

(TO VIEW ATTACHMENTS, PLEASE CLICK ON HIGHLIGHTED AREAS)

**AGENDA
FRANKLIN COUNTY BOARD OF SUPERVISORS
TUESDAY, OCTOBER 15, 2013**

- 1:30 P.M. Call To Order, Chairman David Cundiff
- 1:31 Invocation, Supervisor Bobby Thompson
- 1:32 Pledge of Allegiance, Supervisor Ronnie Thompson
- 1:33 **RESOLUTIONS OF RECOGNITION**
- ✚ Ferrum College 100th Centennial Anniversary
 - ✚ Sergeant Brandt Gawor
 - ✚ Captain Marvin Woods
 - ✚ Glade Hill Volunteer Fire Department
- 1:40 Public Comment
-
- 1:43 Randy Stapleton, State & Local Government Field Executive, CDW-G
REF: 1. Digital Counties Award
- 1:45 **CONSENT AGENDA (REQUIRES ACTION)**
- REF: 1. Approval of Accounts Payable Listing, Appropriations, and Minutes for September 17, 23 & October 2, 2013
2. Support Agreement between Western Virginia Water Authority & the County/Burnt Chimney Water Line **(See Attachment #16)**
 3. National Business Women's Week **(See Attachment #9)**
 4. Sheriff's Surplus Vehicle **(See Attachment #11)**
 5. VDOT Street Addition/Montgomery Farms **(See Attachment #10)**
 6. Request for VDOT Revenue Sharing Candidates Funding **(See Attachment #21)**
 7. Westlake Library Hours of Operation **(See Attachment #12)**
 8. Western Virginia Water Authority Wastewater Service Area **(See Attachment #8)**
 9. Purchase of Vehicles - General Properties **(See Attachment #13)**
 10. P & R Turf Maintenance Equipment **(See Attachment #15)**

11. Public Safety Surplus Vehicles **(See Attachment #14)**
12. Recreation Center Custodial Contract Award/Protest **(See Attachment #1)**
13. Franklin County Proposed Superstructure/Structure Replacements **(See Attachment #20)**
14. Recreation Center Custodial Contract Award **(See Attachment #17)**
15. Rabies Clinic Request **(See Attachment #23)**

- 1:50 Vincent Copenhaver, Director of Finance
 REF: 1. Monthly Finance Report
 2. Virginia Local Disability Program **(See Attachment #18)**
- 2:05 David Rose, Senior Vice-President, Manager, Davenport Company
 Daniel Siegel, Attorney, Sands Anderson
 REF: 1. Financing Opportunities **(Hand Out @ Meeting)**
- 2:20 Bill Overton, Sheriff
 REF: 1. Quarterly Sheriff's Department Report
- 2:30 Neil Holthouser, Director of Planning & Community Development
 Ronnie Wilson, Development Review Coordinator
 REF: 1. Stormwater Management Program Update **(See Attachment #19)**
- 3:00 Richard E. Huff, II, County Administrator
 REF: 1. Senior Citizens Representation on Advisory Boards **(See Attachment #22)**
 2. Other Matters
- 3:10 Other Matters by Supervisors

APPOINTMENTS: (60 Day Notice)

- ✚ Ag Board - **(See Attachment #2)**
- ✚ Housing Rehab Board - **(See Attachment #3)**
- ✚ Western Va. Regional Jail Authority **(See Attachment #4)**
- ✚ West Piedmont Planning Commission Board **(See Attachment #6)**
- ✚ TCRC - **(See Attachment #5)**

- 3:20 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.

Recess for Dinner

6:00 Call To Order, Chairman David Cundiff

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

**PUBLIC NOTICE
FRANKLIN COUNTY, VIRGINIA
A HEARING ON AMENDMENTS TO THE ADOPTED 2013-2014 BUDGET**

In Accordance with Sections 15.2-2507 of the Code of Virginia, as amended, on ***Tuesday, October 15, 2013, at approximately 6:00 P.M.*** or soon thereafter, the Franklin County Board of Supervisors will conduct a public hearing on amending the adopted FY' 2013-2014 County budget in the Board of Supervisors Meeting Room, located in the Franklin County Government Center, 1255 Franklin Street, Suite 104, Rocky Mount, Virginia.

The original FY 2013-2014 budget was adopted in the amount of \$124,295,601. The new approved budget would be \$129,597,359. Since July 1, 2013 the following amounts have been appropriated or considered for appropriation by the Board. The purpose of this hearing is to amend the FY' 2013-2014 budget in the total amount of \$5,301,758. ***(See Attachment #7)***

Additional Appropriations Since July 1, 2013 - Approved by the Board of Supervisors:	
Adult Education Regional Program	\$979,770
July 2013 County Appropriations	\$32,418
September 2013 County Appropriations	\$82,365
Subtotal	\$1,094,553
Appropriation Requests Considered by the Board of Supervisors on September 17, 2013:	
School Carryovers	\$1,297,100
County Carryovers	\$910,105
Debt Service Reserve	\$2,000,000
Total	\$5,301,758

Call To Order and Action as Deemed Appropriate from Public Hearing

Adjournment Thereafter

RISE & SHINE GUESTS FOR OCTOBER ARE RONNIE THOMPSON & CHRIS

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FRANKLIN COUNTY
Board of Supervisors



