantries, soup kitchens, shelters and other community organizations; and there are many ways to serve, including the giving of time, talent and monetary donations to this important cause; and

WHEREAS, food banks across the country, including the seven members of the Federation of Virginia Food Banks; Blue Ridge Area Food Bank, Capital Area Food Bank, FeedMore, Inc./Central Virginia Food Bank, Feeding America Southwest Virginia, Fredericksburg Area Food Bank, Foodbank of Southeastern Virginia and Foodbank of the Virginia Peninsula will be hosting numerous events throughout the month of September to bring awareness and attention to Virginians encouraging involvement in efforts to end hunger in their local community;

NOW, THEREFORE, I, Robert F. McDonnell, do hereby encourage citizens in our COMMONWEALTH OF VIRGINIA to participate in A DAY OF SERVICE between SEPTEMBER 15-29, 2013 and I call this observance to the attention of our citizens; and

FURTHERMORE, I call upon all faith-based organizations, community groups, civic organizations, and Virginians to come together and perform service in their local communities.




Governor


Secretary of the Commonwealth

FRANKLIN COUNTY
Board of Supervisors



Franklin County
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EXECUTIVE SUMMARY

<p><u>AGENDA TITLE:</u> Amendments to Sec. 17-8, Mandatory septic pump-out program.</p> <p><u>SUBJECT/PROPOSAL/REQUEST:</u> Amendments to Sec. 17-8 of the Franklin County Code, to exempt seldom-used properties from the mandatory septic pump-out requirement.</p> <p><u>STRATEGIC PLAN FOCUS AREA:</u></p> <p><u>Action Strategy:</u> N/A</p> <p><u>STAFF CONTACT(S):</u> Neil Holthouser, Director of Planning</p>	<p><u>AGENDA DATE:</u> August 20, 2013</p> <p><u>ITEM NUMBER:</u></p> <p><u>ACTION:</u> <u>INFORMATION:</u></p> <p><u>CONSENT AGENDA:</u> <u>ACTION:</u></p> <p><u>INFORMATION:</u></p> <p><u>ATTACHMENTS:</u></p> <p><u>REVIEWED BY:</u> <i>REH</i></p>
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BACKGROUND:

At its May 21st, June 18th, and July 16th meetings, the Board of Supervisors discussed the County's mandatory septic pump-out program for properties bordering Smith Mountain Lake. Specifically, Board members requested that staff perform additional research into policy options that would exempt certain types of properties - including family homesteads and seldom-used properties - from the requirements of Sec. 17-8 of the Franklin County Code.

Sec. 17-8 requires that all on-site sewage treatment systems (i.e. septic tanks and drainfields) located within 500 feet of the 795-foot contour of the shores of Smith Mountain Lake be inspected and/or pumped at least once every five (5) years. The ordinance does not currently allow for any exemptions or waivers from this requirement. Properties that are seldom used - and therefore not likely to generate any significant amounts of septic waste or effluent - are nonetheless required to be inspected and/or pumped every five years.

Staff has prepared a draft amendment to Sec. 17-8, to allow property owners an opportunity to apply for an exemption from the 5-year pump/inspection requirement, if they can demonstrate that the property was seldom-used during the previous 5-year period. This amendment does not create an automatic exemption; rather, the burden is placed on the property owner to request the exemption, and to provide the necessary documentation to satisfy new code criteria for seldom-used properties.

According to the proposed amendment, properties may be exempted from the requirement to pump if the property owner can demonstrate one or more of the following:

1. That the septic system was inspected by an approved sewage handler, and that such inspection showed that the septic tank is not approaching capacity.
2. That the property was unused, vacant or dormant for a period of three years.

The proposed amendment also clarifies that, in the event that the County must seek compliance through the courts, the County may be entitled to recover attorney's fees in addition to the imposition of a civil penalty.

ANALYSIS:

Staff proposes the following amendment(s) to Sec. 17-8:

Sec. 17-8. - Mandatory septic tank pump-out.

- (a) **Except as otherwise provided in this section, All on-site sewage treatment systems with a septic tank and/or drain field that is located within five hundred (500) feet of the seven hundred ninety-five-foot contour of the shores of Smith Mountain Lake shall be pumped out at least once every five (5) years. Furthermore, in lieu of requiring proof of septic tank pump-out every five (5) years, the county may allow owners of on-site sewage treatment systems to submit to county, documentation every five (5) years, certified by a sewage handler permitted by the Virginia Department of Health, that the on-site sewage treatment system has been inspected, is functioning properly, and the tank does not need to have the solids pumped out. The determination that the tank does not need to have the solids pumped out shall be based on an internal measurement of the solids in the tank. If the solids are approaching one third (1/3) of the effluent height as measured by a VDH certified inspector/pumper, the tank should be pumped. Such pumping and maintenance shall be performed in a manner approved by the county. The owner of a septic system shall immediately upon having the on-site sewage treatment system inspected, and or, pumped certify in documentation certified by a sewage handler permitted by the Virginia Department of Health, that (1) The on-site sewage treatment system has been inspected, the solids found to be less than one-third (1/3) of the effluent height, and is functioning properly, and the tank does not need to have the solids pumped out or (2) That such pumping and maintenance was performed. The pumping and maintenance required by this section must be performed by an individual or entity approved by the county in addition to being certified by the Virginia Department of Health.**
- (b) **It shall be the responsibility of the property owner to provide the County with documentation demonstrating that the on-site sewage treatment system was successfully pumped out within the required five (5) year period, by a sewage handler permitted and certified by the Virginia Department of Health.**
- (c) **The property owner shall not be required to have the on-site sewage treatment system pumped out within the required five (5) year period, if one or more of the following are met:**
- (1) **The property owner provides documentation to the County, demonstrating that the on-site sewage treatment system has been inspected within the required five (5) year period by a sewage handler permitted and certified by the Virginia Department of Health, and that the results of such inspection demonstrate that the solid waste material within the septic tank does not exceed one-third (1/3) of the effluent height of the septic tank, and that the septic system is functioning properly.**
 - (2) **The property owner provides documentation to the County, demonstrating that the property was vacant, dormant, or otherwise unused for a net total of thirty-six (36) consecutive months within a given five (5) year period. A property may be deemed vacant, dormant, or otherwise unused if monthly electricity usage is less than one hundred (100) kilowatt-hours per month, for a net total of thirty-six (36) consecutive months within a given five (5) year period. Usage notwithstanding, this exemption may be used only once during any given ten (10) year period.**
- ~~(b)~~(d) **Every on-site sewage treatment systems shall be kept in good repair so that the system functions as originally designed.**
- ~~(e)~~(e) **Within six (6) months of the effective date of this section, the owner of any septic tank covered by these provisions shall register with the department of planning and community development as to the location of the tank and the last documented pump out performed on the tank. Said registration shall be accompanied by a registration fee of thirty-five dollars (\$35.00) to be used in the administration of this program.**
- ~~(d)~~(f) **If the county administrator, or the official designated by he/she, determines that the owner of a septic system has failed to comply with the requirements of subsection (a) or (b) of this section he shall notify the owner of such determination by certified mail, return receipt requested, sent to the address listed in the real estate tax records. Such notice shall also notify the owner that he/she is required to correct the violation. If the violation is not corrected within thirty (30) days after receipt of such notice, the county administrator or his/her designee may correct the violation. The cost of such correction, together with an administrative handling charge of one hundred fifty dollars (\$150.00), shall be billed to the owner; and if not paid within thirty (30) days, the cost of correction and any administrative charge shall be added to and collected in the same manner as the real estate tax on such property. In addition, the county administrator or his/her designee shall certify to the clerk of the circuit court of the county that the cost and charge is unpaid and the clerk shall record such unpaid cost and charge in the judgment lien docket book. In the event that the County must seek compliance through court action, the court may, upon request, grant to the County a reasonable attorney's fee.**

(e)(g) No person shall connect a storm drain to an on-site sewage treatment system. No person shall discharge unpolluted storm water, surface water, groundwater, roof runoff or subsurface drainage or other unpolluted drainage into an on-site sewage treatment system.

RECOMMENDATION:

The above amendments to Sec. 17-8 of the Franklin County Code have been duly advertised and scheduled for public hearing on Tuesday, August 20, 2013.

Staff recommends that the Board of Supervisors approve these amendments to Sec. 17-8.

PUBLIC NOTICE

The Franklin County Board of Supervisors will hold a public hearing at approximately 6:00 P.M., on Tuesday, August 20, 2013, in the Board of Supervisors Meeting Room in the Franklin County Government Center, 1255 Franklin Street, Suite 104, Rocky Mount, Virginia to consider the proposed amendments to Section 17-8. Mandatory Septic Tank Pump-Out, as follows:

Sec. 17-8. - Mandatory septic tank pump-out.

- (a) ~~Except as otherwise provided in this section, All on-site sewage treatment systems with a septic tank and/or drain field that is located within five hundred (500) feet of the seven hundred ninety-five-foot contour of the shores of Smith Mountain Lake shall be pumped out at least once every five (5) years. Furthermore, in lieu of requiring proof of septic tank pump-out every five (5) years, the county may allow owners of on-site sewage treatment systems to submit to county, documentation every five (5) years, certified by a sewage handler permitted by the Virginia Department of Health, that the on-site sewage treatment system has been inspected, is functioning properly, and the tank does not need to have the solids pumped out. The determination that the tank does not need to have the solids pumped out shall be based on an internal measurement of the solids in the tank. If the solids are approaching one third (1/3) of the effluent height as measured by a VDH certified inspector/pumper, the tank should be pumped. Such pumping and maintenance shall be performed in a manner approved by the county. The owner of a septic system shall immediately upon having the on-site sewage treatment system inspected, and or, pumped certify in documentation certified by a sewage handler permitted by the Virginia Department of Health, that (1) The on-site sewage treatment system has been inspected, the solids found to be less than one third (1/3) of the effluent height, and is functioning properly, and the tank does not need to have the solids pumped out or (2) That such pumping and maintenance was performed. The pumping and maintenance required by this section must be performed by an individual or entity approved by the county in addition to being certified by the Virginia Department of Health.~~
- (b) ~~It shall be the responsibility of the property owner to provide the County with documentation demonstrating that the on-site sewage treatment system was successfully pumped out within the required five (5) year period, by a sewage handler permitted and certified by the Virginia Department of Health.~~
- (c) ~~The property owner shall not be required to have the on-site sewage treatment system pumped out within the required five (5) year period, if one or more of the following are met:~~
- ~~(1) The property owner provides documentation to the County, demonstrating that the on-site sewage treatment system has been inspected within the required five (5) year period by a sewage handler permitted and certified by the Virginia Department of Health, and that the results of such inspection demonstrate that the solid waste material within the septic tank does not exceed one-third (1/3) of the effluent height of the septic tank, and that the septic system is functioning properly.~~
- ~~(2) The property owner provides documentation to the County, demonstrating that the property was vacant, dormant, or otherwise unused for a net total of thirty-six (36) consecutive months within a given five (5) year period. A property may be deemed vacant, dormant, or otherwise unused if monthly electricity usage is less than one hundred (100) kilowatt-hours per month, for a net total of thirty-six (36) consecutive months within a given five (5) year period. Usage notwithstanding, this exemption may be used only once during any given ten (10) year period.~~
- ~~(d)~~ (d) Every on-site sewage treatment systems shall be kept in good repair so that the system functions as originally designed.
- ~~(e)~~ (e) Within six (6) months of the effective date of this section, the owner of any septic tank covered by these provisions shall register with the department of planning and community development as to the location of the tank and the last documented pump out performed on the tank. Said registration shall be accompanied by a registration fee of thirty-five dollars (\$35.00) to be used in the administration of this program.
- ~~(f)~~ (f) If the county administrator, or the official designated by he/she, determines that the owner of a septic system has failed to comply with the requirements of subsection (a) or (b) of this section he shall notify the owner of such determination by certified mail, return receipt requested, sent to the address listed in the real estate tax records. Such notice shall also notify the owner that he/she is required to correct the violation. If the violation is not corrected within thirty (30) days after receipt of such notice, the county administrator or his/her designee may correct the violation. The cost of such correction, together with an administrative handling charge of one hundred fifty dollars (\$150.00), shall be billed to the owner; and if not paid within thirty (30) days, the cost of correction and

any administrative charge shall be added to and collected in the same manner as the real estate tax on such property. In addition, the county administrator or his/her designee shall certify to the clerk of the circuit court of the county that the cost and charge is unpaid and the clerk shall record such unpaid cost and charge in the judgment lien docket book. **In the event that the County must seek compliance through court action, the court may, upon request, grant to the County a reasonable attorney's fee.**

- (g) No person shall connect a storm drain to an on-site sewage treatment system. No person shall discharge unpolluted storm water, surface water, groundwater, roof runoff or subsurface drainage or other unpolluted drainage into an on-site sewage treatment system.

All requests for reasonable accommodations due to a disability should be made to Sharon K. Tudor, MMC, Clerk with at least a 48 hour notice.

All interested parties are encouraged to attend.

SHARON K. TUDOR, MMC, CLERK
FRANKLIN COUNTY BOARD OF SUPERVISORS

Proposed Amended Verbiage

~~Proposed Deleted Verbiage~~

FRANKLIN NEWS POST

PLEASE PUBLISH IN YOUR **FRIDAY, August 9 & 16, 2013 EDITIONS.**

FRANKLIN COUNTY
Board of Supervisors



Franklin County
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EXECUTIVE SUMMARY

<p><u>AGENDA TITLE:</u> Public Safety vehicle purchase</p> <p><u>SUBJECT/PROPOSAL/REQUEST</u> Public Safety vehicle purchase/Purchase staff vehicle/authorize purchase from state contract.</p> <p><u>STRATEGIC PLAN FOCUS AREA:</u> <u>Goal # 4.3</u> <u>Action Strategy: Improved Fire/EMS services to citizens.</u></p> <p><u>STAFF CONTACT(S):</u> Messrs. Huff, Hatcher</p>	<p><u>AGENDA DATE:</u> August 20, 2013 <u>ITEM NUMBER:</u></p> <p><u>ACTION:</u> <u>INFORMATION:</u></p> <p><u>CONSENT AGENDA:</u> Yes <u>ACTION:</u> <u>INFORMATION:</u></p> <p><u>ATTACHMENTS:</u></p> <p><u>REVIEWED BY:</u> <i>REH</i></p>
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BACKGROUND: In 2006, the county purchased a four door sedan for use by Public Safety. The vehicle is still is used on a daily basis by the Director to provide oversight of the fire and EMS system for the county, Animal Control operations, Emergency Management operations, and the radio communications system infrastructure which often requires travel to and from communications tower sites in the county.

DISCUSSION: In 2006, three sedans were purchased for Public Safety administrative personnel to use. One of the sedans was declared a total loss after an accident in 2010 and was replaced. The remaining 2 sedans are still in service but have experienced numerous mechanical issues due to the amount of gear that must be carried to perform daily operations. Technical service bulletins issued by law enforcement agencies as well as the manufacturer have found problems with the A frame design of the vehicle which questions the safety of these vehicles being used for responses above highway speeds. It was first thought that the vehicle to be replaced could be reassigned to a county department to use as a pool vehicle, but the maintenance history and reliability of the vehicles suggests that they be removed from service and sent to surplus to avoid the continued expense to keep them road worthy.

In the FY 13 – 14 CIP budget, funding was allocated to replace a public safety staff vehicle. The vehicle to be replaced is a 2006 Chevrolet Impala four door sedan with approximately 95,000 miles. The proposed vehicle to be purchased is a four wheel drive 2014 Chevrolet Tahoe that is available for purchase under state contract through Capital Chevrolet Buick GMC in Richmond for a purchase price of \$29,709.65. There is adequate funding in the FY 13 – 14 CIP budget in line item 3000-023-0145-7005 to cover the purchase.

RECOMMENDATION:

Staff respectfully requests the Board of Supervisors approve the purchase of the vehicle as requested and authorize the surplus of the 2006 Chevrolet sedan for it to be sold at auction.

FRANKLIN COUNTY
Board of Supervisors



Franklin County
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EXECUTIVE SUMMARY

AGENDA TITLE:	AGENDA DATE:	ITEM NUMBER:
Easement Request	August 20, 2013	INFORMATION:
SUBJECT/PROPOSAL/REQUEST	ACTION: Yes	INFORMATION:
Free Clinic requests BOS approval/granting of easement.	CONSENT AGENDA:	INFORMATION:
STRATEGIC PLAN FOCUS AREA:	ACTION:	INFORMATION:
Goal #	ATTACHMENTS: Yes	
Action Strategy:	REVIEWED BY: <i>REN</i>	
STAFF CONTACT(S):		
Messrs. Huff, Thurman		

BACKGROUND:

Forward Healthcare Center (also known as the Free Clinic of Franklin County, Inc.) is proposing to construct a new office building/medical center on property adjacent to the Franklin County Government Center. The property of this proposed improvement is identified as portion of Tax Map and Parcel Number 2100002200.

DISCUSSION:

Free Clinic of Franklin County, Inc. has approached the County with a request to grant an easement on the eastern boundary of the Franklin County Government Center. The requested easement would be for "temporary grading, stormwater discharge and sewer line placement". The legal description of the easement is contained within the required ad (a copy attached with the Board's packet).

RECOMMENDATIONS:

Should the Board deem this request acceptable it should be further noted that all work must be carried out in strict adherence with all applicable practices, codes and regulations.

PUBLIC NOTICE

In accordance with State Code Section 15.2-1800 (B), the Franklin County Board of Supervisors will hold a public hearing at approximately **6:00 P.M., on Tuesday, August 20, 2013**, at the Franklin County Government Center, 1255 Franklin Street, Suite 104, Rocky Mount, Virginia to consider granting to the Free Clinic an easement for temporary grading, stormwater discharge and location of a sewer easement starting at the north east corner of Tax Parcel 211-1.1 currently owned by the County of Franklin as described in Deed Book 889, Page 1259; adjoining the lands of Charles R. Burt (Tax 210-20), Franklin Plaza Partners, LLC and described as follows:

Beginning at a found iron pin, said corner being a common corner with the County of Franklin, Charles R. Burt, and Franklin Plaza Partners, LLC, thence with the line of Franklin Plaza Partners, LLC, (Tax 210-22) as described in Deed Book 647, Page 244;

***S 23°56'54" E 97.92' TO A POINT IN THE AFOREMENTIONED LINE.
THENCE LEAVING THE LINE OF FRANKLIN PLAZA PARTNERS, LLC.;***

***S 66°03'06" W 30.63' TO A POINT,
N 21°38'21" W 9.02' TO A POINT,
N 20°20'40" W 45.29' TO A POINT,
N 21°45'55" W 36.82' TO A POINT,
N 22° 44'47"W 159.49' TO A POINT,
N 67°15'13" E 13.72' TO A POINT,***

***S 22°44'47" E 26.90' TO A POINT IN THE LINE OF CHARLES R. BURT.
THENCE WITH THE LINE OF CHARLES R. BURT (TAX: 210-20) AS DESCRIBED IN
DEED BOOK 404, PAGE 662;***

***S 68°08'08" W 5.42' TO A FOUND IRON PIN,
S 22°52'59" E 124.96' TO A FOUND IRON PIN,
N 68°06'16" E 17.27' TO THE PLACE OF BEGINNING. SAID EASEMENT HAVING A WIDTH OF 30.6'
AT ITS WIDEST POINT.***

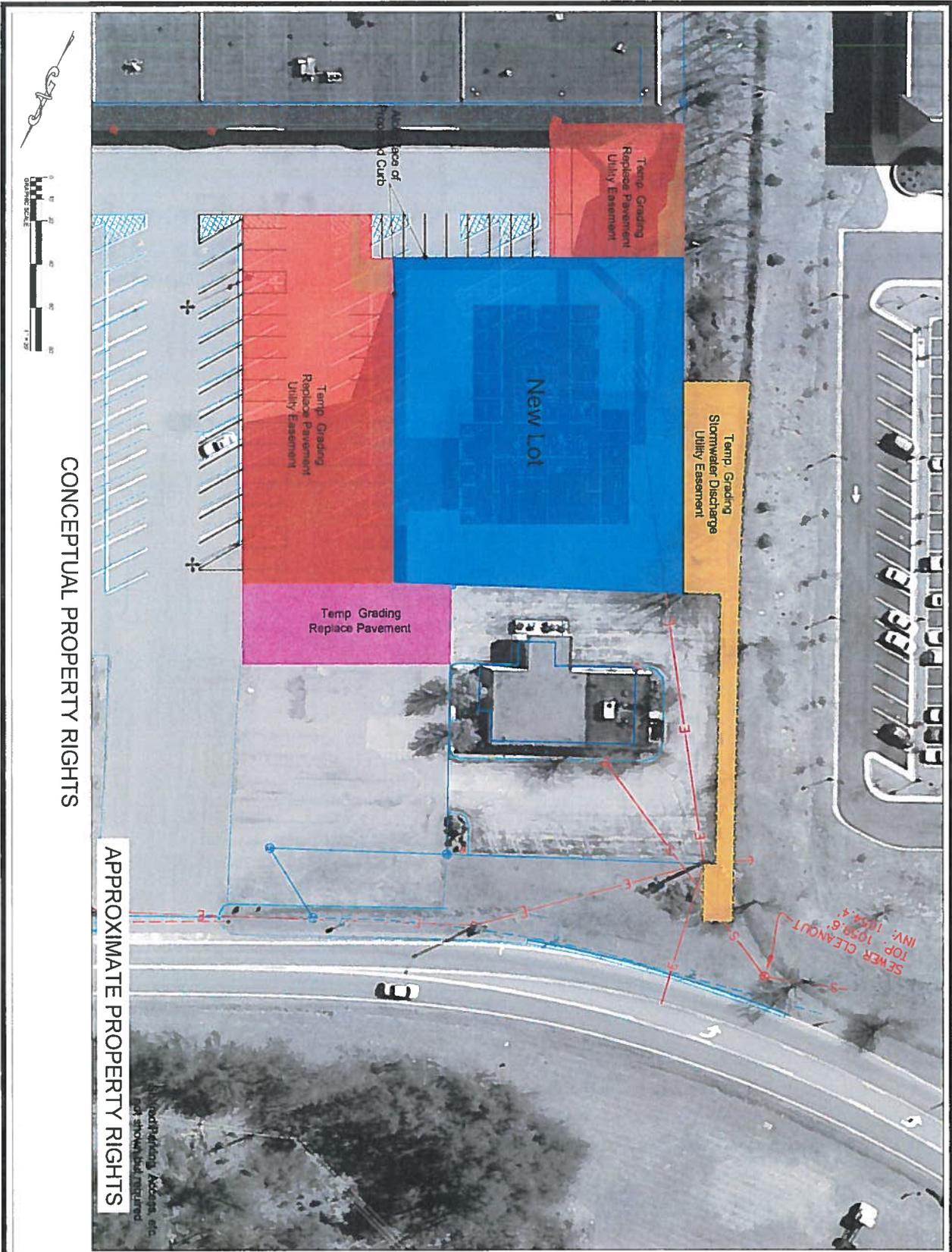
A complete copy of the proposed easement deed and associated plat is available in the Office of Finance, 1255 Franklin Street, Suite 111, Rocky Mount, Virginia 24151.

All requests for reasonable accommodations due to a disability should be made to Sharon K. Tudor within at least 48 hours notice.

SHARON K. TUDOR, MMC
CLERK
FRANKLIN COUNTY BOARD OF SUPERVISORS

FRANKLIN NEWS POST

Please publish in your ***Friday, August 9 & 16, 2013 editions.***



CONCEPTUAL PROPERTY RIGHTS

APPROXIMATE PROPERTY RIGHTS

**Conceptual Easements
for Free Clinic**
 Portion of Tax # 210-22
 Route 40 West
 Town of Rocky Mount, Franklin County, VA

DESIGN	CDS
DRAWN	CDS
CHECK	ROB

SE Stone
Engineering
 P O BOX 1058
 Rocky Mount, Virginia 24151
 (540) 483-0078
 (540) 483-5250 fax
 www.stoneengineering.biz

NO.	DESCRIPTION	DATE
1	Building shifted 10 feet toward the rear. Green space added in front.	08/02/2013
2	Updated the plat of property.	06-25-2013
3	Revised parking spaces on south-side. Dumpster pad removed.	06-21-2013

DATE: 06/06/2013
 SCALE: 1" = 20'
 PROJECT NUMBER: 13014

Boundaries, Access, etc.
 not shown, but assumed

FRANKLIN COUNTY
Board of Supervisors

6



Franklin County
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EXECUTIVE SUMMARY

<p><u>AGENDA TITLE:</u> Recreation Center Rental Policy</p> <p><u>SUBJECT/PROPOSAL/REQUEST</u> Subject</p> <p><u>STRATEGIC PLAN FOCUS AREA:</u> County Policies and Procedures</p> <p><u>STAFF CONTACT(S):</u> Huff, Whitlow, Chapman</p>	<p><u>AGENDA DATE:</u> 8/20/13 <u>ITEM NUMBER:</u></p> <p><u>ACTION:</u> <u>INFORMATION:</u> Yes</p> <p><u>CONSENT AGENDA:</u> <u>ACTION:</u> <u>INFORMATION:</u></p> <p><u>ATTACHMENTS:</u> Existing Parks and Recreation policies for facility use and operations</p> <p><u>REVIEWED BY:</u> <i>RELX</i></p>
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BACKGROUND:

On June 19, 2013, the County of Franklin purchased a recreation facility at 295 Technology Drive. This building was known at the Essig YMCA Youth Center and includes a gymnasium, a community room known as the "Black Box", an indoor playground, six activity rooms, pre-school area, as well as offices and maintenance areas. The facility was leased to the YMCA through August 12, 2013 so that summer camps could be held. Once summer camps finish, the facility will be fully managed by the Parks and Recreation Department.

