



# Franklin County

*A Natural Setting for Opportunity*

## AGENDA

### FRANKLIN COUNTY BOARD OF SUPERVISORS TUESDAY, SEPTEMBER 17, 2013

- 1:30 P.M. Call To Order, Chairman David Cundiff
- 1:31 Invocation, Supervisor Bobby Thompson
- 1:32 Pledge of Allegiance, Supervisor Cline Brubaker
- 1:33 Public Comment  
•
- 1:36 CONSENT AGENDA (REQUIRES ACTION)
- REF: 1. Approval of Accounts Payable Listing, Appropriations, and Minutes for August 20, 2013
2. Social Networking/Media Policy Adoption **(See Attachment #1)**
3. Southern Virginia Child Advocacy Center/20 Years Milestone Resolution **(See Attachment #2)**
4. Sheriff's Surplus Property **(See Attachment #3)**
5. Parks & Recreation Cleaning Bids **(See Attachment #5)**
6. P & R Naming Facility Policy **(See Attachment #7)**
7. BZA Overturn of Zoning Administrator Revocation of Sign Permit **(See Attachment #15)**
8. Parks & Recreation Proposed Facility Use & Operations Policy **(See Attachment #11)**
9. Occasional Engineering Services Contract Agreements **(See Attachment #8)**
10. Amendment to August 14, 2013 Minutes **(See Attachment #12)**
11. VACO Voting Credentials **(See Attachment #4)**
12. County Rabies Clinic - October 12, 2013 @ The Government Center **(See Attachment #17)**
- 1:40 Dr. Mark Church, Superintendent of Schools
- REF: 1. Request for School Carry-overs **(See Attachment #10)**

- 1:50 Vincent Copenhaver, Director of Finance  
REF: 1. Monthly Finance Report  
2. Authorization to Advertise for Public Hearing to For Additional Appropriations **(See Attachment #16)**  
3. Financial Software Purchase **(See Attachment #13)**
- 2:00 Mike McGannon, Engineering Associates  
REF: 1. Radio Communications System Update **(See Attachment #14)**
- 3:00 Davenport & Company, Financial Advisors  
REF: 1. Results of Borrowing Proposal
- 3:20 Richard E. Huff, II, County Administrator  
REF: 1. Board Retreat/September 27, 2013 (10:00 A.M.-2:00 P.M)  
2. Other Matters
- 3:30 Other Matters by Supervisors
- 3:35 Request for Closed Meeting in Accordance with 2.2-3711, a-3, Acquisition of Land and a-5, Discussion of a Prospective New Business or Industry, or of Expansion of an Existing One, 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.*

**APPOINTMENTS:**

- Industrial Development Authority/Rocky Mount District (Term Expires 11/18/2013) 4-Yr. Term **(See Attachment #9)**

Recess for Dinner

6:00 Call To Order, Chairman David Cundiff

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

**LEGAL NOTICE  
NOTICE OF PUBLIC HEARING OF THE  
FRANKLIN COUNTY BOARD OF SUPERVISORS**

Pursuant to the provisions of the Virginia Regional Industrial Facilities Act, Chapter 64, Title 15.2, of the Code of Virginia of 1950, as amended, the Franklin County Board of Supervisors hereby gives notice of a public hearing to be held on Tuesday, September 17, 2013, at approximately 6:00 P.M. in the Government Center, 1255 Franklin Street, Suite 104, Rocky Mount, Virginia, to consider the adoption of an ordinance regarding the creation of, and the County's participation in, the Western Virginia Regional Industrial Facility Authority.

The purpose of this Regional Authority is to enhance the economic base for the member localities (Botetourt County, Franklin County, Montgomery County, Roanoke County, City of Roanoke, City of Salem, and the Town of Vinton), and to benefit the inhabitants of the region by developing, owning, and operating one or more facilities on a cooperative basis involving the Authority's member localities. **(See Attachment #6)**

*Adjournment Thereafter*

**RISE & SHINE GUESTS FOR SEPTEMBER ARE CHARLES WAGNER & CHRIS**

**FRANKLIN COUNTY**  
Board of Supervisors



**Franklin County**  
*A Natural Setting for Opportunity*

**EXECUTIVE SUMMARY**

<p><u>AGENDA TITLE:</u> <b>SOCIAL NETWORKING/MEDIA POLICY</b></p> <p><u>SUBJECT/PROPOSAL/REQUEST</u> <b>APPROVE NEW SOCIAL NETWORKING/MEDIA POLICY #1.40</b></p> <p><u>STRATEGIC PLAN FOCUS AREA:</u> <u>Goal #</u> <u>Action Strategy:</u></p> <p><u>STAFF CONTACT(S):</u> <b>Mr. Huff; Mr. Whitlow &amp; Ms. Barnes</b></p>	<p><u>AGENDA DATE:</u>      <u>ITEM NUMBER:</u></p> <p>                                 <b>SEPTEMBER 17, 2013</b></p> <p><u>ACTION:</u>                      <u>INFORMATION:</u></p> <p><b>APPROVE POLICY</b></p> <p><u>CONSENT AGENDA:</u> <b>YES</b></p> <p>                                 <u>ACTION:</u>                      <u>INFORMATION:</u></p> <p><u>ATTACHMENTS:</u> <b>YES</b></p> <p><u>REVIEWED BY:</u> <b>REH</b></p>
---	--

**BACKGROUND:**

Staff completed research that would address a number of social networking/social media issues in reference to employee and department usage and a draft policy was developed. The Board of Supervisors recently requested that staff finalize such a policy and present it for approval. The draft policy was reviewed and modified to reflect revised information from surrounding localities that had also implemented and/or updated a Social Media Policy and from information received after review of the County's draft policy by legal counsel.

The intent of this policy would not be to interfere with an employee's freedom of speech but it should serve to protect the County from unauthorized disclosure of information including misrepresentation and to protect employees against sexual harassment, potential violence or other forms of slander. The policy draft was presented to the Board of Supervisors at the June 18<sup>th</sup> Board meeting, whereby the Board of Supervisors requested the policy be brought back to the Board for their approval following further review by County management staff and any subsequent final edits from legal counsel.

**DISCUSSION:**

The proposed Social Networking/Media Policy includes guidelines for employee business and personal use as well as for the County-authorized departments utilizing social networking sites for Department activities and/or County information and the employee's personal social networking

activities. All of the County's employment policies, including disciplinary procedures, apply to conduct that occurs online in the same way that they apply to conduct that occurs in the workplace. Employee's on-line conduct should comply with the County's Anti-Discrimination, Anti-Harassment, Confidentiality, Workplace Violence and Ethics policies. The County does reserve the right to monitor and control County affiliated departments who have postings, blogs and/or social networking pages on the Internet. This policy further references the Human Resources Administrative Information Technology Acceptable Use Policy #1.25 for supportive and additional information for general user requirements.

This policy serves to support that when social networking, blogging or using other forms of web based forums, Franklin County must ensure that such use of these communications maintains the County's brand identity, integrity and reputation while minimizing actual or potential legal risks, whether used inside or outside the workplace.

All final edits and suggestions from legal counsel have been incorporated into the draft policy as attached.

**RECOMMENDATION:**

Staff respectfully requests the Board of Supervisors to consider adoption of the attached Social Networking/Media policy accordingly.

OBJECTIVE – Franklin County takes no position on the employee’s decision to participate in social media and social networking activities, including, but not limited to Internet postings, personal websites, blogs, Facebook and Twitter while the employee is off duty. The County does reserve the right to “monitor and control” County officials and employees use of the Internet, email and social media from County equipment or during work hours. County affiliated departments who have postings, blogs and/or social networking pages on the Internet are also subject to monitoring and control. The County is not limiting an employee’s right to freedom of speech, and this policy will not be interpreted to infringe upon employees’ First Amendment rights. However, it is the right and duty of the County to protect itself from unauthorized disclosure of information (including misrepresentation) and to protect itself and its employees from actions that impair discipline or harmony among co-workers, that interfere with an employee’s job performance, that interfere with the operations of the County’s business, that constitute sexual harassment or concern potential violence, or that have a detrimental impact on working relationships that require personal loyalty and confidence. Franklin County’s Social Networking/Media Policy includes guidelines for employee business and personal use as well as for County-authorized departments utilizing social networking sites for Department Activities and/or County information and the employee’s personal social networking activities. This applies to all executive officers, board members, employees (both management and staff), affiliates, contractors and consultants.

---

### **I. General Provisions for Social Networking**

Use of social media or technology for purposes of this policy includes, but is not limited to, email, video or wiki postings, sites such as Facebook and Twitter, chat rooms, blogs (whether business-related or personal) and other forms of online journals, diaries or newsletters which may or may not be affiliated with Franklin County or its Department approved Social Networking sites.

All of the County’s employment policies apply to conduct that occurs online in the same way that they apply to conduct that occurs in the workplace. Employee’s on-line conduct must comply with the County’s Anti-Discrimination, Anti-Harassment, Confidentiality, Workplace Violence and Ethics policies.

### **II. Business Use**

County provided electronic communications tools are the property of the County and are provided to facilitate the effective and efficient conduct of County business. Users, authorized by their Department Director, are permitted access to the Internet and electronic communications tools to assist in the performance of their job related duties, i.e. background checks, Department related websites and blogs, and the like. Some users will also be permitted to access and use social media to conduct County business in providing a unique webpage and/or social media access to promote services, education, and citizen safety through their departments as approved by the County. All such use shall:

- A. Use accurate identities and state personal or department affiliation when using communications and/or social media for County business.
- B. Ensure the security of sensitive and/or confidential information when communicating electronically or posting information on internal or external websites including social media sites.
- C. Ensure information is accurate, timely and appropriate when posting to any site. Correct errors as soon as possible, apologizing if necessary.

### **III. Personal Use**

Personal use means use that is not job-related. Policy allows incidental and occasional personal use of the County’s IT resources when approved by the manager of that department. Internet use should not interfere

with the user's productivity or work performance, nor should it interfere with the efficient operations of the County network. Personal use of social media that refers to any aspect of the work environment should be done in a responsible and professional manner. Management has the right to request that employees refrain from using their personal communication devices during work hours, especially if it is a distraction to other employees or affects the employee's quality of work.

Unless specifically instructed, employees are not authorized to speak on behalf of Franklin County. Employees may not publicly discuss clients, undisclosed products, employees or any work-related matters, whether confidential or not, outside County-authorized communications. Employees are expected to protect the privacy of Franklin County and its employees and clients and are prohibited from disclosing personal employee information, non-employee information, proprietary information and any other non-public information to which employees have access.

**Employees using electronic communication and social media for personal use should:**

- A. Use their personal email addresses and not those related to their positions with the County when communicating or posting information for personal use.
- B. Be clear that their communication or posting is personal and is not a communication of the County or the Commonwealth.
- C. Users may use a disclaimer when posting opinions or views for personal use such as, "The views expressed on this (website, blog etc..) social media site are my own views and do not reflect the views of Franklin County or of the Commonwealth of Virginia" when appropriate to ensure that these views are not viewed as official County or Commonwealth communications.

**IV. General User Requirements (See HR Administrative IT Acceptable Use Policy #1.25 for supportive and additional information)**

Follow all applicable County IT and Social Media Policies. Users may not violate any provision of the IT and Social Media policies or any supplemental policy adopted by the County including any laws, regulations or guidelines set forth by Local, State or Federal law. Users shall:

- A. Be responsible and professional in all activities. Employees should conduct themselves in a manner that supports the mission, vision and ethics of the County and the performance of their activities.
- B. Be respectful of the County, the employees, customers, vendors, agencies, Boards and others when posting and communicating information. Users should be sensitive to referring to or including others in their communications and posts and should be aware of any associated potential liabilities. Consent from others may be considered prior to communicating or posting information about the workplace and/or the individual.
- C. In keeping with the Conflict of Interest Act, Chapter 40.1 of Title 2.1 of the Code of Virginia, *County employees are prohibited from using information they have gained while performing their job to further their personal interests.*
- D. Employees who are uncertain whether their interests may present a conflict with their position as a County employee should contact County Administration for clarification.
- E. Employees working in positions with confidential information concerning the plans and affairs of the County, their departments, or other employees shall not discuss such plans or records with persons not authorized to have access to this information. If the employee is uncertain about releasing information, he or she should refer the individual to the County Administrator.

**V. Prohibited Conduct – Personal and/or Business Use**

Employees are prohibited from engaging in any of the following in their business and/or **personal** online activities and posts. Failure to comply may result in disciplinary action up to and including termination.

- A. Disparaging the County's services, clients, executive leadership, employees or strategy;

- B. Making any intended false or misleading comments regarding County business;
- C. Promoting or endorsing violence;
- D. Promoting illegal activity, including the use of illegal drugs;
- E. Directing any negative comment towards or about any individual or group based on race, religion, gender, disability, age, national origin, citizenship, or other characteristics protected by law;
- F. Disclosing any confidential or proprietary information belonging to the County or obtained by the employee as a result of their employment with the County; and
- G. Posting, uploading, or sharing any recording or images taken in the workplace without express advance authorization.

## **VI. Employer Monitoring**

Employees should have no expectation of privacy nor shall develop any ownership interest in anything created while using the Internet, Intranet, or accessing social media websites through County equipment or facilities for any purpose, including authorized blogging, internet access and department social networking sites.

- A. No user shall have any expectation of privacy in any message, file, image or data created, sent, retrieved, received, or posted in the use of the County's equipment and/or access. The County has the right to monitor any and all aspects of electronic communication and social media usage. Such monitoring may occur at any time, without notice, and without the user's permission.
- B. Your postings can be reviewed by anyone, including Franklin County. Franklin County reserves the right to monitor comments or discussions about the County, its employees, clients, vendors and their industry, including products and competitors, posted on the Internet by anyone, including employees and non-employees.
- C. Franklin County reserves the right to use content management tools to monitor, review or block content on County blogs that violate County blogging rules and guidelines.
- D. In addition, except for exemptions under the Act, electronic records may be subject to the Freedom of Information Act (FOIA) and, therefore, available for public distribution.