Franklin County
A Natural Setting for Opportunity

EXECUTIVE SUMMARY

<p><u>AGENDA TITLE:</u> Recreation Center Custodial Contract Award - Protest</p> <p><u>SUBJECT/PROPOSAL/REQUEST</u> Recommendation for response to the protest to recreation center custodial contract award</p> <p><u>STRATEGIC PLAN FOCUS AREA:</u></p> <p><u>Goal #</u> <u>Action Strategy:</u></p> <p><u>STAFF CONTACT(S):</u> Huff, Whitlow, Chapman</p>	<p><u>AGENDA DATE:</u> <u>ITEM NUMBER:</u> October 15, 2013</p> <p><u>ACTION:</u> <u>INFORMATION:</u></p> <p><u>CONSENT AGENDA:</u> <u>ACTION:</u> <u>INFORMATION:</u></p> <p><u>ATTACHMENTS:</u> YES</p> <p><u>REVIEWED BY:</u> <i>Rax</i></p>
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BACKGROUND:

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 an invitation to bid with a scope of services was created and advertised in the Franklin News Post on July 19 & 26, 2013. 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 Franklin County Board of Supervisors Meeting on August 20, 2013 the "Recreation Center

Cleaning Service” item was pulled from the consent agenda per staff recommendation. At the following Board of Supervisors Meeting on September 17, 2013 the Board voted to “reject all current bids duly advertised and received by Thursday, August 8, 2013 for the custodial cleaning of the Recreation Center, thereby allowing staff to re-advertise with an improved and clarified invitation to bid.”

Staff clarified the scope of services for custodial cleaning services and completed an updated invitation to bid. This amended invitation was published in the Franklin News Post on September 25 & October 2, 2013. Bids are due on October 4, 2013 at 4:00 PM.

On September 27, 2013, Mr. John Boitnott, Attorney at Law is representing Ms. Doris Smith of DMS Cleaning Services Inc. filed a notice of protest. The notice of protests reads, “that the competitive sealed bidding process includes an award to the lowest bidder, unless the job is canceled or the bid exceeds the available funds for the job. Since neither of the exceptions apply, the contract should have been awarded to DMS Cleaning.”

DISCUSSION

While often the County does award the contract to the lowest bidder, the County has the right to reject bids if it is in the County's best interest. This option was stated clearly in the invitation to bid with the following statement, “The County reserves the right to reject any/and all bids if it is deemed in the best interest of the County.”

The bids were rejected 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 September 17, 2013 Board of Supervisors meeting, the Board approved an updated facility usage policy for the Essig Recreation Center which will in turn indicate the amount of additional cleanings needed. This allowed 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.

RECOMMENDATION

Staff respectfully recommends that the Board review the protest with the fact the invitation to bid needed to be clarified and that it was therefore in the best interest of the County to re-advertise it. Because of this, staff respectfully recommends that the original decision to “reject all current bids duly advertised and received by Thursday, August 8, 2013 for the custodial cleaning of the Recreation Center, thereby allowing staff to re-advertise with an improved and clarified invitation to bid.” should stand.

JOHN T. BOITNOTT
ATTORNEY AND COUNSELLOR AT LAW
5 EAST COURT STREET# 301
ROCKY MOUNT, VIRGINIA 24151

.....
(540) 483-8822
FAX (540) 483-9717
e-mail: jboitnott@ainbaranmail.com

September 27, 2013

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

Re: DMS Cleaning Service Notice of Protest

Dear Rick:

According to the Virginia Public Procurement Act and the Franklin County Procurement Policy, DMS Cleaning Service, Inc., protests the decision of the Franklin County Board of Supervisors on September 17, 2013, to reject the DMS bid for the Recreation Center Cleaning Contract.

The invitation to bid requested sealed bids due no later than Thursday, August 8, 2013, at 3:00 p.m. A total of four bids were submitted. DMS Cleaning Service submitted the lowest bid.

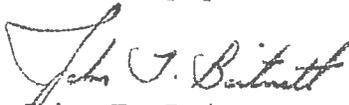
According to the Public Procurement Act and County Policy, the competitive sealed bidding process includes an award to the lowest bidder, unless the job is canceled or the bid exceeds the available funds for the job. Since neither of the exceptions apply, the contract should have been awarded to DMS Cleaning Service.

I request that you submit this protest to the Board of Supervisors at its next meeting as time permits.

Please notify me of the date and time and I will attend the meeting to address the matter on behalf of DMS Cleaning Service.

Thank you for your consideration.

Sincerely yours,


John T. Boitnott

JTB/spb
Enclosure
cc: Doris Smith

XXVII. REMEDIES – (2.2-4357)

A. Ineligibility.

1. Any bidder, offeror or contractor refused permission to, or disqualified from participating in any contracts shall be notified in writing. Such notice shall state the reasons for the action taken. This decision shall be final unless the bidder, offeror, or contractor appeals within thirty days of receipt. Such appeal shall be filed with the Board through the County Administrator;
2. Any appeal denied by the Board may be appealed to the County Circuit Court, and upon appeal, if it is determined that the action taken by the Board was arbitrary or capricious, or not in accordance with the Constitution of Virginia, statutes or regulations, the Court may restore the eligibility of appellant.

B. Determination of Non-Responsibility. (2.2-4359)

1. Any bidder who, despite being the apparent low bidder, is determined not to be a responsible bidder for a particular contract shall be notified in writing. Such notice shall state the basis for the determination, which shall be final unless the bidder appeals the decision in writing within ten days to the Board through the County Administrator;
2. If, upon appeal, it is determined that the decision was arbitrary or capricious, and the award of the contract in question has been made, the sole relief shall be a finding that the bidder is a responsible bidder for the contract in question.