While operated by the Franklin County YMCA, the facility was available, after operational hours, for private rentals. Examples of rentals include; fund raisers, graduations, christenings, birthday parties, wedding receptions, and other celebrations. Two rooms in the facility were especially popular for rentals and included the "Black Box" and the gymnasium. Under the ownership of the YMCA, the Essig YMCA Youth Center was a popular site for various events. This popularity was for two major reasons: 1) A high demand for large indoor space in Franklin County as there are few facilities able to host large social functions. 2) The YMCA permitted the serving of alcohol with the appropriate ABC permit.

Recently, a request was made by the Child Advocacy Center (CASA) to reserve the "Black Box" for their annual "Harvest Moon Masquerade" fundraiser on October 26, 2013. This annual event has in recent years been held at the Essig YMCA Youth Center and has been successful there. The request from the Child Advocacy Center includes the serving/selling alcohol which is one of the event's primary forms of raising funds. As the Recreation Center is under new ownership and management by the County, there are no established rental policies specifically for the Recreation (Essig) Center (i.e. fees, use of alcohol, etc.). While the County has established guidelines and specific fees for other park facilities (i.e. picnic shelters, amphitheatre), such items for the Recreation (Essig) Center need to be addressed as various community groups such as CASA have requested use of the facility.

DISCUSSION:

The ability to rent areas in the Recreation Center would have many benefits such as 1) Serving community's needs by providing indoor social space for private gatherings. 2) Supporting local organizations with a location for events and fundraisers. 3) Generating revenue for the County from rental fees. This revenue can be used to not only cover direct operational costs but also to support public recreational programming.

In addition to the request from the Child Advocacy Center, many other rental requests are anticipated in the coming months. In summary, the Parks and Recreation Department has rental policies for outdoor venues such as picnic shelter and play fields, yet the Department does not have a policy for this new facility.

RECOMMENDATION:

Staff respectfully requests Board guidance on the direction of a policy regarding the rental of the Recreation Center and how to respond to the rental request from the Child Advocacy Center.

Chapter IV.

Franklin County Parks & Recreation Facility Use & Operations

Section 4.01 Guidelines for Program Service

A. Basic Services

The fundamental or basic Parks and Recreation services to County residents are free. Such fundamental services are those that tend to preserve and promote physical and mental well-being, promote safe practices, instruction in basic recreational skills, and provide public parks and open space facilities for unstructured and scheduled activities offered by the County.

Exceptions to the no charge policies may be necessary under the following conditions:

- 1) The program cost exceeds basic funding because:
 - a) The service/program uses consumable materials beyond budgeted levels.
 - b) The service/program requires a facility with high capital, operating, or maintenance cost.
 - c) The service/program requires special preparation or clean up.
 - d) The service/program requires special supervision.
 - e) The service/program requires special services provided by an outside contractor.
 - f) The service/program requires a mandated charge/fee from the Board of Supervisors.

- 2) Activities of a unique/special interest nature that extends the County's basic leisure services beyond basic service levels shall be charged additional operating costs unless an operating partnership has been established between the County and the group offering recreational opportunities of a specialized nature. The addition of recreational programming shall be based upon public need rather than the revenue-producing capability of the service itself.

B. Fee-Based Programs

The County may provide programs and/or classes on a fee-for-service basis. These programs will be provided as need, availability of instructors, and availability of facilities dictates. In programs with paid instructors, the percentage split of fees between the instructor and the Department will be negotiated by the Recreation Program Manager. The amount of the fee charged for any program will be determined by the Department and is designed to make the program self-supporting.

C. Special Services

The Department recognizes there is the opportunity for the development of recreational programming above and beyond the basic services provided under County.

1) Cooperative Partnerships

A. Special consideration in the form of a waiver of fees and charges may be granted to those organizations that are either officially partnered with the Department or can provide needed in-kind service and/or development assistance beneficial to the general public.

B. The Department realizes that there will be those unique programming opportunities where the outplacement of selected management opportunities (partnerships) can assist in delivering services to the general public. In an effort to expand approved, inclusive services and programs, Franklin County believes that certain types of community-serving partnerships should be fostered in a manner to implement an appropriate level and quality of basic public recreational programs. This service level shall be referred to as a **Co-sponsored Group**.

2) Proprietary/Commercial Groups/For-Profit Use

Proprietary or commercial groups using County facilities for marketing, financial gain or profit shall be charged a fee and required to fulfill obligations set forth within Section 4.06 for the privilege of conducting their business on public property. Facility usage of this type shall be the exception rather than the norm. Potential for-profit uses of public facilities shall rank after all other facility users as identified herein. Where public resources are used to make profit, the County should be reimbursed for its full costs (facility rental, supervision, clean-up, etc.) such that taxpayer dollars are not used to subsidize a For-Profit activity.

3) Governmental Agencies

Upon application, governmental agencies serving Franklin County that desire to use County facilities for special event purposes may have fees and charges waived per the approval of the Director of Parks and Recreation.

4) Revenue Generating Programs

Revenue programs are identified as any exchange of monies on public facilities to include, and not be limited to; gate fees, raffles, auctions, drawings, 50/50 promotions, fund-raising, and tournament/event entry fees. Unless the organization is a non-profit, Franklin County based agency, specifically serving our locality, any such generation of revenue shall be charged all fees and charges as outlined herein. Opportunities under this section fall under Section 4.06 and will require all appropriate permits approved.

5) Non-Residents

Non-resident fees for participation and usage may be incorporated into the fees and charges matrix to assist in recovering the County's cost of operation and facilitation.

Section 4.02 Appropriate Usage of Facilities and Open Space

County managed parks and recreational facilities are to be utilized and scheduled as they were intended by design. Athletic facilities, picnic areas, trails, courts, offices, and the like were developed for specific methods of use for the benefit of all citizens of Franklin County and scheduling outside these usage parameters is inconsistent with County policy.

Open Space is defined as unstructured, open areas created for the spontaneous recreational enjoyment of the public. Lease or rental of such areas would not be a common practice; however, the County does realize that in certain situations, the lease/rental of such areas may be considered beneficial to the residents of Franklin County. These special cases would be determined on a case-by-case basis through written request to the Director of Parks and Recreation, sixty days prior to requested usage. All requests would need to coincide with the County's mission of inclusive leisure service opportunities.

Section 4.03 General Rules & Regulations

1. The parks are open from dawn to dusk. Office operational hours are from 8:30 AM to 5:00 PM Monday through Friday. Maintenance staff hours are 7:00 AM to 3:00 PM.
2. No entrance fees to park facilities except as noted in section 4.01 (A).
3. The on-site recreation supervisor, his County designated agent, or Park Attendants shall have authority to enforce all rules and regulations. If the park is deemed to have unsafe conditions, the park will be shut down until the unsafe condition is resolved.
4. Park Attendants close the parks Monday – Friday. On Saturday, Sunday and Holidays, Park Attendants open and close the parks at normal operating hours and conduct a drive through inspection of the park between 3:00 PM and 4:00 PM.
5. The facilities are to be used only by established and responsible organizations or individuals. The Department reserves the right to withhold approval of any reservation or use until the applicant can present satisfactory evidence of the establishment, organization and/or the responsibility of the applicant. Presentation of incorrect information by the applicant shall be cause for cancellation of use.
6. The dispensing and consumption of food and/or beverages will be confined to designated areas except where approved in advance by the Director of the Department.
7. Any activity extending beyond Park Hours may be allowed only with the written approval of the Director of the Department and his/her decision is final.
8. Disorderly conduct on the premises by anyone in attendance at any allowed function will not be tolerated and may be cause for immediate closing of the function. In such case, there will be no refund of any charged fees for facility reservations.
9. Damage to the grounds, equipment or facility as a result of such usage shall result in the reimbursement to the County, in full, for the expense of any such damage. This includes clean up. Depending upon the size of an event, the County reserves the right to require a bond.

10. The renter of the facility agrees to return the facility to the condition present prior to rental. A list of specific responsibilities can be given to the renter at the signing of the rental upon request.
11. Prior to occupancy of the facility, the intended user shall notify the Department of any damages, deficiency or similar fact observed by him/her, either in the facility or on the grounds, in order that such might not be attributable to the user in course of occupancy.
12. No nails, screw, signs or fixtures of any kind may be driven or applied to walls, woodwork, floors, fences or ceiling without the written permission of the Director of the Department.
13. It will be the responsibility of the applicant to obtain an approved Application for Recreation Facility Use Appendix IV (Page 58) prior to the time of rental.
14. In renting or making available for use of the recreation facilities, the County of Franklin does not assume any responsibility (a) for loss of or damage to any property placed on the premises by user or renter or (b) for loss of or damage to any property or personal effects, including motor vehicles and their contents of the user, renter, its members, employees, agents, participants, guests or attendees.
15. The renter of the facility or any part thereof shall be responsible and liable for any and all personal injuries sustained in any part thereof and property damage to building, fixtures, furnishings or land on which said building is located during period of its use under the rental contract. Furthermore, the renter agrees, as part of the rental contract, to be solely responsible and liable and to reimburse the County for all such injuries and damages.
16. The Department may require of an applicant evidence of insurance to protect the County against liability as may be associated with use. The absence of such a requirement shall not affect the stipulation in Section 4.03 (15).
17. **No alcoholic beverages are allowed in the Department facilities at any time.**
18. **No fireworks are allowed in the Department facilities at any time.**
19. **No open fires are allowed in the park.** Picnickers must use grills provided by the Department and only charcoal is to be used. CAUTION: Make sure your fire is out in the grill before leaving.
20. No camping is allowed in the parks unless prior written approval is received from the Director of the Department.
21. Fishing is permitted with the proper fishing licenses.
22. Once reservations are made, the date cannot be changed with less than a two week notice. Reservations cannot be changed due to inclement weather unless agreed upon prior to the rental by the Director of the Department or his/her assigns.
23. **Animals in the Park.** Dogs and Cats are permitted in the County's Parks under voice command. If the pet is not under voice command, it must remain on a leash. All pets are to be cleaned up after and the droppings are to be discarded in waste receptacles. Neglecting to do this will result in being asked to leave the park and not to return with a pet. Animals other than Dogs and Cats are not to be brought into the park without written permission from the Director. The only exceptions are specifically designed trails for equestrians located at Waid Recreation Area with the use of a manure catcher.
24. No car maintenance is allowed in the Park Facilities.
25. When advertising an event or usage at a County Park Facility that is not sponsored or co-sponsored by the County, it shall be strictly prohibited that any advertisement include the County or Parks & Recreation logo or seal or in any way imply that the event or use is

associated with the County. Users of Park Facilities may reference the County to describe the event or use location (i.e. located at Franklin County Recreation Park, 2150 Sontag Road).

Section 4.04 Miscellaneous Guidelines for Fee Structure

1. Insurance/Bonding Requirements

Sponsors of For-Profit Activities, Private Organized Groups and Fund Raiser Rental that do not conform to IRS Code Title 26, section 501, must provide the Parks and Recreation Department with evidence of comprehensive general liability insurance sufficient to protect the County of Franklin and the participating public against risk. Limits of liability must be proven for not less than \$100,000.00 for one (1) person, and \$300,000.00 for any one (1) accident. The County of Franklin shall be named as an additional insured. The County may require additional insurance coverage. All individual participants involved in such an activity shall be personally insured, for the County assumes no liability for this activity.

2. Non-appropriated Funds for Recreation Services

Where authorized by the Director of Parks and Recreation, solicitations, sales, benefits, donations, or gifts, may be received in, during, or as a part of the County of Franklin’s sponsored programs. The Director of Parks and Recreation must have previously approved receipt of solicitations of any funds. Other than as otherwise required by an approved concessionaire/contractual services, all funds collected during a Department sponsored program/event shall remain the property of the recognized community organization overseeing the collection. Such recognized groups include, but are not limited to civic organizations, Franklin County school organizations, and partnered County recreation programming organizations.

Section 4.05 Rental/Lease of Shelter Facilities

Waid Recreation Area

	<u>Full Day Rental</u>	<u>Half Day Rental</u>	<u>Capacity</u>
	10AM – Dusk	10AM – 3PM or 4PM – Dusk	
Small Shelter*√	\$20.00	\$10.00	0 - 25 People
Large Shelter*√	\$30.00	\$20.00	0 - 50 People
Waid Platforms**√	N/A	N/A	0 - 8 People

For Waid Shelter Rentals having more than 50 people, you are required to rent both of the shelter facilities for a full day with a rental fee of \$50. There are no half day rentals with this option.

Franklin County Recreation Park

	<u>Full Day Rental</u> 10AM – Dusk	<u>Half Day Rental</u> 10AM – 3PM or 4PM – Dusk	<u>Capacity</u>
Recreation Picnic Shelter*√	\$30.00	\$20.00	0 - 50 People
Multi Purpose Shelter*√	\$50.00	\$30.00	0 - 250 People
Amphitheatre†‡√	\$100.00	N/A	0 - 250 People
Half Park†‡√	N/A	\$150.00	250+ People
Full Park†‡√	\$200.00	N/A	250+ People

Athletic Fields

Athletic fields may be rented outside of the Parks & Recreation Seasons. Rental of facilities will adhere to the “Fund Raiser Rental” and/or “Organized Private Group” requirements on Page 20. These fields are only available for full day rentals, will require a \$50 deposit and \$100 rental fee per day.

*Each Rental requires a \$50 Cleanup deposit. As long as trash is in the trash receptacles and there is no damage to the property, your cleanup deposit will be returned to you after your rental date.

†Each Rental requires a \$100 Cleanup deposit. As long as trash is in the trash receptacles and there is no damage to the property, your cleanup deposit will be returned to you after your rental date.

‡Special Permitting and a bond and/or insurance may be required.

**These facilities are for drop-in usage only.

√Rental fee may be modified or waived in certain, special circumstances at the discretion of the Director of the Department.

Lynch Park

Lynch Park Shelter is for drop in usage only except for a Fund Raiser Event and/or Community Gathering only with prior approval from the Director and proper permitting.

Brubaker Park

Brubaker Park has a picnic table that is for drop in usage only except for a Fund Raiser Event and/or Community Gathering only with prior approval from the Director and proper permitting.

Windy Gap Park

Windy Gap Park Shelter is for drop in usage only except for a Fund Raiser Event and/or Community Gathering only with prior approval from the Director and proper permitting.

Smith Mountain Lake Pier Shelter

Smith Mountain Lake Shelter located next to the fishing pier is for drop in usage only. Funds used to build this facility strictly stipulates drop in usage of this facility.

Section 4.06 Types of Shelter/Facility Rentals

For-Profit Rental: A For-Profit Rental is defined as use of Park Facilities to sell, trade and/or auction items to the public for personal and/or corporate financial gain. This does not apply to vendors at Department Sponsored or Co-Sponsored Events. Anyone wanting to use the Park Facilities for a For-Profit Rental will have to complete the Application for Recreational Facility Use Appendix (Page 58) and/or an Application for Special Entertainment Permit Appendix V & VI (Page 62 & Page 66). These permits can be obtained at the County Administration Office or the Franklin County Parks & Recreation Department. A For-Profit Rental will be available for a full day only with a rental fee of \$200 and 10% of the gross sales to be paid to the Franklin County Parks & Recreation Department. Proof of appropriate insurance must be provided.

Fund Raiser Rental: A Fund Raiser is defined as an event whose primary purpose is to raise money for a cause benefiting charitable, non-profit, religious, governmental or non-governmental organizations or individuals. Anyone wanting to use the Park Facilities for a Fund Raiser Event will have to complete the Application for Recreational Facility Use Appendix IV (Page 58) and/or an Application for Special Entertainment Permit Appendix V (Page 62 & Page 66). Information about the group/persons for which funds are being raised must be provided upon rental of the facilities. A Fund Raiser rental will be the normal rental fee. Proof of appropriate insurance must be provided.

Community Gatherings: Anyone wanting to use the Park Facilities for a family reunion, birthday party, church picnic, etc. will have to complete the Shelter Reservation Form. This Form can be obtained at the Recreation Department office. A Social Gatherings rental will be available for a full day or half day with the proper rental and deposit fees paid in advance. Cancellation of the rental two weeks prior to the rental will be refunded all fees. A cancellation less than two weeks will only receive a refund of the deposit fee. Community Gatherings are not required to complete an Application for Facility Use.

Co-Sponsored Event or Organization: Any event or organization that is co-sponsored by the Franklin County Parks & Recreation Department (such as Franklin County Sandlot Football or Franklin County Baseball, Inc.) will have all fees waived. Applicants must fill out the Application for Facility Use and/or the Application for Special Entertainment Permit.

County Sponsored Event: Any event substantially executed by or on behalf of the Franklin County Board of Supervisors or other County Government Departments. This definition shall include the Franklin County School System as an identified County Department. Applicants must fill out the Application for Facility Use and/or the Application for Special Entertainment Permit.

Organized Private Groups: The Organized Private Group is defined as any group that is not part of or Co-Sponsored by the Franklin County Parks & Recreation Department; not affiliated with any for-profit organization; does not have for-profit or non-profit status; and cannot be defined as a "fundraiser."

Organized private groups may utilize certain County Park facilities, if available for athletic and non-athletic events, only if the applicant:

- a.) Does not charge admission or other entry fee to spectators. Fees may be charged to participate in the event, such as an entry fee per team to join a softball tournament.
- b.) Completes an Application for Recreation Facility Use.
- c.) Completes an Application for Special Entertainment Permit, if required.
- d.) Make appropriate payments and deposits for facility use.
- e.) Provides evidence of appropriate insurance.

On-site restrooms may be used for the use/event as part of the rental charge. If additional

portable restrooms are needed, the applicant must secure them at its own expense from the provider currently under contract at that time to service park facilities with portable restrooms.

Applicants may sell concessions in County Park Facilities provided they follow local, state and/or federal guidelines related to food sales and as long as the facility does not have a concessions contract with an outside vendor. In the event the applicant does sell concessions, they will not be allowed to use any existing County owned concession stands.

County Park Facilities are built for use by all Franklin County citizens; therefore, reservations of facilities that make them unavailable for use by the general public will be rare. Should an organized private group need to reserve a facility, such reservation requests must be submitted and approved by the Franklin County Parks & Recreation Department. The Franklin County Board of Supervisors and/or its representatives, reserves the right to approve and/or disapprove rentals when, in its opinion, such rental might be detrimental to the property and/or the interest of the public and/or the County.

The rented facility will be prepared for use during normal Park operating hours. All preparations will be similar to those used for normal County Sponsored events. This pre-event preparation is included in the rental cost. Should the applicant need similar maintenance outside normal operating hours, a charge of \$15 per hour will be made to the applicant. This includes, but is not limited to: dragging baseball fields, repainting field lines, mowing, cleaning, locking/unlocking of facilities, etc.

Use of outdoor field lights may be allowed at a cost of current market/tariff rate per hour. This would include one hour of County staff driving time to turn on and off the lights.

All requests for additional County staff should be made at the time of facility rental and is subject to staff availability.

Section 4.07 Shelter Reservations and Usage Periods

Application for use of a recreation facility shall be made on the proper form to the Administrative Staff of Parks and Recreation. There will be **NO ALCOHOLIC BEVERAGES** of any nature on County premises. Violators will be prosecuted to the fullest extent of the law.

1. **Officially Open** – The parks are open from dawn to dusk. Shelters are available from 10 AM to dusk.
2. **Gates Closed** – The public is welcome to use park facilities at any time during daylight hours. The Department reserves the right to authorize usage past posted hours.
3. **First Come, First Serve** – All facilities are on a “first come, first serve” basis, except the group picnic shelters, multi-purpose shelter and athletic fields which may be reserved. The Department reserves the right to schedule events, programs, classes and games prior to public reservations. Facilities become available for reservations on the first business day of each year, unless approved by the Director of the Department. Platforms and various uncovered picnic tables throughout the park system are for drop in use only, unless the entire park is rented.

4. **Shelter Reservations** – Usage periods are defined in the Rental/Lease area of this document.
5. **Agricultural Groups** – Any Franklin County agricultural organization that was in existence as of July 1, 1984 who used the Multi-Purpose Shelter may have the fee waived as long as the building is used as stated on the reserved dates and it is returned in the same condition as it was found. Evidence may be required at the discretion of the Director.
6. **Reservation** – Reservations are not made until fees are paid and receipted. Reservations must be made at the Park office during office hours. Reservations are not taken until the first working day of the calendar year. Reservations are non-refundable if less than a two week notice is given for the cancellation. Reservation dates cannot be changed to an alternate date due to inclement weather unless previously agreed upon by the Director of the Department. The Department reserves the right to block off dates prior to public access to reservation dates to hold Department special events and activities. The Department also reserves the right to block off dates prior to public access to reservation dates for other County agencies to hold their special events. Reservations will be posted at each facility. All proceeds from reservations, including percentages paid to the Department from For-Profit rentals, will be placed in a Park Heritage Trust account to cover the cost of maintaining and upgrading the rental facilities.
7. **Early Arrival** – If you plan to arrive earlier than posted times of usage for shelters, please contact the Department to make special arrangements.
8. **Problems on Reservation Day** – If, on the day of reservation, problems or issues with the facility are found, please contact the Department immediately. During regular business hours, contact staff at the Main Office located on Sontag Road at 483-9293. If after regular business hours, please contact the local Sheriff's Department at 483-3000.
9. **Facility Clean-Up** – All park users are expected to leave all refuse in appropriate containers and leave the facilities as they are found. If park is left unkempt/damaged, the deposit fee will be forfeited.
10. **Office Hours** – Regular office hours are Monday through Friday from 8:30 AM to 5:00 PM. The office is closed on Saturday, Sunday and approved holidays.
11. **Check-out Items** – Items such as horseshoes, volleyball, etc. can be checked out from the Department office during open office hours. Groups reserving the picnic shelters during closed office hours may make special arrangements to check out recreation items.

Request for reservation of facility must be made in person at the Department. Requests will not be accepted by telephone. A representative must be present to complete the contract and pay the required fee in advance.

Prior to renting a Department facility, the individual(s) or group planning to rent/lease must do the following:

1. Read the rules and regulations governing use of the specific facility and agree, in writing, to abide by such rules and regulations.
2. Look over facility or portion of facility desiring to be rented to determine if the facility and condition of the facility is suitable for their use.
3. Provide proof that required State and County permits, licenses, certificate of insurances, etc. have been obtained.

4. Complete a Shelter Reservation Agreement or Application for Facility Use. Rental fees must be paid in cash, check or money order. There is a \$25 returned check fee on all returned checks.

If any of the above criteria are not met, the Department reserves the right to cancel the rental agreement. The Department reserves the right to approve/disapprove reservation requests made at any of the Park Facilities. Any questions shall be referred to the Director of the Department whose decision shall be final.

Priorities for facility uses by Franklin County residents are as follows:

1. Programs or activities conducted by the Franklin County Parks & Recreation Department.
2. Groups, clubs or organizations co-sponsored by the Department.
3. School sponsored activity groups and clubs.
4. Other County agency programs or activities.
5. Civic groups working for the advancement of recreation and the total enrichment of the community.
6. Other Community groups or individuals.
7. Profit making applicants, upon required approval.

Section 4.08 Evaluation of Guidelines/Fees/Policies

The Department shall review regularly the guidelines, fees, and policies for the use of County Park and Open Space facilities and make appropriate recommendations of any change to the Franklin County Board of Supervisors for review and approval.