## **VII. Personal Employee Blogs**

Franklin County respects the right of employees to use and write blogs and use social networking sites as a medium of self-expression and public conversation and does not discriminate against employees who use these media for personal interests and affiliations or other lawful purposes. Employees are expected to follow the guidelines and policies set forth to provide a clear line between you as the individual and you as the employee.

- A. Bloggers and "commenters" are personally responsible for their commentary on blogs and social networking sites.
- B. Bloggers and "commenters" may be held personally liable for commentary that is considered defamatory, obscene, proprietary or libelous by any offended party, not just Franklin County.
- C. Employees cannot use employer-owned and assigned/issued equipment, including computers, County-licensed software or other electronic equipment, on County time, to conduct personal blogging or social networking activities.
- D. Employees cannot use blogs or social networking sites to harass, threaten, discriminate against or disparage employees or anyone associated with or doing business with Franklin County.
- E. If you choose to identify yourself as a Franklin County employee, please understand that some readers may view you as a spokesperson for Franklin County. Because of this possibility, we ask that you state that your views expressed in your blog or social networking area are your own and not those of the County, nor of any person or organization affiliated or doing business with Franklin County.
- F. Employees cannot post on personal blogs or other sites the trademark or logo of Franklin County or any business with a connection to Franklin County, absent the business having given

- permission. Employees cannot post County-privileged information or non-public information.
- G. Employees cannot post on personal blogs or social networking sites photographs of other employees, clients, vendors or suppliers while engaged in County business.
  - H. Employees cannot link from a personal blog or social networking site to Franklin County's internal or external web site.
  - I. If contacted by the media or press about their post that relates to Franklin County business, employees are required to speak with their manager before responding.

### **VIII. Reporting Violations**

Franklin County requests and strongly urges employees to report any violations to supervisors, managers or the HR department. Violations include discussions of Franklin County and its employees and clients, any discussion of confidential, proprietary or non-public information and any unlawful activity related to blogging or social networking.

### **IX. Discipline for Violations**

Franklin County investigates and responds to *all* reports of violations of the social networking policy and other related policies. Violation of the County's social networking policy will result in disciplinary action up to and including termination. Discipline will be determined based on the nature and factors of any blog or social networking post. Franklin County reserves the right to take legal action where necessary against employees who engage in prohibited or unlawful conduct.

### **X. Acknowledgment**

Employees are required to sign a written acknowledgement that they have received, read, understood and agreed to comply with the County's social networking policy, IT policies and any other communication related policy.

### **XI. Departmental/County Authorized Social Networking**

The goal of authorized social networking and blogging is to provide and promote web-based sharing of ideas and exchange of information. Authorized social networking and blogging is used to convey information about County products and services, promote and raise awareness of the Franklin County brand, search for potential new markets, communicate with employees and customers to brainstorm, issue or respond to breaking news or negative publicity, and discuss corporate, business-unit and department-specific activities and events. Franklin County must ensure that use of these communications maintains our brand identity, integrity and reputation while minimizing actual or potential legal risks, whether used inside or outside the workplace.

### **XII. Review of Rules and Guidelines**

The following rules and guidelines apply to social networking and blogging when authorized by the employer and done on County time. The rules and guidelines apply to all employer-related blogs and social networking entries, including employer subsidiaries or affiliates.

- A. Only authorized employees can prepare and modify content for any Franklin County's blogs and/or the social networking entries authorized by the County. Content must be relevant, add value and meet at least one of the specified goals or purposes developed by Franklin County. If uncertain about any information, material or conversation, discuss the content with your manager.
- B. All employees must identify themselves as employees of Franklin County when posting comments or responses on the County's blogs or on the social networking sites.
- C. Any copyrighted information where written reprint permission has not been obtained in advance cannot be posted on Franklin County's blogs.
- D. Business units and departments are responsible for ensuring all blogging and social networking information complies with Franklin County's written policies as well as posting information that

supports the County's Vision, Mission, Leadership Philosophy and Operating Principles. Business unit and department heads are authorized to remove any content that does not meet the rules and guidelines of this policy or that may be illegal or offensive. Removal of such content will be done without permission of the blogger or advance warning.

If you have any questions relating to this policy, your personal blog or social networking, ask your manager or supervisor.



# Southern Virginia Child Advocacy Center

300 South Main Street • Rocky Mount, VA 24151 • Phone 540-484-5566 • Fax 540-484-5567  
www.southernvacac.org

Every Child Matters

August 8, 2013

Mr. Richard E. Huff, II  
County Administrator  
1255 Franklin Street  
Suite 112  
Rocky Mount, VA 24151

Dear Rick:

Recognizing 20 years of service within a community is something worth celebrating. Realizing that the foundation of this service is voluntary, through a commitment of community members united for the protection of abused and at risk children marks a distinct hallmark; a moment to recognize with honor and distinction.

I am honored to announce that the Franklin County Court Appointed Special Advocate, (CASA) program has reached this milestone. What was created in July of 1993 has maintained true to its mission to earnestly advocate for the best interests of abused and neglected children, children in need of services, and children in need of supervision who are involved in judicial proceedings, including issues of safety and permanency.

In recognition of this achievement we will be hosting a reception on September 24, 2013 from 3:00 p.m. until 6:00 p.m. at the Southern Virginia Child Advocacy Center in Rocky Mount to celebrate and remember those who have given service to 1,118 children over the last 20 years and celebrate the successes we have seen over that time.

This letter serves as a sincere invitation to participate in our opening ceremony by making a few comments or congratulatory statements related to this achievement. It should be a well-attended event with tours and refreshment following the opening from 4:00 p.m. until 6:00 p.m.

In order to coordinate the agenda, I would appreciate your acknowledgment of attendance or declination of attendance by September 16<sup>th</sup>. This *R.S.V.P.* can be made either by phone – 540-484-5566 or through email, [jmoran@southernvacac.org](mailto:jmoran@southernvacac.org).

Thank you for considering of this invitation. It marks years of hard work that, in the end, was done to keep children safe while improving our community's well-being and economic condition. Hoping you can attend!

Best regards,

Joyce Moran  
Executive Officer



NATIONAL CHILDREN'S ALLIANCE

ACCREDITED MEMBER

Membership

National CASA Association  
Children's Advocacy Centers  
of Virginia

National Association for  
Counsel of Children

Complaints of  
Discrimination

Write USDA Director  
Office of Civil Rights  
Washington, DC



United Way  
of Franklin County  
Partner Agency

**CASA  
20<sup>TH</sup> ANNIVERSARY  
PROCLAMATION**

**WHEREAS**, the Franklin County Board of Supervisors recognizes the importance and responsibility of protecting the rights and safety of all its citizens, most especially our children; and

**WHEREAS**, CASA, Court Appointed Special Advocate Program, was created in July 1993 in Franklin County; and

**WHEREAS**, since July 1993 the Franklin County Court Appointed Special Advocate Program through the service of committed volunteers, has provided a consistent presence and voice in court for over 1,118 abused and neglected children, ensuring the best possible outcome for their futures; and

**WHEREAS**, CASA has held true to its main mission to earnestly advocate for the best interests of abused and neglected children, children in need of services, and children in need of supervision who are involved in judicial proceedings, including issues of safety and permanency; and

**WHEREAS**, CASA of the County of Franklin is a United Way funded non-profit agency serving Franklin County; and

**WHEREAS**, CASA exemplifies a unique public-private partnership

**BE IT THEREFORE RESOLVED**, the Franklin County Board of Supervisors in recognition of CASA's 20<sup>th</sup> Anniversary offers their congratulations and gratitude to all those who have made this agency a success over the last **20 years** and for those who will carry on the tradition of excellence for the years to come while improving the community's well-being and economic condition.

-----  
Richard E. Huff, II  
County Administrator

ATTEST:

-----  
Sharon K. Tudor, MMC  
Clerk

FRANKLIN COUNTY  
Board of Supervisors



Franklin County  
*A Natural Setting for Opportunity*

EXECUTIVE SUMMARY

<p><b><u>AGENDA TITLE:</u></b> Request to Surplus Old Brown Basket Weave Leather Gear</p> <p><b><u>SUBJECT/PROPOSAL/REQUEST:</u></b> The Sheriff's Office has accumulated numerous sets of Brown Basket Weave Leather Gear. The Sheriff's Office requests permission to list these items on Gov. Deals or try to sell them to another department.</p> <p><b><u>STAFF CONTACT(S):</u></b> Messrs. Huff &amp; Sgt. Tatum</p>	<p><b><u>AGENDA DATE</u></b>    September 17, 2013</p> <p><b><u>ITEM NUMBER:</u></b></p> <p><b><u>ACTION:</u></b></p> <p><b><u>CONSENT AGENDA:</u></b></p> <p><b><u>ATTACHMENTS:</u></b></p> <p><b><u>REVIEWED BY:</u></b>    <i>REH</i></p>
--	--

**BACKGROUND:**

The Sheriff's Office changed from using the Brown Basket Weave Leather Gear to Black Patent Leather. This change was due to the increased prices and difficulty in getting Brown Basket Weave Leather Gear. The Sheriff's Office recalled all issued Brown Leather Gear and has accumulated 80 Brown Gun Belts and Gun Belt Accessories.

The Leather Gear consists of the following: **Duty Belts, Trouser Belts, Holsters, Magazine Pouches, Hand Cuff Cases, Glove Pouches, Pepper Spray Holsters, Flashlight Rings, and Belt Keepers.**

**DISCUSSION:**

The Sheriff's Office requests permission to list these items as surplus and to list them on Gov. Deals in an attempt to find a buyer for them rather than putting them into storage and taking up needed space.

**RECOMMENDATION:**

The Sheriff's Office would like the opportunity to sell these items on Gov. Deals or to find another agency that can use this leather gear.

# Virginia Association of Counties

Connecting County Governments since 1934  Virginia Association of Counties

## President

 D. Miller  
Essex County

## President-Elect

Harrison A. Moody  
Dinwiddie County

## First Vice President

Pablo Cuevas  
Rockingham County

## Second Vice President

Penelope A. Gross  
Fairfax County

## Secretary-Treasurer

Donald L. Hart, Jr.  
Accomack County

## Immediate Past President

Catherine M. Hudgins  
Fairfax County

## Executive Director

James D. Campbell, CAE

## General Counsel

Phyllis A. Errico, Esq., CAE

TO: Chairs, County Board of Supervisors  
County Chief Administrative Officers

FROM: James D. Campbell, Executive Director

RE: Voting Credentials for the Annual Business Meeting

DATE: August 30, 2013

The 2013 Annual Business Meeting of the Virginia Association of Counties will be held on Tuesday, November 12 from 11:15 a.m. at The Homestead in Bath County.

Article VI of the VACo By Laws states that each county shall designate a representative of its Board of Supervisors to cast its vote(s) at the Annual Business Meeting. However, if a member of the Board of Supervisors cannot be present for this meeting, the Association's By Laws allow a county to designate a non-elected official from your county or a member of a Board of Supervisors from another county to cast a proxy vote(s) for your county.

For your county to be certified to vote at the Annual Business Meeting, (1) your annual dues must be paid in full and (2) either a completed Voting Credentials Form or a Proxy Statement must be submitted to VACo by November 1, 2013. Alternatively, this information may be submitted to the Credentials Committee at its meeting on Monday, November 11 at 4:30 p.m. in the Monroe Room or to the conference registration desk before this meeting.

## NOMINATING COMMITTEE

The Nominating Committee will meet at 4:45 p.m. in the Wilson Room on Monday, November 11 during VACo's Annual Conference at The Homestead. The Committee is charged to nominate a candidate for President-Elect, First Vice President, Second Vice President, and Secretary-Treasurer to be elected at the Annual Business Meeting. Please send your expressions of interest and nominations to the Committee or to VACo's Executive Director.

## REGIONAL DIRECTORS

Pursuant to VACo's By Laws, "regional directors shall be selected at the Annual Meeting by the member counties located within the region which the director will represent." Regional caucuses will be scheduled during the Annual Meeting to select directors. Incumbent regional directors should chair the caucuses. Reports should be given to VACo's Executive Director by 6 p.m. on Monday, November 11. The attached list shows the regional directors who must be selected.

Attachments.

cc: VACo Board of Directors  
Nominations Committee

1207 E. Main St., Suite 300  
Richmond, Va. 23219-3627

Phone: 804.788.6652  
Fax: 804.788.0083

E-mail: [mail@vaco.org](mailto:mail@vaco.org)  
Web site: [www.vaco.org](http://www.vaco.org)

**VACo 2013 Annual Meeting  
Voting Credentials Form  
Form may be returned by mail or fax (804-788-0083)**

Voting Delegate:  
(Supervisor)

Name \_\_\_\_\_

Title \_\_\_\_\_

Locality \_\_\_\_\_

Alternate Delegate:  
(Supervisor)

Name \_\_\_\_\_

Title \_\_\_\_\_

Locality \_\_\_\_\_

Certified by:  
(Clerk of the Board)

Name \_\_\_\_\_

Title \_\_\_\_\_

Locality \_\_\_\_\_

---

**VACo 2013 Annual Meeting  
Proxy Statement**

\_\_\_\_\_ County authorizes the following person to cast its vote at the 2013 Annual Meeting of the Virginia Association of Counties on November 12, 2013.

\_\_\_\_\_, a non-elected official of this county.

**-OR-**

\_\_\_\_\_ a supervisor from \_\_\_\_\_ County.

This authorization is:

Uninstructed. The proxy may use his/her discretion to cast \_\_\_\_\_ County's votes on any issue to come before the annual meeting.