C. Protest of Award or Decision of Award. (2.2-4360)

1. Any bidder or offeror who desires to protest the award or decision to award a contract shall submit such protest to the County Administrator not later than ten days after the award or announcement of the decision to award, whichever occurs first. No protest shall lie for a claim that the selected bidder or offeror is not a responsible bidder or offeror. The written protest shall include the basis for the protest and the relief sought. When necessary, the County Administrator shall report such protest to the Board of Supervisors and the Board shall make its decision at its next meeting as time permits. The decision of the Board shall be final;
2. If, after an award, it is determined that an award of a contract was arbitrary or capricious, then the sole relief shall be as hereinafter provided. When the award has been made but performance has not begun, the performance of the contract may be enjoined. Where the award has been made and performance has begun, the Board may declare the contract void upon a finding that this action is in the best interest of the public. Where a contract is declared void, the performing contractor shall be compensated for the cost of performance up to the time of such declaration. In no event shall the performing contractor be entitled to lost profits.

D. Effect of Appeal Upon Contract. (2.2-4361)

Pending final determination of a protest or appeal the validity of a contract awarded and accepted shall not be affected by the fact that a protest or appeal has been filed.

XXVIII. ETHICS IN PUBLIC CONTRACTING – (2.2-4367)

The provisions of this section supplement, but do not supersede, other provisions of law including, but not limited to, the Comprehensive Conflict of Interests Act (Section 2.1-599 et seq.), and the Virginia Governmental Frauds Act (Section 18.2-498.1 et seq. and 18.2-4666 et seq.). The provisions of this section apply notwithstanding the fact that the conduct described may not constitute a violation of the Comprehensive Conflict of Interests Act.

A. Definitions. (2.2-4368)

The words defined in this section shall have the meanings set forth below throughout this section.

1. "Immediate family" shall mean a spouse, children, parents, brothers and sisters, and any other person living in the same household as the employee;
2. "Official responsibility" shall mean administrative or operating authority, whether intermediate or final, to initiate, approve, disapprove or otherwise affect a procurement transaction, or any claim resulting therefrom;
3. "Pecuniary interest arising from the procurement" shall mean a personal interest in a contract as defined in the State and Local Government Conflict of Interests Act;
4. "Procurement transaction" shall mean all functions that pertain to the obtaining of any goods, services or construction, including description of requirements, selection and solicitation of sources, preparation and award of contracts, and all phases of contract administration;
5. "Public employee" shall mean any person employed by the County, including elected officials or members of boards appointed by the Board of Supervisors.

B. Proscribed Participation by Public Employees in Procurement Transactions. (2.2-4369)

Except as may be specifically allowed by provisions of the State and Local Government Conflict of Interests Act (Section 2.1-639.1 et seq.), no public employee having official responsibility for a procurement transaction shall participate in that transaction on behalf of the public body when the employee knows that:

1. The employee is contemporaneously employed by a bidder, offeror or contractor involved in the procurement transaction; or

**AGRICULTURE BOARD
BOARD MEMBERSHIP ROSTER
1/31/2013**

The Board of Directors will:

- Promote and enhance the economic viability of production agriculture, forestry, and agri-business.
- Represent the agricultural community's position on policy issues at the local, state, and federal level.
- Provide advice and counsel to the Franklin County Board of Supervisors on policies relating to viability and sustainability of agriculture.
- Partner with other organizations to increase public understanding and awareness of state-of-the-art agricultural practices.
- Promote utilization of land use, conservation, and agricultural best management practices.
- Expand agricultural educational programming and workforce development.
- Advocate and coordinate agricultural economic development, investment, marketing, and promotion activities.
- Establish a network of agriculture producers and suppliers to encourage diversification and strengthen the agricultural infrastructure.
- Promote agritourism.

ARTICLE III: Membership

A. Selection and Term

Voting members shall represent each agriculture group in Franklin County with at least 11 individuals appointed by the Franklin County Board of Supervisors. For the purpose of the first meeting of the Agricultural Development Board, the membership on the Board shall be divided into two groups. At the first meeting, five (5) Directors shall be appointed to serve a one (1) year term and six (6) shall be appointed to serve a two (2) year term; thereby creating staggered terms. Subsequent appointments of Directors shall be for a term of two (2) years and may be reappointed for two (2) additional two-year terms. After serving three (3) consecutive terms, board members may be reappointed after a one year absence.

Board membership will include one producer from each of the following agricultural groups:

- Cattle
- Crops/Grain/Hay
- Crops/Produce/Organic
- Dairy
- Equine
- Forestry
- Horticultural
- Tobacco
- Viticulture/Orchard
- At-large (2 members)

Mr. Eddie Shelton
411 Bucksrape Road
Union Hall, Virginia 24176
diamondsfarms@earthlink.net
Current Term:
12/16/2011-12/15/2013
CANNOT BE REAPPOINTED

Mr. Sherrard Holland
604 Jacks Mountain Road
Glade Hill, Virginia 24092
sherrardholland73@yahoo.com
540-576-3040
Current Term:
12/16/2011-12/15/2013
CANNOT BE REAPPOINTED

Ms. Katherine Adams
1045 Kinsey Lane
Boones Mill, VA 24065
katherine.woods farms@gmail.com
Current Term:
12/16/2011-12/15/2013

Mr. Daniel Austin
5688 Old Forge Road
Rocky Mount, Virginia 24151
540-420-1639
Current Term:
12/16/2012-12/15/2014

Mr. Donnie Montgomery
934 Bonbrook Road
Wirtz, Virginia 24184
dcows_1@juno.com
540-420-9622
Current Term:
12/16/2011-12/15/2013
CANNOT BE REAPPOINTED

Ms. Beverly Cox
2577 Taylors Rd
Boones Mill VA 24065
becox@vt.edu
Current Term:
12/16/2011-12/15/2013

Mr. Jason Thurman
703 Woodman Road
Rocky Mount, Virginia 24151
hunter1jt@yahoo.com
Current Term:
12/16/2012-12/15/2014