FRANKLIN COUNTY
Board of Supervisors



Franklin County
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EXECUTIVE SUMMARY

<u>AGENDA TITLE:</u> Revenue Sharing Program for FY2015 <u>SUBJECT/PROPOSAL/REQUEST:</u> Advertisement of Program to Solicit Public Interest in Participating <u>STAFF CONTACT(S):</u> Lisa Cooper	<u>AGENDA DATE:</u> 8/20/13	<u>ITEM NUMBER:</u>
	<u>ACTION:</u>	<u>INFORMATION:</u>
	<u>CONSENT AGENDA:</u> <u>ACTION:</u> Yes	<u>INFORMATION:</u>
	<u>ATTACHMENTS:</u> No	
	<u>REVIEWED BY:</u> 	

BACKGROUND:

The Board of Supervisors has an adopted policy in place on the use of VDOT Revenue Sharing Funds. The Board policy/procedure has been to advertise and receive proposals before the application deadline of November 1, 2013 for FY 2014 funding. Therefore, it is once again time to solicit public interest in the program and set a deadline for submission of project applications by the public.

DISCUSSION:

The County will receive any interest of the public and VDOT will work with planning staff on the cost to be anticipated, and what public share will be needed. It is explained to the citizens that the program is contingent on Board approval and VDOT approval and availability of VDOT funds. Applicants must submit their request along with a check for \$2,500 to the County Treasurer and guarantee to provide the right-of-way to the County. The funds are held in escrow until it is determined whether the project will go forward. If it goes forward, the \$2,500 is applied to the project, and the applicants pay one-half the construction cost and any other costs that arise. Their funds must be deposited with the County prior to advertisement of the project.

Projects are prioritized to consider the number of homes served, the number of homes served per road mile, the age of the development, the unit cost of the road, whether there is a need for school bus and/or mail service, whether the project will open land to development. Staff and VDOT will provide the Board with a summary of the projects proposed by the public for its consideration, before the application deadline.

RECOMMENDATION:

Staff respectfully requests the Board of Supervisors authorize staff to proceed with advertisements during the month of September regarding the VDOT revenue sharing program with applications to be submitted to the County Planning and Community Development Office by 4:30 p.m., Monday, September 30, 2013.

POLICY FOR USE OF VDOT REVENUE SHARING

It shall be the policy of the Franklin County Board of Supervisor to allow use of the VDOT Revenue Sharing Program to assist with the construction, improvement and acceptance of certain private streets, *and improvement of certain public streets* providing that all prerequisites and priorities are satisfied.

I. OBJECTIVE OF POLICY:

It shall be the objective of this policy to provide a means for allowing the acceptance of certain qualifying private roads into the VDOT Secondary Road System for maintenance purposes, where no other means of acceptance is available and the requirements and priorities of this policy can be met.

II. REQUIREMENTS

1. Eligibility of Private and Public Road Projects for Acceptance.

Private road projects must be eligible for acceptance into the VDOT Secondary Road System upon completion of subject improvements. *Public road project acceptability will depend on the assessment of VDOT.*

2. Right of Way Availability.

All right-of-way must be provided by the owners and/or users, and will not be provided by State or County unless specifically noted.

3. Availability of Private Funds.

Matching private funds must be available with which to finance approximately half (50%) of the construction costs. Such funds shall be deposited in an escrow account acceptable to VDOT and the Board prior to advertisement of any project under this policy.

4. Availability of VDOT Revenue Sharing Funds.

Funds must be available from the VDOT Revenue Sharing Program to finance approximately half (50%) of the construction costs.

5. Funding of Survey(s) and Utility Relocation(s)

Any costs associated with completion of any survey or utility relocation required but not financed by VDOT must be available from private funds or other sources acceptable to the Board.

6. Bid Costs, Change Orders and Adjustments.

There must be private funds or other sources acceptable to the Board to pay for any other cost including any overage of bids above VDOT estimates, change orders and adjustments.

III. PRIORITIES:

In accordance with the formula established by the Board and the VDOT Residency Office as amended hereafter, proposed VDOT Revenue Sharing Projects will be prioritized based on the following considerations and criteria.

1. Number of Homes Served.

The greater the number of homes served the higher the priority.

2. Density.

The greater the number of homes served per road mile, the higher the priority.

3. Age of developments.

The older the development the higher the priority.

4. Unit cost of road.

The lower the unit cost of the road in dollars per lineal foot, the higher the priority.

5. School Bus and Mail Service.

The greater the need for school bus and/or mail service, *or improved access for these services, the higher the priority.*

6. Existing Development vs. Future Development Potential.

The greater the proportion of existing development on the property, the higher the priority. The more potential the project has to open land for future development, the lower the priority.

It shall be the policy of the Board to avoid use of the VDOT Revenue Sharing program on any property which is deemed to have significant future development potential.

7. Ranking of Projects.

To determine the comparative ranking (or merit) of projects under this policy, each project should be evaluated according to the point factor formula established for this purpose by the Board and the VDOT Residency Office.

IV. APPLICATION:

Prior to the advertisement of any project under this policy, the applicants shall submit a letter of application accompanied by a refundable application fee of \$2,500 or a bond in the same amount which shall be applied to project costs. This letter shall confirm that the required escrow account, set at an account established by VDOT and the Board, has been or will be established at a commercial bank by a fixed date prior to the date of project advertisement.

Policy on Revenue Sharing/bos

Adopted 2/18/97

Revised 8/28/97

Revised 9/9/97

Revised 12-18-2001

Revised 10-19-2004 & 11-16-2004

FRANKLIN COUNTY
Board of Supervisors

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Franklin County
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EXECUTIVE SUMMARY

<p><u>AGENDA TITLE:</u> School Contributions on Tax Bills</p> <p><u>SUBJECT/PROPOSAL/REQUEST</u> Request of the Board to add Wording to Real Estate and Personal Property Bills that Would Allow Citizens the Opportunity to Include a Contribution to the Franklin County Public Schools when They Pay Their Taxes.</p> <p><u>STRATEGIC PLAN FOCUS AREA:</u> N/A <u>Goal #</u> <u>Action Strategy:</u></p> <p><u>STAFF CONTACT(S):</u> Messrs. Huff, Copenhaver, Mrs. Messenger</p>	<p><u>AGENDA DATE:</u> August 20, 2013 <u>ITEM NUMBER:</u></p> <p><u>ACTION:</u> YES <u>INFORMATION:</u></p> <p><u>CONSENT AGENDA:</u> <u>ACTION:</u> <u>INFORMATION:</u></p> <p><u>ATTACHMENTS:</u> YES</p> <p><u>REVIEWED BY:</u> <i>REH</i></p>
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BACKGROUND:

The Board of Supervisors requested County staff to research the possibility of allowing taxpayers in Franklin County the opportunity to make a contribution to the Franklin County Schools System at the same time that real estate and personal property taxes are paid.

DISCUSSION:

The Treasurer asked other Counties to respond to the question of accepting donations with tax bills. Only two localities responded: Culpepper and Spotsylvania.

Culpepper allowed donations for the following groups or programs last year: Culpepper County Library, Culpepper Animal Shelter (Spay/Neuter Program), Parks and Recreation Multi-Use Trails, Dept of Human Services Children's Programs, Dept of Human Services Senior Citizen Programs, Schools Capital Improvement Program, Historic Monuments & Markers

Approximately \$12,000 was collected last year. There is not a set policy of which groups or programs are permitted in the letter but there is a suggestion made by the Treasurer that any group or program that does not receive at least \$500 or 5% of the donated total should be dropped from the list for future years. The Board has also experimented with new programs in years past such as 4th of July fireworks and a swimming pool proposal to gauge the level of support for such programs or projects.

Spotsylvania County only permitted contributions to three groups: School Contribution Fund, Parks and Recreation Contribution Fund and Purchase of Development Rights (PDR) Fund

Sample language is attached for the Board's review. The suggested wording would be printed on all 2013 real estate and personal property bills that will be mailed in early fall.

RECOMMENDATION:

Staff respectfully requests the Board's approval of the attached language that would be printed on all 2013 real estate and personal property bills. The amount of funds collected through the donation process will be presented to the Board in February 2014 for appropriation to the Franklin County School System.

PAYMENT OPTIONS

* **Pay By Mail:** Mail check or money order payable to:
Franklin County Treasurer, 1255 Franklin Street, Suite 101, Rocky Mount, VA 24151

* **Cardholders:** Credit/Debit Cards are accepted in the office, by phone at (1-888-272-9829), or www.franklinvatax.com. We accept Visa, Master Card, and Discover, appropriate fees will apply.

When prompted by phone, enter the information requested. The JURISDICTION CODE IS 1033. To pay online you will need to go to the above website and click on Search and pay taxes, accept the disclaimer clause, select the appropriate tax year and follow the instructions under the "Search Tips"

* **Pay in Person:** At the Treasurer's office, 1255 Franklin Street, Suite 101, Rocky Mount, VA 24151
Monday through Friday, 8:30 to 5:00

REAL ESTATE INFORMATION

- If this bill is to be paid by your bank, savings & loan or mortgage company, please re-mail it to them at once. Do not return the bill to the office.
- If the real estate has been sold during the year, please forward to the new owner.
- For name changes or assessment inquiries, please contact the Commissioner of the Revenue, Real Estate Office at 540-483-3083, OPT. 1
- For senior/disabled citizen tax relief, please contact the Commissioner of the Revenue, at 540-483-3083, OPT. 4
- For disabled veteran's relief, please contact the Commissioner of the Revenue, at 540-483-3083, OPT. 1

PERSONAL PROPERTY INFORMATION

Franklin County is not a pro-rating locality, therefore you pay taxes on the items that are listed in your name as of January 1st of each year.

Mail bottom portion of this bill along with payment to the address below.

NOTICE TO TAXPAYERS

The Franklin County Board of Supervisors would like to give you the opportunity to make a contribution to the Franklin County School System. Please make your check payable to the Franklin County Treasurer - this check should be a separate check from the check for your regular tax payment. Credit card payments cannot be accepted for donations.

You may have questions concerning the tax implications of this voluntary contribution. These questions are best answered by a tax attorney or accountant.

COUNTY OF FRANKLIN
1255 FRANKLIN STREET, SUITE 101
ROCKY MOUNT, VA 24151-1289



FRANKLIN COUNTY
Board of Supervisors



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EXECUTIVE SUMMARY

<p>AGENDA TITLE: Lease extension for Family Preservation Services, Inc.</p> <p>SUBJECT/PROPOSAL/REQUEST Request Board consideration to extend the current lease for 12 months.</p> <p>STRATEGIC PLAN FOCUS AREA: Goal # Action Strategy:</p> <p>STAFF CONTACT(S): Messrs. Huff, Thurman</p>	<p>AGENDA DATE: August 20, 2013</p> <p>ACTION:</p> <p>CONSENT AGENDA: Yes ACTION:</p> <p>ATTACHMENTS: Yes</p> <p>REVIEWED BY: <i>REA</i></p>	<p>ITEM NUMBER:</p> <p>INFORMATION:</p> <p>INFORMATION:</p>
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BACKGROUND:

On October 21, 2008, the Board of Supervisors approved the lease of office space for Family Preservation Services, Inc. The approximate 2,760 square foot space is located in the front section of a building (owned by the County) at 40 West Church Street, in Rocky Mount, Va. The original lease was for a two year period and as outlined in the lease agreement, three previous extensions have been approved.

DISCUSSION:

Family Preservation Services has expressed interest that the Board consider a lease extension for their offices at 40 West Church Street. The agency continues to be a good tenant and if approved, their lease would continue through November 16, 2014.

The monthly rent was increased in 2011 to \$1,600.

RECOMMENDATIONS:

Staff respectfully requests that the Board of Supervisors consider the approval of a lease extension of one year for Family Preservation Services, Inc. at the lease rate of \$1,600 per month for the proposed term.

CORPORATE OFFICE
10304 Spotsylvania Avenue, 3rd Floor
Fredericksburg, VA 22407
(540) 710-6085 / (800) 447-8709
(540) 710-6447 Fax



Ann Minnix, LCSW
40 West Church Street
Rocky Mount, VA 24151
(540) 483-0312 Office
(540) 483-0343 Fax
(540) 314-5737 Cell

FAMILY PRESERVATION SERVICES, INCORPORATED

August 2, 2013

Mr. Michael Thurman
Franklin County Director of Facilities
445 Franklin Street
Rocky Mount, VA 24151

Dear Mike:

I am writing in regards to the lease for our Franklin County Regional Office which expires in November 2013. We have greatly enjoyed partnering with the County and wish to renew our lease with Franklin County for another year. Please feel free to contact me with any questions or concerns at (540) 483-0312.

Thank you for your time and consideration. I look forward to speaking with you soon.

Sincerely,

Ann B. Minnix, LCSW
VA Assistant State Director

FRANKLIN COUNTY
Board of Supervisors



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EXECUTIVE SUMMARY

AGENDA TITLE:	AGENDA DATE:	ITEM NUMBER:
Surplus Property/American Legion	August 20, 2013	
SUBJECT/PROPOSAL/REQUEST	ACTION:	INFORMATION:
Declare Property Surplus/Donation to Legion		
STRATEGIC PLAN FOCUS AREA:	CONSENT AGENDA: Yes	
Goal #	ACTION:	INFORMATION:
Action Strategy:		
STAFF CONTACT(S):	ATTACHMENTS: No	
Messrs. Huff, Thurman	REVIEWED BY: <i>RTH</i>	

BACKGROUND:

County's Department of Aging has been housed at the American Legion Building, 136 Tanyard Road, Rocky Mount, VA for many years.

With the recent acquisition of the YMCA property the decision was made to relocate Aging Services to the "Essig Center" building. That move was completed last week.

DISCUSSION:

With the move there are a few items which will not be needed at Aging Services' new location.

The American Legion has expressed interests and asked that the Board of Supervisors consider "donating" the following to their organization:

- 1 - 8'x10' metal utility building
- 1 - John Deere Model LT180 riding mower
- 1 - Toro 4 1/2 H.P. Walk behind push mower
- 2 - approximate 4'x6' bulletin boards
- 1 - metal desk

It should be noted that all of the above are "dated" and only "fair" condition at best.

RECOMMENDATIONS:

Staff respectfully requests that the Board approve the donation of the listed items to the American Legion Post 6, Rocky Mount, Va.

As a result of such increases, the County has taken some steps to lessen the cost impact to both the County and its employees. The County has migrated away from a traditional, rich benefit plan to instituting deductible plans accompanied with health reimbursement accounts (HRA). While such migration has helped contain some of the rising costs, health insurance rates continue to escalate. During last winter's budget discussions, the FY '13-'14 insurance bid quotes ranged from 8.2% increase to as high as 34.9% increase.

DISCUSSION:

Industry analysts continue to predict rising health insurance costs to both the employer and the employee. Such increases are not sustainable without critical, strategic planning. Furthermore, compliance monitoring to address the Patient Protection and Affordable Care Act (ACA) will be of significant importance as the County moves forward in addressing the intricacies of the federal legislation. The Board of Supervisors shared some of these concerns during previous meetings and work sessions last fiscal year. As such, staff began researching what other localities maybe doing to address this issue. Research found many of our neighboring localities (i.e. Roanoke County/City, Salem, Western Virginia Water Authority, Western Virginia Regional Jail Authority, etc.) have worked with Wells Fargo Insurance Services to provide strategic health insurance planning services. Such services have included benefits plan analyses / development, long range planning, health care reform compliance, and medical insurance funding review.

The County met with Kerry Smith of Wells Fargo earlier this summer to review possible projects that would address issues surrounding health care reform and strategic benefits plan development. A proposal was submitted (as attached), whereby the following services / projects are offered:

- Health Care Reform Analysis & Strategy
- Strategic Review of Benefits & Recommendations
- Board of Supervisors Presentation on Health Care Reform Implications for the County
- Recommendations on Upcoming Decision on VRS Disability Coverage Being Mandated by the State
- Modeling of Predicted Future Costs Based on Actuarial Projections
- Analysis of Self Insurance Options vs. Future Benefit Design Changes

If approved by the Board of Supervisors, the Wells Fargo Insurance Services group would complete their due diligence and make presentations for the Health Care Reform Strategy and the Strategic Benefits Recommendations to the Board during the last quarter of 2013 and / or the first quarter of 2014.

Should the County wish to continue working with Wells Fargo Insurance Services following an assessment of these two projects, the County would have the option of transitioning into an ongoing relationship for core annual services to include insurance renewals, underwriting projections, plan implementation, wellness planning, and day to day issue resolution services.

Wells Fargo currently works with numerous local government clients in Virginia whereby existing contracts (i.e. Fauquier County) offer the "use of such contract by other public bodies" (attached).

RECOMMENDATION:

Staff respectfully requests the Board's consideration of the Wells Fargo Insurance Services proposal (as attached) for the sum of \$17,000 to include the health care reform analysis and strategic benefits review, whereby the County (following the two projects assessment) could choose to continue working with Wells Fargo for ongoing core services (\$16,500) for the balance of calendar year 2014. Funding is currently budgeted for such work in the employee benefits administration line item in the FY '13-'14 budget.



9020 Stony Point Parkway, Suite 200
VA9412
Richmond, VA 23235-0735
804.267.3100 Voice / 804.330.1386 Fax
800.520.1134 Toll Free

July 31, 2013

Mr. Christopher L. Whitlow
Assistant County Administrator
Franklin County
1255 Franklin Street, Suite 112
Rocky Mount, VA 24151

Dear Chris:

I appreciate the opportunity to discuss Franklin County's employee benefit needs further with you last week. As we discussed, I have revised the proposal to provide more distinct projects with quantifiable deliverables. I have staged the timing so the first two projects build upon each other. Those projects are outlined below.

Health Care Reform Analysis & Strategy

Wells Fargo Insurance will collect from Franklin County the necessary plan design, cost and contribution data to begin analysis of the current health plan. We will analyze the data and provide a detailed report for discussion with Senior County Management. We will discuss various recommendations and capture the outcome of that discussion in a presentation format for the County Board. Listed below are the deliverables of this project:

Deliverables:

- Development & Presentation of a Detailed Health Care Reform Report
 - Actuarial Value of Current Benefit Plans offered
 - Affordability of Current Benefits
 - Review of other policies, procedures and items that may impact Franklin County
 - Recommendations Specific to Franklin County
 - Outline of Next Steps
- High level Board Presentation
 - HCR Overview
 - How HCR will Impact Franklin County
- Updated guidance as it is released provided by WFI National Compliance Department
- Assistance with HCR questions from our National Compliance Department staffed with almost a dozen attorneys

- Access to Health Care Reform materials developed for employee education

Timeframe: To be conducted during the balance of the 2013 calendar year
Fee: \$8,500

Strategic Review of Benefits

With the tightening economy, VRS changes and Health Care Reform, most employers are taking a more strategic look at benefits and their cost. Wells Fargo Insurance will collect all other necessary benefit and utilization information from Franklin County to conduct a thorough analysis of all lines of benefits offered to County employees. We will access the current state and provide recommendations for the future.

Deliverables:

- Development & Presentation of a Comprehensive Analysis of all Employee Benefits
 - Snapshot overview of all lines of benefits
 - Benchmark data and benefits and cost from surround municipalities
 - Identification of market trends that may impact Franklin County
 - Analysis & discussion of various funding options
 - Analysis of Franklin specific trends
 - 3 year cost projects
- High level Board Presentation
 - Overview of current benefits
 - Presentation of Recommendations (3-5 year plan)
 - 3 Year Cost Projections
 - Benchmark data and benefits and cost from surround municipalities

Timeframe: To be conducted during the 4th quarter of 2013 and first quarter of 2014
Fee: \$8,500

I have provided an option for transitioning into an ongoing relationship contingent upon your assessment of our work. My goal was to keep the originally quoted annual price of \$33,500 and spreading the work and the payment over a sixteen month period (September 2013-December 2014). Therefore, if you would like for us to continue to work with you after the first two projects, we would credit those two payments of \$8,500 towards the annual retainer of \$33,500.

Core Annual Services

Wells Fargo would transition into working with Franklin County on all lines of benefits on an ongoing basis. We would work with the County to not only provide strategic direction and financial underwriting projections but also renewal marketing, plan implementation, wellness planning and day to day issue resolution. Wells Fargo Insurance would become an extension of your Human Resource team.

Deliverables:

- Development & Presentation of a Renewal Report
 - Benchmark data and benefits and cost from surround municipalities
 - Independent renewal projections
 - Development of plan options
 - Various contribution scenario modeling
 - Timeline for Open Enrollment
 - Model Notices for employees

Timeframe: To be conducted during the 2nd, 3rd & 4th quarter of 2014
Fee: balance of \$16,500

Since our office works with many municipalities throughout the Commonwealth, we understand the issues that Franklin County is facing. We have experience dealing with those issues. We would like the opportunity to work with you to develop a strategic benefit plan that is comprehensive yet affordable for the County and your employees. Please let me know if you have any questions.

Sincerely,



Kerry Smith

**FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS
REQUEST FOR PROPOSAL (RFP)**

ISSUE DATE: May 3, 2012

RFP #: 74-12sm

TITLE: *Employee Benefits & Communications Consulting Services*

ISSUED BY: Fauquier County Government and Public Schools
Procurement Division
320 Hospital Drive, Suite 23
Warrenton, VA 20186

USING DEPARTMENT: Fauquier County Department of Human Resources

Sealed Proposals Will Be Received Until **2:00 p.m., May 29, 2012** For Furnishing the Services Described Herein.

All Inquiries for Information Should Be Directed to: Susan R. Monaco, CPPO, CPPB, Phone: (540) 422-8348, e-mail: susan.monaco@fauquiercounty.gov.

IF PROPOSALS ARE MAILED, SEND DIRECTLY TO ISSUING DEPARTMENT SHOWN ABOVE, IF PROPOSALS ARE HAND DELIVERED, DELIVER TO: ALICE JANE CHILDS OFFICE BUILDING, 320 HOSPITAL DRIVE, SECOND FLOOR/SUITE 23 WARRENTON VA 20186.

In Compliance With This Request For Proposal And To All The Conditions Imposed Therein And Hereby Incorporated By Reference, The Undersigned Offers And Agrees To Furnish The Services In Accordance With The Attached Signed Proposal Or As Mutually Agreed Upon By Subsequent Negotiations.

Full Legal Name and Address of Firm:

_____ Date: _____

_____ By: _____
(Signature in Ink)

_____ Name: _____

_____ Zip Code: _____ Title: _____

FEI/FIN NO.: _____ Telephone Number: () _____

E-Mail Address: _____ Fax Number: () _____

****RETURN THIS PAGE****

granting of a contract or which may otherwise result therefrom, if it shall be determined that the act was caused through negligence or error, or omission of the Contractor or his or her employees, or that of the subcontractor or his or her employees, if any; and the Contractor shall, at his or her own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefrom or incurred in connection therewith; and if any judgment shall be rendered against the Owner in any such action, the Contractor shall, at his or her own expenses, satisfy and discharge the same. Contractor expressly understands and agrees that any performance bond or insurance protection required by this contract, or otherwise provided by the Contractor, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the Owner as herein provided.

38. **DRUG-FREE WORKPLACE:** During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

39. **TERMINATION:** Subject to the provisions below, the contract may be terminated by the Owner upon thirty (30) days advance written notice to the other party. Any contract cancellation notice shall not relieve the contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.

A. **Termination for Convenience:** In the event that the contract is terminated upon request and for the convenience of the Owner, without the required thirty (30) days advance notice, then the Owner shall be responsible for payment of services up to the termination date.

B. **Termination for Cause:** Termination by the Owner for cause, default or negligence on the part of the contractor shall be excluded from the foregoing provision; termination costs, if any shall not apply. However, pursuant to paragraph 32 of these General Conditions, the Owner may hold the contractor responsible for any resulting additional purchase and administrative costs. The thirty (30) days advance notice requirement is waived in the event of Termination for Cause.

C. **Termination Due to Unavailability of Funds in Succeeding Fiscal Years:** When funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal year, the contract shall be canceled.

- 40. **USE OF CONTRACT BY OTHER PUBLIC BODIES:** Except as prohibited by the current Code of Virginia, all resultant contracts will be extended, with the authorization of the Contractor, to other Public Bodies of the Commonwealth of Virginia and all currently active members of the Metropolitan-Washington Council of Governments, to permit their ordering of supplies and/or services at the prices and terms of the resulting contract. If any other public body decides to use the final contract, the Contractor must deal directly with that public body concerning the placement or orders, issuance of the purchase order, contractual disputes, invoicing and payment. Fauquier County acts only as the "Contracting Agent" for these public bodies. Any resulting contract with other public bodies shall be governed by the laws of that specific entity. It is the Contractor's responsibility to notify the public bodies of the availability of the contract.

Fauquier County shall not be held liable for any costs or damage incurred by another public body as a result of any award extended to that public body by the Contractor.