Instructed. The proxy is limited in how he/she may cast \_\_\_\_\_ County's votes. The issues on which he/she may cast those votes and how he/she should vote are:  
(List issues and instructions on the back of this form)

Certified by: Name \_\_\_\_\_

Title \_\_\_\_\_

Locality \_\_\_\_\_

Region 2.....Sherrin C. Alsop (King & Queen County)  
Region 3.....Arthur S. Warren (Chesterfield County)  
Region 3.....Gilbert A. Smith (Charles City County)  
Region 4.....Nancy R. Carwile (Charlotte County)  
Region 7.....Chester W. Stribling (Fauquier County)  
Region 8.....John D. Jenkins (Prince William County)  
Region 8.....Maureen S. Caddigan (Prince William)  
Region 8.....Jeffrey C. McKay (Fairfax County)  
Region 8.....Linda Q. Smyth (Fairfax County)  
Region 9.....William B. Kyger (Rockingham County)  
Region 11.....Richard C. Flora (Roanoke County)  
Region 10.....Mary W. Biggs (Montgomery County)  
Region 13.....Jon Bowerbank (Russell County)

FRANKLIN COUNTY  
Board of Supervisors



Franklin County  
*A Natural Setting for Opportunity*

EXECUTIVE SUMMARY

<p><b><u>AGENDA TITLE:</u></b> Recreation Center Cleaning Service</p> <p><b><u>SUBJECT/PROPOSAL/REQUEST</u></b> Staff requests authorization to reject all bids and re-advertise for the custodial cleaning of the Recreation Center.</p> <p><b><u>STRATEGIC PLAN FOCUS AREA:</u></b> County Government Services</p> <p><b><u>Goal #</u></b> <b><u>Action Strategy:</u></b></p> <p><b><u>STAFF CONTACT(S):</u></b> Huff, Whitlow, Chapman, Tudor</p>	<p><b><u>AGENDA DATE:</u></b>                    <b><u>ITEM NUMBER:</u></b> September 17, 2013</p> <p><b><u>ACTION:</u></b>                                <b><u>INFORMATION:</u></b></p> <p><b><u>CONSENT AGENDA:</u></b> <b><u>ACTION:</u></b> YES                                <b><u>INFORMATION:</u></b></p> <p><b><u>ATTACHMENTS:</u></b> YES</p> <p><b><u>REVIEWED BY:</u></b>                    <i>RST</i></p>
--	--

**BACKGROUND:**

On June 19, 2013, County of Franklin purchased the "Essig YMCA Youth Center" at 295 Technology Drive. This newly acquired County facility is now known as the "Essig Recreation Center" and houses 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.

**DISCUSSION**

To ensure that the Essig 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>
Tuning Cleaning Services	\$78,000	\$65 per hour
ProClean	\$34,320	\$45 per hour
The Creighton Company	\$15,900	\$45 per hour
DMS Cleaning Services	\$16,200	\$10 per hour

At the last Franklin County Board of Supervisors Meeting on August 20, 2013 the "Recreation Center Cleaning Service" item was pulled from the consent agenda so that the following modifications could be addressed: 1) At the writing of the initial invitation to bid there was not a policy on after hour rentals. At the August 20, 2013 Board of Supervisors meeting, the Board gave direction on the types of usage permitted at the facility which will in turn indicate the amount of additional cleanings needed. This should allow for a more specific scope of work. 2) The section outlining "additional cleanings" on the bidding form needed to be clarified to indicate per person rates as well hourly rates as the initial invitation only requested an hourly rate for the additional cleaning charge. Staff reviewed this matter with legal counsel whereby it was suggested a clarified invitation to bid is needed, thereby requesting more specific hourly rate information to assure equitable, responsive bids. Some level of additional cleanings should be built into the base bid.

**RECOMMENDATION:**

Staff respectfully requests that the Franklin County Board of Supervisors reject all current bids duly advertised and received by Thursday, August 8, 2013 for the custodial cleaning of the Recreation Center, thereby authorizing staff to re-advertise with an improved and clarified invitation to bid.

**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 24151Office 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

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

The County of Franklin, Virginia is currently seeking bids from qualified cleaning service firms to provide cleaning services at the Essig Recreation Center located at 295 Technology Drive in Rocky Mount, Virginia 24151. Sealed envelopes must be clearly marked on the outside lower left corner "**Essig 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 **Essig** Recreation Center on **Xday, August X**, 2013 at **X: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, Xday, September X, 2013, at which time said bids will be publicly opened and read. All bids must be sealed (with 2 copies enclosed) and clearly marked "**Essig 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 24151Office 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 Essig Recreation Center is a popular location for after-hour rentals. It is estimated that there will be approximately 24 large events a year (e.g. wedding receptions, banquets, fund-raisers) and 26 smaller rentals a year (e.g. birthday parties, meetings, club activities). While regularly scheduled custodial cleanings are expected to cover some of these rentals, some larger events will require additional service. The amount of additional service requested from Contractor will be based on the rental's type of usage, attendance numbers, and impacts to other activities scheduled in the facility.

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. Bid Award**

If an award of a contract is made, it will be made to the lowest responsive and responsible Bidder. This amount will be based on the total for the regular scheduled cleanings (daily, monthly, quarterly, and annual cleaning) as outlined in the scope of services and an estimated 20 man hours of additional cleanings.

### **XII. Proposal/Agreement Overview**

This proposal is for the overall cleaning services to be provided for the **Essig** 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 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 Essig 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 Essig 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 (e.g. a person to empty trash, keep restrooms cleaned during a special event), I submit a per hour / per employee rate of \$\_\_\_\_\_ with a minimum of \_\_\_\_\_ man hours / per cleaning service . for the per additional 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

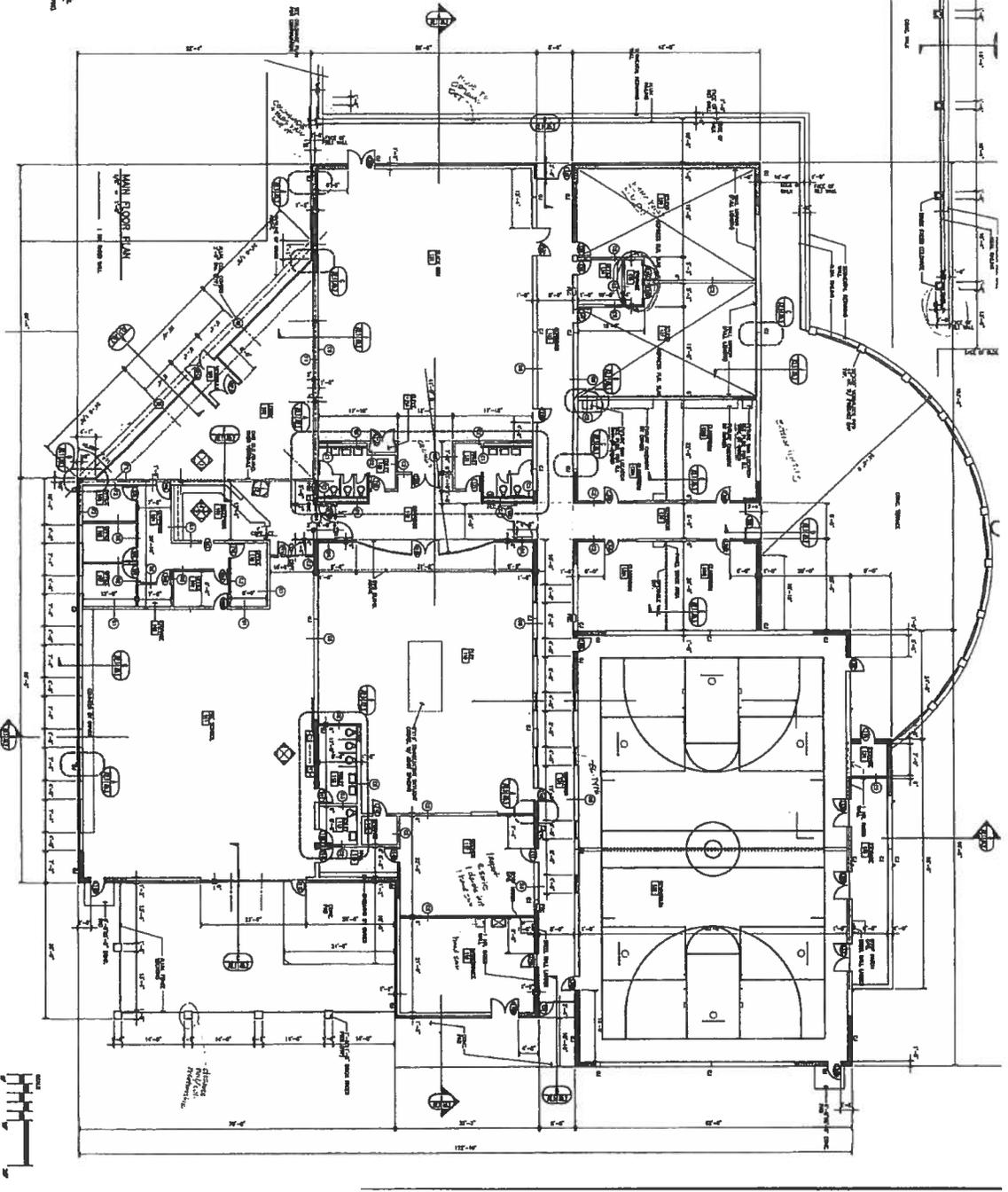
\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
FIN or SS number

**Attachment 1**  
**Essig Recreation Center Floor Plans**

1. GENERAL NOTES
2. SEE DRAWING FOR ALL DIMENSIONS AND NOTES.
3. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
4. ALL WALLS ARE 12" THICK UNLESS OTHERWISE NOTED.
5. ALL FLOORS ARE 4" CONCRETE ON 2" GYPSUM BOARD UNLESS OTHERWISE NOTED.
6. ALL CEILING ARE 8" GYPSUM BOARD UNLESS OTHERWISE NOTED.
7. ALL ROOF ARE 4" CONCRETE ON 2" GYPSUM BOARD UNLESS OTHERWISE NOTED.
8. ALL EXTERIOR WALLS ARE 12" THICK UNLESS OTHERWISE NOTED.
9. ALL EXTERIOR DOORS ARE 36" WIDE UNLESS OTHERWISE NOTED.
10. ALL EXTERIOR WINDOWS ARE 36" WIDE UNLESS OTHERWISE NOTED.
11. ALL INTERIOR DOORS ARE 36" WIDE UNLESS OTHERWISE NOTED.
12. ALL INTERIOR WINDOWS ARE 36" WIDE UNLESS OTHERWISE NOTED.
13. ALL STAIRS ARE 36" WIDE UNLESS OTHERWISE NOTED.
14. ALL ELEVATIONS ARE TO FACE UNLESS OTHERWISE NOTED.
15. ALL FINISHES ARE TO FACE UNLESS OTHERWISE NOTED.
16. ALL MATERIALS ARE TO BE AS SHOWN UNLESS OTHERWISE NOTED.
17. ALL WORK IS TO BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE BUILDING CODES AND SPECIFICATIONS.
18. ALL WORK IS TO BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE NATIONAL BUILDING CODES AND SPECIFICATIONS.
19. ALL WORK IS TO BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL BUILDING CODES AND SPECIFICATIONS.
20. ALL WORK IS TO BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL BUILDING CODES AND SPECIFICATIONS.



CONCRETE FLOOR

MAIN FLOOR PLAN



**LEGAL NOTICE  
NOTICE OF PUBLIC HEARING OF THE  
FRANKLIN COUNTY BOARD OF SUPERVISORS**

Pursuant to the provisions of the Virginia Regional Industrial Facilities Act, Chapter 64, Title 15.2, of the Code of Virginia of 1950, as amended, the Franklin County Board of Supervisors hereby gives notice of a public hearing to be held on Tuesday, September 17, 2013, at approximately 6:00 P.M. in the Government Center, 1255 Franklin Street, Suite 104, Rocky Mount, Virginia, to consider the adoption of an ordinance regarding the creation of, and the County's participation in, the Western Virginia Regional Industrial Facility Authority.

The purpose of this Regional Authority is to enhance the economic base for the member localities (Botetourt County, Franklin County, Montgomery County, Roanoke County, City of Roanoke, City of Salem, and the Town of Vinton), and to benefit the inhabitants of the region by developing, owning, and operating one or more facilities on a cooperative basis involving the Authority's member localities.

A copy of the proposed ordinance will be on file in the Franklin County Administrator's Office, 1255 Franklin Street, Suite 112, Rocky Mount, Virginia between the hours of 8:30 A. M. and 5:00 P. M., and in the office of the Clerk of the Circuit Court between the hours of 8:30 A. M. and 4:30 P. M., Monday through Friday, for public viewing.

---

Sharon K. Tudor, MMC  
Clerk  
Franklin County Board of Supervisors

FRANKLIN NEWS POST: Monday, September 9 & 16, 2013  
WEB PAGE: Friday, September 6 - 17, 2013

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

**WHEREAS**, the purpose of the Regional Industrial Facility Authority Act 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 Chapter 65 of Title 15.2 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, Section 15.2-6400, *-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 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, S.E., 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
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 Section 15.2-6403 (A) of the Act. Each of the 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 board 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 Section 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, clauses 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 powers 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"). The Board 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. Any person who is a resident of the appointing Member locality may be appointed to the Board. Except for the provision for staggered terms for the initial board members as provided hereinafter, each board member of the Board 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 board 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 board member with notice of any special meeting. No matter not specified in the notice shall be considered at such special meeting, unless all the board members 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.