Ms. Lynn Satalino
220 Mallard Point Road
Wirtz, Virginia 24184
equ924@aol.com
540-719-0252
Current Term:
12/16/2012-12/15/2014

Mark Woods
4111 Wades Gap Red
Boones Mill, Va. 24065
woods farm1975@aol.com
Current Term:
12/16/2012-12/15/2014

Mr. Connell McEnheimer
4999 Sontag Road
Rocky Mount, Virginia 24151
540-483-7476
Current Term:
12/16/2012-12/15/2014

Mr. Stephen Bray
511 Heritage Hollow Lane
Penhook, Virginia 24137
sbray@sitestar.net
540-576-4308
Current Term:
12/16/2012-12/15/2014

HOUSING REHABILITATION BOARD (HRB)

1 YEAR TERMS

TERM EXPIRES DECEMBER 31ST

BOARD TO BE APPOINTED DURING BOS ORGANIZATIONAL MEETING

AS OF 11/20/2012 (RE-APPOINTED FOR TERM 12/31/2013)

CHARLES WAGNER

330 RIVERVIEW STREET

ROCKY MOUNT, VA 24151

MIKE THURMAN

445 FRANKLIN STREET

ROCKY MOUNT, VA 24151

WILLIAM HELM

2174 S. MAIN STREET

ROCKY MOUNT, VA 24151

BARBARA GARST

472 APPLE ROAD

BOONES MILL, VA 24065

NEIL HOLTHOUSE

1255 FRANKLIN STREET, SUITE 103

ROCKY MOUNT, VA 24151

HUBERT QUINN

12684 FRANKLIN STREET

FERRUM, VA 24088

4

WESTERN VIRGINIA REGIONAL JAIL AUTHORITY
Bobby Russell, Executive Director
5885 West River Road
Salem, Virginia 24153
540-380-3047 (t)
540-525-8068 (Mobile)
jodi.bishop@wvarj.org

1 YEAR TERMS

JANUARY 1ST, 2013 - December 31ST, 2013

1. Biography of the Authority.

The Western Virginia Regional Jail Authority was created on June 24, 2005 by and between the Counties of Franklin, Montgomery, Roanoke and the City of Salem, Virginia. The Authority was created to establish a regional jail that would alleviate overcrowding issues faced by each jurisdiction. The regional jail concept was agreed upon between all jurisdictions rather than expanding upon each member's local jail for funding purposes. The Virginia Board of Corrections will reimburse a regional jail project up to 50% of the eligible costs to construct a jail; whereas, a local project would only be reimbursed up to 25% of the eligible costs, therefore, leaving a heavier burden on local governments.

2. How often does the Authority meet?

The Authority holds at least four regular meetings per year. During the construction phase of the jail, the Authority has been meeting monthly.

3. How long are members' terms?

Three Authority members are appointed from each member jurisdiction by their governing body and consist of the Sheriff, one elected member of the governing body and the chief administrative officer any of which may serve more than one consecutive term. Each member of the Authority shall serve for a term of one year beginning each January 1st and ending on each December 31st.

4. What are the responsibilities of the members?

The responsibility of the Authority members include all powers given under Section 53.1-106 of the Code of Virginia (1950) as amended; adopting annual operating and capital budgets of the Authority which will be submitted to the member jurisdictions no later than January 15th of each year; and issuing of bonds pursuant to Section 53.1-95.10 of the Code of Virginia (1950), as amended upon the advice of bond counsel and a financial advisor with expertise in bonds and investments.

5. What is the purpose of the Authority?

The purpose of the Western Virginia Regional Jail Authority is to own, operate, manage, maintain, regulate, plan for and finance the Western Virginia Regional Jail.

BOARD REPRESENTATIVE

Charles Wagner
330 Riverview Street
Rocky Mount, VA 24151
(540) 483-9109

Alternate David Cundiff
1712 Novelty Road
Penhook, VA 24137
(540) 576-3210

ADMINISTRATIVE REPRESENTATIVE

Christopher Whitlow
Asst. County Administrator
1255 Franklin Street
Rocky Mount, VA 24151

Alternate Rick Huff, II
County Administrator
1255 Franklin Street
Rocky Mount, VA 24151

TCRC
4 YEAR TERMS
LENGTH OF OFFICE TERM

Bob Camicia
143 Charlotte Lane
Hardy, VA 24101
(540) 312-1976 (Cell)

Term Expires 12/31/2015

Charles Wagner
330 Riverview Street
Rocky Mount, VA 24151
(540) 493-9109 (Cell)

Term Expires 12/31/2013

WEST PIEDMONT PLANNING DISTRICT BOARD

Aaron Burdick, Executive Director

Post Office Box 5268

Martinsville, VA 24115

1-YEAR TERM (2-BOS MEMBERS)

CITIZEN APPOINTMENT (3-YEAR TERM)

AS OF 11-20-2012

4th THURSDAY 7:00 Executive Board Meeting

7:30 Board Meeting-

tmeade@wppdc.org

In 1968, Virginia was divided into 21 planning districts. A planning district commission is a political subdivision of the Commonwealth chartered under the Regional Cooperation Act by the local governments of each planning district. As such they are a creation of local government encouraged by the state.

The West Piedmont Planning District Commission is made up of the Cities of Danville and Martinsville; the Counties of Franklin, Henry, Patrick, and Pittsylvania; and the Town of Rocky Mount. The Commission has two elected representatives and one appointed representative. Elected representatives serve terms coincident with their elected terms of office or such shorter term as their governing bodies shall determine. Citizen, or appointed, representatives serve a three-year term. Both elected and appointed representatives have a vote on Commission matters. The Commission meets on the fourth Thursday of each month at its office at 1100 Madison Street in Martinsville; an agenda or cancellation notice is sent one week prior to the meeting date.