41. **AUDIT:** The Contractor hereby agrees to retain all books, records and other documents relative to this contract for five years after final payment, or until audited by the Owner, whichever is sooner. The agency, its authorized agents, and/or Owner auditors shall have full access to and right to examine any of said materials during said period.
42. **SEX OFFENDER REGISTRY NOTIFICATION:** The Contractor shall not employ on school property any employee who is a registered sex offender and shall enforce the same restriction upon all sub-contractors and agents of Contractor. Prior to starting work and quarterly during performance of the work, the Contractor shall check the Virginia State Police Sex Offender Registry to verify sex offender status of all employees and agents of Contractor and Sub-Contractors who are employed on school property by the Contractor or Sub-Contractor. The Contractor shall furnish the Owner with evidence verifying compliance with the services.

Prior to starting work on-site, the Contractor shall submit a completed Fauquier County Public Schools "CERTIFICATION OF NO CRIMES AGAINST CHILDREN" form, a copy of which is included in this solicitation.

43. **COMPLIANCE WITH FEDERAL, STATE, AND LOCAL LAWS AND FEDERAL IMMIGRATION LAW:** During the term of any contract, the Contractor does not, and shall not during the performance of the contract for goods and services in the Commonwealth of Virginia, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.
44. **ASBESTOS NOTIFICATION:** As required by the Environmental Protection Agency Asbestos Hazard Emergency Response Act 40 CFR, subpart E, 763.93, information regarding asbestos inspections, response actions, and post response activities is on file in a full asbestos report located in the main office of each school. Contractors bear full responsibility to review this material prior to commencing any activity at a school site.
45. **VIRGINIA STATE CORPORATION COMMISSION:** If required by law, the Contractor shall maintain a valid certificate of authority or registration to transact business in Virginia with the Virginia State Corporation Commission as required by Section 13.1 or Title 50 of the Code of Virginia, during the term of the Contract or any Contract renewal. The Contractor shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth to be revoked or cancelled at any time during the terms of the contract. If the Contractor fails to remain in compliance with the provisions of this section, the contract may become void.

DELIVERY PROVISION

46. **SHIPPING INSTRUCTIONS-CONSIGNMENT:** Unless otherwise specified in the solicitation each case, crate, barrel, package, etc., delivered under the contract must be plainly stenciled or securely tagged, stating the Contractor's name, purchase order number, and delivery address as indicated in the order. Where shipping containers are to be used, each container must be marked with the purchase order number, name of the Contractor, the name of the item, the item number, and the quantity contained therein. Deliveries must be made within the hours of 8:00 a.m. – 2:30 p.m. Deliveries at any other time will not be accepted.

FRANKLIN COUNTY
Board of Supervisors



Franklin County
A Natural Setting for Opportunity

EXECUTIVE SUMMARY

<p>AGENDA TITLE: Consideration of Progress and New State Requirements on Planning Grant Development for Community Improvements in the Ferrum Area, Blue Ridge District</p> <p>SUBJECT/PROPOSAL/REQUEST: Discuss grant work accomplished and additional information to be prepared for the VA-Department of Housing and Community Development (DHCD) in order to be considered further for a planning grant award.</p> <p>STAFF CONTACT(S): Rick Huff, County Administrator; Michael Burnette, Economic Development Director; Bonnie Johnson, CDBG Project Contractor; Chris Fewster, P.E., Ferrum College and Ferrum Water Authority Consultant</p>	<p>AGENDA DATE: August 20, 2013 ITEM NUMBER:</p> <p>ACTION: X INFORMATION:</p> <p>CONSENT AGENDA: ACTION: INFORMATION:</p> <p>ATTACHMENTS: One</p> <p>REVIEWED BY: <i>REH</i></p>
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BACKGROUND: At its June 18, 2013, meeting, the Board of Supervisors determined to move forward with the preparation of a planning grant application for “Community Improvements in the Village of Ferrum”. The Board requested that the County Administrator proceed with selection of a contracted project manager. Ms. Bonnie Newlon Johnson was selected competitively, and the work has been moving forward.

- 1) Letter of Interest— On July 5th, the County Administrator sent the Virginia Department of Housing and Community Development (DHCD) a letter outlining the County’s interest in obtaining a planning grant to continue efforts to meet the needs within the community for public safety (pedestrian bridge and other improvements), water and sewer, housing rehabilitation, and perhaps economic revitalization. DHCD has recently acknowledged the Letter and requested on August 6, 2013 additional information on the potential Ferrum planning grant.

- 2) Stakeholder-Partnering Agencies Meeting—On July 18th, a meeting was held with representatives of other stakeholder agencies (such as VDOT, STEP, Ferrum College, West Piedmont Planning District Commission, Ferrum Water and Sewage Authority, Ferrum Police Department) and County staff (Economic Development, Parks and Recreation, Planning, Public Safety, the Sheriff's Office, Public Works). The proposed project was discussed, comments and support were requested.
- 3) Citizens' Meeting—A citizens' meeting was advertised and held at the Ferrum Volunteer Fire Department for July 23rd with a turnout of about 25 citizens and agency staff. The history of previous community improvement work was discussed and the needs remaining, such as the pedestrian bridge. The Board of Supervisors' support was discussed to go forward with a planning grant application which would focus on a pedestrian bridge over the railroad tracks, water and sewer improvements, and housing rehabilitation. Economic development efforts for Ferrum were mentioned and the need to seek public safety improvements such as the pedestrian bridge, sidewalks, crosswalks, lighting to link the uptown and downtown areas. Discussion ensued with general support and additional ideas for improvement, now or later, as feasible.
- 4) Windshield Survey—Housing conditions were recorded by County Planning staff and the West Piedmont PDC staff in early July.
- 5) Income Survey—The income, housing and other needs of residents were requested in a survey mailed to 258 Ferrum homeowners by the Planning staff, as a means of outreach and to understand the community's income profile. It was requested that the survey be returned by August 6th, although more are coming in. The response rate has been about 30% at the current level of return, and is a good start. West Piedmont PDC has compiled the information returned in the survey for further analysis.
- 6) Safety Data—Sheriff Overton provided details from the 911 data base regarding traffic safety incidents over the last 9 ½ years in Ferrum, including the bridge area.
- 7) Informal Business Interest Discussions—The Ferrum CDBG project contractor visited with seven of the 20 business owners in Ferrum to request their input on needed projects to study in the planning grant. The businesses are very concerned with pedestrian safety and connectivity in the village as a top priority. They want to see the pedestrian bridge over the railroad tracks built. They also support other improvements such as water and sewer and housing rehabilitation. They were hopeful that improvements may include some beautification and signage to assist wayfinding in the commercial areas.
- 8) Ferrum Water and Sewage Authority Meeting—On August 8th, the Authority met to discuss its interest, participation, and support for the planning grant effort. It noted that the planning grant would provide a Preliminary Engineering Report that includes not only the pedestrian bridge and other safety improvements, but also the Authority's current projects being considered for inclusion of a Capital Improvements Plan (CIP) for future Authority improvements. The Authority members voted to send a letter of support to the County Administrator for the project, and will poll those Authority Board members not present to determine financial backing of the planning grant. A contribution amount of \$5,000 was

discussed, and the Chairman wanted to determine full backing to proceed with a pledge.

9) Planning Grant Application—The CDBG project contractor has been developing the DHCD application form for the planning grant, so that it may be preliminarily reviewed by the project team and suggestions for improvement made. Comments from the Board would be appreciated on this early first draft and a draft copy shall be made available for Board member review. The first draft will be revised at a minimum to include information obtained from the additional field work and meetings with citizens and other agency representatives requested by DHCD in its response to the Letter of Interest. The application is officially filed after the other new information requested by DHCD is collected and provided to DHCD.

10) Letters of Support and Responses to DHCD Requests for Information—These are the current areas of work for the planning grant application process.

DISCUSSION:

1) Proposed Project Budget—The preliminary proposed draft budget of \$47,500 for the planning grant is shown in Exhibit 1, and would be funded by contributions from the County, Ferrum College, Ferrum Water and Sewage Authority, and a CDBG planning grant.

2) Planning Grant Activities—The work of the planning grant, if approved in its present form, would cover 3-4 months and include meeting with the citizens and agency representatives as a planning team over the planning period, and writing a project construction grant based on

- Consulting studies from an engineer (PER on pedestrian bridge; sidewalks, cross walks; drainage; water extensions and sewer laterals needed);
- Consulting studies from housing rehabilitation inspections and assessment, along with project information collected from participating, eligible citizens;
- Ideas from community outreach to inform and involve the citizens in the construction grant development; and
- Consulting studies to develop designs for beautification and signage to assist connectivity and wayfinding in the commercial areas of the village.

3) Next Steps—There is additional planning grant work to be completed, as suggested by the VA Department of Housing and Community Development (DHCD) in its recent response to the County's Letter of Intent.

- DHCD will evaluate the information submitted and determine the viability and eligibility of the planning grant for Ferrum community improvements.
- If deemed worthy to go forward, a State project representative will be assigned and DHCD will conduct a Facilitated Planning Strategy session with the project's management team (citizens, agency, and County representatives).
- Following this session, the County submits its planning grant application for consideration by DHCD.

4) County Actions to Proceed—The County will need to fulfill DHCD's additional information requests over the next 4-6 weeks and submit that information to DHCD. DHCD calls for items similar to what we have completed, but some additional information is also

needed to be provided on those (the windshield survey, the community meeting). DHCD adds

- an infrastructure assessment of water, sewer, and road conditions;
- a facilitated visioning session;
- development of a management team to be formed by the County and to have a first and second meeting (DHCD calls for a rehab specialist to be on this team, which requires clarification since we do not have such a specialty under contract; we may seek another agency's assistance for the time of the meeting); and
- development of Requests for Proposals for the consulting work to be accomplished during the planning grant.

These items must be submitted by October 8, 2013. If DHCD finds the project eligible to go forward, a Facilitated Planning Session would be held by DHCD to assign responsibilities for accomplishing the work. At that point, our draft planning grant application is revised to incorporate any needed changes and submitted to DHCD.

RECOMMENDATION:

At this time, we are seeking concurrence from the Board of Supervisors to continue fulfilling the work items requested by DHCD, which if successful, would lead to filing our planning grant application for \$30,000. We would like to come back in September, if it pleased the Board, and discuss the matching funds needed locally which would be cited in the planning grant document submitted to DHCD. By that time, we would have additional information concerning the contributions of the College and the Authority.

The Board had previously authorized \$5,000 for the pre-planning, and as of July 31, \$1,000 was spent. If it is desired for the CDBG project contractor to continue working on the newly-assigned DHCD pre-grant items, about \$2,000 more would be spent, and another \$2,000 would be available for other costs. DHCD also makes available \$3,000 in advanced funds from the eventual planning grant awarded for these additional pre-grant activities to reimburse Counties successful in obtaining the planning grant.

After consideration of the potential value of proceeding toward obtaining a planning grant for community improvements in the Ferrum community, the Board may wish to :

- Authorize the County Administrator to proceed with the additional items requested by DHCD after concluding a confirmation discussion with the State agency of the outstanding tasks as well as the skills to be included on the management team and in the required meetings.

Attachment (one exhibit)

**EXHIBIT 1. POTENTIAL DRAFT FERRUM COMMUNITY IMPROVEMENTS PLANNING
GRANT BUDGET**

<u>PLANNING ITEM</u>	<u>EST.COST</u> <u>(\$)</u>	<u>POTENTIAL</u> <u>SOURCES</u>	<u>STAFFING</u>
1. CDBG Grant Writing and Planning Grant Administration	\$ 7,500	County	Staff or Consultant
2. Housing Rehab Specialist	\$20,000	CDBG	Rehab Consultant
3. Preliminary Engineering of Bridge, Water/Sewer, Sidewalks, Lights, and Crosswalks	\$15,000	\$6,000 CDBG \$5,000 Ferrum Authority \$4,000 Ferrum College	Engineering Consultant
4. Community Outreach	\$ 1,000	Ferrum College	Mgmt. Team, County, WPPDC, Proj. Mgr., Eng. and Other Consultants
5. Beautification & Signage	\$ 4,000	CDBG	Design Consultant, with input from College, Authority, VDOT, Proj. Mgr., Mgmt. Team, Eng. Consultant, Business Community, Citizens
TOTAL ESTIMATES =	\$47,500	CDBG = \$30,000 Authority = \$5,000 College = \$5,000 County = \$7,500	



Ferrum College

President's Office

12

August 14, 2013

Mr. Richard E. Huff, II
Franklin County Administrator
40 East Court Street
Rocky Mount, VA 24151

Dear Rick,

I am writing to thank the Board of Supervisors for their support of the Department of Housing and Community Development planning grant which, if received, will help pave the way to seek funding for several important projects in the Ferrum Community. Bobby Thompson has shared with me that the College, Ferrum Water & Sewage Authority and the County will be asked to provide additional financial support for the planning process if we are fortunate enough to receive the DHCD grant. Accordingly, Ferrum College stands ready to commit an additional \$5,000 to enhance the work of the planning grant. We see this as a great step in continuing the growth and economic impact of the Ferrum community.

Sincerely,

Jennifer L. Braaten
President

JLB/tmp

FRANKLIN COUNTY
Board of Supervisors



Franklin County
A Natural Setting for Opportunity

EXECUTIVE SUMMARY

<p><u>AGENDA TITLE:</u> 2013-2014 TOURISM MICROGRANT AWARDS</p> <p><u>SUBJECT/PROPOSAL/REQUEST</u> The Franklin County Board of Supervisors annually awards small grants to organizations within the community for promotional expenses related to local tourism-related projects and events.</p> <p><u>STRATEGIC PLAN FOCUS AREA:</u> <u>Goal #</u> <u>Action Strategy:</u></p> <p><u>STAFF CONTACT(S):</u> Huff, Burnette</p>	<p><u>AGENDA DATE:</u> August 20, 2013</p> <p><u>ACTION:</u></p> <p><u>CONSENT AGENDA:</u> X <u>ACTION:</u></p> <p><u>ATTACHMENTS:</u></p> <p><u>REVIEWED BY:</u> RET</p> <p><u>ITEM NUMBER:</u></p> <p><u>INFORMATION:</u></p> <p><u>INFORMATION:</u></p>
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BACKGROUND:

The Franklin County Board of Supervisors annually awards small grants to organizations within the community for promotional expenses related to local tourism-related projects and events. These funds assist with marketing of those events and/or programs, while at the same time assisting Franklin County in promoting itself to potential visitors. This year, \$20,000 has been set aside within the Franklin County Tourism budget for these awards.

DISCUSSION:

A total of 14 applications were received this year from eight (8) different organizations. A total of \$30,500 in funds were requested – up from last year’s total requested funds of \$24,000 by six (6) organizations for eight (8) applications. The increase in competition for 2013-2014 Tourism MicroGrant Program funds is a testament to the growth of events throughout Franklin County and the strength of our local tourism partners and assets.

Funding for the Tourism MicroGrant Program is generated by the transient occupancy, or lodging tax, applied to the motels, hotels and bed & breakfast properties in the County. The purpose of this MicroGrant program is to increase the local tourism industry thus creating new jobs, attracting new tourists, spawning new hospitality-related investments and improving the quality of life for Franklin County residents. It is recognized that the County cannot, and should not, be the only provider of tourism events for our community. We should instead assist other organizations in the creation of events and marketing campaigns that can leverage the community’s limited resources. We must leverage our limited dollars to support interesting, dynamic and creative special events and marketing campaigns that set Franklin County apart from competitors throughout the mid-Atlantic region.

Tourism MicroGrants exist to support events and activities that a) encourage tourists from outside the region to enjoy our community and make use of our hospitality industry, and b) provide an opportunity to expand the awareness and visibility of the community throughout the region. In reviewing the 13 submitted applications, Staff evaluated each applicant on a great number of different factors, including, but not limited to, the amount of funds leveraging involved; marketing plan and scope; perceived economic impact; financial need; partnership opportunities; and past performance. Based on all criteria and available data, Staff has made the following recommendations for this year’s Tourism MicroGrant Program awards:

APPLICANT	PURPOSE	AMOUNT SOUGHT	STAFF RECOMMENDATIONS
Rocky Mount Center for the Arts	Car Show for the Arts & Arts & Crafts Festival	\$4,000.00	\$2,750.00
Franklin County Historical Society	BBQ Gala at Jubal Early Homeplace	\$1,000.00	\$200.00
	Ghosts & More	\$1,200.00	\$900.00
	Moonshine Express	\$1,800.00	\$900.00
Cable 12	Broadcast/Programming of Pigg River Ramble	\$2,000.00	\$1,000.00
	Broadcast/Programming of Franklin County Hosted Fishing Tournament	\$2,000.00	\$1,000.00
Smith Mountain Lake Regional Chamber of Commerce	SML Wine Festival	\$3,700.00	\$2,850.00
	SML Chili Fest	\$300.00	\$150.00
Southwest VA Antique Power Festival	2013 SWVA Fall Antique Flea Market & Swap Meet	\$500.00	\$250.00
	2014 SWVA Spring Antique Flea Market & Swap Meet	\$500.00	\$250.00
	2014 SWVA Antique Farm Days	\$2,000.00	\$2,000.00
Mountain Spirits Festival	2013 Mountain Spirits Festival	\$4,000.00	\$3,000.00
Civil War 150 Committee	Franklin County Civil War Days	\$4,000.00	\$3,000.00
Jubal Early Preservation Trust	Directional Signage	\$3,000.00	\$1,750.00
		TOTAL SOUGHT \$30,500.00	TOTAL RECOMMENDED \$20,000.00

Due to the number of high-caliber projects and limited funding, all applications received at least some funding from the Tourism MicroGrant Program. While hard decisions on applications were made, it is encouraging to note that the number and quality of the applications indicate a solidly growing tourism environment within Franklin County.

RECOMMENDATION:

It is recommended that the Board approve the Staff recommendations for Tourism MicroGrant Program awards from the County Tourism budget.

a positive vision and to make strategic decisions that support that future. Last fall, the Board of Supervisors worked to create such a vision.

DISCUSSION:

The Franklin County Board of Supervisors conducted a priority setting work session at the Franklin County Government Center last fall that focused on several results, which included:

- Environmental scan of external trends, historical characteristics, core successes, organizational strengths, community supports, and critical issues
- Development of a collective leadership picture of the vision and direction that the Board hopes to achieve for the County
- Identification of specific outcome areas which include: Infrastructure, Schools, Economic Development/Job Creation, Financial Stability, Staffing Needs, and Managed Growth
- Identification of Board strategic goals which will be most critical to achieving the vision

The Board of Supervisors took the initial steps to define a preliminary core vision, vision outcome areas and related goals. Subsequently, various members of the Leadership Team (Department Directors) conducted a strategic planning work session last winter to review the Board's priorities. The strategic planning session provided staff the opportunity to draft a framework of key tasks and strategic activities to support the Board's stated vision and goals.

The Leadership Team completed the following activities at their work session:

- Developed an understanding of the Board's work session process and results; developed an interpretation that was meaningful for the staff in further enhancing a useful strategic plan
- Gained a framework for strategic planning that will be helpful to the staff over the long term in responding to the Board in an effective and efficient way
- Completed an environmental scan that depicts current and future environmental trends
- For each of the Board's vision goals, the staff developed:
 - >Action Strategies
 - >Key Champions and support staff that it would take to achieve the goal
 - >Target Dates to achieve goals and strategies

Following the budget season last spring, staff went back and updated the various dates and tasks accordingly. During the Board of Supervisors recent summer work sessions held on August 9th and August 14th respectively, the Board reviewed and suggested any final edits to the 2013 Draft Strategic Plan as attached herewith accordingly.

RECOMMENDATION:

Staff respectfully requests the Board of Supervisors to consider adoption of the draft strategic plan as presented.

2013
Franklin County
Draft Strategic Plan



Franklin County Government Center

Prepared by the Franklin County Staff
with assistance from
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Strategic Planning:

Strategic planning in local government involves a structured, analytical approach that results in the formulation of a framework that can lead to the articulation of goals and associated integrated strategies. Strategic planning extends beyond arbitrary administrative boundaries and traditional thinking. Strategic planning is often defined as "a disciplined effort to produce fundamental decisions and actions that shape and guide what an organization is, what it does and why it does it". This process involves research, development and consideration of strategic alternatives and places an emphasis on the future impacts of current decisions.

Background:

Franklin County (population approx. 56,616) is one of the fastest growing counties in Western Virginia. Development and growth demands continue to augment various local government policies and decisions. The purpose of developing a strategic plan is to assist the County in establishing and keeping a focus on those policy-making decision items that are critical to the positive growth of the community. Without a strategic focus, the path of the County will run the risk of meandering from issue to issue without consensus on what objectives must be addressed in order for the community to enjoy positive growth and development. In an effort to operate more strategically, the County Board of Supervisors initially developed a strategic plan in 2004 and adopted a plan again in 2008. During the last four years, the nation has gone through tremendous change. The economic effects of the great recession has reduced revenues at the national, state, and local levels. Most local governments have been forced to make cuts and defer important investments and maintenance. Franklin County has been no exception. Since 2008, the County has lost approximately 15% of its property values and reduced its workforce by approximately 7%. Despite these challenges, the County has improved its AA Bond Ratings contrary to the national norm. The County's population and subsequent service demands continue to increase, whereby the County is considering new strategic investments and economic development initiatives. Franklin County historically has demonstrated an ability to look to the future and plan accordingly. The Board of Supervisors serves as the County's most significant leadership body. In uncertain times, citizens depend upon elected officials to provide a positive vision and to make strategic decisions that support that future. In the Fall of 2012, the Board of Supervisors worked to create such a vision.

Process:

The Franklin County Board of Supervisors conducted a priority setting work session at the Franklin County Government Center on November 29, 2012 that focused on several results, which included:

- Environmental scan of external trends, historical characteristics, core successes, organizational strengths, community supports, and critical issues

- Development of a collective leadership picture of the vision and direction that the Board hopes to achieve for the County
- Identification of specific outcome areas which include: Infrastructure, Schools, Economic Development/Job Creation, Financial Stability, Staffing Needs, and Managed Growth
- Identification of Board strategic goals which will be most critical to achieving the vision

The Board of Supervisors took the initial steps to define a preliminary core vision, vision outcome areas and related goals. Subsequently, various members of the Leadership Team conducted a strategic planning work session on December 12th and 13th at the Franklin County Government Center to review the Board's priorities. The strategic planning session provided staff the opportunity to draft a framework of key tasks and strategic activities to support the Board's stated vision and goals.

The Leadership Team completed the following activities at their work session:

- Developed an understanding of the Board's work session process and results; developed an interpretation that was meaningful for the staff in further enhancing a useful strategic plan
- Gained a framework for strategic planning that will be helpful to the staff over the long term in responding to the Board in an effective and efficient way
- Completed an environmental scan that depicts current and future environmental trends
- For each of the Board's vision goals, the staff developed:
 - >Action Strategies
 - >Key Champions and support staff that it would take to achieve the goal
 - >Target Dates to achieve goals and strategies

Since the Leadership Team work session, staff has reviewed and refined the goals and action strategies. Collectively, the Board of Supervisors priorities and the Leadership Team's subsequent action strategies are merged into this draft document – 2013 Franklin County, Virginia Strategic Plan.

Working Strategically:

A Strategic Plan is only good as long as it is implemented, utilized, reviewed and updated. There are many steps in developing and using a Strategic Plan and the "system" can be built incrementally. A few of these steps are listed as follows:

- Endorse the Strategic Plan
- Base policy and operating decisions on the Strategic Plan
- Link the Strategic Plan to other Planning Documents (i.e. Budgets, Capital Improvement Plan, Comprehensive Plan, Departmental Work Plans, etc.)
- Incorporate the Strategic Plan into the Budget Process to ensure compliance with the Vision
- Associate the Strategic Plan with Departmental / Staff Performance Reviews
- Integrate performance report of the Strategic Plan into reports
- Engage Board, Staff, and Citizens in Achieving Action Strategies
- Celebrate and Report Successes
- Review and Update the Strategic Plan at least every three to four years



FRANKLIN COUNTY BOARD OF SUPERVISORS VISION

Over the next 3 years, Franklin County's core vision, which describes its identity and distinguishes it from its neighbors, includes these aspirations . . .

- The County is progressive and others desire to use what the County is doing right.
- The County is financially stable and healthy.
- The County continues to be beautiful even while we enhance progress. Our agricultural land and scenic views are still here. We have used the village concept to insure that we have growth only where we want it.
- The County has moved from being a great place to live to a great place to live and work. We have increased opportunities for people to work right within the County.
- Many people are enjoying our remarkable recreation, including opportunities to experience our natural assets, events, heritage, culture, and special venues.
- The County has maintained award-winning schools with great ratings as a result of vision, creative foresight, excellent management, dedicated employees, and support. We have excellent career-technical education and job training opportunities for students at a young age.
- We have healthy economic development and job creation. We have higher paying jobs, clean businesses, and have pursued our target sectors advantageously. The County's quality of life is perceived to be an asset in locating a business here. Businesses come here because their employees have a mindset that they want to live in Franklin County.
- We have provided what we need in order to have good diverse growth in the County. We have provided more capabilities to follow our dreams and to insure implementation of what we want to have happen. We have dedicated staffing, the right infrastructure, clear ideas about where we want things, and an aggressive and competitive strategy.