## **ARTICLE 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 exists 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 8.27.13

FRANKLIN COUNTY  
Board of Supervisors



Franklin County  
*A Natural Setting for Opportunity*

EXECUTIVE SUMMARY

<p><b><u>AGENDA TITLE:</u></b> Policy for the Naming of Recreational Facilities</p> <p><b><u>SUBJECT/PROPOSAL/REQUEST:</u></b> Policy proposal for the naming of Parks and Recreation Department's facilities.</p> <p><b><u>STRATEGIC PLAN FOCUS AREA:</u></b> County Government Services</p> <p><b><u>GOAL #:</u></b></p> <p><b><u>ACTION STRATEGY:</u></b></p> <p><b><u>STAFF CONTACT(S):</u></b> Huff, Whitlow, Chapman</p>	<p><b><u>AGENDA DATE</u></b> September 17, 2013</p> <p><b><u>ACTION:</u></b></p> <p><b><u>CONSENT AGENDA:</u></b></p> <p><b><u>ATTACHMENTS:</u></b> Yes</p> <p><b><u>REVIEWED BY:</u></b> <i>REN</i></p> <p><b><u>ITEM NUMBER:</u></b></p> <p><b><u>INFORMATION:</u></b></p>
--	--

**BACKGROUND:**

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

In response to this, at the Board of Supervisor's Meeting on May 21, 2013 the Board asked the Recreation Advisory Commission (RAC) to provide a recommendation on the naming of the Parks and Recreation Department's facilities.

The RAC met on June 6, 2013 at which, they voted in favor of naming of facilities after individuals. The RAC then voted to form a sub-committee to create a draft policy. This subcommittee and staff met following the RAC meeting and drafted a policy.

The subcommittee presented their draft policy to the RAC on August 13, 2013. At this meeting the RAC voted in favor of the policy with the one following change: The RAC revised the memorial naming criteria from "100 signatures" to "100 signatures per magisterial district".

Ms. Kay Saleeby presented the RAC's draft policy to the Board on August 20, 2013. From this presentation, two recommendations were made: 1) Mr. Bob Camicia recommended making an addition to the criteria for recognition memorial naming. This addition would be to clarify that collected signatures be from those who are 18 years or older. 2) Mr. Jim Jefferson advised that "magisterial district" be changed to "voting district" as this term is more appropriate. With the two recommendations, the revised policy reads: *Naming under this category will require submission of the appropriate form and requisite 100 signatures per voting district of Franklin County residents 18 years or older, as described under procedures of this policy, prior to consideration.*

**RECCOMENDATION:**

Staff respectfully requests the Franklin County Board of Supervisors' consideration of adopting the Policy for The Naming of Parks and Recreation Department Facilities with the two changes listed above.

## **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 **voting** district of Franklin County residents **18 years or older**, 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  
Board of Supervisors



Franklin County  
*A Natural Setting for Opportunity*

EXECUTIVE SUMMARY

<p><b><u>AGENDA TITLE:</u></b> Occasional Engineering Services for Public Works, Economic and Community Development, Utilities, and General Facilities Consulting</p> <p><b><u>SUBJECT/PROPOSAL/REQUEST:</u></b> Request approval by Board to proceed with negotiating agreements with selected firms.</p> <p><b><u>STRATEGIC PLAN FOCUS AREA:</u></b> Infrastructure, Managed Growth</p> <p><b><u>STAFF CONTACT(S):</u></b> Messrs. Huff, Whitlow, Smith, Wilson, Burnette, Thurman, Holthouser</p>	<p><b><u>AGENDA DATE</u></b>                      <b><u>ITEM NUMBER:</u></b> September, 17 2013</p> <p><b><u>ACTION:</u></b></p> <p><b><u>CONSENT AGENDA:</u></b> Yes</p> <p><b><u>INFORMATION:</u></b></p> <p><b><u>ATTACHMENTS:</u></b> Yes Sample Interview Rating Sheet</p> <p><b><u>REVIEWED BY:</u></b> <i>RET</i></p>
--	--

**BACKGROUND:**

On August 2 and 9, 2013 in the Franklin News Post and August 4, 2013 in The Roanoke Times, Franklin County advertised to solicit proposals for occasional engineering services. Previous agreements were set to expire October 31, 2013. Twenty proposals were received by August 22, at 3:00p.m.

**DISCUSSION:**

In considering the need for occasional engineering services proposals, staff has found that the ability to be able to negotiate a project scope, timeline and budget with a reputable, capable firm occurs with infrequent regularity—for instance, fast-paced economic development projects, emergency circumstances related to building maintenance, planning and design efforts regarding public utilities and governmental buildings that may either be routine functions or special projects. The project may be a small job, but still very important and timeliness is usually a factor. Having advertised for occasional engineering services and contracting with different firms in order to access their specialty, projects may be negotiated on an individual basis as they occur. There will also continue to be instances when the need to advertise for services will be the best option for the County; for instance, with large-scale projects where several consultants in the region or state may provide the services required and the County wishes to solicit proposals to evaluate the best provider.

Staff consisting of Economic Development, Public Works, Planning and Zoning, and General Properties met and reviewed qualifications and proposals of the twenty firms which submitted proposals and found that each had varied strengths, sometimes overlapping, but sometimes distinct. In each instance, staff concluded that each firm may be an asset to the County's engineering services profile, given any particular project. However, a determination was made that many large regional and state firms offered duplicate services. Each firm was evaluated individually and then based on the consensus of the panel, selected firms were offered an opportunity to do a formal interview with the staff selection committee. Eleven firms were selected for interviews by staff. Local firms were given interview over other firms with similar skills and proposals.

In our evaluation of the proposals, staff found that one firm was a small business with excellent skills for smaller jobs; several firms had very strong economic development, presentation, and client assistance skills and experience; several firms were larger in size and had specific experience in long-range studies, certain niche areas of economic development, and utilities development and was linked to a local surveying firm; several firms are currently working with the County and have worked on different utility and grant projects with the County and other localities, and have shown good follow-up; many of the firms have worked with regional governments on economic/industrial site development and have County experience; several firms have worked for another regional locality successfully on industrial park development; several firms had solid experience in small and mid-sized utilities, Landfill management and permitting, industrial projects, grant administration and regulatory compliance.

In considering the eleven firms interviewed, having the ability to solicit advice from any or all of them, or negotiate services on a project without advertising the project and following an individual selection procedure, is an advantage to the County to assist economic and community development, as well as general properties and design services.

No firm would be guaranteed any work nor engaged except in the event that its services and fees were quoted at the request of the County Administrator or his designee, negotiated to a satisfactory level, and determined by the County to be in conformity with a standard of service that is cost-effective, of high quality, efficient and timely.

Funding for any project would be from the department's annual budget which required the services, or from the economic/industrial budget if the services were for that purpose or another funding source designated by the Board of Supervisors at the request of the County Administrator.

**RECOMMENDATION:**

It is recommended that the Board of Supervisors authorize the County Administrator to solicit and execute agreements for occasional engineering services from the following eleven firms:

- Anderson & Associates
- Architects at Work, Inc.
- Dewberry
- Draper Aden Associates
- Earth Environmental & Civil
- Hill-Studio
- Parker Design Group
- Spectrum Design

Stone Engineering  
Thompson & Litton  
Timmons Group

The County Administrator or his designee, if the Board so resolves, would be authorized to review and analyze such proposed agreements, negotiate with the providers, execute those found in the best interest of the County, and implement such contracts for specific projects at such times and as needed that will benefit the County's provision of economic and community development services, as well as utilities, design services, park and recreation, fire/EMS building design services and general properties maintenance and improvement. Contracts shall be on an annual basis, annually renewable up to three years at the discretion of the County Administrator. Firms shall have the understanding that some, none, or all of them may be contacted for consideration regarding upcoming projects on an as-needed basis, and any work contracted must be scoped, negotiated, and meet timing considerations in order to go forward. Funding for such projects must be within existing County budgets unless otherwise approved by the Board of Supervisors. Contracts will be reviewed and approved as to form by Franklin County legal counsel prior to execution.

**RFP RATINGS  
FOR  
OCCASIONAL SERVICES**

BID OPENING:  
AUGUST 22, 2013 at 3:00

PLEASE RATE EACH FIRM FROM 1 TO 3  
(1 BEING THE HIGHEST)

2013 OES RFP Scoring											
Firm:	Civil Engineering	Electrical/IT	Facility Planning & Development	Land Use/ Planning	Landfill	Landscape Design	Structural Engineering & Design	Technical Plan Review	Transportation Engineering	Utilities	Grant Writing Capabilities
Anderson & Associates											
Architects at Work											
Dewberry											
Draper Aden Associates											
Earth Environmental & Civil											
Hill Studio											
Parker Design Group											
Spectrum Design											
Stone Engineering											
Thompson & Litton											
Timmons Group											

2013 Occasional Architectural/Engineering Services RFP Contacts

Firm	Address	City	State	Zip	Contact Name	Title	Email Address	Phone	Fax	Website
Anderson & Associates	100 Ardmore Street	Blacksburg	VA	24060	R.A. "Chip" Worley	President / Chief Operations Officer	worley@andassoc.com	540-552-5592	540-552-5729	www.andassoc.com
Architects At Work	286 Brooks Point Lane	Union Hall	VA	24176	Jay Davies	President	archaw@zol.com	540-576-1110	540-576-1112	www.architectsatwork.net
Dawberry	551 Piney Forest Road	Danville	VA	24540	Brian Bradner	Associate Vice President	bbradner@dewberry.com	434-797-4497	434-797-4341	www.dewberry.com
Draper Aden Associates	2206 South Main Street	Blacksburg	VA	24060	Jeff Crate	Waste Resources Engineer	jcrate@daa.com	540-552-0444	540-552-0291	www.daa.com
Earth Environmental & Civil	235 Calborne Avenue, Suite 100	Rocky Mount	VA	24151	Jeanne Martin	President	jmartin@earthenv.com	540-483-5975	540-483-2221	www.earthenv.com
Hill Studio	120 Campbell Ave SW	Roanoke	VA	24011	Evelyn Stone	Director of Planning	estone@hillstudio.com	540-342-5263	540-345-5625	www.hillstudio.com
Parker Design Group	816 Boulevard	Salem	VA	24153	Sheldon Bower	Principal / Head of Engineering	sbower@parkerd.com	540-387-1153	540-389-5767	www.parkerd.com
Spectrum Design	Plaza Suite 1, 10 Church Ave SE	Roanoke	VA	24011	Granville Grant	Principal / Project Manager	grant@spectumpc.com	540-342-6001	540-342-6055	www.spectumpc.com
Stone Engineering	180 AMT Tech Dr, Suite 101B	Rocky Mount	VA	24151	R. Dean Stone	President	dstone@stoneengineering.biz	540-483-0078	540-483-5250	www.stoneengineering.biz
Thompson & Litton	726 Auburn Avenue	Radford	VA	24141	Brian Tew	Senior Project Manager	btew@t-l.com	540-633-1897	540-633-1896	www.T-L.com
Timmons Group	1001 Boulders Parkway, Suite 300	Richmond	VA	23225	Tim Davey	Director Business Development	tim.davey@timmons.com	804-200-6954	804-560-1016	www.timmons.com

9

**FRANKLIN COUNTY INDUSTRIAL DEVELOPMENT AUTHORITY  
AS OF 12-18-2012  
4-YEAR TERMS**

Industrial Development Authorities are created under the authority of State Code section 15.2-4903. Industrial Development Authorities are considered political subdivisions of the Commonwealth of Virginia with such public and corporate powers as are set forth in the above referenced chapter.

The Franklin County IDA is composed of seven directors – one director from each magisterial district. The County Administrator, County Attorney and Director of Finance serve as ex-officio, non-voting members of the Authority. Meetings are held as needed. The directors shall elect from their membership a chairman, and a vice-chairman. If desired, a secretary and treasurer may be elected from the membership or may be appointed from outside the current membership. The board shall keep detailed minutes of its proceedings which shall be open to public inspection at all times.

The basic purpose of the Franklin County IDA is to encourage industrial and economic growth in Franklin County and the Town of Rocky Mount. This is accomplished by working with prospective and existing industry to encourage their relocation and expansion in Franklin County and the Town of Rocky Mount. Other purposes include:

- Diversifying the industrial base of the community.
- Improving the job opportunities of local residents.
- Increasing the job opportunities for local young people.
- Increasing the local tax base.

Richard A. Shoemaker 25 Old Furnace Creek Road Rocky Mount, VA 24151 489-1304	Oath of Office administered 11/9/2010 Rocky Mount District	11-18-2013
--	---	------------

Leo H. Scott Post Office Box 88 Ferrum, VA 24088 365-2697	Oath of Office administered 11/07/2008 Blue Ridge District	11-18-2016
--	---	------------

Allen Jones 777 McNeil Mill Road Rocky Mount, VA 24151 483-5547	Oath of Office administered 11/3/2008 Snow Creek District	11-18-2016
--	--	------------

Jesse N. Jones, Jr. 570 Mirey Branch Road Boones Mill, VA 24065 334-2047 (H) 772-5858 (W)	Oath of Office administered 11/9/2010 Blackwater District	11-18-2014
---	--	------------

George McCall  
1829 Deepwoods Road  
Hardy, Virginia 24101  
427-2233 (H)  
(540) 890-4273 (H)

Oath of Office administered 11/29/2011  
Boone District 11-18-2015

Dennis C. Powell  
2695 Golden View  
Glade Hill, VA 24092  
483-2901

Oath of Office administered 9/28/2010  
Union Hall District 11-18-2014

Peter Coriasco  
180 Windmere Trail  
Moneta, VA 24184  
721-3016

Oath of Office administered 11/29/2011  
Gills Creek District 11-18-2015

B.J. Jefferson  
5 East Court Street  
Rocky Mount, VA 24151  
483-7475

Attorney

Vincent K. Copenhaver  
1255 Franklin Street, Suite 111  
Rocky Mount, VA 24151  
483-6624

Director of Finance



**Franklin County**  
*A Natural Setting for Opportunity*

**EXECUTIVE SUMMARY**

<p><b><u>AGENDA TITLE:</u></b> School Appropriation Request – Carryovers</p> <p><b><u>SUBJECT/PROPOSAL/REQUEST</u></b> Staff Analysis of the Schools Carryover Appropriation Request from FY12-13 to FY13-14</p> <p><b><u>STRATEGIC PLAN FOCUS AREA:</u></b> N/A <b><u>Goal #</u></b> <b><u>Action Strategy:</u></b></p> <p><b><u>STAFF CONTACT(S):</u></b> Messrs. Huff, Copenhaver, Cheatham</p>	<p><b><u>AGENDA DATE:</u></b> September 17, 2013      <b><u>ITEM NUMBER:</u></b></p> <p><b><u>ACTION:</u></b>      YES                      <b><u>INFORMATION:</u></b></p> <p><b><u>CONSENT AGENDA:</u></b> <b><u>ACTION:</u></b>                      <b><u>INFORMATION:</u></b></p> <p><b><u>ATTACHMENTS:</u></b> YES</p> <p><b><u>REVIEWED BY:</u></b>      <i>REH</i></p>
--	---

**BACKGROUND:**

The Board of Supervisors has requested that County staff review all additional appropriation requests from the Franklin County Public Schools.