The purpose of Planning District Commissions, as set out in the Code of Virginia, Section 15.2-4207, is "...to encourage and facilitate local government cooperation and state-local cooperation in addressing on a regional basis problems of greater than local significance. The cooperation resulting from this chapter is intended to facilitate the recognition and analysis of regional opportunities and take account of regional influences in planning and implementing public policies and services. The planning district commission shall also promote the orderly and efficient development of the physical, social and economic elements of the district by planning and encouraging and assisting localities to plan for the future."

Virginia's PDCs provide a variety of technical and program services to member local governments. They include grant application assistance, management services for program implementation, land use planning services and mapping. The merging of mapping and information services has created the field of geographic information systems, where PDC's often lead the way. Transportation planning is another role for PDCs, who may deal with highway development, ridesharing, airport planning, and specialized transit. The West Piedmont Planning District Commission has also been designated as an Economic Development District by the U.S. Department of Commerce, making its member localities eligible to receive federal grant funds from that agency.

For the Commonwealth, PDCs serve as an accessible network that gives quick and complete statewide coverage. Each serves as the Affiliate State Data Center for the region. In this role they provide important information to businesses as well as citizens. PDCs are the regional contact for the Commonwealth Intergovernmental Review Process and provide input for a host of agencies and commissions.

Other duties of the PDC's are:

- To conduct studies on issues and problems of regional significance
- To identify and study potential opportunities for local cost savings and staffing efficiencies through coordinated local government efforts
- To identify mechanisms for the coordination of state and local interests on a regional basis
- To implement services upon request of member localities
- To provide technical assistance to state government and member localities
- To serve as a liaison between localities and state agencies, as requested.
- To review local government aid applications as required by applicable law through the A-95 or Intergovernmental Review Process
- To conduct strategic planning for the regional as required by applicable law
- To develop regional functional area plans as deemed necessary by the commission or as requested by member localities
- To assist state agencies, as requested, in the development of substate plans
- To participate in a statewide geographic information system, the Virginia Geographic Information Network, as directed by the Department of Planning and Budget
- To collect and maintain demographic, economic and other data, acting as a state data center affiliate in cooperation with the Virginia Employment Commission

Mr. Bobby Thompson
C/O Ferrum College
Post Office box 40
Ferrum, VA 24088
365-2020

12-31-2013

Mr. Leland Mitchell
4180 Sontag Road
Rocky Mount, Virginia 24151
493-0059

12-31-2013

William Brush
81 Lighthouse Lane
Moneta, Virginia 24121

12-31-2013

FRANKLIN COUNTY
Board of Supervisors



Franklin County
A Natural Setting for Opportunity

EXECUTIVE SUMMARY

<p><u>AGENDA TITLE:</u> Additional Appropriations Public Hearing</p> <p><u>SUBJECT/PROPOSAL/REQUEST:</u> Request action from the Board for the additional appropriations after the previously advertise public hearing during the October 15, 2013 Board meeting.</p> <p><u>STAFF CONTACT(S):</u> Messrs. Huff, Copenhaver</p>	<p><u>AGENDA DATE:</u> October 15, 2013</p> <p><u>ACTION:</u> Yes</p> <p><u>CONSENT AGENDA:</u> <u>ACTION:</u></p> <p><u>ATTACHMENTS:</u> Yes</p> <p><u>REVIEWED BY:</u> <i>REH</i></p>	<p><u>ITEM NUMBER:</u></p> <p><u>INFORMATION:</u></p> <p><u>INFORMATION:</u></p>
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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 have been advertised for public hearing including the amounts already appropriated by the Board (\$1,094,553), rollover requests from the County of \$910,105, \$2,000,000 Debt Service Reserve and School carry forward requests making the new approved budget \$129,597,359 for FY' 2013-2014.

RECOMMENDATION:

Staff respectfully requests the Board's consideration approve additional appropriations as advertised for public hearing.

PUBLIC NOTICE
FRANKLIN COUNTY, VIRGINIA
A HEARING ON AMENDMENTS TO THE ADOPTED 2013-2014 BUDGET

In Accordance with Sections 15.2-2507 of the Code of Virginia, as amended, on **Tuesday, October 15, 2013, at approximately 6:00 P.M.** or soon thereafter, the Franklin County Board of Supervisors will conduct a public hearing on amending the adopted FY' 2013-2014 County budget in the Board of Supervisors Meeting Room, located in the Franklin County Government Center, 1255 Franklin Street, Suite 104, Rocky Mount, Virginia.

The original FY 2013-2014 budget was adopted in the amount of \$124,295,601. The new approved budget would be \$129,597,359. Since July 1, 2013 the following amounts have been appropriated or considered for appropriation by the Board. The purpose of this hearing is to amend the FY' 2013-2014 budget in the total amount of \$5,301,758.