FRANKLIN COUNTY BOARD OF SUPERVISORS STRATEGIC OUTCOME AREAS

Using the critical issues identified in the environmental scan, the Board achieved consensus on 6 Strategic Outcome Areas in which progress must be made to achieve its 3 year Core Vision. These outcome areas have clear goals to address each of them in the Strategic Plan.

INFRASTRUCTURE

Includes water/sewer, broadband, cell towers, EMS, natural gas, roads, and landfill capacity and enforcement

SCHOOLS

Includes workforce development, career/technical education, child support services

ECONOMIC DEVELOPMENT/JOB CREATION

Includes economic development site/park, looking at other amenities needed to attract business, industrial development, business support, and structure for support of existing businesses

FINANCIAL STABILITY

Includes how we finance the future, new revenue streams, dedicated revenue streams, different funding mechanisms, long range planning

STAFFING NEEDS

Includes retention, development, competitive compensation, additional staffing to provide capability, human capital, and succession planning for pending retirements

MANAGED GROWTH

Includes having tools to manage growth effectively, village centers, ordinances, how to get the type of growth that we want, impact fees, addressing the aging population, and working with demographics/population changes

FRANKLIN COUNTY BOARD OF SUPERVISORS 2-3 YEAR GOALS

The Board developed an initial set of Goals that Members would like to achieve over the next 3 years in order to implement the Core Vision. Staff members will use the Board's Goals and will also consider other goals to recommend that will assist the Board in achieving progress on the Core Vision and Strategic Outcome Areas.

INFRASTRUCTURE

Includes water/sewer, broadband, cell towers, EMS, natural gas, roads, and landfill capacity and enforcement

Develop water and sewer to growing areas of the County, with priority on sewer to Route 220N, water to Burnt Chimney, and water and sewer to South Lake.
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Implement a better radio communications system throughout the County to support fire and rescue.
--

Implement response time standards for fire and EMS with appropriate resources.
--

Develop and implement a system to insure that we extend the life of the landfill, considering education, recycling, and enforcement of non-County dumping policies.

Pursue public/private partnerships for expanded broadband and cellular service.

Develop a funding plan and timeline for natural gas on Route 220.

SCHOOLS

Includes workforce development, career/technical education, child support services

Advocate for and develop financing plan for expanded career and technical education training, with consideration of mentoring and apprenticeship programs.
--

Actively pursue STEM-H focus at the Franklin Center.
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ECONOMIC DEVELOPMENT/JOB CREATION

Includes economic development site/park, looking at other amenities needed to attract business, industrial development, business support, and structure for support of existing businesses

Implement new business park plan.

Review current levels of staff support for economic development and make adjustments as needed.

Develop plan(s) for business support capability.
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FINANCIAL STABILITY

Includes how we finance the future, new revenue streams, dedicated revenue streams, different funding mechanisms, long range planning

Develop a long-range financial plan.
Consider a dedicated revenue stream for economic development, including citizen education if pursued.
Evaluate and reaffirm our financial policies to insure that they are effective for us.

STAFFING NEEDS

Includes retention, development, competitive compensation, additional staffing to provide capability, human capital, and succession planning for pending retirements

Evaluate compensation, benefits, and staffing levels with appropriate peer groups.
Develop a financial program to maintain employee's benefits.
Develop a succession plan and evaluate which areas need more staff.
Develop staffing plan to coincide with goal implementation as well as maintaining current levels of service.
Explore performance based pay.

MANAGED GROWTH

Includes having tools to manage growth effectively, village centers, ordinances, how to get the type of growth that we want, impact fees, addressing the aging population, and working with demographics/population changes

Develop tools to manage the growth of the County effectively, including ordinances and impact fees as appropriate.
Consider how to create incentives for the growth that we want in the County.
Act on appropriate strategies from Aging Services strategic plan.

STAFF RECOMMENDED GOALS

INFRASTRUCTURE

Includes water/sewer, broadband, cell towers, EMS, natural gas, roads, and landfill capacity and enforcement

Goal 1: Develop water and sewer to growing areas of the County, with priority on sewer to Route 220N, water to Burnt Chimney, and water and sewer to South Lake.

Goal 2: Implement better radio communications system throughout the County to support fire and rescue.

Goal 3: Implement response time standards for fire and EMS with appropriate resources.

Goal 4: Develop and implement a system to insure that we extend the life of the landfill, considering education, recycling, and enforcement of non-County dumping policies.

Goal 5: Pursue public/private partnerships for expanded broadband and cellular service.

Goal 6: Develop a funding plan and timeline for natural gas on Route 220.

SCHOOLS

Includes workforce development, career/technical education, child support services

Goal 1: Advocate for and develop a financing plan for expanded career and technical education training, with consideration of mentoring and apprenticeship programs.

Goal 2: Actively pursue STEM-H focus at the Franklin Center.

Goal 3: Pursue a strategy to increase collaboration and specific efforts with the Franklin County School Board to enhance the school system's effectiveness and outcome accountability in tailoring Pre-K-12 education to ensure that we can graduate students who will contribute to a highly trained workforce.

Goal 4: Maximize partnerships among institutions of higher education and prospective businesses to align and coordinate strengths from those programs with needs and demands of current and future businesses.

ECONOMIC DEVELOPMENT/JOB CREATION

Includes economic development site/park, looking at other amenities needed to attract business, industrial development, business support, and structure for support of existing businesses

Goal 1: Implement new business park plan.

Goal 2: Review current levels of staff support for economic development and make adjustments as needed.

Goal 3: Develop plan(s) for business support capability.

Goal 4: Develop a plan to attract diverse businesses that will increase the mean per capita income.

FINANCIAL STABILITY

Includes how we finance the future, new revenue streams, dedicated revenue streams, different funding mechanisms, long range planning

Goal 1: Develop a long-range financial plan including review of current revenue streams.

Goal 2: Consider a dedicated revenue stream for economic development, including citizen education if pursued.

Goal 3: Evaluate and reaffirm our financial policies to insure that they are effective for us.

Goal 4: Pursue a cooperative strategy that will enable the School Board and the County Board of Supervisors to arrive at a joint financial strategy that will support education needs within the available financial framework in which we work

STAFFING NEEDS

Includes retention, development, competitive compensation, additional staffing to provide capability, human capital, and succession planning for pending retirements

Goal 1: Develop a staffing plan to coincide with goal implementation as well as maintaining current levels of service.

Goal 2: Develop a succession plan and evaluate which areas need more staff.

Goal 3: Evaluate compensation and benefits with appropriate peer groups, including the development of a financial program to maintain employees' benefits and the exploration of performance-based pay.

MANAGED GROWTH

Includes having tools to manage growth effectively, village centers, ordinances, how to get the type of growth that we want, impact fees, addressing the aging population, and working with demographics/population changes

Goal 1: Develop tools to manage the growth of the County effectively, including ordinances and impact fees as appropriate.

Goal 2: Consider the creation of incentives for the growth that we want in the County.

Goal 3: Act on appropriate strategies from Aging Services strategic plan.

FRANKLIN COUNTY STRATEGIC PLAN DRAFT

INFRASTRUCTURE

Goal 1: Develop water and sewer to growing areas of the County, with priority on sewer to Route 220N, water to Burnt Chimney, and water and sewer to South Lake.

Rationale: We need to develop a level of utility service necessary to promote and facilitate growth in areas of the County identified by the Comprehensive Plan as appropriate for higher intensity development. We should take advantage of the opportunity to extend such utilities now while the investment climate may be favorable, and in advance of a resumption of development pressure.

Champion: Board of Supervisors, PW Director

Supporting Staff: PW Project Manager, Development Services, GIS, WVWA, A&E Consultants

Key Tasks/Activities	Start Date Mo/Yr	Comments
1. Prepare overlay of County with identified village centers/centers to be developed indicating proposed water/sewer development	11/13	
2. Engage WVWA in discussions to establish buy-in and support	8/13	
3. Work with engineers to provide preliminary design and estimated cost	Ongoing	
4. Present and refine findings to internal partners to identify obstacles, concerns, additional needs, and support for a utilities plan.	2/14	
5. Engage BOS in preliminary findings and support of expansion opportunities	4/14	
6. Finalize priorities or projects and identified costs and funding	4/14	
7. Include in CIP projections beginning in 2014/2015	4/14	

Goal 2: Implement better radio communications system throughout the County to support all emergency services.

Rationale: We must develop a shared radio communications system throughout the County to protect our first responders and to provide better communications for all Franklin County government entities (i.e. law enforcement, schools, solid waste, and County administration.)

Champion: Radio Communications Committee, Emergency Services Communications Coordinator

Supporting Staff: Public Safety, E911, IT, Sheriff, PW Director, Development Services

Key Tasks/Activities	Start Date Mo/Yr	Comments
1. Complete Phase I Radio System Needs Analysis		Completed
2. Present Radio System Needs Analysis & Recommendations to Radio	01/13	Completed

Committee and analyze accordingly		
3. Present Radio System Study to BOS and review possible capital funding strategies	01/13	Completed
4. Consider budget incorporation of Radio System construction	Ongoing	
5. Consider approval of Phase II Radio System Design	1/14	
6. Review Radio System Project Design and consider approval to build the project	03/14	
7. Project bid	06/14	
8. Review project bids	07/14	
9. Consider project construction approval	08/14	
10. Target Completion Date	09/15	

Goal 3: Implement response time standards for fire and EMS with appropriate resources.

Rationale: We must allocate public safety resources in accordance with standards to improve response times and capabilities County wide and to increase marketability of County assets

Champion: Public Safety Director

Supporting Staff: County Administrator, Volunteer Fire and EMS agencies, Operating Medical Director, PW Director, Development Services Department, Finance

Key Tasks/Activities	Start Date Mo/Yr	Comments
1. Identify manpower needs based on metric data (revenue recovery, call volume, staffing shortfalls)	1/13 Ongoing	
2. Develop public/private partnerships to expand fire and EMS services into areas where high insurance rates exist (i.e. Commerce Park)	4/13 Ongoing	
3. Formulate station construction guidance committee to insure all the stakeholder needs are met	5/13	
4. Assemble fire/EMS station planning group(s) to determine needs of stakeholders to include Glade Hill, West Lake, Commerce Park	6/13	
5. Determine location of manpower based on call volumes, geography, and distances	7/13 Ongoing	
6. Identify fire and EMS station locations (sites) in areas of greatest need and in areas that afford suitable access to major highways	7/13 Ongoing	
7. Identify revenue streams to fund construction of fire and EMS facilities (i.e. grants, insurance billing)	8/13 Ongoing	

8. Take construction and funding plan with recommendations to the Board for approval	6/14	
9. Submit for bids	7/14	
10. Hire contractor(s)	8/14	
11. Proceed with phased construction.	9/14	.

Goal 4: Develop and implement a system to insure that we extend the life of the landfill, considering education, recycling, and enforcement of non-County dumping policies.

Rationale: We should maximize the longevity of the landfill by looking at cost-effective ways to reduce illegal dumping and to improve public disposal options.

Champion: Public Works Director

Supporting Staff: Legal Counsel, Law Enforcement, Court Services

Key Tasks/Activities	Start Date Mo/Yr	Comments
1. Present reengineering concept & estimated consultant costs to amend permit for the vertical expansion of new Landfill.	8/13	Increasing vertical space is estimated to extend life of landfill, thereby saving significant costs.
2. Present engineering concept for onsite leachate collection, treatment, and disposal.	2/14	Preliminary indications show possible savings from suitable soils / septic fields.
3. Rewrite landfill enforcement and guidance to assure appropriate fines and/or consequences	1/14	
4. Increase landfill tipping fees to align to landfill associated costs	7/14	Incremental fee increases previous and future fiscal years
5. Identify additional cost-effective opportunities for recycling	4/14	
6. Educate the public on landfill, recycling, enforcement, etc. (i.e. educational seminars)	6/14	
7. Re-present preliminary plan for consolidation of green box sites and staffed sites over a 10 year period	8/14	
8. Present to BOS options to develop pilot staffed site. Identify specific location and funding need.	8/14	
9. Revisit and evaluate established staff site and identify other locations.	9/15	
10. Implement long term plan if approved	As	

	Required	
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Goal 5: Pursue public/private partnerships for expanded broadband and cellular service.

Rationale: We must expand broadband and cellular service into underserved or unserved areas of the County by using the radio communications infrastructure and enhanced provider partnerships.

Champion: IT Director

Supporting Staff: GIS, Public Safety, IT, Law Enforcement, County Administration

Key Tasks/Activities	Start Date Mo/Yr	Comments
1. Identify and analyze areas of support required within the County	2/13 Ongoing	
2. Analyze areas where technology is currently available and unavailable.	3/13 Ongoing	
3. Identify partnerships that currently exist and explore expansions.	5/13 Ongoing	
4. Discuss needs with identified partners	5/13 Ongoing	
5. Design total County coverage plan	4/14	
6. Discuss priority and funding options	8/14	

Goal 6: Develop a funding plan and timeline for natural gas on Route 220.

Rationale: We need to make the Route 220 corridor more attractive for economic development by providing additional assets to prospective and existing industry partners.

Champion: Economic Development Director

Supporting Staff: GIS, Development Services, County Administration, PW Director, Finance

Key Tasks/Activities	Start Date Mo/Yr	Comments
1. Study opportunities for natural gas usage in Franklin County and engage community	10/12	Top 100 businesses surveyed with 17% return rate.
2. Determine Route 220 North First Leg Terminus	9/13	
3. Research partnering options/funding availability	Ongoing	
4. Engage natural gas provider and community partners	On Hold	Pending future demand and funding sources.
5. Hire design/engineering firm to address preliminary design and cost estimate	On Hold	Pending future demand and funding sources.

6. Present estimates to BOS for guidance and direction to address moving forward	On Hold	Pending future demand and funding sources.
7. Move forward with final design, funding identification, permitting, etc. as required	On Hold	Pending future demand and funding sources.

SCHOOLS

Goal 1: Advocate for and develop a financing plan for expanded career and technical education training, with consideration of mentoring and apprenticeship programs.

Rationale: We need to strengthen the Franklin County workforce of the future to better serve local businesses by expanding the employability and the skill sets of youth and adults.

Champion: Board of Supervisors

Supporting Staff: County Administration, ED Director, Franklin Center Director, Finance

Key Tasks/Activities	Start Date Mo/Yr	Comments
1. Establish dialog with the school board in order to establish career and technical educational goals and programming.	5/13 Ongoing	Technical School Committee Established
2. Develop and present to the Board financing alternatives and options to accomplish identified goals.	Upon receipt of school recommendation	Facility Preliminary Site Design Funds Set Aside – Summer 2013

Goal 2: Actively pursue STEM-H focus at the Franklin Center.

Rationale: We need to train the Franklin County workforce for higher wage jobs and provide an educated workforce pool for the attraction of an ever-evolving business base.

Champion: Franklin Center Director

Supporting Staff: Assistant County Administrator

Key Tasks/Activities	Start Date Mo/Yr	Comments
1. Assess physical assets & abilities of the Franklin Center educational partners and collaborate to provide for the needs of the programs.	8/13	
2. Recruit educational partners who can deliver STEM-H curriculum. Identify and inventory curriculum delivery capabilities.	9/13	Ongoing meetings with existing (VWCC,PHCC) and possible partners (Averett)
3. Create and implement a marketing action plan to maximize public visibility and attract potential students to the STEM-H program.	1/14	

Goal 3: Pursue a strategy to increase collaboration and specific efforts with the Franklin County School Board to enhance the school system's effectiveness and outcome accountability in tailoring

Pre-K-12 education to ensure that we can graduate students who will contribute to a highly trained workforce.

Rationale: We need to build a bridge with the Franklin County schools to meet ever-changing educational standards while providing for a highly trained, skilled workforce. We must cooperatively align the school system's educational mission and strategy with the County's economic development strategy.

Champion: Board of Supervisors

Supporting Staff: County Administration, Economic Development Director

Key Tasks/Activities	Start Date Mo/Yr	Comments
1. Establish dialog with the school board in order to introduce ED strategies and begin to identify areas of existing alignment & recognize areas in need of adjustment within the career & technical curriculum.	10/13	
2. Provide strategic, targeted resources to facilitate the achievement of recognized goals and progress toward satisfying the identified needs.	5/14	

Goal 4: Maximize partnerships among institutions of higher education and prospective businesses to align and coordinate strengths from those programs with needs and demands of current and future businesses.

Rationale: We could better utilize and engage our four year college and two community colleges in our economic development efforts.

Champion: Economic Development Director, Franklin Center Director

Supporting Staff: Assistant County Administrator

Key Tasks/Activities	Start Date Mo/Yr	Comments
1. Establish dialog with institutions of higher education in order to introduce Economic Development strategies, better understand the strengths and capabilities of these institutions related to Franklin County priorities, and identify areas of existing alignment and areas of opportunity.	1/13 Ongoing	Dialog ongoing with higher ed providers, especially Ferrum College.
2. Provide strategic, targeted resources to facilitate the achievement of recognized goals and progress toward satisfying the identified needs.	7/13 Ongoing	
3. Link institutes of higher education and Franklin County Economic Development in the marketing of the County to new and expanding businesses.	5/14	

ECONOMIC DEVELOPMENT/JOB CREATION

Goal 1: Implement new business park plan.

Rationale: We need to extend the County’s momentum in the successful recruiting of new businesses and expansions of existing firms by creating new product.

Champion: Economic Development Director

Supporting Staff: Assistant County Administrator, PW Project Manager

Key Tasks/Activities	Start Date Mo/Yr	Comments
1. Complete and adopt a new business park study to include recommendations on future land acquisition.	Ongoing	Expected Study Completion 11/13.

Goal 2: Review current levels of staff support for economic development and make adjustments as needed.

Rationale: The County’s staffing levels and structure must be optimized in order to ensure the appropriate level of economic competitiveness, including the successful attraction of high wage jobs.

Champion: Board of Supervisors, County Administrator

Supporting Staff: Economic Development Director

Key Tasks/Activities	Start Date Mo/Yr	Comments
1. Identify tasks and roles of the Economic Development staff.	3/13	
2. Create job description(s) for the Economic Development staff.	3/13	
3. Provide recommendation for funding of identified position(s).	4/13	All tasks complete and new Economic Development Director hired.

Goal 3: Develop plan(s) for business support capability.

Rationale: We need to grow the County’s existing businesses and to maintain their viability. We need to identify suppliers and secondary businesses that tap into the vertical chain.

Champion: Economic Development Director

Supporting Staff: County Administration

Key Tasks/Activities	Start Date Mo/Yr	Comments
1. Develop an incentive program for existing business expansions and assistance to entrepreneurs.	3/14	
2. Provide strategic, targeted resources to facilitate the achievement of recognized goals and progress toward satisfying the identified needs.	5/14	
3. Using existing resources to develop an existing business visitation plan / program.	10/13	

4. Identify common and company specific needs.	Ongoing	

Goal 4: Develop a plan to attract diverse businesses that will increase the mean per capita income.

Rationale: We need to diversify occupational opportunities, reduce the out-commuting population, and reduce the rates of unemployment and underemployment.

Champion: Economic Development Director

Supporting Staff: County Administration

Key Tasks/Activities	Start Date Mo/Yr	Comments
1. Develop a targeting strategy that aligns with regional and state business attraction plans.	EDAC Ongoing	
2. Implement the targeting strategy through various marketing modalities.	10/13	

FINANCIAL STABILITY

Goal 1: Develop a long-range financial plan including review of current revenue streams.

Rationale: We need to identify methods to more effectively manage and protect the County's fund balance and cash flows (i.e. future capital, debt management, analysis of borrowing vs. cash investment, and set-asides) in order to enable strategic investments that will benefit the County.

Champion: Finance Director

Supporting Staff: Finance Department, County Administrator

Key Tasks/Activities	Start Date Mo/Yr	Comments
1. Explore opportunities for software, templates, etc. to assist in the preparation of a long range financial plan	4/14	
2. Begin plan	8/14	
3. Complete plan	10/14	
4. Review plan with County Administrator	10/14	
5. Present plan to Board of Supervisors	11/14	

Goal 2: Consider a dedicated revenue stream for economic development, including citizen education if pursued.

Rationale: We need to develop a new capability that enables us to fund identified projects and to help citizens embrace and support our strategies for economic development.

Champion: Economic Development Director, County Administrator

Supporting Staff: Finance Department

Key Tasks/Activities	Start Date Mo/Yr	Comments
1. Conduct champion and supporting staff meeting to discuss and conduct research as needed	10/13	
2. Develop proposal including accounting details and reporting mechanisms	11/13	
3. Present proposal to BOS as part of FY14/15 budget preparation	3/14	
4. Implement and provide accounting for new dedicated revenue stream for Economic Development	7/14	

Goal 3: Evaluate and reaffirm our financial policies to insure that they are effective for us.

Rationale: We need to review and modify as necessary the County’s financial policies to ensure that they meet current obligations and to support future growth.

Champion: Finance Director

Supporting Staff: County Administration

Key Tasks/Activities	Start Date Mo/Yr	Comments
1. Work with County Administrator to develop a strategy to ensure that the BOS is supportive of the County’s financial policies and recognize their benefit, including a schedule for review	Ongoing	
2. Conduct Board review of the Board Debt Capacity, Issuance and Management Policy	8/13	
3. Conduct Board review of the Operating/Capital Expenditure Accountability Policy	9/13	
4. Conduct Board review of the Risk Management Policy	6/14	
5. Conduct Board review(s) of the Balanced Budget, Long Range Planning Policy, Fund Balance Policy and Revenue Policy	8/14	
6. Conduct Board review of the Cash Management and Investment Policy	10/14	
7. Conduct Board review of the Asset Inventory Policy and the Purchasing Policy	9/14	

Goal 4: Pursue a cooperative strategy that will enable the School Board and the County Board of Supervisors to arrive at a joint financial strategy that will support education needs within the available financial framework in which we work

Rationale: We need to work together to insure the long-range financial viability of the County while addressing all components that go into a healthy community, including a strong educational system, robust economic development, and a high quality of life.

Champion: School Superintendent, County Administrator, Board Chairs

Supporting Staff: Finance, IT

Key Tasks/Activities	Start Date Mo/Yr	Comments
1. Utilize budget process to review and evaluate financial needs required of the school system	11/13	
2. Use current budget year to evaluate and refine as necessary the information that is needed to make timely informed budget decisions	Ongoing	
3. Convene joint session of the Board of Supervisors and the School Board to discuss education goals and strategies.	11/13	

STAFFING

Goal 1: Develop a staffing plan to coincide with goal implementation as well as maintaining current levels of service.

Rationale: We need to develop a staffing plan based on measurable criteria that reflects existing core responsibilities and anticipates future service demand. We should provide an objective measure of performance in order to identify value, problems, and critical capacity issues to support Board priorities.

Champion: County Administration

Supporting Staff: HR, all Department Heads

Key Tasks/Activities	Start Date Mo/Yr	Comments
1. Using a template (provided by Human Resources) task all Department Heads with developing an inventory and analysis of existing staff resources, correlating those resources to specific duties, responsibilities, and needs. In doing so, identify any staff resource shortfalls or excess staffing capacities. Analysis should be based on existing workload and anticipated future workload.	6/14	
2. Human Resources to compile Departmental inventories into master document.	7/14	
3. County Administration to review Departmental inventories, identify staffing needs and/or capacities that align with the Board's goals. "Alignment" to form the basis for prioritizing staffing requests.	Ongoing	
4. County Administration to present budget to Board reflecting an "aligned" staffing plan, complete with justifications for staffing requests grounded in the Board's goals.	Ongoing	

Goal 2: Develop a succession plan and evaluate which areas need more staff.

Rationale: We need to ensure continuity of leadership, provide opportunity for advancement, increase the retention rate, maximize productivity through identification of critical skills sets, reduce training and employee recruitment costs, and enhance our ability to handle risk. We may need targeted employee development that provides for training, cross training, mentoring, and structural changes. (Should be done hand in hand with Goal 1)

Champion: County Administration

Supporting Staff: HR; all Department Heads

Key Tasks/Activities	Start Date Mo/Yr	Comments
1. Using a template (provided by Human Resources) task all Department Heads with developing an inventory of critical functions, correlating those functions to specific positions. Identify instances where critical functions are dependent upon a singular staff resource, or where a loss of staff resources would severely jeopardize service delivery. (Note: Initiate after budget preparation; implement concurrent with performance evaluation period; IT has template)	6/14	
2. Human Resources to compile Departmental inventory into master document for County Administration review.	7/14	
3. County Administration to review Departmental inventory, identifying critical functions that: 1) are related to core service delivery; and 2) are necessary for the accomplishment of the Board's goals.	Ongoing	
4. Task all Department Heads with preparing a contingency plan in the event of staff resource loss or shortage. Contingency plan should state how the critical function would be accomplished and by whom, and should identify what non-critical functions might be compromised.	9/14	
5. Based on Departmental contingency plans, identify and recommend any changes to organizational structure that may be needed to ensure adequate coverage, continuity and continued progress toward meeting the Board's goals.	Ongoing	

Goal 3: Evaluate compensation and benefits with appropriate peer groups, including the development of a financial program to maintain employees' benefits and the exploration of performance-based pay.