**DISCUSSION:**

Franklin County Public Schools have requested a total carryover of \$1,297,100 for the following five projects:

1. Replacement School buses \$660,344. This amount will be added to the \$340,000 held in the County's capital fund for school bus replacement. \$64,806 was remaining from last year's bus purchases and will also be added to the \$660,344. The sum of the three amounts above is \$1,065,150 and will be used to purchase 10 regular replacement school buses and 2 special education replacement school buses at state contract prices.
2. Addition to the Energy Fund Reserve of \$214,196. This reserve is held in the County's capital fund and if this additional amount is approved by the Board, the fund will have a current balance of \$260,640.
3. Construction of a Technology Server Building: \$220,225. Plans are to construct a 24' X 24' concrete floor, cinder block wall building with the majority of the work being done by School maintenance staff.
4. Construction of a Girls Softball Batting and Pitching Practice Facility: \$25,000.
5. Future Contingency Fund: \$177,335. The recommendation would be for this amount to be appropriated to the School Operating Fund although this amount could be restricted for capital in the County or School capital fund or used as an operations reserve and held in the County Capital fund.

**RECOMMENDATION:**

Staff respectfully requests the Board's consideration of the attached appropriation request from the Schools in the total amount of \$1,297,100. This amount will be included with the County's rollover requests and other appropriations and advertised for public hearing at the October 2013 Board meeting.



# FRANKLIN COUNTY PUBLIC SCHOOLS

**OFFICE OF SUPERINTENDENT**  
25 Bernard Road • Rocky Mount, VA 24151-6614  
(540) 483-5138 • FAX (540) 483-5806

September 6, 2013

Mr. Vincent K. Copenhaver  
County Finance Director  
1255 Franklin Street, Suite III  
Rocky Mount, VA 24151

Dear Vincent:

I am writing to respectfully request that the Franklin County Board of Supervisor's consider approving an increase in our 2013-14 appropriations and reserves as follows:

1. We had proposed purchasing 12 replacement school buses in our budget for 2013-14. We need to purchase 10 regular and 2 special education replacement buses. The finances could be as follows:

Revenues:	
Reserve for Replacement for School Buses – Carryover	\$ 64,806
County Capital Budget for School Buses	340,000
Carryover from 2012-13 School Budget	<u>660,344</u>
Total Revenues	<u>\$1,065,150</u>
Expenditures:	
10 Regular Replacement School Buses	\$ 911,320
2 Special Education Replacement Buses	<u>153,830</u>
Total Expenditures	<u>\$1,065,150</u>

2. We need to add \$214,196 to the County Schools Energy Fund Reserve as follows:

Balance in Reserve as of 6/30/12	\$ 307,084
Appropriation into Schools Energy Budgets for 2013-14 (Approved by FCSB & FCBOS)	(260,640)
Recommended Addition to Reserve – Carryover from 2012-13	<u>214,196</u>
Adjusted Balance of Reserve	<u>\$ 260,640</u>

3. Carryover Funds for the Construction of Technology Server Building – See Attachment \$ 220,225
4. Carryover Funds for the Construction of a Girls Softball Batting & Pitching Practice Facility at BFMS  
(Note: The Booster Club has raised \$70,000 to pay part of this project) \$ 25,000
5. Carryover funds for the Reserve for Future Contingencies \$ 177,335

We respectfully request that the Franklin County Board of Supervisors give its approval for these 5 requests at their meeting to be held on October 15, 2013.

Thanks you for your consideration.

Sincerely,



Lee E. Cheatham  
Director of Business & Finance

LEC:tcw

Attachments (1)

cc: Dr. W. Mark Church, Division Superintendent  
Mrs. Suzanne M. Rogers, Assistant Superintendent  
Mr. Phillip L. Poff, Director of Human Resources  
Ms. Sharon L. Tuttle, Assistant Director of Business & Finance  
Mr. Jon D. Crutchfield, Director of Facilities & Transportation  
Mr. Richard E. Huff, II, County Administrator

# Server Building Cost

## Design

Civil	\$5,000	\$13,500
Structural	\$2,000	\$2,000
M & E	\$5,000	\$5,000
Sub Total	<u>\$12,000</u>	<u>\$20,500</u>

## Site

Clearing and Erosion Control	\$3,000	\$8,000
Stone	\$3,000	\$3,000
Fence (410' x 40) 1 double gate	\$17,500	\$17,500
Directional Boring	\$10,000	<u>\$10,000</u>
Sub Total	<u>\$33,500</u>	<u>\$38,500</u>

## Building

Building	\$24,000	\$26,000
Electrical	\$12,000	\$14,000
Generator 100kw 1 phase	\$35,000	\$35,000
AEP Fees	\$5,000	\$5,000
Painting	\$4,000	\$4,000
TVSS	\$1,000	\$1,000
Burglar Alarm System	\$1,500	\$1,500
Cable Tray	\$6,000	\$6,000
Fire Suppression System	\$30,000	\$30,000
HVAC	\$10,000	<u>\$10,000</u>
Sub Total	<u>\$128,500</u>	<u>\$132,500</u>

Total	\$174,000	\$191,500
15% Contingency	\$26,100	<u>\$28,725</u>
Grand Total	<b>\$200,100</b>	<b>\$220,225</b>

10/3/2012

9/4/2013

FRANKLIN COUNTY  
Board of Supervisors

//



Franklin County  
*A Natural Setting for Opportunity*

EXECUTIVE SUMMARY

<p><b><u>AGENDA TITLE:</u></b> Parks and Recreation Facility Use and Operations</p> <p><b><u>SUBJECT/PROPOSAL/REQUEST</u></b> Updating Parks and Recreation's Facility Use and Operations Policy</p> <p><b><u>STRATEGIC PLAN FOCUS AREA:</u></b> County Policies and Procedures</p> <p><b><u>STAFF CONTACT(S):</u></b> Huff, Whitlow, Chapman</p>	<p><b><u>AGENDA DATE:</u></b> 9/17/13 <b><u>ITEM NUMBER:</u></b></p> <p><b><u>ACTION:</u></b> <b><u>INFORMATION:</u></b></p> <p><b><u>CONSENT AGENDA:</u></b> <b><u>ACTION:</u></b> YES                      <b><u>INFORMATION:</u></b></p> <p><b><u>ATTACHMENTS:</u></b> Proposed Essig Recreation Center Reservation Form Proposed Facility Use and Operations Policies</p> <p><b><u>REVIEWED BY:</u></b> <i>RST</i></p>
---	--

**BACKGROUND:**

The Parks and Recreation Department has an Operational and Procedures Manual and was most recently updated by the Board of Supervisors on May 17, 2011. Chapter IV in this manual is on "Facility Use and Operation" and establishes rules and regulations, guidelines on appropriate usage, and a rental fee structure. The current Operational and Procedures Manual primarily focuses on outdoor amenities such as picnic shelters and athletic fields but does not consider indoor space such as gymnasiums, dance studios, community rooms, and classrooms that are found in the recently acquired Essig Recreation Center.

The Board gave guidance at the last Board of Supervisors meeting on August 20, 2013 on types of usage that will be allowed in the facility. This guidance along with research on other jurisdictions' rental policies and procedures has enabled staff to present an updated Operational and Procedures Manual for Board review.

**DISCUSSION:**

The proposed updates to the Parks and Recreation Operational and Procedures Manual are all in Chapter IV "Facility Use and Operations". Updates have been made for the following topics: 1) operational hours, 2) approved types of usage, 3) recreation center rental form, 4) recreation center fee structure, 5) reservation process, as well as 6) edits in wording.

**RECOMMENDATION:**

Staff respectfully requests the Board's consideration of adopting the attached Operational and Procedure Manual dates.



## Franklin County Parks & Recreation Essig Recreation Center Reservation Form



Date of Facility Reservation: \_\_\_\_\_ Hours of Facility Reservation: \_\_\_\_\_

Organization/Individual Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Purpose of Reservation: \_\_\_\_\_

Approximate Number Attending: \_\_\_\_\_ Will Alcohol be served: \_\_\_\_\_

Cash     Check # \_\_\_\_\_     Money Order     Credit Card \_\_\_\_\_

**Please check the appropriate areas of the facility:**

	<u>First Hour</u>	<u>Additional Hour(s)</u>	<u>Capacity</u>
<input type="checkbox"/> Activity Room†	\$110	\$75	200
<input type="checkbox"/> Community Room†	\$110	\$75	250
<input type="checkbox"/> Classroom*†	\$30	\$20	25
<input type="checkbox"/> Gymnasium√*†	\$50	\$30	400
<input type="checkbox"/> Dance Studio√*†	\$30	\$20	25
<input type="checkbox"/> Patio†	\$40	\$30	100

√ Food and beverage not allowed in this section of the building.

\* Alcohol not allowed in this section of the building.

† Rental requires a \$100 clean up deposit or \$200 if alcohol will be served.

**Fee Calculation:**

First Hour: \_\_\_\_\_ \$ \_\_\_\_\_  
 Additional Hours: \_\_\_\_\_ hrs x \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
 Clean Up Deposit: \_\_\_\_\_ \$ \_\_\_\_\_  
**TOTAL RESERVATION FEE:** \_\_\_\_\_ \$ \_\_\_\_\_

- Rental times include set up and take down.
- Alcohol can only be served in designated areas of the Essig Recreation Center with a Virginia Department of Alcoholic Beverage Control issued Banquet Permit and any other required permits. The applicant must present all permits to Parks and Recreation no later than 3 business days prior to the first day of the event and receive written approval from Departmental Director.
- Alcohol may not be possessed or consumed after 12:00 midnight of any day. Franklin County Parks and Recreation staff may require a security plan and/or professional security at renter's expense depending on the size and type of event.
- 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.

The applicant hereby acknowledges and confirms that the information listed above is true and accurate and takes full responsibility for the planned event and rental of Franklin County Parks and Recreation facilities and/or equipment. Renter agrees to defend, indemnify and hold Franklin County, its officers, employees, agents and representatives, harmless from any and all claims, losses, or expenses incurred with regard thereto.

Signature of Responsible Party: \_\_\_\_\_

Date: \_\_\_\_\_

# 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 service/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 fields, areas in the Essig Recreation Center, picnic sites, 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 constitutes a variance as to the primary intended use.

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. Park Maintenance staff hours are 7:00 AM to 3:00 PM. Essig Recreation Center hours are 8:00 AM to 4:00 PM Monday through Friday and during evenings / weekends when scheduled.
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 reservation form 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 with the exception of the Essig Recreation Center with appropriate permits and authorizations as set forth in the reservation form and written approval from Department Director.
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).
26. Alcohol can only be served in designated areas of the Essig Center with a Virginia Department of Alcoholic Beverage Control Banquet Permit and any other required permits.
27. Alcohol may not be possessed or consumed after 12:00 midnight of any day. Franklin County Parks and Recreation staff may require that the renter provide a security plan and/or professional security at the renter's expense depending on the size and type of event.

## **Section 4.04 Miscellaneous Guidelines for Fee Structure**

### **1. Indemnification**

The renter will be required to take full responsibility for the planned event and rental of Franklin County Parks and Recreation facilities and/or equipment. 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. Renter will be required to defend, indemnify and hold Franklin County, its officers, employees, agents and representatives, harmless from any and all claims, losses, or expenses incurred with regard thereto.

Franklin County encourages, but does not require, that the renter obtain comprehensive general liability insurance. If comprehensive general liability insurance is obtained by the renter, it is requested that Franklin County be named as additionally insured.

### **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 Facilities

### **Essig Recreation Center**

	<u>First Hour</u>	<u>Additional Hour(s)</u>	<u>Capacity</u>
Activity Room†	\$110	\$75	200
Community Room†	\$110	\$75	250
Classroom*†	\$30	\$20	25
Gymnasium√*†	\$50	\$30	400
Dance Studio√*†	\$30	\$20	25
Patio†	\$40	\$30	100

√ food and beverage not allowed in this section of the building.

\* alcohol not allowed in this section of the building.

†Rental requires a \$100 damage deposit or \$200 if alcohol will be served.

### **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	25 People
Large Shelter*√	\$30.00	\$20.00	50 People
Waid Platforms**√	N/A	N/A	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>	<u>Half Day Rental</u>	<u>Capacity</u>
	10AM – Dusk	10AM – 3PM or 4PM – Dusk	
Recreation Picnic Shelter*√	\$30.00	\$20.00	50 People
Multi Purpose Shelter*√	\$50.00	\$30.00	250 People
Amphitheatre†‡√	\$100.00	N/A	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 and 21. 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 at the normal rental fee plus 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 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. Direct fees may be charged for such events. The amount will be determined by the Director of the Department and will be for direct costs outside of normal operational budget for such things as part-time staff wages or contracted service fees.