Additional Appropriations Since July 1, 2013 - Approved by the Board of Supervisors:	
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Total	\$5,301,758

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

PUBLISH: Friday, October 4 & 11, 2013 editions



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	\$10,000
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	\$10,000
Sub Total	<u>\$128,500</u>	<u>\$132,500</u>

Total	\$174,000	\$191,500
15% Contingency	\$26,100	\$28,725
Grand Total	\$200,100	\$220,225

10/3/2012

9/4/2013

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
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Rollover Requests from FY12-13 to FY13-14:

<u>Department</u>	<u>Purpose</u>	<u>Account</u>	<u>Amount</u>
Designated Carryovers Required by Revenue Classification/Board Action			
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
Department Carry Forwards/Rollovers:			
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
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FRANKLIN COUNTY
Board of Supervisors



Franklin County
A Natural Setting for Opportunity

EXECUTIVE SUMMARY

<p><u>AGENDA TITLE:</u> WVWA Wastewater Service Area</p> <p><u>SUBJECT/PROPOSAL/REQUEST:</u> Revise WVWA Wastewater Service Area Near the Intersection of Wirtz Road and Rte. 220</p> <p><u>STRATEGIC PLAN FOCUS AREA:</u> County Government Services</p> <p><u>COAL #:</u></p> <p><u>ACTION STRATEGY:</u></p> <p><u>STAFF CONTACT(S):</u> Messrs. Huff, Whitlow, Smith, Catlett</p>	<p><u>AGENDA DATE</u> October 15, 2013</p> <p><u>ITEM NUMBER:</u></p> <p><u>ACTION:</u></p> <p><u>CONSENT AGENDA:</u> Yes</p> <p><u>INFORMATION:</u></p> <p><u>ATTACHMENTS:</u> Yes 1. Map of proposed service area</p> <p><u>REVIEWED BY:</u> <i>REH</i></p>
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BACKGROUND:

Franklin County as a member locality of the Western Virginia Water Authority (WVWA) has an agreement with the WVWA to govern the WVWA operations in the County. Included in the terms of the agreement is a requirement for the County to authorize service areas for utilities. The WVWA is in negotiations to acquire the Wirtz Wastewater Treatment Plant (WWTP). The WWTP is physically located on a parcel owned by Shepherd Properties LLC, Franklin County Tax Parcel No. 0360022314, near the intersection of Rte. 220 and the Wirtz Road. The proposed service area for the WWTP is outside the WVWA's current approved wastewater service areas.

DISCUSSION

Attached is a map of the proposed service area (in green) the WVWA would like to provide wastewater service in should they acquire the WWTP. The area included can reasonably be served by gravity sewer or small lift stations.

RECOMMENDATION:

if respectfully requests the Board of Supervisors authorize the approval of this service area for the WVWA.

NATIONAL BUSINESS WOMEN’S WEEK
October 21-25, 2013
Proclamation for the

NATIONAL BUSINESS WOMEN’S WEEK

WHEREAS, working women constitute 72 million, or almost half, of the nation’s workforce and strive to serve their communities, their states and their nation in professional, civic and cultural capacities; and

WHEREAS, women-owned businesses account for 30% percent of all U.S. business, generating \$1.9 trillion in sales and employing \$9.2 million people; and

WHEREAS, working women should be applauded for their contributions to the workplace and the financial stability of their families especially during the economic downturn when more women have become their family’s breadwinner; and

WHEREAS, the major goal of Business and Professional Women’s Foundation is to promote equity for all women and to help create better conditions for working women through the study and advocacy of social, educational and economic issues impacting women in the workplace; and

WHEREAS, since 1928, National Business Women’s Week has honored the contributions of working women and employers who support working women and their families.

NOW, THEREFORE BE IT RESOLVED, by the County of Franklin to publicly proclaim October 21 thru October 25 as

NATIONAL BUSINESS WOMEN’S WEEK

Date

Signed

Resolution R1 - Addition of New Subdivision Streets

The Board of Supervisors of Franklin County, in regular meeting on the 15th day of October 2013, adopted the following:

Montgomery Farms
Montgomery Farms Avenue – Route 1462
Old Farmhouse Drive – Route 1463
Big Branch Trail – Route 1464
Wagon Watch – Route 1465

RESOLUTION

WHEREAS, the street(s) described on the attached Additions Form AM-4.3, fully incorporated herein by reference, are shown on plats recorded in the Clerk's Office of the Circuit Court of Franklin County, and

WHEREAS, the Land Use Engineer for the Virginia Department of Transportation has advised this Board the street(s) meet the requirements established by the Subdivision Street Requirements of the Virginia Department of Transportation, and

NOW, THEREFORE, BE IT RESOLVED, this Board requests the Virginia Department of Transportation to add the street(s) described on the attached Additions Form AM-4.3 to the secondary system of state highways, pursuant to §33.1-229, Code of Virginia, and the Department's Subdivision Street Requirements, and

BE IT FURTHER RESOLVED, this Board hereby guarantees a clear and unrestricted right-of-way, as described, and any necessary easements for cuts, fills and drainage, and

BE IT FURTHER RESOLVED, this Board guarantees a clear and unrestricted right-of-way, as described, and any necessary easements for cuts, fills and drainage, and

BE IT FURTHER RESOLVED, that a certified copy of this resolution be forwarded to the Land Use Engineer for the Virginia Department of Transportation.

Recorded Vote

A Copy Teste:

Moved By: _____

Seconded By: _____

Yeas: _____

Nays: _____

(Name), (Title)

IN THE COUNTY OF FRANKLIN
BY RESOLUTION OF THE GOVERNING BODY ADOPTED OCTOBER 15, 2013

The following VDOT Form AM-4.3 is hereby attached and incorporated as part of the governing body's resolution for changes in the secondary system of state highways.