Rationale: We must ensure that the County can recruit and retain the highest quality employees who will provide the highest level of service. To ensure that County employees have a competitive benefit package that will enable us to recruit and retain quality employees.

Champion: HR

Supporting Staff: County Administration, Finance, Consultants

Key Tasks/Activities	Start Date	Comments
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	Mo/Yr	
1. Discuss Market Compensation Study with BOS	8/13	Establish parameters (i.e. peer group, ranking goal, survey time, etc.)
2. Administer up-to-date survey with peer jurisdictions to collect compensation and benefits data.	TBD	
3. Analyze survey data to identify variances, where Franklin County's compensation/benefits differ significantly from peer norms.	TBD	

MANAGED GROWTH

Goal 1: Develop tools to manage the growth of the County effectively, including ordinances and impact fees as appropriate.

Rationale: We need to conserve and preserve land, maximize our investment in infrastructure, avoid sprawl, create attractive multipurpose communities, and encourage development and growth while maintaining the County's beauty and natural resources.

Champion: Planning Director

Supporting Staff: Planning Department, GIS

Key Tasks/Activities	Start Date Mo/Yr	Comments
1. Update Franklin County's Comprehensive Plan, with an emphasis on better anticipating future growth/demand and accounting for land capacity. Develop more specific policy guidance to achieve the desired growth/development pattern.	1/13	
2. Launch Village Planning initiative; begin first Village Plan for Union Hall. Growth demand area plans to immediately follow (Westlake, Burnt Chimney, etc. Noted in action item #9)	1/13	
3. Adopt updated Comprehensive Plan.	1/14	
4. Develop new zoning categories to better distinguish between rural, suburban, and corridor place types, and to tailor policies to achieve specific results in specific areas.	ongoing	
5. Identify candidate areas for comprehensive rezoning (reflected in Comprehensive Plan) in order to align zoning classifications with the desired physical development pattern.)	9/13	
6. Adopt first Village Plan (Union Hall).	12/13	
7. Incorporate new zoning categories into Zoning Ordinance	1/14	
8. Initiate comprehensive rezoning of selected areas, per Comprehensive Plan recommendations.	1/14	
9. Initiate subsequent Village Plans for areas with highest development demand/potential (Westlake, Burnt Chimney, Ferrum, Penhook, Glade Hill).	1/14	

Goal of undertaking two (2) Village Plans per year after 2013.		
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Goal 2: Consider the creation of incentives for the growth that we want in the County.

Rationale: We need to clearly state our expectations for development and remove roadblocks for developments that meet those expectations. We want to use the County’s policies and investment leverage to advance the village concept.

Champion: Economic Development Director
Supporting Staff: Planning, Finance, County Administration

Key Tasks/Activities	Start Date Mo/Yr	Comments
Develop guidelines for local incentives specifically tailored to each business segment covered by the County.	7/14	
Evaluate current local incentive parameters to determine if they still meet needs of County and demands of potential businesses.	6/14	
Market availability of local incentives through digital media and during existing business visitation.	Ongoing	

Goal 3: Act on appropriate strategies from Aging Services strategic plan.

Rationale: We need to understand and address the needs of the aging population, as well as the impact on County services.

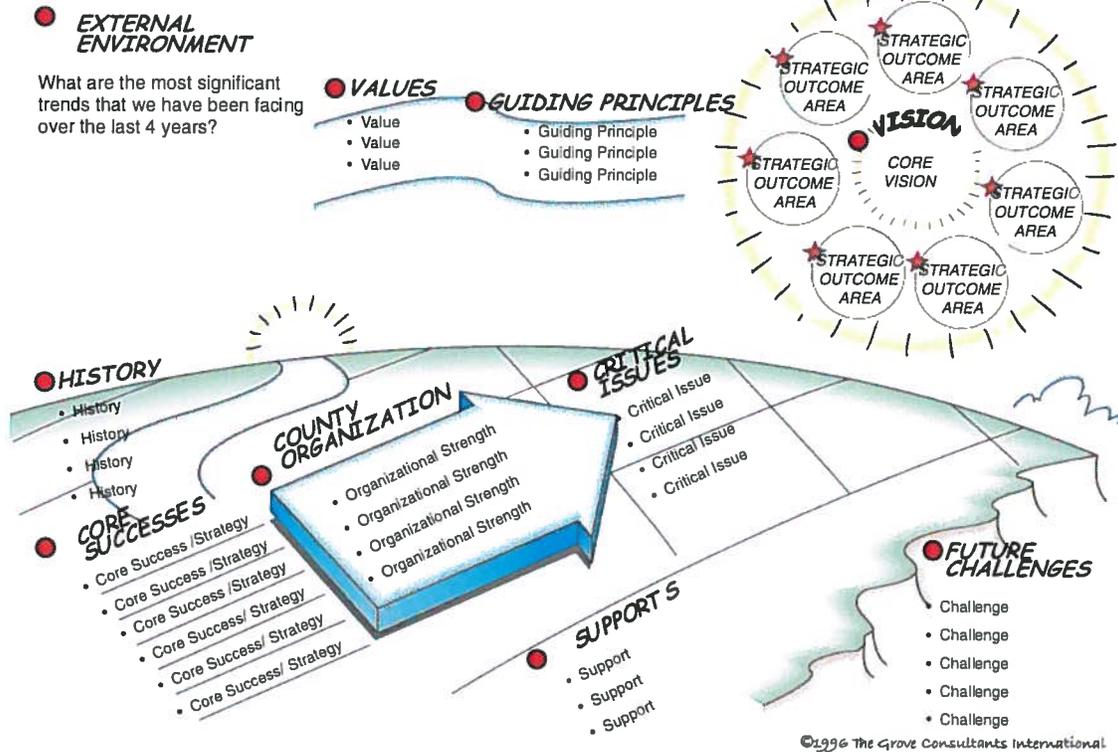
Champion: Aging Services Director
Supporting Staff: Programs & Transportation Coordinator, Aging Services Advisory Board, Ferrum College, Southern Area Agency on Aging, Council of Community Services, Parks and Recreation Department, VA Division for the Aging, PDC’s, County Administration

Key Tasks/Activities	Start Date Mo/Yr	Comments
Conduct Focus Groups, Key Stakeholder Interviews, Public Engagement Meeting for input on Aging Services Strategic Plan.	3/13	
Complete demographic and input data analysis	4/13	
Strategic Planning and Design Sessions	6/13	
Complete Draft of Aging Strategic Plan	9/13	
Aging Strategic Plan presented to Board of Supervisors	10/13	

FRANKLIN COUNTY BOARD OF SUPERVISORS ENVIRONMENTAL SCAN
Conducted November 29, 2012

The Board completed a scan that identified the external environmental trends that the County has been facing and the strategies that have been and will be useful in managing them successfully.

Franklin County BOS Environmental Scan



1. External Environment

What are the most significant trends that we have been facing over the last 4 years?

- Economic recession
- Reduced tax income including sales tax and real estate tax revenue (because we did not equalize the tax rate)
- Doing more with less everywhere creates changes in approach/business model
- Withdrawal of federal funding we've come to depend on
- Increased insurance costs
- Losing County employees to the private sector because salaries are not competitive
- Unfunded mandates and increased regulations (i.e. EMS training, schools, social services, landfill, stormwater)
- Amount of regulation (red tape) to get something done reduces initiative/ambition
- Fewer volunteers
- Reduced growth at Lake (residential, commercial, retail)
- Citizen demand for transparency has caused us to look at how we do business
- Devolution - State has passed down responsibilities to localities (i.e. roads, local aid)
- Lack of confidence in national leadership (political agendas/gridlock) ripples down to perception of County
- Restrictions on what we can do with creative taxation and revenue strategies

2. History

What are the defining characteristics of this County that are part of its history and give us an advantage in dealing with challenges?

- Conservatism - people had little money and knew how to be frugal and survive
- Our location and geography - the mountains, Blue Ridge Parkway, lakes, and general environment is pleasing with convenient access to other areas
- Heritage - German, Scotch-Irish, and English constituencies in the County have learned to work together and to adapt to diversity; it has caused us to be mindful of where other people are coming from
- Open, honest people
- Good leadership in County has helped us move forward; past leaders have had some great ideas to help us grow/develop
- Sense of community and helping others is part of our heritage

3. Core Successes

In working with the external environmental trends, what it is that we have done well, put in place, or used as a strategy in order to successfully negotiate these trends?

- Efforts to diversify the economy (not just wood - some life sciences, local foods emphasis, healthcare offerings at the Franklin Center)
- Our focus on workforce development has prepared people for work here/elsewhere
- Sincere and great appreciation for the foundation that was laid by former Boards (i.e. Commerce Park, workforce development, regional approaches, etc.)
- Our regional partnerships; we don't always have an "I" mentality
- Good at more with less; services are high, but we have kept the tax rate low
- Financial integrity has remained high; have been able to take advantage of low interest rates
- Built good rapport with the Tobacco Commission by doing a good job and this has helped us with economic development
- Set aside money in our fund balance to offset future expenditures has given us a positive financial condition (i.e. ability to borrow at a lower rate; ability to leverage a lot of grants)
- Getting grants (i.e. Franklin Center, parks and recreation, water/sewer, fire/EMS, and public safety)
- Have been patient and done our homework before jumping into things; good data

4. County Organization

Our County staff members are the professional resources that get it done. What strengths can we identify that has helped us successfully negotiate the environment?

- Accessibility to Board and citizens, including cell phone access beyond 8-5
- Leadership ability to give us research and recommendations about what might work and what won't
- Timely - get answers quickly and accomplish tasks in a timely fashion
- County Administrator who has experience, is dedicated, and is respected throughout the State
- County Administrator's ability to put a good team together and his knowledge and experience in guiding the team
- County Administrator's ability to guide Board Members through the "learning curve"
- County Administrator's participation in different associations and working partnerships
- Confidence the County Administrator has gained over the years in working with staff gives the Board an edge on decisions; rarely does things that lower Board confidence
- Don't have overly large staff and bureaucracy that often comes with that (but may have erred with a "too small" staff)

- Good working relationship between Board and the staff; the sense of teamwork is apparent to citizens, who are quick to pick up on problems of this sort
- County has good relationship with citizens
- Increased transparency
- County has developed good working relationship and credibility with business so that people want to “come back” (i.e. locate/expand here)
- Improving relationship with School Board
- Good relationship with local government partners
- Board’s attitude of regionalism and its relationship with other elected officials

5. Supports

What are the supports and opportunities that have come from others, for instance outside partners or other agencies that have helped us negotiate the environment?

- Roanoke Valley local governments/organizations
- Tobacco Commission
- Two community colleges
- Ferrum College
- Carillion

6. Critical Issues

Now that we have been dealing with these trends with these strategies, are there any critical issues that we are still facing that can “take us off the cliff?”

- Schools - overcrowding; safety issues; school studies that call for expansion; how will we fund the schools
- How to grow the County - we have a Comprehensive Plan but we need the tools to go with it (i.e. ordinances, zoning)
- Recognize the tremendous opportunity that we have right now for economic development (and avoiding the tendency to “hunker down” and see what happens)
 - Investment climate is unparalleled and we look like a good investment
 - Must decide what we can afford and how to pay for it
 - Must ask, “What can we NOT afford to NOT do?”
- Lack of infrastructure (water/sewer, natural gas, cellular coverage, broad band) must be addressed; we can’t afford stagnation
 - If we don’t act now on infrastructure, we will face higher costs in borrowing
 - County will suffer because businesses won’t come here
 - The kinds of businesses that we attract will not be the kind that we want
- Industrial park is close to full; we will have major costs to purchase land and develop it but it will be the Board’s job to sell that to the citizens so that they see the expense as necessary
- Do something about our employees in order to keep them as we are starting to lose employees to the private sector; this may increase as the economy picks up
 - It costs a lot to train employees when there is turnover
 - May need an updated compensation study to help us get a plan
 - Compensation study may have to go farther than just comparative counties and consider the private sector
 - Are there some services that we would want to outsource?

- How to attract higher paying jobs; what needs to be in place to provide the right quality of life for people that come here with those businesses?
 - Get proactive - What are the key issues?
 - Get a plan - "He who sits around gets what is left over"
 - Do our homework in order to do the right things
 - Make sure that we good public safety (fire/EMS;) retirees want good medical care
- Public safety - we are losing volunteers and having to pay people to answer calls
 - We have a 10 year plan
 - Staff members are working on a budget now for facilities and future staffing
 - There are volunteer issues and funding needs; the issue will be funding it
 - Will be important to educate public about changing world (public safety funding)
- Need to put together a strategic, multi-year revenue plan
 - We have a healthy tension about low taxes, but we are going to have to invest
 - County has done a good job of taking care of the Lake
 - We keep "pulling rabbits out of the hat"
 - Our tax considerations tend to be a point-in-time, versus strategic
 - Future staffing also needs to be addressed
 - Are getting pressure from the "leaner" areas in the County and the schools
 - Have to educate and engage citizens to get their buy-in
- Reluctance about projects needs to be reversed
 - We have a good CIP, but a tendency to say, "Let's wait to see what is happening"
 - Staff members have been reluctant to propose things to the Board
 - Staff members may be "hunkered down" and not thinking so far ahead
 - Must identify, "Where is the growth?" and "What is it is going to cost?" so that the Board can make some decisions
- Consider earmarking funds for economic development
 - If the tax rate is increased by "X" with earmarks, citizens will know what they are investing in
 - Also increases accountability
- Have an aging population in parts of County where they cannot afford higher taxes
 - Should we look at approaches such as special tax districts?
 - Progressive real estate tax
- Need to give staff direction about where Board is interested in spending money and what the priorities are and let them address:
 - Should we do it all at one time?
 - What are our options for paying for this?
 - Must keep in mind the impact that strategies have on different sectors of County

APPENDIX B
FRANKLIN COUNTY STAFF ENVIRONMENTAL SCAN
Conducted December 12, 2012

Franklin County managers completed a scan that identified the external environmental trends that the County has been facing and the historical competencies that have been and will be useful in managing them successfully. They also identified strategies that will be helpful going forward.

1. External Environmental Trends

- Unfunded mandates
- Aging population (average age getting higher; higher than the state average)
- Challenging economy
 - Unemployment rate (has doubled in 7 years from 3 to 6%; some improvement lately)
 - Wage and income stagnation
 - Inflation (personal finances and County revenues down; less able to buy)
- At a time when we can afford less, we should be investing more (i.e. technology, learning)
- Low tax rate (benefit in a good environment but gives us no reserves in a bad environment)
- Change in workforce needs from manufacturing to service
- Budget constraints from state/federal government
- Lack of understanding regarding how government works; don't know what they pay for
- Anti-government spending notion affects local government significantly; bad perception of national and state filters down to local government
- Devolution of tasks down to local government - federal and state governments are pushing responsibilities to local government without funding them
 - There is some desire to get policy out of the hands of the federal and state government and give it to local government
 - We've taken these hits and kept moving; the County probably doesn't give us credit for this, but realistically only a small part of the population understands what we do
 - People would rather see decisions made at the local level because they think that they are better able to influence decision-making
- Resistance to change; many people in the County don't want changes and this is challenging for the Board to manage
 - The County has a mentality of "Don't tread on me;" paying more = sacrificing liberty
 - The County has positioned itself as a low cost, minimal interference place; there are lots of amenities at the Lake and very low taxes
 - Pay as you go has been a dominant value; if we can afford it, it's a yes; if we don't have the cash in hand, then study it more and delay
 - Self-preservation and self interest; how do we protect ourselves from threats?
 - Dichotomy between those who want to make improvements and those who don't which is related to generational priorities (i.e. retirees vs. those with children)
- Changing workforce; we are not going to get the jobs that we had before again
 - Must identify what our workforce will need to be, consider alternatives, and retool ourselves as a society
 - Do we want to recruit for those lower paying jobs or will we stay on the "high road"
 - Reliance on workers is at an all time low; robots make work more efficient and require less people
 - There are some signs of "re-shoring" because China's labor costs are going up
 - Attitudes in workforce require planning (Lake, non-workers, entitlement, worker bees)

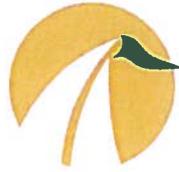
2. Historical Competencies

- Understanding that you have to work to arrive at a policy mandate and insure that your follow up does not exceed the mandate; professional adaptation to community values
- Transparency in what we do (all on the table; no off the radar meetings)
- Accessibility
- Role model for workforce development
- Personal relationships with the community
- Fiscal responsibility; fiscally sound practices
- Employees in key positions with longevity and institutional knowledge
- Staff competency, especially at the management level
- Ability to do a lot with a little; creativity in securing alternative funding sources; out of box
- Decision-making by metrics so that we are less reactive; we look at the implications metrics to increase willingness to accept new services and enhance willingness to pay
- Focus on regionalism and regional partnerships provide access to more resources and more analysis; are seen as a leader vs. a follower; we have a leadership position in Roanoke Valley
- Establishing best practices and being known for them; are studied by others
- Embracing technology
- Consistency on the Board = institutional knowledge
- Not embroiled in legal challenges; we operate within the law

3. Future Competencies/Strategies Needed to Manage the Environment

- Build a plan to address what we need to do and prioritize our wants
- Make decisions after significant thought versus on the spot
- Learn to cross the communication divide in dealing with today's generation to make sure that we get everyone's input and that our plans address the entire population
- Cultivate businesses that enhance the tax base but pay high wages and place less demand on the environment (i.e. smaller footprint, less water)
- Adequate staffing
- Competitive wages in the market for County government and the school system
- Develop our bench strength through development, training, cross training, structure
 - Loss of key positions; must have people ready to step up
 - Need to have a way to capture institutional knowledge
 - Few deputy directors = significant structural issues
- Strike while the iron is hot; get things done while we have the mandate
 - Do it now before support erodes or new priorities seep in
 - Help the Board stay focused on the big picture and to make needed investments
- Consider issue of human services needs and whether not addressing them impairs progress
 - Needs are greater and resources are scarcer; may have to decide what to support
 - Direct scarce resources toward those who are willing to be accountable
 - Have many community agencies that don't talk to each other = service duplication
 - Substance abuse is big issue (increasing crime, affecting schools/economic development)

FRANKLIN COUNTY
Board of Supervisors



Franklin County
A Natural Setting for Opportunity

EXECUTIVE SUMMARY

<p><u>AGENDA TITLE:</u> Recreation Advisory Commission's Recommendation on the Naming of Facilities</p>	<p><u>AGENDA DATE</u> August 20, 2013</p>	<p><u>ITEM NUMBER:</u></p>
<p><u>SUBJECT/PROPOSAL/REQUEST:</u> Present Recreation Advisory Commission's recommendation for the naming of Parks and Recreation facilities.</p>	<p><u>ACTION:</u></p>	<p><u>INFORMATION:</u></p>
<p><u>STRATEGIC PLAN FOCUS AREA:</u> County Government Services</p>	<p><u>CONSENT AGENDA:</u></p>	
<p><u>GOAL #:</u></p>	<p><u>ATTACHMENTS:</u> Yes</p>	
<p><u>ACTION STRATEGY:</u></p>	<p><u>REVIEWED BY:</u> <i>RET</i></p>	
<p><u>STAFF CONTACT(S):</u> Huff, Whitlow, Chapman</p>		

BACKGROUND:

Recently the Board of Supervisors was approached with a request to name the baseball fields at the Waid Recreation Area.

In response to this, the Board of Supervisors asked for staff to gather information on related policies and procedures from other jurisdictions. Staff provided to the Board of Supervisors a listing of Franklin County's 6 surrounding Counties of Bedford, Floyd, Henry, Patrick, Pittsylvania, and Roanoke as well as Botetourt County. The Cities of Danville, Lynchburg, and Roanoke and the school districts of Franklin County and Botetourt were also contacted. Of these 12 municipalities and school districts, 5 had a policy and 7 did not have a policy.

Locally County and / or County School facilities have occasionally been named for individuals. The Board has previously named County owned facilities in honor of individuals such as the B.A. Davis III Courts Complex and most recently, at the request of the Library Board of Trustees, the Joyce Tukloff Story Hour Room of the

Downtown Library. The Franklin County School Public System has also periodically named various facilities honoring individuals. In July of 2008, the Franklin County School Board adopted a facilities naming policy.

At the Board of Supervisor's Meeting on May 21, 2013 the Board asked that the Recreation Advisory Commission (RAC) provide a recommendation on the naming of Parks and Recreation facilities.

The RAC met on June 6, 2013 at which, Mr. Richard Arrington made a motion that the RAC be in support of the creation of a policy for the naming of facilities, Ms. Reba Dillon seconded the motion. Mr. Richard Arrington, Ms. Reba Dillon, Mr. Freeman Witcher, Ms. Jessica Gavor and Mr. Al Flora agreed; Ms. Kay Saleeby abstained from voting. Mr. Al Flora then made a motion to create a sub-committee for the creation of a facility naming policy for the Board of Supervisors, Ms. Reba Dillon seconded and all were in favor. Mr. Richard Arrington, Ms. Reba Dillon & Ms. Kay Saleeby volunteered to serve on the subcommittee and Paul Chapman, Director was asked to assist as staff. The subcommittee met following the RAC meeting and drafted a policy.

The subcommittee presented this draft policy to the RAC on August 13, 2013. Mr. Al Flora made a motion to change the requirement from "100 signatures" to "100 signatures per magisterial district". Ms. Brenda Perdue seconded the motion and all were in favor. Ms. Brenda Perdue made a motion to accept the document with the one change noted above. Mr. Gary Holden second the motion, all were in favor.

PRESENTATION:

Ms. Kay Saleeby, Chair will present the Recreation Advisory Commission's recommendation to the Board of Supervisors on August 20, 2013.

Purpose/Rationale:

- To establish policy and criteria regarding the naming of appropriate Franklin County Parks and Recreation facilities, or public spaces with or without a significant gift;
- To recognize significant contribution to Franklin County by naming Parks and Recreation facilities, or public spaces in honor of individuals, living or deceased;
- To establish policy and criteria regarding memorials on Franklin County Parks and Recreation property with or without a significant gift.

Policy:

1. The Board of Supervisors has ultimate authority and responsibility for the naming of Franklin County Parks and Recreation facilities, or public spaces.
2. The naming of such facilities or public spaces shall be done in honor of volunteer services of an individual, living or deceased, or as a result of significant monetary gifts to the county in support of public activities or services.
3. Any applications received falling under the purview of the Department of Parks and Recreation shall be forwarded to the Recreation Advisory Commission in accordance with procedures hereafter listed.

Criteria:

Regardless of the category for which the naming is submitted the Recreation Advisory Commission shall first consider the reputation of any individual or organization and prior recognitions received or honors already in place.

1. Exclusions from Naming

- a. No naming shall be authorized that gives preference to any political, religious, or other belief system.
- b. No commitment for naming shall be made by any employee of the county or elected official prior to the approval as set forth in this policy.
- c. No naming shall be authorized without an affirmative majority vote of the Board of Supervisors at an open meeting in which a quorum is met.
- d. No person having been convicted of a crime which in Virginia is considered a felony shall be authorized to have any structure named in their honor or due to a monetary gift.

2. Recognition Memorial Naming

- a. Naming of Parks and Recreation rooms, parks, buildings, structures, or spaces opened for use to the public at large shall only be authorized in honor of an individual based upon their dedication, volunteerism and service to residents of the county.
- b. Naming memorials of deceased individuals shall not be considered until the individual for whom the naming is considered has been deceased at least one calendar year.
- c. Naming in this category in recognition of individuals who were employees of the town, county, or Commonwealth shall not be based solely upon their work but must include demonstrated dedication beyond that required as part of their employ.