**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 \$50 per hour will be made to the applicant. This includes, but is not limited to: dragging baseball fields, cleaning of recreation center, 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** (other than permitted at approved locations) 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 **Essig Recreation Center**, 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. **Agricultural Groups** – Any Franklin County agricultural organization that was in existence as of July 1, 1984 who used the Multi-Purpose Shelter, **such as the Farm Bureau**, 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.
5. **Reservation** – Reservations are not made until fees are paid and receipted. Reservations for picnic shelters can be made at the Parks and Recreation Office during office hours or online at [www.franklincountyva.gov/parks](http://www.franklincountyva.gov/parks). All other reservations must be made at the Parks and Recreation 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.

6. **Early Arrival** – If you plan to arrive earlier than posted times of usage for facilities please contact the Department to make special arrangements.
7. **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.
8. **Facility Clean-Up** – All facility users are expected to leave all refuse in appropriate containers and leave the facilities as they are found. If facility is left unkempt/damaged, the deposit fee will be forfeited.
9. **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.
10. **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 reservations for picnic shelters can be made at the Parks and Recreation Office during office hours or online at [www.franklincountyva.gov/parks](http://www.franklincountyva.gov/parks). All other reservations must be made at the Parks and Recreation office during office hours. 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 appropriate rental form. 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  
A Natural Setting for Opportunity

EXECUTIVE SUMMARY

<p><b><u>AGENDA TITLE:</u></b> Amendment to August 14, 2013 Minutes</p> <p><b><u>SUBJECT/PROPOSAL/REQUEST:</u></b> Request of the Board to Amend the Minutes of the August 14, 2013 Board Retreat Meeting.</p> <p><b><u>STAFF CONTACT(S):</u></b> Messrs. Huff, Whitlow, Copenhaver</p>	<p><b><u>AGENDA DATE:</u></b> September 17, 2013</p> <p><b><u>ACTION:</u></b></p> <p><b><u>CONSENT AGENDA: YES</u></b> <b><u>ACTION: YES</u></b></p> <p><b><u>ATTACHMENTS:</u></b></p> <p><b><u>REVIEWED BY:</u></b> <i>RET</i></p> <p><b><u>ITEM NUMBER:</u></b></p> <p><b><u>INFORMATION:</u></b></p> <p><b><u>INFORMATION:</u></b></p>
---	---

**BACKGROUND:**

Minutes of the August 14, 2013 Board Retreat Meeting were approved at the August 20, 2013 Board of Supervisors meeting. In order to better clarify the Board's action as the County prepares to consider future financing projects, a more detailed discussion would be helpful to be captured in the minutes.

**DISCUSSION:**

The additional detail suggested is as follows:

*Richard E. Huff, II, County Administrator, presented to the Board a list of upcoming capital projects and funding sources, including projected debt financings, for same, supplementing a similar list of capital projects and funding sources presented by the County Administrator to the Board at its meeting held on February 5, 2013, demonstrating an intent to undertake, finance and reimburse the projects set forth in the presentation of David Rose of Davenport & Company, LLC as the County's financial advisor, for the purposes and in the anticipated maximum amounts as presented, as follows:*

**RECOMMENDATION:**

Staff respectfully requests the Board's consideration to amend the minutes of the August 14, 2013 Board Retreat meeting to include the language presented above.

FRANKLIN COUNTY  
Board of Supervisors



Franklin County  
*A Natural Setting for Opportunity*

EXECUTIVE SUMMARY

<p><b>AGENDA TITLE:</b> Financial Accounting, HR and Payroll Software</p> <p><b>SUBJECT/PROPOSAL/REQUEST</b> Request of the Board to allow the County Administrator to enter into contract for the purchase of a replacement software package for the County's general ledger, human resources and payroll software systems.</p> <p><b>STRATEGIC PLAN FOCUS AREA:</b> N/A <b>Goal #</b> <b>Action Strategy:</b></p> <p><b>STAFF CONTACT(S):</b> Messrs. Huff, Copenhaver, Thomas, Cheatham</p>	<p><b>AGENDA DATE:</b> September 17, 2013      <b>ITEM NUMBER:</b></p> <p><b>ACTION:</b> YES      <b>INFORMATION:</b></p> <p><b>CONSENT AGENDA:</b> <b>ACTION:</b>      <b>INFORMATION:</b></p> <p><b>ATTACHMENTS:</b> YES</p> <p><b>REVIEWED BY:</b> RKT</p>
--	---

**BACKGROUND:**

The County's current system for Financial Accounting, Accounts Payable and HR/Payroll software is the GEMS (Government E-Management Solutions) system. GEMS is owned by a parent company, Harris Computer Systems. Harris owns multiple software companies and has recently acquired a new company that provides the same basic functions as the GEMS system.

Harris announced last year that it will begin phasing out support for the GEMS system. The County has learned that the support staff for GEMS has declined from a high of 17 folks down to a current staff of 3. This lack of support was painfully experienced by the County last January when we experienced issues with our software and server configuration which caused our systems to be down for almost a week. We initially thought we would be able to transition to the new company that was acquired by Harris for free, but this is not the case. The County would still incur new license and implementation fees estimated at \$400,000.

Since GEMS is slowly being phased out, Information Technology and Finance staffs from the County and Schools have been exploring new software possibilities by attending demonstrations and discussing options with other localities.

**DISCUSSION:**

Approximately nine software companies have been contacted. The attachment shows a comparison between the top three vendors. These vendors have all presented lengthy demonstrations of their software to representatives of the County and the Franklin County School System.

It is recommended that the County consider purchasing the MUNIS software product from Tyler Technologies for the following reasons:

- Excellent presence in Virginia localities and school systems.
- Proven company in business since 1966.

- Completely integrated document management system.
- The County already owns a Tyler product, Energov, which is the system used to track our building and planning and zoning permits.
- Proven support track record with existing Energov software.

**Procurement:** Tyler Technologies software is included on a National Joint Powers Alliance contract. The advantages of utilizing this contract include:

- 10% reduction of license fees - the County has already negotiated approximately a 30% reduction in license fees.
- No requirement to issue a request for proposal (similar to utilizing State of Virginia contracts).
- This purchasing vehicle has already been used by three other Virginia localities to purchase the MUNIS software:
  - Washington County
  - Orange County
  - Fauquier County

**Timing:** \$12,000 was included in the current year CIP to begin the planning process for this replacement software. Staff would like to begin the implementation and planning process with Tyler in the current fiscal year due to the length of time it will take to actually go live with the modules being purchased by the County. At this point, a July 1, 2014 go live date is possible for the general ledger portion of the software and HR/Payroll may be implemented on January 1, 2015.

**Financing:** Staff would also recommend the cost of this purchase be financed over five years through a lease purchase financing arrangement. Annual debt service of \$92,480 (\$435,900 at 2% interest) would begin in fiscal year 2014-2015 allowing time for the County to plan for this expenditure in the upcoming budget process. This five year lease purchase proposal has been included in the new money proposal recently issued by Davenport and Company.

**References:** To date, five other localities have provided references for this software. Comments included:

- Great support.
- Reports are easy to run and export to spreadsheets.
- Easy system to learn and use.
- Ability to handle multiple work cycles such as the Sheriff's office, Public Safety and Teachers.
- Complete package.

**RECOMMENDATION:**

Staff respectfully requests the Board's approval to allow the County Administrator to enter into a contract to purchase MUNIS software for the County's general ledger, HR and payroll systems.

### Comparison of Top Three Vendors

Vendor Name	Tyler Technologies	New World Systems	Oracle
Product Name	Munis	Logos.Net	JD Edwards
Years in Business	Since 1966	Since 1981	Since 1977
Type of Business	Publicly Traded on NYSE (TYL)	Employee Owned Corporation	Publicly Traded Corporation
Number of Customers	10,000 across US in every state	1,500 in 48 states	6,000
Other Virginia Customers	Montgomery County & Schools Fauquier County and Schools Alexandria City and Schools Norfolk Public Schools Roanoke County (tax only) Prince George County and Schools Virginia Retirement System Newport News Schools Fluvanna County and Schools Henry County and Schools Madison County and Schools Washington County and Schools Rockingham County	City of Lynchburg Salem City City of Lexington North Hampton County	Virginia Lottery
<b>Cost:</b>			
Licensing and Installation	\$429,700	\$260,910	\$406,443
Annual Maintenance:			
Year 1	\$12,596	\$21,280	\$31,569
Year 2	\$51,382	\$22,610	\$32,516
Year 3	\$52,409	\$23,940	\$33,491
Year 4	\$53,981	\$25,270	\$34,496
Year 5	\$56,681	\$26,600	\$35,531
<b>Other Costs</b>			
Document Imaging Software		\$135,000	\$135,000

Hardware: Test/Backup Server	\$6,200	\$6,200	\$6,200
Total Five Year Cost	662,949	\$541,760	\$715,246

Advantages	Good School System Presence in Virginia Good support track record with existing Tyler product (Energov) Completely integrated Document Management System	Employee Owned Corporation	Oracle is a well known Tier 1 software company heavily used by the Federal government
Disadvantages	Tyler Technologies owns several other governmental accounting software companies Large corporation – possibility of dropping MUNIS in the future	Software is not installed in any Virginia School systems Would require a separate Third Party Document Management System Employee Owned Corporation	No Local Government Presence in Virginia Third Party Vendor for Implementation Services Would require a separate Document Management System Third Party Support Vendor
Support	Excellent	Tiered Support depending on nature of problem – majority of calls resolved within 7 minutes	
Training	Classroom Training by Tyler Personnel	Train the Trainer – County takes majority of responsibility for training	
Purchasing	Tyler Technologies is Included on National Joint Powers Alliance Contract  Washington County, Orange County and Fauquier County recently utilized this contract to purchase the MUNIS software	New World is Included on the Virginia State Contract	Included on Virginia State Contract
Notes	The County already owns a Tyler product – Energov which is the County's permitting software for Building and Planning MUNIS is One-third of Tyler's revenues – Flagship package		

FRANKLIN COUNTY  
Board of Supervisors

14



**Franklin County**  
*A Natural Setting for Opportunity*

**EXECUTIVE SUMMARY**

<b>AGENDA TITLE:</b> Communications System Improvement Project update.	<b>AGENDA DATE:</b> Sept. 17, 2013	<b>ITEM NUMBER:</b>
<b>SUBJECT/PROPOSAL/REQUEST:</b> Radio Communications Project Engineering report/update of frequency coordination efforts/	<b>ACTION:</b> Yes	<b>INFORMATION:</b>
<b>STRATEGIC PLAN FOCUS AREA:</b> <b>Goal #</b> <b>Action Strategy:</b>	<b>CONSENT AGENDA:</b> <b>ACTION:</b>	<b>INFORMATION:</b>
<b>STAFF CONTACT(S):</b> Messrs. Huff, Hatcher	<b>ATTACHMENTS:</b>	
	<b>REVIEWED BY:</b>	

**BACKGROUND:** In February of this year the Board of Supervisors approved a request to begin the frequency coordination process of Phase II of the Communications System Improvement Project. The county hired Engineering Associates to conduct a communication system analysis (Phase I) and facilitate the frequency coordination portion of Phase II of the project. A frequency coordination study is required by the Federal Communications Commission (FCC) and the purpose of the study is to identify frequencies that can be used in a communications system that will not cause, or be subject to, interference with other radio systems within 70 miles of a proposed transmitter site. The study has been completed by the Association of Public Safety Communications Officials (APCO) to identify available frequencies that can be used to upgrade the county's five tower sites into full transmit/receive sites and expansion to three additional sites.

**DISCUSSION:**

In February, APCO was contacted and requested to begin a frequency coordination search for Franklin County. During their research in Phase I, Engineering Associates stated that a minimum of 12 VHF frequencies would be needed at 8 sites in order to expand the coverage of the current radio system. In late August, APCO delivered the results of the frequency search to county staff and Engineering Associates. After analysis of the APCO results by Engineering Associates, they determined that the frequency search did not identify any clean VHF frequencies that can be used at all 8 proposed transmitter/receiver sites. Franklin County had hoped to identify 12 VHF frequencies (6 pairs) to build a 6-channel trunked radio system. The Frequency search also looked at Franklin County's existing VHF frequencies and found that they cannot be expanded and used in a digital trunked system without causing or encountering interference. In summary then, if deployed, the VHF frequencies identified through the search conducted by APCO, and reviewed by Engineering Associates, Franklin County would be investing in a new system that from the beginning would have interference from nearby radio systems.

In August, members of the Communication Committee and Mike McGannon from Engineering Associates met with representatives of the Virginia State Police to discuss the feasibility of the county partnering with the state on the

Statewide Agency Radios System (STARS). During that meeting it became obvious that the concept of Franklin County participating in the STARS system would be impractical. The STARS system is primarily designed for mobile radio use. Portable radios would not be able to effectively communicate within the system without being linked to a mobile repeater located in an emergency vehicle. This makes the concept impractical for volunteer fire and EMS providers since they would be unable to use a portable radio for communications unless they were in sight of a mobile repeater-equipped emergency vehicle. The county would still incur a significant amount of capital to build out several communications sites as STARS does not currently provide 95% coverage for mobile radios in Franklin County. State Police and county representatives attending the meeting both agreed that the county would face an investment equal to the costs to engineer and construct a standalone communications system.

On 8/22/13 a meeting was held to review the Frequency Coordination results with the Communications Committee. The committee was briefed on the lack of available frequencies in the VHF spectrum and options were discussed regarding how the committee should proceed in making a recommendation to the Board of Supervisors. After discussion of various options, including the possible inclusion in the STARS system, the committee unanimously voted to recommend that the county explore options in the 700/800 MHz spectrum.

Given the APCO findings regarding the frequency coordination study and the recommendation of the Communications Committee, the next step recommended is to investigate the migration to the 700/800 MHz spectrum. There are benefits to the 700/800 MHz spectrum that were not available in the VHF spectrum in that 700/800 MHz frequency allocations have been pre-determined to minimize radio interference. Direct radio communication with neighboring jurisdictions such as Roanoke County, Roanoke City, Pittsylvania County, and Bedford County are possible in the 700/800 MHz spectrum. Franklin County can also explore the feasibility of partnering with one or several neighboring jurisdictions in developing a regional radio network that utilizes shared infrastructure. A partnership with a neighboring jurisdiction can provide the following benefits:

Financial: Grant funds are available to regional radio systems. Capital costs and operational costs of switches and technology are shared between partners and purchasing through existing or larger contracts increases purchasing power with vendors.