A Copy Testee Signed (County Official): _____

Report of Changes in the Secondary System of State Highways

PROJECT/SUBDIVISION MONTGOMERY FARMS

Type Change to the Secondary System of State Highways: Addition The following additions to the Secondary System of State Highways, pursuant to the statutory provision or provisions cited, are hereby requested; the right of way for which, including additional easements for cuts, fills and drainage, as required, is hereby guaranteed:

Reason for Change: New subdivision street Pursuant to Code of Virginia
Statute: §33.1-229

Street Name and/or Route Number

Dillon Cabin Rd, State Route Number 1466

- From: Intersection of route 1463 To: cul de sac, a distance of: 0.13 miles. Recordation Reference: PB 863 PG 118

Right of Way width (feet) = 50

Street Name and/or Route Number

Montgomery Farms Ave. , State Route Number 1462

- From: Intersection of route 616 To: cul de sac, a distance of: 0.24 miles. Recordation Reference: PB 863 PG 118

Right of Way width (feet) = 50

Street Name and/or Route Number

Old Farmhouse Drive, State Route Number 1463

- From: Intersection of route 1462 To: 0.2 miles south of intersection of route 1462, a distance of: 0.20 miles. Recordation Reference: PB 863 PG 118

Right of Way width (feet) = 50

Street Name and/or Route Number

Wagon Watch, State Route Number 1465

- From: Intersection of route 1463 To: cul de sac, a distance of: 0.10 miles. Recordation Reference: PB 863 PG 118

Right of Way width (feet) = 50

Street Name and/or Route Number

Big Branch Trail, State Route Number 1464

- From: Intersection of route 1463 To: cul de sac, a distance of: 0.10 miles. Recordation Reference: PB 863 PG 118

Right of Way width (feet) = 50

VDOT FORM AM-4.3 (4/20/2007) MAINTENANCE DIVISION

Date of Resolution: Page 1 OF 1

FRANKLIN COUNTY
Board of Supervisors



Franklin County
A Natural Setting for Opportunity

EXECUTIVE SUMMARY

<p><u>AGENDA TITLE:</u> DISPOSAL OF DAMAGED MARKED POLICE CAR</p> <p><u>SUBJECT/PROPOSAL/REQUEST</u> Request permission to dispose of the marked police car driven and used in the commission of a crime by Former Deputy Jonathan Agee on Memorial Day 2011</p> <p><u>STAFF CONTACT(S):</u> Mr. Huff, Mike Thurman, Sgt. Tim Tatum</p>	<p><u>AGENDA DATE:</u> <u>ITEM NUMBER:</u></p> <p style="text-align: center;">OCTOBER 16, 2013</p> <p><u>ACTION:</u> <u>INFORMATION:</u></p> <p><u>CONSENT AGENDA:</u> YES</p> <p><u>ACTION:</u> <u>INFORMATION:</u></p> <p><u>ATTACHMENTS:</u> YES</p> <p><u>REVIEWED BY:</u> <i>REX</i></p>
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BACKGROUND:

The Franklin County Sheriff's Office is a law enforcement agency with local jail and law enforcement responsibility. It maintains a fleet of police vehicles necessary to carry out all functions and responsibilities. Field law enforcement vehicles are normally replaced around 125,000 miles and the better of these vehicles are then reissued or reassigned to support services such as prisoner transport or spare fleet vehicles. They are maintained in this capacity until they become unreliable or repairs and maintenance becomes cost prohibitive. Approximately eight vehicles are budgeted to be replaced annually.

DISCUSSION:

The Sheriff's Office requests permission to dispose of a 2008 Crown Victoria Police Car by selling this vehicle to Shredded Products or SCRAPCO. This vehicle was used in the commission of a crime in 2011 and received severe damage. This vehicle has already be replaced by the purchase of a new car in 2011. The Virginia State Police released this car to the Franklin County Sheriff's Office in July 2013.

Since receiving this car, the Sheriff's Office has been able to salvage many parts that have been used on other police vehicles for repairs. It is the desires of the Sheriff's Office for this vehicle not to be released to the public by auction due to the history behind this car.

RECOMMENDATION:

The Franklin County Sheriff's Office respectfully asks the Board of Supervisors to consider and approve the above request and money received by the sale be put into the Sheriff's Office capital improvement budget.

FRANKLIN COUNTY
Board of Supervisors



Franklin County
A Natural Setting for Opportunity

EXECUTIVE SUMMARY

<p>AGENDA TITLE: Westlake Library Hours</p> <p>SUBJECT/PROPOSAL/REQUEST A shift in the branch library's hours of operation to accommodate the public.</p> <p>STRATEGIC PLAN FOCUS AREA: Goal # Action Strategy:</p> <p>STAFF CONTACT(S): Messrs. Huff, Whitlow and Bass</p>	<p>AGENDA DATE: Oct. 15, 2013 ITEM NUMBER:</p> <p>ACTION: INFORMATION:</p> <p>CONSENT AGENDA: ACTION: YES INFORMATION:</p> <p>ATTACHMENTS:</p> <p>REVIEWED BY: REX</p>
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BACKGROUND: When the Westlake Library opened to the public in the summer of 2008, the thought was to have a morning start time of 10 AM, when the stores in the shopping center began their daily business. Krogers, however, is open 24 hours a day and is the anchor store for the strip mall.

Over the last year, the Westlake Library has had an increasing number of requests to open sooner on weekdays, to accommodate the early morning grocery shoppers.

To gauge on a larger scale the public's interest in changing the hours, the branch library conducted a user survey in August and September 2013, giving patrons four schedule options from which to choose.

The results of the survey indicated that opening the Westlake Library branch an hour earlier would be in the best public interest.

DISCUSSION: In order to better accommodate Library patrons, staff looked at various options. One proposal was simply to move the entire daily schedule up one hour. The library, however, thought it was important to maintain its 8 PM closing time on Tuesdays and Thursdays. To accomplish both goals under the previously stated conditions means shifting two hours from the Friday afternoon schedule to those two evenings, adding an hour to each day's operation. While the Westlake Library is becoming a thriving, bustling place of community involvement, Friday afternoons are by far the slowest time of the week for patron activity. The shifting of the hours would simply be an improved utilization of limited resources to better serve the public. The Library Board has reviewed and approved the proposed Westlake change of hours accordingly.