- d. Naming within this category shall be ONLY for an appropriate Parks and Recreation room, park, building, structure, or space directly related to the service for which recognition is being sought. No substitute naming shall be authorized.
 - e. Naming under this category will require submission of the appropriate form and requisite 100 signatures per magisterial district of Franklin County residents, as described under procedures of this policy, prior to consideration.
 - f. Recognition shall be only in the form of that approved in this policy.
3. Financial Gift/Donor Naming
- a. Naming of Franklin County Parks and Recreation rooms, parks, buildings, structures, or spaces opened for use to the public at large shall be authorized in recognition of a significant monetary gift.
 - i. Donor is establishing a permanent endowment to support a specific county activities, construction or educational opportunities.
 - ii. Pledge periods for naming gifts must not exceed five years. Pledges must include an estate note making the donor's estate responsible for payment of the pledge in the event of the donor's death before fulfilling the pledge.
 - iii. Bequest intentions and life income plans will generally not be acceptable for naming gifts because the county requires the immediate use of the funds for construction, maintenance, operation, and renovations. Possible exceptions include charitable trusts that can be used if they meet the established minimums set out for naming gifts and the payout period does not exceed five years.
 - iv. Donor shall provide the greater of \$25,000 or 60% of the total construction cost of a new park, building, facility, structure or space.
 - v. Donor is providing a minimum of 80% of the funds required to **renovate or expand** an existing Parks and Recreation room, park, building, facility, structure or space.
 - b. A gift agreement shall be required and be negotiated and executed through the county attorney for any memorial, honorarium or naming established through a monetary gift.
4. Once the Board of Supervisors has named a facility after an individual, the name shall remain in place for the life of the facility and will be honored in perpetuity.
- a. The county reserves the right to determine the form such recognition may take in the event that the facility no longer exists or under other changes of circumstance.
 - b. The county reserves the right to rescind the naming of a facility should the naming bring embarrassment or disrepute to the county.

Procedures:

1. Any person or organization representative wishing to name a Parks and Recreation facility or space in honor or memory of an individual they believe has met the requirements set forth in this policy must obtain an application form (Attachment A) and a Franklin County Resident Support Document (Attachment B) from the Franklin County Parks and Recreation staff to begin the process.
2. Once the application, described significant or noteworthy cause for naming narrative and Resident Support Document are completed, the applicant must turn in the

application package to the staff at the Franklin County Parks and Recreation Department office.

3. Staff of the Department of Parks and Recreation shall forward the aforementioned documents to the Recreation Advisory Commission (RAC) for discussion and review.
 - a. The RAC shall have two months to review the materials and forward their recommendation for naming or not naming to the Board of Supervisors.
4. Once the recommendation and application is received by the Board of Supervisors, they shall have two months to consider the materials, the RAC recommendation and any input from others before deciding to name or not name the facility.
 - a. Staff shall notify the applicant of the date and time the Board of supervisors will be voting on the request.
 - b. Failure to bring the naming to a vote within the allotted time or to vote to table the decision for a short time (maximum of two months) will result in a de facto approval of the request for naming.
 - c. The Board of Supervisors will direct staff to notify the applicant of the decision in writing within one week of the date of the decision.
 - d. If naming is approved, Parks and Recreation staff will contact the applicant to arrange for receipt of payment for the cost of the approved recognition plaque.
5. Only the recognition plaque approved by the Board of Supervisors shall be authorized for memorial, honorarium or benefactor naming.
 - a. Payment must be received prior to the plaque being ordered By Parks and Recreation Staff.
 - b. No fee for installation by Parks and Recreation staff shall be charged.
 - c. The department head or designee may receive recommendations from the submitters for memorial or benefactor as to the location for the plaque to be displayed but the ultimate decision shall that of the department head.
 - d. All plaques shall be placed in a conspicuous location readily visible to the public.

(Attachment A)

Application for Consideration of Memorial or Honorarium Naming

Name of individual(s) submitting request: _____

Mailing Address: _____

Phone: _____ E-mail _____

Note of importance- *Should this request be approved it shall be the responsibility of the submitting individual(s) to purchase the recognition plaque meeting the exact approved dimensions and style for installation by county staff.*

Select the **appropriate** individual naming category below

Memorial Naming- Honoree must be deceased

Individual or organization to be memorialized: _____

Date of Death: _____

Has this person been memorialized or recognized elsewhere? _____, If yes, where _____

Naming in Honor of- Honoree must be living

Individual or organization to be memorialized: _____

Has this person been recognized elsewhere? _____, If yes, where _____

Specific Parks and Recreation room, building, facility or structure which the submitter would like considered named in memory of: _____

Alternate site(s) if the above is not approved: _____

Requesting a facility does not guarantee that exact facility but will the request will be considered. The facility must be directly linked to the exemplary service to the county for which the person is being submitted. Smaller structures or spaces are more likely to be approved than larger, dependent upon the voluntary service the individual provided. (Example- it is more likely that a park trail be named for an individual that volunteered to construct trails than for the entire park to be named in their memory.)

Please describe on a attached sheet in detail why a facility, structure or space should be named in memory/honor of the above named individual. It is important to note their connection to the particular facility and why the requested facility would be appropriate. It is important to include significant achievements and/or leadership of the individual related to the services provided to the county. If the individual to be memorialized was a county or town employee it is imperative that the draft emphasize their volunteer efforts beyond that for which they were paid as part of their employment.

(Attachment B)

Franklin County Resident Support Document

Request that _____ be named in memory/honor of:
(Parks and Recreation Facility or description) (Circle one)

Individual's name to be honored or memorialized

We the undersigned residents of Franklin County are aware of the significant achievements of the above named individual and by affixing our signatures support the naming of a Parks and Recreation Facility in their honor/memory. (Signatures must be on this form)

Printed Name

Signature

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____



Franklin County
A Natural Setting for Opportunity

EXECUTIVE SUMMARY

<p>AGENDA TITLE: Financing Options</p> <p>SUBJECT/PROPOSAL/REQUEST Request of the Board to allow the County's financial advisors, Davenport and Company, the opportunity to explore all possible new money and refunding opportunities for the County.</p> <p>STRATEGIC PLAN FOCUS AREA: N/A Goal # Action Strategy:</p> <p>STAFF CONTACT(S): Messrs. Huff, Whitlow, Copenhaver</p>	<p>AGENDA DATE: August 20, 2013 ITEM NUMBER:</p> <p>ACTION: YES INFORMATION:</p> <p>CONSENT AGENDA: ACTION: INFORMATION:</p> <p>ATTACHMENTS:</p> <p>REVIEWED BY: <i>REH</i></p>
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BACKGROUND:
The County's financial advisors, Davenport and Company, presented a financial overview and multi-year capital improvement funding strategy session at the Board's retreat on August 14, 2013.

- DISCUSSION:**
Approximately \$9.5 million will need to be borrowed for the first phase of capital projects including:
- Phase 1: Village Center Utility Improvements \$500,000
 - Parks, Recreation and Aging Facility \$2,350,000
 - Phase 1 of the Business Park \$3,000,000
 - Two Public Safety Stations \$2,562,500
 - Short – Term Capital Leases \$1,000,000
 - Issuance Costs \$87,500

The Board may choose to adjust, delete or substitute projects that are listed above except for the Parks, Recreation and Aging Facility which has already been purchased.

Davenport desires to explore all possible new money as well as any existing debt refunding opportunities that may be available. They would like to bring the results of their work to the Board at the September 17, 2013 meeting.

RECOMMENDATION:
Staff respectfully requests the Board's approval to allow Davenport and Company the opportunity to explore all possible new money opportunities for approximately a \$9.5 million borrowing and at the same time explore any refunding opportunities on existing debt that may be advantageous to the County. The decision to definitely move forward on all or portion of the projects will be made upon review of the results of this analysis when brought back to the BOS.

FRANKLIN COUNTY
Board of Supervisors



Franklin County
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EXECUTIVE SUMMARY

<p><u>AGENDA TITLE:</u> Landfill Articulated Dump Truck</p> <p><u>SUBJECT / PROPOSAL / REQUEST:</u> Authorize purchase of Used Articulated Dump Truck</p> <p><u>STRATEGIC PLAN FOCUS AREA:</u> Infrastructure</p> <p><u>GOAL #: #:</u> 4 Develop & implement a system to insure the life of the landfill is extended.</p> <p><u>STAFF CONTACT(S):</u> Messrs. Huff, Whitlow, Smith, Sink</p>	<p><u>AGENDA DATE</u> August 20, 2013</p> <p><u>ITEM NUMBER:</u></p> <p><u>ACTION:</u></p> <p><u>CONSENT AGENDA:</u> Yes</p> <p><u>INFORMATION:</u></p> <p><u>ATTACHMENTS:</u></p> <p><u>REVIEWED BY:</u> <i>RET</i></p>
---	---

BACKGROUND:

Franklin County operates a Municipal Solid Waste Landfill for the benefit of Franklin County citizens and businesses. Operating procedures and guidelines are described in the Landfill Permits #72 (old landfill) and #577 (new landfill). As described in those permits, landfill staff is required to cover the trash daily with dirt. Another described procedure is the placement of a minimum of 12 inches of dirt over the trash on all exposed slopes. This is described as the intermediate layer of the landfill cap cover. Approximately 50,000 cubic yards of dirt will be required to cap the existing cell (Permit #72) from the old landfill.

The County has to the year 2020 to complete this task. However, if landfill staff can proceed now and include this excavation in the daily work activities, then such an expense can be spread over the entire time period instead of spending on a large out payment/bid process for an outside contractor.

In planning ahead to close out the old landfill, staff would like to begin installing the required methane gas vents in the spring of 2014 as to begin final capping of the Rte 220 side of the existing landfill in 2015. This would begin to relieve some of the County's financial assurance requirements with the Virginia Department of Environmental Quality (DEQ). To do so, landfill staff would need to be moving cover material all thru this coming winter. County staff has the means to load trucks, while the new dozer provides the means to place cover material. However, currently the County has only one truck to service both cells, whereby staff cannot work very efficiently (if at all) when the one truck is down for repairs.

DISCUSSION

Currently a new articulated dump truck would cost approximately \$350,000. Due to current market conditions a quality used truck can be purchased for approximately \$100,000. Due to frugal spending by the landfill staff there is approximately \$224,000 being carried forward in the landfill capital equipment budget, so no additional funding would be required should a quality used truck be procured. Staff estimates the additional truck would pay for itself in strictly the capping operations alone. Staff will be able to double production without any increase in overhead.

RECOMMENDATION:

Staff respectfully requests the Board of Supervisors authorize procurement of a quality used articulated dump truck by auction or RFP from qualified dealers, thereby appropriating the necessary funds (approximately \$100,000) accordingly.

FRANKLIN COUNTY
Board of Supervisors



Franklin County
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EXECUTIVE SUMMARY

<p><u>AGENDA TITLE:</u> 2013 Franklin County Solid Waste Management Plan</p>	<p><u>AGENDA DATE</u> August 20, 2013</p>	<p><u>ITEM NUMBER:</u></p>
<p><u>SUBJECT/PROPOSAL/REQUEST:</u> Resolution to Accept Revised 2013 Franklin County Solid Waste Management Plan</p>	<p><u>ACTION:</u></p> <p><u>CONSENT AGENDA:</u> Yes</p>	<p><u>INFORMATION:</u></p>
<p><u>STRATEGIC PLAN FOCUS AREA:</u> Infrastructure <u>GOAL #:</u> <u>ACTION STRATEGY:</u></p>	<p><u>ATTACHMENTS:</u> Yes</p>	
<p><u>STAFF CONTACT(S):</u> Messrs. Huff, Whitlow, Smith, Catlett, Sink</p>	<p><u>REVIEWED BY:</u> <i>RHJ</i></p>	

BACKGROUND:

The Virginia Waste Management Board has adopted regulations which require every city, county and town to develop a Solid Waste Management Plan (SWMP) in accordance with 9VAC 20-130 et seq., effective August 1, 2001. The Franklin County Board of Supervisors adopted the original SWMP Plan in May 2004, and then adopted the first revision in July 2009. The previous plans and proposed plan require County coordination with the Towns of Rocky Mount and Boones Mill, whereby these governing bodies will also be asked to approve resolutions of support for the Solid Waste Management Plan (SWMP).

DISCUSSION

Franklin County and its engineering consultants have prepared a "Revised Franklin County Solid Waste Management Plan, 2013" in accordance with state regulations. The 2013 revision has updated population and waste disposal projections. It also discusses the new landfill cell in Permit #577. OmniSource Shredded Products Landfill is described as a participant in the County's Plan, while D. E. Worley Construction's composting facility was removed as they are more involved in other projects now. These were the only major changes in the County's plan. Should the OmniSource Shredded Products private landfill request any changes to their site operations resulting in a permit modification, then the County would be given the opportunity to review such changes to OmniSource's landfill at that time, thereby requiring another amendment to the Solid Waste Management Plan.

RECOMMENDATION:

Staff respectfully requests the Board of Supervisors to approve the "Revised Franklin County Solid Waste Management Plan, 2013, thereby approving the attached resolution.

***RESOLUTION OF SUPPORT FOR THE REVISED
FRANKLIN COUNTY SOLID WASTE MANAGEMENT PLAN, 2013***

WHEREAS, the Virginia Waste Management Board has adopted regulations which require every city, county, and town or region in the Commonwealth of Virginia to develop a solid waste management plan in accordance with 9VAC 20-130-10 et seq., effective August 1, 2001, and

WHEREAS, Franklin County and its engineering consultants have prepared a “Revised Franklin County Solid Waste Management Plan, 2013” in accordance with State regulation; and

WHEREAS, meeting the solid waste management needs of the Franklin County service area including the Town of Rocky Mount and the Town of Boones Mill require local government support of and commitment to the implementation of the local solid waste management plan; and

WHEREAS, the Board of Supervisors of Franklin County Virginia, has considered the “Revised Franklin County Solid Waste Management Plan, 2013”;

NOW, BE IT RESOLVED, that the Board of Supervisors for Franklin County, Virginia, adopts and supports the “Revised Franklin County Solid Waste Management Plan, 2013” and is committed to its successful implementation; and

BE IT FURTHER RESOLVED, that the Board of Supervisors of Franklin County agrees to cooperate with the Towns of Boones Mill and Rocky Mount to maintain, update, and implement the Plan adopted by the County of Franklin; and

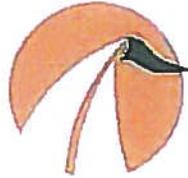
BE IT FURTHER RESOLVED, that the Board of Supervisors of Franklin County recognizes that in order for the Plan to be successfully implemented, each jurisdiction has an obligation to support solid waste management programmatic commitments in the adopted Plan and that implementation of the Plan may require cooperation between the Towns of Boones Mill and Rocky Mount, and the County of Franklin.

David R. Cundiff, Chairman
Board of Supervisors
Franklin County, VA

Richard E. Huff, II, County
Administrator
Franklin County, VA

PREPARED FOR:

FRANKLIN COUNTY BOARD OF SUPERVISORS
1255 FRANKLIN STREET
ROCKY MOUNT, VA 24151



Franklin County
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**SOLID WASTE MANAGEMENT PLAN
(SWMP)**

**ADOPTED BY THE BOARD OF SUPERVISORS
MAY 18, 2004**

**REVISED JULY 2009
UPDATED AUGUST 2013**

PREPARED BY:

JOYCE
ENGINEERING

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GREENSBORO, NORTH CAROLINA 27407
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JEI PROJECT NO. 00459.1201.12.07

**FRANKLIN COUNTY, VIRGINIA
SOLID WASTE MANAGEMENT PLAN (SWMP)**

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I. INTRODUCTION

A. SUMMARY

The purpose of this revised Solid Waste Management Plan (SWMP) is to meet the requirements of 9 VAC 20-130-10 et seq., effective August 1, 2001. The plan outlines the long-term strategy and goals set by the County of Franklin, Virginia.

In addition to Franklin County, the Town of Rocky Mount and the Town of Boones Mill have agreed to cooperate in the implementation of this plan. The original agreement between Franklin County and the Town of Rocky Mount is included in Appendix I, for reference only. Resolutions from each jurisdiction adopting this plan are included in Appendix VII.

B. PLAN GOALS

The goals of this SWMP include coordinating the efforts of Franklin County, the Town of Rocky Mount, and the Town of Boones Mill regarding solid waste management and planning. The plan will develop objectives for the management of solid wastes, including, at a minimum, all of the following elements: source reduction, reuse, recycling, resource recovery (waste-to-energy), and landfilling. In addition, the plan will demonstrate how the goals and objectives for solid waste management will be met and include a schedule for the implementation of these goals.

II. PROJECTIONS AND WASTE QUANTITIES

A. SWMP COVERAGE AREA

The coverage area of this SWMP is Franklin County, which includes the Towns of Rocky Mount and Boones Mill. Franklin County is located in the West Piedmont Planning District. The County is approximately 721 square miles in size. It is bounded to the north by Roanoke and Bedford Counties, to the south by Henry and Patrick Counties, to the west by Floyd County, and to the east by Pittsylvania County.

Within Franklin County, residential land use is concentrated in the Town of Rocky Mount, the Town of Boones Mill, the community of Ferrum, Smith Mountain Lake, and in communities located in the northern and northeastern portions of the County. Smaller clusters of non-

agricultural residences occur at communities, such as Burnt Chimney, Callaway, Glade Hill, Henry, Redwood, Penhook, and Snow Creek. Commercial land uses in the County are concentrated around the communities of Burnt Chimney, West Lake, and Glade Hill. Other commercial establishments within the County are located along Routes 40, 220, and other major highways crossing the County. There are also several rural village centers located throughout the County. As shown on the Future Land Use Map, provided in Appendix V, there are many rural village centers and areas of anticipated growth within the County, which includes communities such as Burnt Chimney, Ferrum, Glade Hill, Callaway, Henry, Sontag, and Snow Creek.

The Town of Rocky Mount is located near the geographic center of Franklin County and serves as the County seat. The Town is approximately 6.652 square miles in size. Land use within Rocky Mount is concentrated around the urban center with large amounts of vacant, agricultural, and forestlands remaining in the extreme northern, eastern, and southwestern portions of the Town. Commercial activity is centered around the downtown central business district and the vicinity of Tanyard Road (Route 122-40) where new commercial development is occurring. Residential concentrations in the Town are generally suburban in nature and are relatively compacted into areas immediately surrounding the business district.

The Town of Boones Mill is located in the northwestern corner of Franklin County. The Town is approximately 0.74 square miles in size. Land use within the Town consists of agricultural, forestlands, and small residential concentrations. Commercial establishments are typically located in the center of the Town off State Route 220.

Industrial activities within the County are generally located in and around the Town of Rocky Mount, the Town of Boones Mill, and the community of Ferrum. An approximate 75-acre industrial park is located in the Town of Rocky Mount and an approximate 300-acre industrial park, designated as Commerce Park, is located about three miles south of the Town of Rocky Mount on Route 220. In addition, the West Franklin Industrial Park, which consists of approximately 82-acres, is located near the community of Ferrum. Manufactured products generated in the County include prefabricated homes, mobile homes, plywood, paints, varnishes, custom woodworking and cabinets, home accessories, windows, doors, and plastic bags and

containers. A map of the existing industries is provided in Appendix V.

B. POPULATION DATA AND PROJECTIONS

Existing population data and population projections were provided by Franklin County based on the 2010 US Census and the sources noted in Table 1. The population recorded in the 2010 Census for the County, not including the Town of Rocky Mount and the Town of Boones Mill, was 56,159 persons. The 2010 populations for the Town of Rocky Mount and the Town of Boones Mill were 4,700 persons and 239 persons, respectively.

Table 1. Population by Jurisdiction.

Jurisdiction	2010	2015	2020	2025	2030	2032
Franklin County	56,159	59,203	62,412	65,367	68,461	70,274
Town of Rocky Mount	4,700	5,192	5,736--	6,336	7,000	7,361
Town of Boones Mill	239	239	239	239	239	239
Total	61,098	64,634	68,387	71,942	75,700	77,265

- Source for 2010 Population: US Census Bureau (2010 census).
- Source for 2020, 2030 & 2040 Population Projections for Franklin County: Weldon Cooper Center for Public services website and Virginia Employment Commission.
- 2030 & 2040 Population Projections for the Town of Rocky Mount provided by the Town of Rocky Mount based on a buildout analysis for 2050 and 2060 in the Town's Comprehensive Plan
- Population Projections for the Town of Boones Mill were not available. Assumed growth rate to be 0%.

Generally, the total population for the County is projected to increase an average of 0.92 percent annually over the next twenty years. During this same period, the populations for the Town of Rocky Mount and the Town of Boones Mill are projected to increase annually an average of 1.96 percent and 0 percent, respectively. Population projections for Franklin County, the Town of Rocky Mount and the Town of Boones Mill, at 5-year increments through 2032 are provided in Table 1. Annual projections through 2032 are provided in Appendix II.

C. COMPOSITION OF SOLID WASTE

Based on the waste stream volumes reported by the Franklin County Sanitary Landfill for calendar year 2012, household and residential waste represents approximately 53 percent of the waste stream generated and handled within Franklin County. Generally, this includes household waste, vegetative and yard waste, white goods, and livestock. Approximately 23 percent of the waste stream generated and collected within the County is comprised of commercial and industrial waste, which generally includes construction and demolition debris, industrial wastes, incineration ash, sludge, and tires. Recyclables, as reported on the 2012 Local Recycling Rate Report, such as metals, paper, plastic, glass, and batteries, represents approximately 24% of the waste stream generated and collected within the County. Waste summary reports for the Franklin County Sanitary Landfill since 2005 are provided in Appendix III. The 2012 Local Recycling Rate Report is provided in Appendix VIII.

The Shredded Products Landfill is a captive industrial landfill, which disposes of waste materials generated by the automobile shredding plant operated by OmniSource Southeast located adjacent to the landfill. By-products of the shredding operations and automobile shredder residue (ASR) which consists of non-metallic components of the cars, are the only materials disposed at the facility. If this waste was diverted to the Franklin County Sanitary Landfill, the percentages of household and residential waste, commercial and industrial waste, and recyclables to the total waste stream generated and collected within the County, would be approximately 37, 46, and 17, respectively.

D. SOLID WASTE GENERATION PROJECTIONS AND FLOW PATTERNS

Currently, solid waste is collected either directly from residences, businesses, and industries, or from collection areas. Residential waste is typically collected by the Town of Rocky Mount within its borders, or at convenience center drop-off areas located throughout the County. The majority of the businesses and industries in Franklin County are served by private haulers. The collection areas in Franklin County are emptied on the average of four to five times per week, except in heavily populated areas, where they are emptied seven times per week. Due to tourism and recreational activities in the area of Smith Mountain Lake, Franklin County experiences a

fluctuation of waste generation rates. This requires the collection boxes to be emptied more than usual for a county the size of Franklin County.

As mentioned above, the majority of the businesses and industries in the County are served by private haulers. In general, the collection boxes at these businesses and industries are in good condition. Waste generated by businesses and industries in the County is assessed a tipping fee at the landfill for disposal.

A decrease in the amount of residential waste is not expected to occur due to the increasing number of residents and the usage of more disposable products. Collection costs may increase along with population increases due to more frequent stops by waste collectors. In addition, due to the regulatory changes regarding the disposal of solid waste, the general operations of the landfill, and the cost of landfill equipment, the cost for collection and disposal may increase, as well.

E. WASTE STREAM PROJECTIONS

Solid waste generation projections were calculated based on per day per capita rates or based on recent reports of waste collection and recycling quantities provided by Franklin County. A description of the projection methodology for each of the major types of waste generated in the County is presented in the following sections. Supporting calculations are presented in Appendix IV.

1. Municipal Solid Waste

Originally, MSW projections were calculated using the average of the per capita values published by the Environmental Protection Agency (EPA) Office of Solid and Emergency Response in their *Municipal Solid Waste in the United States: 2009 Facts and Figures Executive Summary*, dated December 2010. In this report, the 2009 per day per capita MSW generation estimate was 4.34 pounds. The average of the per day per capita MSW generation rate between 2000 and 2009 was 4.51 pounds. If recycling and recovery is removed, the average per day per capita MSW generation rate between 2000 and 2009 was 3.02 pounds.

In order to determine if the average MSW generation rate for the U.S. is applicable for the County, the published per day per capita value was compared to the estimated tons per day per capita based on quantities reported by Franklin County in 2012. In 2012, a total of 36,005 tons of MSW was disposed at the Franklin County Sanitary Landfill. Based on review of the 2010 Census and the estimated population for 2020, the population in 2012 was approximately 62,487 persons. Using the formula presented below, the per capita tonnage of MSW (PCT_{MSW}) for the County based on actual reported quantities for 2012 was 1.579E-03 tons per day per capita or 3.157 pounds per day per capita.

$$\begin{aligned}
 PCT_{MSW} &= 36,005 \text{ tons} * (1 \text{ year} / 365 \text{ days}) \\
 &\quad * (1 / 62,487 \text{ persons}) \\
 &= 1.579E-03 \text{ tons/day/capita} \\
 &= 3.157 \text{ pounds/day/capita}
 \end{aligned}$$

Although the County's MSW generation rate is slightly higher than the published MSW generation rate value, if recycling and recovery is removed, to be consistent with previous County data, the County's MSW generation rate of 3.157 pounds per day per capita was selected to calculate the MSW generation projection for the planning period of 2013 through 2032. To calculate the total annual and cumulative MSW generation quantities, the PCT_{MSW} was then applied to the annual population projections for the County.