Operational: Regional radio systems improve public safety services and operations as they increase the ease of mutual aid, and offer a potential for tying dispatch operations together, allowing 911 center back-up.

Technical: Shared sites and coverage, especially in outlying areas near county boundaries, offer greater coverage for providers in these areas that have historically offered poor coverage. Seamless roaming for officers when transporting prisoners to regional jails; patients to hospitals and health care centers outside of the county; during mutual-aid responses along boundaries; and to investigators/officers travelling to neighboring jurisdictions for case investigations.

Governance: Partnership opportunity and regional approach to public safety and communications where expenses are divided among partners, versus stand-alone system where Franklin has complete control and financial responsibility for all system maintenance and repairs.

Although the frequency coordination study did not identify enough frequencies to build out the complete radio system, it did identify two VHF frequencies that could be used to facilitate fire/EMS paging from at least four of the current tower sites using existing paging equipment. The communications committee recommends that the county move forward to secure those VHF frequencies to be used for VHF paging to at least four of the proposed transmitter/receiver sites in the county. By increasing the number of transmitter sites, the county will greatly improve paging capabilities of fire and EMS agencies. A VHF frequency pair can also be used as a gateway to communicate with adjoining jurisdictions during emergencies that utilize the VHF spectrum for operations such as Patrick and

Henry Counties. The estimated cost to license the pair of frequencies identified in the frequency search performed by APCO is \$2,500. There are adequate funds available in the current budget to proceed with licensing the frequencies.

The migration to the 700/800 MHz spectrum is something that the county hoped to avoid. The fact that frequencies are a limited natural resource means that a finite amount of frequencies are available for use in any given area. The benefits of partnerships with our neighbors are something that deserves exploration. These partnerships will benefit the county financially and operationally in that they have the potential to reduce capital expense while improving responder communication within the county. A regional concept also has the added benefit of creating a direct method of communicating with agencies beyond our borders, which is something that does not currently exist within our radio system. A regional communications partnership will enable Franklin County to directly communicate with almost all neighboring jurisdictions during daily operations, natural disasters, and mutual-aid responses.

The next step in the process will be to conduct another frequency search for available channels in the 700/800 MHz spectrum if approved by the Board of Supervisors. Frequencies in the 700/800 MHz spectrum are more readily available due to the manner in which these spectrums were allocated for use by the FCC when released. Upon completion of the frequency search, Phase II of the project will begin and county staff and Engineering Associates will work with neighboring jurisdictions to determine their interest in a joint communications system. At that point, Engineering Associates will be able to provide a more precise cost analysis that will be presented to the Board of Supervisors at a later date.

#### **RECOMMENDATION:**

The Radio Communications Committee respectfully recommends that the Board of Supervisors approve the procurement of the available VHF frequencies from the FCC for fire and EMS paging, and authorize county staff and Engineering Associates to explore the 700/800 MHz spectrum for frequency availability and to design recommended county public safety communications system concept with cost projections. These results will be reported back to the Board of Supervisors upon completion. The cost will not exceed \$50,000 and is budgeted in the Public Safety Capital budget.

FRANKLIN COUNTY  
Board of Supervisors



Franklin County  
*A Natural Setting for Opportunity*

EXECUTIVE SUMMARY

<p><b><u>AGENDA TITLE:</u></b> Board of Zoning Appeals, results of OmniSource sign appeal.</p> <p><b><u>SUBJECT/PROPOSAL/REQUEST:</u></b> Results from September 3, 2013, BZA hearing in consideration of a request by OmniSource to overturn a decision by the Zoning Administrator to revoke a previously-approved sign permit</p> <p><b><u>STRATEGIC PLAN FOCUS AREA:</u></b></p> <p><b><u>Action Strategy:</u></b> N/A</p> <p><b><u>STAFF CONTACT(S):</u></b> Neil Holthouser, Director of Planning</p>	<p><b><u>AGENDA DATE:</u></b> September 17, 2013</p> <p><b><u>ITEM NUMBER:</u></b></p> <p><b><u>ACTION:</u></b></p> <p><b><u>INFORMATION:</u></b></p> <p><b><u>CONSENT AGENDA:</u></b></p> <p><b><u>ACTION:</u></b></p> <p><b><u>INFORMATION:</u></b></p> <p><b><u>ATTACHMENTS:</u></b></p> <p><b><u>REVIEWED BY:</u></b> <i>RHT</i></p>
---	--

**BACKGROUND:**

On Tuesday, September 3, 2013, the Franklin County Board of Zoning Appeals heard an appeals request by OmniSource Inc., to overturn a decision by the Zoning Administrator that revoked a previously-approved sign permit for a freestanding off-premises sign located at 9899 Virgil Goode Highway.

The subject sign is located on a parcel of land with frontage along Rt. 220, immediately adjacent to the Franklin County Commerce Center. The parcel on which the sign is located is not the same parcel as the one on which OmniSource currently conducts its business. As such, the sign is considered an off-premises sign.

On February 20, 2013, Franklin County issued a sign and building permit to install the sign on the subject property. The County's Zoning Administrator, Mr. Neil Holthouser, subsequently determined that the sign permit was issued in error, and revoked the permit. OmniSource filed an appeal of the Zoning Administrator's decision, which was heard by the BZA on September 3, 2013.

By a vote of 6-0 (1 member absent) the BZA voted to grant OmniSource's appeal, thereby overturning the Zoning Administrator's decision to revoke the sign permit. The effect of the BZA's decision is to allow the off-premises sign to remain.

The Franklin County Board of Supervisors may appeal the BZA's decision, by filing an appeal with the Circuit Court.

**RECOMMENDATION:**

Staff recommends that the Board of Supervisors take no action, allowing the BZA's ruling to stand.

**STAFF REPORT**  
**Case # APRQ-5-13-11823**



**Franklin County**  
*A Natural Setting for Opportunity*

**To:** Franklin County Board of Zoning Appeals  
**From:** Neil Holthouser, Director of Planning & Community Development  
**Date:** September 3, 2013  
**Tax #:** 82-138  
**District:** Blue Ridge  
**Applicant:** OmniSource SE  
**Owner:** Roanoke Electric Steel Corporation; Steel Dynamics

**REQUEST:**

**PETITION of Omnisource, SE, applicant, and Roanoke Electric Steel Corporation/Steel Dynamics, owner, to appeal a Revocation of a sign permit dated April 18, 2013 for a freestanding sign located at 9899 Virgil Goode Highway. The purpose of this application is to appeal the Zoning Administrator's interpretation that the sign is an off-premise sign since it is not located on the same parcel where Omnisource conducts its business. The applicant is also appealing the interpretation that in areas where there is no underlying zoning district, the regulations of Section 25-156.10 shall apply to land that is agricultural or residential in use. The property is located on Virgil H. Goode Highway in the Blue Ridge District. The property is identified on Franklin County Real Estate Tax Records as Tax Map # 82, Parcel # 138. (APRQ-5-13-11823)**

**OPTIONS:**

The Board of Zoning Appeals may:

1. Uphold the Zoning Administrator's decision to revoke the sign permit, finding that the subject sign is an off-premises sign and may not be located on the subject property, in accordance with the requirements of Sec. 25-486 and Sec. 25-156.10 of the Zoning Ordinance. Should the Board vote to uphold the Zoning Administrator's decision, the Department of Planning & Community Development will take action to have the sign removed.
2. Overturn the Zoning Administrator's decision to revoke the sign permit, finding that the subject sign is a off-premises sign and may be located on the subject property, in accordance with the requirements of Sec. 24-486 and Sec. 25-156.11 of the Zoning Ordinance. Should the Board vote to overturn the Zoning Administrator's decision, the Department of Planning & Community Development will reinstate the sign permit, and the sign will be allowed to remain.



## **BACKGROUND:**

The subject property is located at 9899 Virgil Goode Highway (Rt. 220), and is further identified in Franklin County Real Estate records at Tax Map/Parcel #0820013800. County records show that the subject property is owned by Roanoke Electric Steel, which is in turn a subsidiary of Steel Dynamics Corp., an Indiana-based company that produces raw and fabricated steel products.

The subject parcel is divided into three non-contiguous tracts, containing a net total of approximately 123 acres. The three tracts that comprise this parcel are located in immediate proximity to the Franklin County Commerce Center - an industrial and business park developed by Franklin County along Rt. 220 south of Rocky Mount. The subject parcel is primarily wooded and undeveloped, except for some clearings along the Rt. 220 frontage, and a vacant dwelling unit visible from Rt. 220 and with a residential driveway connecting to Rt. 220.

On February 8, 2013, the Department of Planning & Community Development received an application prepared by Budget Signs, on behalf of Roanoke Electric Steel, to erect a thirty (30) foot tall freestanding sign on the subject parcel. The application for sign permit specifically stated that the sign would be an on-premises sign, advertising a scrap-metal business known as "OmniSource." OmniSource currently operates a scrap-metal facility within the Franklin County Commerce Center, located at 700 Commerce Road, further identified as Tax Map/Parcel #0820013801.

The sign permit application was reviewed by the Planning Department for compliance with the Franklin County Zoning Ordinance, and by the Building Department for compliance with adopted building codes. A sign permit (SIGN-2-13-10928) and a building permit were issued on February 20, 2013, to erect the OmniSource sign on Tax Map/Parcel #0820013800.

Once the sign was erected in March 2013, the Planning Department received a complaint from a citizen or property owner, inquiring as to how or whether the OmniSource sign had been permitted. Upon further review of the permit file, the Zoning Administrator (Mr. Neil Holthouser, Director of Planning & Community Development) determined that a) the sign constitutes an off-premises sign, by virtue of being located on a parcel other than the one where OmniSource currently conducts business; and b) an off-premises sign would not be allowed on the subject parcel, since it is not the site of an established business or industrial use.

On April 18, 2013, the Zoning Administrator sent a letter to the property owner, Roanoke Electric Steel, revoking the sign permit (SIGN-2-13-10928), citing the requirement of Sec. 25-486 and Sec. 25-156.10 of the Zoning Ordinance. The letter further advised the property owner of the right to appeal the Zoning Administrator's decision to revoke the sign permit, and included the necessary appeals application form and information about the appeals process.



The property owner filed an appeal on May 16, 2013, within the allotted time period for appeals, as prescribed under state law.

**ZONING ORDINANCE:**

The subject parcel is located along Rt. 220 south of Rocky Mount, in an area of the County commonly known as the "non-zoned" areas. This refers to the fact that there is no underlying or "base" zoning category applied to this or other neighboring properties.

However, Article IV, Division 2 of the Zoning Ordinance establishes an overlay zoning district, called the "Corridor Overlay," which geographically applies to all lands within 500 feet of the edge of right-of-way of Rt. 40, Rt. 116, Rt. 122 and Rt. 220, throughout Franklin County. This overlay applies in areas with traditional underlying or "base" zoning, and in areas without underlying or base zoning. This overlay zoning is intended primarily to control signage in areas that are visible along the County's primary highway corridors.

Sec. 25-483 sets forth site development regulations for signs throughout the overlay, as follows:

**Sec. 25-486. - Site development regulations for signs.**

- (1) The requirements for signs as set forth in section 25-156 shall apply to all land within this corridor overlay district, that is, to land regulated by an underlying zoning district and to land with no underlying zoning district.
- (2) In areas where there is no underlying zoning district, the regulations of section 25-156.10 shall apply to each tract of land that is the site of an agricultural or residential use.
- (3) In areas where there is no underlying zoning district, the regulations of section 25-156.11 shall apply to each tract of land that is the site of a business or industrial use.

According to this code section, the Zoning Administrator must first determine if the subject property is subject to any underlying or base zoning. If so, then the sign regulations for that base zone apply. If the subject property is not subject to any underlying or base zoning, then the Zoning Administrator must look to how the property is actually *used*. If the property is used for agricultural or residential purposes, then the provisions of Sec. 25-156.10 are applied and regulate signage. If the property is used for business or industrial purposes, then the provisions of Sec. 25-156.11 are applied and regulate signage.

**Sec. 25-156.10. - Agricultural district regulations: A-1 zoning district regulations (see Table 1 for summary).**

- (a) Lots within the A-1 district shall be allowed a maximum of two (2) freestanding signs for any one lawful use and no individual freestanding sign shall exceed thirty-two (32) square feet in area.
- (b) If more than one lawful use is located on a lot, and the first use already has two (2) freestanding signs, the second use shall be allowed a maximum of one freestanding sign not more than thirty-two (32) square feet in area. Each additional use shall be allowed an additional sign according to the same formula.



- (c) The required minimum separation for freestanding signs on a lot or lots under single ownership or control shall be two hundred and fifty (250) feet. No freestanding sign shall be located within fifteen (15) feet of any other freestanding sign on an adjacent or adjoining lot.
- (d) Any freestanding sign erected must have a minimum sign setback of forty (40) feet from the centerline of any public right-of-way, or fifteen (15) [feet] from any front property line, whichever is greater.
- (e) No freestanding sign shall exceed fifteen (15) feet in height.

**Sec. 25-156.11. - Business and industrial district regulations: B-1, B-2, M-1, M-2 and PCD district regulations (see Table 1 for summary).**

- (a) Each lot within a business or industrial district shall be allowed a maximum of two (2) freestanding signs for any one business use and no single sign shall exceed one hundred (100) square feet of sign area.
- (b) If more than one business is located on a lot, and the first business already has two (2) freestanding signs, the second business shall be allowed a maximum of one freestanding sign no more than one hundred (100) square feet in area. Each additional business shall be allowed an additional sign according to the same formula.
- (c) The required minimum separation for freestanding signs on a lot or lots under single ownership or control shall be two hundred fifty (250) feet. No freestanding sign shall be located within fifteen (15) feet of any other freestanding sign on an adjacent or adjoining lot.
- (d) Any freestanding sign erected must have a minimum sign setback of forty (40) feet from the centerline of any public right-of-way, or fifteen (15) feet from any front property line, whichever is greater.
- (e) No freestanding sign shall exceed thirty (30) feet in height

Sec. 25-156.12 of the Zoning Ordinance goes on to state that freestanding off-premises signs are only allowed in business and industrial districts. The regulations of Sec. 25-156.10 are therefore interpreted as applying to on-premises signs, while the regulations of Sec. 25-156.11 are interpreted as applying to both on-premises and off-premises signs.

In the case of the OmniSource sign, the Zoning Administrator made the following determinations in revoking the sign permit:

- The business being advertised, OmniSource, is not physically located on the same parcel as the sign is located.
- The sign is therefore an off-premises sign.
- The parcel where the sign is located does not have any underlying or base zoning.
- The parcel where the sign is located is not currently being used for business or industrial purposes. Therefore, the provisions of Sec. 25-156.11 would not be applicable.
- The parcel where the sign is located was most recently used for residential purposes. The residence is currently vacant.
- There do not appear to be any active uses on the subject parcel at this time.
- The provisions of Sec. 25-156.10 seem to be the best fit, given the parcel's historical use as a residence and due to its current in-active status.

By applying Sec. 25.156.10, the Zoning Administrator determined that an off-premises sign would not be allowed on this parcel. The Zoning Administrator therefore revoked the sign permit, and informed the property owner that the sign must be removed. This action is pending the outcome of this appeal.



**OPTIONS:**

The Board of Zoning Appeals may:

1. Uphold the Zoning Administrator's decision to revoke the sign permit, finding that the subject sign is an off-premises sign and may not be located on the subject property, in accordance with the requirements of Sec. 25-486 and Sec. 25-156.10 of the Zoning Ordinance. Should the Board vote to uphold the Zoning Administrator's decision, the Department of Planning & Community Development will take action to have the sign removed.
2. Overturn the Zoning Administrator's decision to revoke the sign permit, finding that the subject sign is a off-premises sign and may be located on the subject property, in accordance with the requirements of Sec. 24-486 and Sec. 25-156.11 of the Zoning Ordinance. Should the Board vote to overturn the Zoning Administrator's decision, the Department of Planning & Community Development will reinstate the sign permit, and the sign will be allowed to remain.

STATE OF VIRGINIA:

BEFORE THE BOARD OF ZONING APPEALS OF FRANKLIN COUNTY

A +/-123.232 acre parcel of land, generally located )  
on Virgil H. Goode Highway, and located in the Blue )  
Ridge Magisterial District, and recorded as Tax ) **FINAL ORDER**  
**Map # 82, Parcels # 138** in the Franklin County )  
Real Estate Tax Records. )

TO THE BOARD OF ZONING APPEALS OF FRANKLIN COUNTY:

**WHEREAS**, your Petitioner, **Omnisource SE, Appellant, and Roanoke Electric Steel Corporation**, owner did respectfully file an Administrative Appeal to a Revocation of a sign permit dated April 18, 2013 for a freestanding sign located at 9899 Virgil Goode Highway. The purpose of this application is to appeal the Zoning Administrator's interpretation that the sign is an off-premise sign since it is not located on the same parcel where Omnisource conducts its business. The applicant is also appealing the interpretation that in areas where there is no underlying zoning district, the regulations of Section 25-156.10 shall apply to land that is agricultural or residential in use.

**WHEREAS**, after due legal notice as required by Section 15.2-2204/2205 of the Code of Virginia of 1950, as amended, the Board of Zoning Appeals did hold public hearing on September 3, 2013, at which time, all parties in interest were given an opportunity to be heard; and;

**WHEREAS**, after full consideration at the public hearing held on **September 3, 2013**, the Franklin County Board of Zoning Appeals voted to overturn the Zoning Administrator's decision to revoke the sign permit, finding that the subject sign is an off-premises sign and may be located on the subject property, in accordance with the requirements of Sec. 24-486 and Sec. 25-156.11 of the Zoning Ordinance allowing the sign to remain on the subject property.

**WHEREFORE, BE IT ORDERED**, that the Zoning Administrator's determination for the Revocation of a sign permit dated April 18, 2013 for a freestanding sign regarding the aforementioned parcel of land, which is contained in the Franklin County Tax Records as Tax Map # 82, Parcels # 138 be overturned.

**BE IT FURTHERED ORDERED** that a copy of this order be transmitted to the Secretary of the Board of Zoning Appeals and that she be directed to reflect this change in the records of Franklin County.

**ADOPTED** on the motion by William Cooper, seconded by Billy Kingery,  
and upon the following recorded vote:

AYES: Kingery, Worley, Lee, Chase, Cooper

NAYES:

ABSENT: Ferguson

ABSTAIN: Peters

\_\_\_\_\_, Clerk  
Franklin County Board of Zoning Appeals  
\_\_\_\_\_Date



*Department of Planning & Community Development*

---

September 9, 2013

Omnisource SE  
700 Commerce Road  
Rocky Mount, Virginia 24151

REF: Administrative Appeal to a Determination by the Zoning Administrator

To Whom It May Concern:

On the evening of September 3, 2013, after a lawfully advertised public hearing and full consideration, the Board of Zoning Appeals voted to overturn the Zoning Administrator's decision to revoke the sign permit, finding that the subject sign is an off-premises sign and may be located on the subject property, in accordance with the requirements of Sec. 24-486 and Sec. 25-156.11 of the Zoning Ordinance allowing the sign to remain on the subject property.

Attached you will find the Final Order.

Should you have any questions concerning this decision, please contact this office.

Sincerely,

Neil Holthouser  
Director and Zoning Administrator

Cc: Peter Ahrens, Building Official  
Roanoke Electric Steel Corp.  
Post Office Box 40050  
Roanoke, Virginia 24022

**120 East Court Street • Rocky Mount, Virginia 24151 • (540) 483-3027 • (540) 483-3041 (Fax)**

FRANKLIN COUNTY  
Board of Supervisors

16



**Franklin County**  
*A Natural Setting for Opportunity*

**EXECUTIVE SUMMARY**

<b><u>AGENDA TITLE:</u></b> Additional Appropriations Public Hearing	<b><u>AGENDA DATE:</u></b> September 17, 2013	<b><u>ITEM NUMBER:</u></b>
<b><u>SUBJECT/PROPOSAL/REQUEST:</u></b> Request of the Board to hold a public hearing at the October Board of Supervisors meeting so that additional appropriations may be requested from the Board.	<b><u>ACTION:</u></b> Yes	<b><u>INFORMATION:</u></b>
<b><u>STAFF CONTACT(S):</u></b> Messrs. Huff, Copenhaver	<b><u>CONSENT AGENDA:</u></b> <b><u>ACTION:</u></b>	<b><u>INFORMATION:</u></b>
	<b><u>ATTACHMENTS:</u></b> Yes	
	<b><u>REVIEWED BY:</u></b> <i>REK</i>	

**BACKGROUND:**

State code section 15.2-2507 allows localities to amend its budget up to an amount that does not exceed one percent of the total expenditures shown in the currently adopted budget. The one percent limit amount for Franklin County is \$1,242,956 for fiscal year 2013-14. The attached schedule shows the total appropriations approved to date now total \$1,094,553.

**DISCUSSION:**

Before additional appropriations can be made, the County must hold another public hearing to allow public input on the appropriations approved and proposed for the current fiscal year. After the public hearing, the County will have the ability to appropriate another 1% or \$1.2 million if the Board so chooses. Staff will continue to present all County and School appropriation requests to the Board for their approval.

The total amount of additional appropriations that will be advertised for public hearing will include amounts already appropriated by the Board (\$1,094,553), rollover requests from the County of \$910,105 and School carry forward requests.

Of particular note on the County carryover schedule is a request from the Sheriff's office of \$37,271. These funds will be used to buy down compensation time for any person that has accumulated time in excess of 100 hours. This would impact approximately 21 members of the Sheriff's office.

**RECOMMENDATION:**

Staff respectfully requests the Board's consideration to advertise the additional appropriations for a public hearing at the October Board of Supervisors meeting.

**Franklin County**  
**Summary of Appropriations To Date and County Rollover Requests**

**Summary of Appropriations Through September 17, 2013:**

School Appropriation for the Adult Education Regional Program	\$979,770
County Appropriations for July 2013	\$32,418
County Appropriations for September 2013	\$82,365

Total to Date	\$1,094,553
---------------	-------------

**Rollover Requests from FY12-13 to FY13-14:**

<u>Department</u>	<u>Purpose</u>	<u>Account</u>	<u>Amount</u>
<b>Designated Carryovers Required by Revenue Classification/Board Action</b>			
Sheriff	Project Lifesaver	3102- 5105	\$4,379
Sheriff	Neighborhood Watch	3102- 5424	\$386
Sheriff	Bullet Proof Vests	3102- 5422	\$7,204
Sheriff	Soles for Souls Program	3102- 5426	\$2,026
Sheriff	Boat Patrol Designated Donations	3102- 5204	\$34,997
Sheriff	Domestic Violence Grant	3105- 1010	\$28,422
Sheriff	Jail Pay Phone Commission	3301- 7010	\$38,786
Sheriff	Metal Detection/Security Equipment	30-	\$24,500
Public Safety	Spay/Neuter Funds	3501- 5620	\$15,292
Public Safety	Four for Life Grant	3505- 5540	\$59,131
Public Safety	EMS Billing Revenue	3601- 5461	\$181,681
Family Resources	Grants, Designated Donations	5310- 7002	\$17,253
Library	Joyce Tukloff Memorial	7301- 5404	\$765
Planning	Ferrum Planning Grant	8115- 3002	\$5,000
Planning	Zoning, Storm Water, Citizen Outreach	8102- 3002	\$76,553
Planning	Housing Rehab Funds	8101- 5703	\$24,253
	Total		\$520,628
<b>Department Carry Forwards/Rollovers:</b>			
Treasurer		1213- 5504	\$700
Commissioner of Revenue		1209- 3002	\$2,440
Registrar		1302-	\$30,000
Finance		1214- 7001	\$4,000
Clerk of Court		2106- 3006	\$10,000
Commonwealth Attorney		2201- 7001	\$8,740
Sheriff			\$1,683
Sheriff		3102-	\$37,271
Building Inspections		3401-	\$15,664
General Properties		CIP	\$47,567
Public Works		CIP	\$20,000
Public Works		4120- 3002	\$37,113
Landfill		CIP	\$102,041
CSA		5309- 5413	\$1,568
Parks and Recreation		CIP	\$25,000
Franklin Center		8108-	\$20,690
Economic Development		8105- 3002	\$25,000
	Total		\$389,477

County Rollover Total	\$910,105
-----------------------	-----------

FRANKLIN COUNTY

Board of Supervisors



Franklin County

A Natural Setting for Opportunity

EXECUTIVE SUMMARY

<p><b>AGENDA TITLE:</b> Annual Countywide Rabies Vaccination Clinic</p> <p><b>SUBJECT/PROPOSAL/REQUEST</b> County Rabies Clinic/Conduct annual rabies clinic/Approve request to conduct rabies vaccination clinic on Saturday, October 12<sup>th</sup>, 2012.</p> <p><b>STRATEGIC PLAN FOCUS AREA:</b> <u>Goal # 4.3</u> <u>Action Strategy:</u> Develop public/private partnership to improve services to citizens.</p> <p><b>STAFF CONTACT(S):</b> Messrs. Huff, Whitlow, Hatcher, Woods &amp; Mrs. Tudor</p>	<p><b>AGENDA DATE:</b> 9/17/2013</p> <p><b>ACTION:</b></p> <p><b>CONSENT AGENDA:</b> Yes <b>ACTION:</b></p> <p><b>ATTACHMENTS:</b> Yes</p> <p><b>REVIEWED BY:</b> RHT</p> <p><b>ITEM NUMBER:</b></p> <p><b>INFORMATION:</b></p> <p><b>INFORMATION:</b></p>
---	--

**BACKGROUND:** In an effort to control the spread of the rabies virus, Franklin County in conjunction with local veterinarians and staff, conduct an annual rabies vaccination clinic to benefit citizens who ordinarily may not have an opportunity to obtain vaccinations for their pets. Traditionally the clinic is held in the fall prior to hunting season. The clinic, if approved, will be held in the parking lot of The Government Center and is planned to be held on Saturday, October 12, 2013 from 8 a.m. - Noon.

**DISCUSSION:** Conducting a rabies vaccination clinic for pets in Franklin County will reduce the potential spread of the virus. The Code of Virginia relating to Animal Laws requires that two conditions be met before a canine or feline can be vaccinated outside the controlled environment of a certified veterinary facility. First, approval must be granted by the local health department. Second, the local governing body must declare the holding of such a clinic is for the health, safety, and welfare of the citizens to reduce the potential threat of rabies transmission in the area.

Usually average about 300 vaccinations during the rabies clinic.

Once approved by the Board of Supervisors, staff will secure authorization from the local health department to conduct the clinic.

Fees for dog licenses sold at the authorized location will remain unchanged from that charged at the Franklin County Treasurer's Office. The date, time, and location of the clinic will be published in the local newspapers for a minimum of five (5) editions. Flyers will also be distributed in various places throughout the county.

**RECOMMENDATION:** Staff respectfully recommends and requests the Board of Supervisors declare the holding of this County Rabies Clinic is for the health, safety, and welfare of the citizens to reduce the potential threat of rabies transmission in the area and authorize the County Rabies Clinic to be held on Saturday, October 12, 2013, thereby imposing the fee of \$8/per dog in order to offset expenses and keep the clinic revenue neutral.