Using this methodology, it is estimated that approximately 808,543 tons of MSW will be generated in the County between 2013 and 2032. These calculations are presented in Appendix IV.

2. Construction/Demolition/Debris

In June 1998, the EPA released a report entitled *Characterization of Building-related Construction and Demolition Debris in the United States*, which presents a per capita CDD generation rate of approximately 2.8 pounds per day; however, this generation rate is based on limited data. Construction and Demolition Debris waste generation is also related to the amount of development occurring within the County. The 2007 Franklin County Comprehensive Plan

was utilized to provide information on the growth rate of development in the County by using the growth rate of households within the County.

In 2012, a total of 10,421 tons of CDD was collected and disposed at the Franklin County Sanitary Landfill for a per capita per day disposal rate of 0.914 pounds. Between 1990 and 2000 according to the Franklin County Comprehensive Plan, the number of households in Franklin County increased 29.4 percent, an annual growth rate approximately 2.6%.

To calculate the total annual and cumulative CDD quantities, the County household growth rate was applied to the CDD waste stream to project the next twenty years of generation. This rate should reflect the potential future development of the County as the Comprehensive Plan indicates household growth is tied to construction and industry growth. These calculations are presented in Appendix IV.

3. Industrial Waste

Industrial waste is collected separately in the County from residential waste, and hauled to the Franklin County Sanitary Landfill for disposal. Therefore, the same methodology used to calculate the CDD waste projections was also used to project the amount of non-hazardous industrial waste that is expected to be generated in the County, using the 2012 scalehouse records provided by the landfill.

During 2012, approximately 4,441 tons of non-hazardous industrial waste was collected in the County and disposed at the sanitary landfill. Using an estimated population in 2012 for the County of 62,487 persons, the per capita per day tonnage of industrial waste (PCT_{IW}) is 1.947E-04 tons per capita per day or 0.389 pounds per capita per day. To calculate the total annual and cumulative non-hazardous industrial waste generation quantities, the PCT_{IW} was then applied to the annual population projections for the County. Using this methodology, it is estimated that approximately 99,729 tons of industrial waste will be generated in the County in the next twenty years. Calculations are presented in Appendix VI.

IX. SUMMARY

The purpose of this solid waste management plan is to provide Franklin County, the Town of Rocky Mount, and the Town of Boones Mill with goals for the long-term management of solid waste. For the solid waste management plan to succeed, the full participation of all of the residents, businesses, and industries of the County must be obtained.

Based on the information provided by Franklin County, the County is currently achieving a 32% recycling rate. The Franklin County Solid Waste Management Plan and Recycling Action Plan describes a plan for the implementation of new programs designed to maintain and continue improvements in the recycling rate, such as the utilization of an on-going reporting system, pursuing other recycling efforts, such as chipping yard waste for mulch, more educational programs to involve and educate the community, and better availability of recyclable collection stations.

FRANKLIN COUNTY
Board of Supervisors



Franklin County
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EXECUTIVE SUMMARY

<p><u>AGENDA TITLE:</u> Landfill Expansion Engineering Modification</p> <p><u>SUBJECT/PROPOSAL/REQUEST:</u> Request Funding Approval For Permit and Engineering Modification Fees</p> <p><u>STRATEGIC PLAN FOCUS AREA:</u> Infrastructure</p> <p><u>GOAL #:</u> 4 Develop & implement a system to insure the life of the landfill is extended.</p> <p><u>ACTION STRATEGY #1:</u> Present reengineering concept & estimated consultant costs to amend permit for the vertical expansion of new Landfill.</p> <p><u>STAFF CONTACT(S):</u> Messrs. Huff, Whitlow, Smith, Catlett, Sink</p>	<p><u>AGENDA DATE</u> August 20, 2013</p> <p><u>ACTION:</u> Yes</p> <p><u>CONSENT AGENDA:</u></p> <p><u>ATTACHMENTS:</u></p> <p><u>REVIEWED BY:</u> <i>RET</i></p> <p><u>ITEM NUMBER:</u></p> <p><u>INFORMATION:</u></p>
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BACKGROUND:

Franklin County operates a Municipal Solid Waste Landfill for the benefit of Franklin County citizens and businesses. Methods and Requirements for the operation of the landfill are established in Virginia Solid Waste Permits #72 (old landfill) and #577 (new landfill). Permit #577 covers the County's new Cell 1 and provides guidelines for the construction of the remaining proposed Cells 2 thru 6.

During the recent construction of new Cell 1 and in some further investigations by Franklin County, it was shown that ground water table elevations were not as high as previously estimated. The ground water table elevation is generally considered the controlling parameter as to how deep a cell may be constructed. These preliminary findings were presented to the Virginia Department of Environmental Quality (DEQ) which granted permission to reopen Permit #577 to potentially redesign the base grades within Cells 2 thru 6 in an effort to obtain more volume without increasing the exterior perimeter footprint. This process of design reengineering and permit modification may take as long as three years.

To insure that staff would not crowd its timeline for grading a redesigned Cell 2, the County received permission to rework the East face of the existing old cell (Permit # 72) which grants the County an estimated one, additional year of life there. Pushing these schedules back helps extend some potential capital borrowing timelines and will give county personnel more time to complete much of the planned

construction in house. As discussed at the July 16, 2013 Board of Supervisors meeting, the potential vertical expansion in Permit #577 alone adds an estimated 16.5 years of life and an estimated \$35 million in tipping fees in today's dollars.

DISCUSSION

Working with the County's landfill consulting engineers, the design modification and permit approvals for this project were broken into the following tasks and associated fees:

Task 1 Hydrogeologic Field Investigations - \$45,000

A: Advertise, bid and select contractor to install 6 piezometers

B: Install, develop, and slug test piezometers.

C: Use piezometer data to better define depth to the water table and groundwater flow characteristics.

Task 2 Part A Permit Modification - \$30,000

A: Notice of Intent

B: Part A Permit Modification Application

Task 3 Part B Permit Modification - \$45,000

A: Modify base grades and closure grades.

B: Revise design reports, groundwater monitoring plan, gas management plan and permit drawings.

Task 4 Engineers meetings with County staff, DEQ, or other interested parties to facilitate completion of permit applications. Time and materials not exceed \$10,000.

Task 5 Respond to DEQ and public comments during draft period with written technical documents and drawings - Time and materials not to exceed \$20,000

Task 6 Permit Fees to DEQ - \$15,000

TOTAL Project Budget \$165,000

Funds for the project are currently available in the landfill capital accounts with \$143,191 in the development capital account and \$64,657 in the engineering capital account. Therefore, approximately \$21,809 would be transferred from the engineering account to the development account to cover the total project budget of \$165,000.

RECOMMENDATION:

Staff respectfully requests the Board of Supervisors approve the Landfill expansion engineering and permit modification as presented with a total project cost not to exceed \$165,000, thereby transferring \$21,809 from the landfill engineering capital account into the landfill development capital account and appropriating said funds (\$165,000) for the project accordingly. Such approval authorizes the County Administrator to execute related project documents (i.e. engineering contract, permit documents, etc.) accordingly.

FRANKLIN COUNTY
Board of Supervisors



Franklin County
A Natural Setting for Opportunity

EXECUTIVE SUMMARY

AGENDA TITLE: Western Virginia Regional Industrial Facility Authority	AGENDA DATE: August 20, 2013 ITEM NUMBER:
SUBJECT/PROPOSAL/REQUEST: Advertise for Public Hearing for consideration of creating the Western VA Regional Industrial Facility Authority	ACTION: INFORMATION:
STRATEGIC PLAN FOCUS AREA: Economic Development / Job Creation Goal # 4 Develop Plan to attract diverse businesses that will increase the mean per capita income Action Strategy: Align a targeting strategy that aligns with regional and state business attraction plans.	CONSENT AGENDA: ACTION: Yes INFORMATION:
STAFF CONTACT(S): Messrs. Huff, Whitlow, Burnette, Doughty (RREDP)	ATTACHMENTS: Yes REVIEWED BY: 

BACKGROUND: Last spring, Roanoke County Board of Supervisors Chairman Mike Altizer convened an Economic Development Summit with the following regional localities: the Counties of Botetourt, Franklin, Montgomery, Roanoke; the Cities of Roanoke, Salem; and the Town of Vinton. During this meeting, the area's economic development challenges (i.e. decrease in available industrial sites) was discussed. The idea of joint partnerships to address such challenges was conferred, whereby each participating locality agreed for their respective administrator / manager to further meet and collaborate as to possible opportunities.

DISCUSSION: Since the Economic Development Summit, the regional group of administrators / managers (with the support of the Roanoke Regional Economic Development Partnership- RREDP) have collectively met, whereby the idea of forming a collective industrial facility authority was offered. The Commonwealth of Virginia's Regional Industrial Facilities Act allows for multiple localities to form an industrial facility authority for the purpose of enhancing the economic base of member localities. Such an authority allows any two member localities to jointly fund and develop economic development facilities (i.e. industrial pads, business parks, etc.), thereby jointly sharing in subsequent resulting tax revenues. Such membership in the authority does not require the member locality to participate in such a project, but rather gives the locality the choice. As a member, Franklin County would not be obligated to participate in the funding, construction, operation, etc. of a economic development project unless it so chooses.

RECOMMENDATION: Staff respectfully requests the Board of Supervisors to schedule a public hearing for September 17, 2013 Board of Supervisors meeting to consider the adoption of a resolution for the creation of the Western Virginia Regional Industrial Facility Authority.

**AGREEMENT CREATING THE
Western Virginia Regional Industrial Facility Authority
Adopted: _____, 2013**

WHEREAS, the purpose of the regional industrial facility authority is to enhance the economic base for the member localities by developing, owning, and operating one or more facilities on a cooperative basis involving its Member localities, and

WHEREAS, the exercise of the power granted by this chapter shall be in all aspects for the benefit of the inhabitants of the region for their commerce, and for the promotion of their safety, health, welfare, convenience and prosperity; and,

WHEREAS, the named governing bodies have further determined that joint action through a regional industrial facility will facilitate the development of the needed industrial facilities.

THEREFORE IT IS HEREBY RESOLVED THAT, pursuant to the Virginia Regional Industrial Facilities Act, Chapter 64, Title 15.2 *et. seq.*, Code of Virginia, 1950, as amended, (The Act), the governing bodies of the County of Botetourt, the County of Franklin, the County of Montgomery, the County of Roanoke, the City of Roanoke, the City of Salem and the Town of Vinton hereby agree to create, by concurrent adoption of ordinances, the Western Virginia Regional Industrial Facility Authority (the "Authority") for the purpose of enhancing the economic base for the Member localities by developing, owning, and operating one or more facilities on a cooperative basis involving its member localities.

ARTICLE I.

NAME AND OFFICE

The name of the authority shall be the Western Virginia Regional Industrial Facility Authority and the address of its office is C/O Roanoke Regional Partnership, 111 Franklin Road, SE, Roanoke, VA 24011.

ARTICLE II.

**PARTIES TO THE WESTERN VIRGINIA REGIONAL INDUSTRIAL FACILITY
AUTHORITY AGREEMENT**

The initial members of the Authority are:

Botetourt County, Virginia	Franklin County, Virginia
Montgomery County, Virginia	Roanoke County, Virginia
Roanoke City, Virginia	Salem City, Virginia
Town of Vinton, Virginia	

and are authorized by the Act to participate in this Authority and shall each be called a "Member locality" and collectively, the "Member localities".

The governing body of each of the Member localities shall appoint members to the Authority pursuant to 15.2-6403 (A) of the Act. Each Member localities shall appoint two (2) members to the Authority. The members of the Board shall be elected in accordance with Article IV hereof.

Each Member locality may appoint two alternate board members, to be selected in the same manner as board members and shall perform all duties including voting in the member's absence. Each member, and alternate, of the Authority before accepting their appointment and begin discharge of their office duties, shall take and subscribe to the oath prescribed in 49.1 of the Code of Virginia, 1950, as amended.

At any time subsequent to the creation of this Authority, the membership of the Authority may, with the approval of the Authority Board, be expanded to include any locality within the region that would have been eligible to be an initial member. The governing body of a locality seeking to become a member shall evidence its intent to become a member by adopting an ordinance proposing to join the Authority that conforms, to the requirements consistent with Section 15.2-6402, i, ii, iii, and iv of the Code of Virginia.

ARTICLE III.

FINDING; PURPOSE; AND GOVERNMENTAL FUNCTIONS OF THE AUTHORITY

The Member localities agree that this Authority has been established for the following purpose and function.

1. The Member localities agree that the economy of the Western Virginia Regional Industrial Facility Authority area has not kept pace with those of the rest of the Commonwealth. The respective individual Member localities may lack the financial resources to assist in the development of economic development projects and the creation of the Authority provides a mechanism for the Partners to cooperate in the development of facilities which will assist the region in overcoming this barrier to economic growth.

2. The exercise of the power granted by the Act shall be in all aspects for the benefit of the inhabitants of the region for the increase of their commerce, and for the promotion of their safety, health, welfare, convenience and prosperity.

3. The Act provides the seven Member localities with many powers by which the Member localities may interact as one body or as individual participating groups consisting of one or more Member localities of the Authority which the members believe will give each local government an opportunity to establish successful partnerships for the development of economic projects which will serve the region.

ARTICLE IV.

BOARD OF THE AUTHORITY

All powers, right and duties conferred by the Act, or other provisions of law, upon the Authority shall be exercise by a Board of Directors. The Board of Directors shall consist of two board members from each Member locality. The governing body of each Member locality shall appoint two board members to the Board of Directors. Any person who is a resident of the appointing Member locality may be appointed to the Board of Directors. Each board member of the Board of Directors shall serve for a term of four years and may be reappointed for as many terms as the governing body desires. During the establishment of the Authority, the Member localities agree to stagger terms. Each governing body

shall appoint their initial board members to serve and designate one of its board members to serve for two years and the other board member to serve for four year terms. After the initial appointment of these board members, each succeeding director shall serve four year terms. If a vacancy occurs by reason of death, disqualification or resignation, the governing body of the Member locality that appointed the Authority board member shall appoint a successor to fill the unexpired term.

The governing body may appoint up to two alternate board members. Alternates shall be selected in the same manner as board members, and may serve as an alternate for either board member from the Member locality that appoints the alternate. Alternates shall be appointed for terms that coincide with one or more of the board members from the member locality that appoints the alternate. If a board member is not present at a meeting of the Authority, the alternate shall have all the voting and other rights of the board member not present and shall be counted for purpose of determining a quorum.

Each board member of the Authority before entering upon the discharge of the duties of his office shall take and subscribe to the oath prescribed in Section 49-1, Code of Virginia, 1950, as amended.

A quorum shall exist when a majority of the Member localities are represented by at least one board member. The affirmative vote of a quorum of the board shall be necessary for any action taken by the board. No vacancy in the membership of the board shall impair the right of a quorum to exercise all rights and perform all duties of the board. The board shall determine the times and places of its regular meetings, which may be adjourned or continued without further public notices, from day to day or from time to time or from place to place, but not beyond the time fixed for the next regular meeting, until the business before the board is completed.

Board special meetings shall be held when requested by members of the board representing two or more member localities. A request for a special meeting shall be in writing, and the request shall specify the time and place of the meeting and the matters to be considered at the meeting. A reasonable effort shall be made to provide each member with notice of any special meeting. No matter not specified in the notice shall be considered at such special meeting,

unless all the members of the board are present. Special meetings may be adjourned or continued, without further public notice, from day to day or from time to time or from place to place, not beyond the time fixed for the next regular meeting, until the business before the board is completed.

The Board shall elect from its membership a chair, vice chair, treasurer, and secretary for each calendar year. The Board may also appoint an executive director and staff who shall discharge such functions as may be directed by the Board. The executive director and staff may be paid from funds received by the Authority.

No board member shall receive compensation.

The Board promptly following the close of the fiscal year (July 1 thru June 30), shall submit an annual report of the Authority's activities of the preceding year to the member localities governing body. The Annual Report shall set forth a complete operating and financial statement covering the operation of the Authority during such reporting year.

The Board may establish dues or other annual financial fees as may be approved by a unanimous vote of Member localities.

ARTIVCLE V.

POWERS OF THE AUTHORITY

The Authority is vested with the powers of a body corporate, including the powers to sue and be sued in its own name, plead and be impleaded, and adopt and use a common seal and alter the same as may be deemed expedient.

The Authority shall be vested with all powers and duties enumerated in Section 15.2-6405, pursuant to the Act as it currently exist or may be amended;
Powers of the Authority:

1. Adopt bylaws, rules and regulations to carry out the provisions of this chapter.
2. Employ, either as regular employees or as independent contractors, consultants, engineers, architects, accountants, attorneys, financial experts,

construction experts and personnel, superintendents, managers and other professional personnel, personnel, and agents as may be necessary in the judgment of the authority, and fix their compensation.

3. Determine the location of, develop, establish, construct, erect, repair, remodel, add to, extend, improve, equip, operate, regulate, and maintain facilities to the extent necessary or convenient to accomplish the purposes of the Authority.

4. Acquire, own, hold, lease, use, sell, encumber, transfer, or dispose of, in its own name, any real or personal property or interest therein.

5. Invest and reinvest funds of the authority.

6. Enter into contracts of any kind, and execute all instruments necessary or convenient with respect to its carrying out the powers of the Act to accomplish the purpose of the Authority.

7. Expend such funds as may be available to the Authority for the purpose of developing facilities, including but not limited to (i) purchasing real estate; (ii) grading sites; (iii) improving, replacing and extending water, sewer, natural gas, electrical and other utility lines; (iv) constructing, rehabilitating, and expanding buildings; (v) constructing parking facilities; (vi) constructing access roads, streets, and rail lines; (vii) purchasing or leasing machinery and tools; and (viii) making any other improvements deemed necessary by the Authority to meet its objectives.

8. Fix and revise from time to time and charge and collect rates, rents, fees, or other charges for the use of the facilities or for services rendered on connection with the facilities.

9. Borrow money from any source for any valid purpose, including working capital for its operations, reserve funds, or interest, mortgage, pledge, or otherwise encumber the property or funds of the Authority, and contract with or engage the services of any person in connection with any financing, including financial institutions, issuers of letter of credit, or insurers.

10. Issue bonds under this chapter.

11. Accept funds and property from the Commonwealth, person, counties, cities, and towns and use the same for any of the purposes for which the authority is created.

12 Apply for and accept grants or loans of money or other property from any federal agency for any of the purposes authorized in this chapter and expend or use the same in accordance with the directions and requirements attached thereto or imposed thereon by any such federal agency.

13. Make loans or grants to, and enter into cooperative arrangements with, any person, partnership, association, corporation, business or governmental entity in furtherance of the purpose of this chapter, for the purposes of promoting economic and workforce development, provided that such loans or grants shall be made only from revenues of the Authority that have not been pledged or assigned for the payment of any of the Authority's bonds, and to enter into such contracts, instruments and agreements as may be expedient to provide for such loans, and any security therefor. The word "revenues" as used includes grants, loans, funds and property, as enumerated herein.

14. Enter into agreements with any other political subdivision of the Commonwealth for joint or cooperative actions in accordance with Section 15.2-1300, Code of Virginia, 1950 as amended.

15. Do all things necessary or convenient to carry out the purposes of this chapter.

ARTICLE VI.

PARTICIPATION AGREEMENTS FOR INDUSTRIAL FACILITIES

The Act authorizes different mechanisms which the Authority may select to undertake in meeting the purposes listed above, but the primary purpose of this Authority is to establish Participation Agreements, by which industrial facilities may be constructed and developed in the Authority's membership area. The Authority may enter into Participation Agreements pursuant to Section 15.2-1300, *et. seq.*, of the Code of Virginia. The Agreements shall be negotiated between all parties and be consistent with the powers granted by the Act. Such participation agreements may include participation by public and private entities not Member localities of the Authority.

In no case, shall the full faith and credit of the Authority be pledged without the unanimous consent of the Member localities. Each Member locality may consider its terms in the participation in each proposed project. The cost for such Participation Agreements and any remuneration from the creation of a Participation Agreement shall only be shared by the Member localities that participate in the Participation Agreement in accordance with the participating agreements for that project.

ARTICLE VII.

DONATIONS TO AUTHORITY; REMITTANCE OF TAX REVENUE

A. Member localities are hereby authorized to lend, or donate money or other property to the Authority for any of its purposes. The Member locality making the grant or loan may restrict the use of such grants or loans to a specific facility owned by the Authority, within or without that Member locality.

B. The governing body of the Member locality in which a facility owned by the Authority is located may direct, by resolution or ordinance that all tax revenues collected with respect to the facility shall be remitted to the Authority. Such revenues may be used for the payment of debt service on bonds of the Authority and other obligations of the Authority incurred with respect to such facility. The action of such governing body shall not constitute a pledge of the credit or taxing power of such Member locality.

ARTICLE VIII.

REVENUE SHARING AGREEMENTS

Notwithstanding the requirements of Chapter 34 (Section 15.2-3400 *et seq.*), the Member localities may agree to a revenue and economic growth sharing arrangement with respect to tax revenues and other income and revenues generated by any facility owned by the Authority. The obligations of the parties to any such agreement shall not be construed to be debt within the meaning of Articles VII, Section 10 of the Constitution of Virginia. Any such agreement shall be approved by a unanimous vote of the governing bodies of the Member localities reaching such an agreement, but shall not require any other approval.

ARTICLE IX.

BOND ISSUES

The Authority may at any time and from time issue bonds for any valid purpose, including the establishment of reserves and the payment of interest. According to the Act, "bonds" includes notes of any kind, interim certificates, refunding bonds or any other evidence of obligation. Any such bonds issued pursuant to the Act shall comply with all terms and conditions identified in Sections 15.2-6409, 15.2-6410, 15.2-6411 and 15.2-6412 of the Code of Virginia.

ARTICLE X.

ACCOUNTS AND RECORDS

The accounts and records of the Authority showing the receipt and disbursement of funds from whatever source derived shall be in such form as the Auditor of Public Accounts prescribes, provided that such accounts correspond as nearly as possible to the accounts and records for such matters maintained by corporate enterprises. The accounts and records of the Authority shall be subject to audit pursuant to Section 30-140, and the costs of such audit services shall be borne by the authority. The Authority's fiscal year shall be the same as the Commonwealth's.

ARTICLE XI.

DISSOLUTION OF AUTHORITY

Any Member locality of the Authority may withdraw from the Authority (i) upon dissolution of the authority as set forth herein and after satisfaction as such Member locality's legal obligation, including repayment of its portion of any debt increased with refund to the Authority, or after making contractual provisions for the repayment of its portion of any debt incurred with refund to the Authority, as well as pledging to pay any general dues for operation of the Authority for the current and preceding fiscal year following the effective date of withdrawal.

No Member locality seeking withdrawal shall retain, without the consent of a majority of the remaining Member localities, any rights to contributions made

by such Member locality, to any property held by the Authority or to any revenue sharing as allowed by the Act.

Upon withdrawal, the withdrawing Member locality shall also return to the Authority any dues or other contributions refunded to such Member locality during its membership in the Authority.

Whenever the Board determines that the purpose for which the Authority was created has been substantially fulfilled or is impractical or impossible to accomplish and that all obligations incurred by the Authority have been paid or that cash or sufficient amount of approved securities has been deposited for their repayment, or provisions satisfactory for the timely payment of all its outstanding obligations have been arranged, the Board may adopt resolutions declaring and finding that the Authority shall be dissolved.

Appropriate attested copies of such resolutions shall be delivered to the Governor so that legislation dissolving the Authority may be introduced in the General Assembly. The dissolution of the Authority shall become effective according to the terms of such legislation. The title to all funds and other property owned by the Authority at the time of such dissolution shall vest in the Member localities which have contributed to the Authority in proportion to their respective contributions.

ARTICLE XII.

AUTHORITY OPERATIONS

The Member localities shall establish and approve By-laws by which the Authority shall be operated for the benefit of all participating localities. The Authority may also establish Policies and Procedures and/or a User Agreement in order to manage its daily operations.

IN WITNESS WHEREOF, the governing bodies identified, by authorized action, have caused this Agreement to be executed and their respective seals to be affixed hereto and attested by their respective clerks or secretaries commencing this ____ day of _____, 2013.

APPROVED TO FORM:

Attorney

ATTEST: _____

By: _____

Date: _____

By: _____

Its: _____

DRAFT 08.12.13