Please note the operation schedules as provided below.

Current schedule:

Su- Closed
M- Closed
T,TH- 10 AM-8 PM
W,F- 10 AM- 6 PM
S- 10 AM- 4 PM

Proposed schedule:

Su- Closed
M- Closed
T,TH- 9 AM- 8 PM
W- 9 AM- 5 PM
F,S- 9 AM- 3 PM

The Westlake Library would like to put this new schedule into effect on November 1 after advertising it ahead of time for 1-2 weeks.

RECOMMENDATION: The Library staff, in concurrence with a recommendation from the Library Board, respectfully requests that the Board of Supervisors authorizes the schedule change of modified Westlake Library operational hours effective on November 1, 2013 accordingly.

FRANKLIN COUNTY
Board of Supervisors



Franklin County
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EXECUTIVE SUMMARY

<u>AGENDA TITLE:</u>	<u>AGENDA DATE:</u>	<u>ITEM NUMBER:</u>
Vehicle Purchases	October 15, 2013	
<u>SUBJECT/PROPOSAL/REQUEST:</u>	<u>ACTION:</u>	<u>INFORMATION:</u>
Request Board approval to purchase 2 vehicles for Department of General Properties		
<u>STRATEGIC PLAN FOCUS AREA:</u>	<u>CONSENT AGENDA:</u> Yes	<u>INFORMATION:</u>
<u>Goal #</u>	<u>ACTION:</u>	
<u>Action Strategy:</u>	<u>ATTACHMENTS:</u> No	
<u>STAFF CONTACT(S):</u>	<u>REVIEWED BY:</u> RET	
Messrs. Huff, Thurman		

BACKGROUND:

Franklin County’s Department of General Properties is responsible for maintaining physical grounds/buildings owned by the County. In addition, the Department is responsible for 911 street signs and various other duties as required. The Department currently has four assigned maintenance vehicles and three “fleet vehicles” which the Department is charged with maintaining.

DISCUSSION:

One of General Properties’ maintenance vehicle is a 1998 Chevrolet Astro Van. This van was purchased used many years ago and was a “retired” utility company vehicle. The vehicle has 137,000 miles on it and is beginning to experience many maintenance issues. Most recently the engine is “loosing” water and the cost of correcting this is likely not feasible given the value of the van. Even prior to the most recent mechanical issues with this van, thought had been given that when we needed to replace the van – a pickup truck with a service (camper type) bed would be more efficient given the duties the vehicle serves.

General Properties is requesting permission to purchase a new Ford F-250. This vehicle is available on State Contract (#E194-49800, base bid of \$24,320). Funds are available for this purchase in General Properties Capital Account 3000-025-0071-7005. If approved the 1998 Van will be removed from service and offered as surplus.

me years ago the County elected to purchase two “fleet vehicles” to be used by County Departments upon requests. Among other things it has proven beneficial to make available such vehicles in an attempt to minimize mileage reimbursement for employees attending meetings, conferences, etc. The program has worked reasonably well and vehicles are reserved through the County Administrator’s office.

The current vehicles serving as "fleet use" are both Ford Taurus's (one 2002 and one 2003 year models). The vehicles have approximately 110,000 miles each on them and while not ready to be declared surplus are beginning to experience maintenance issues. Most recently the County had a staff member in Richmond and two separate mechanical issues arose on one of the cars.

The intent here is to add a third "fleet vehicle" to the program. The general idea would be that the "new" vehicle would be assigned for more distant trips (Eastern Northern Virginia, etc.) and the Fords would be assigned for more regional use. This would allow easier "retrieval" of both staff and the vehicle should we experience a break down.

It is requested that the Board of Supervisors approve the purchase of a new mid-range SUV vehicle. Currently a Ford Explorer is available under State Contract (#E194-1350, base bid of \$24,363). Funding for this purchase is available from proceeds received for the sale of previously surplused vehicles.

RECOMMENDATIONS:

Staff respectfully requests the Board of Supervisors approval for the purchase of the above described vehicles.

FRANKLIN COUNTY
Board of Supervisors



Franklin County
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EXECUTIVE SUMMARY

<p>AGENDA TITLE: SURPLUS VEHICLES</p> <p>SUBJECT/PROPOSAL/REQUEST STRATEGIC PLAN FOCUS AREA: Declare Public Safety Vehicles Surplus</p> <p>Goal # Action Strategy:</p> <p>STAFF CONTACT(S): Messrs. Huff, Thurman</p>	<p>AGENDA DATE: October 15, 2013</p> <p>ACTION:</p> <p>CONSENT AGENDA: YES ACTION:</p> <p>ATTACHMENTS: YES</p> <p>REVIEWED BY: RET</p>	<p>ITEM NUMBER:</p> <p>INFORMATION:</p> <p>INFORMATION:</p>
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BACKGROUND:
On September 1, 1996, the County of Franklin adopted a “vehicle policy”. This policy was “amended and re-adopted” on February 15, 2005. Section four (4) of this policy governs vehicle replacement and the reallocation and/or sale of vehicles which are removed from service.

DISCUSSION:
The Department of Public Safety has recently submitted two (2) vehicles which have been removed from service and are requesting be declared “surplus”.

- 1-1999 Chevrolet Ambulance VIN#1GBJK34F6XF006749; 49,875 miles
- 1-1985 American LaFrance Fire Engine VIN#1AFAB1181D1A1781; 38,060 miles

The ambulance had been used as a reserve unit. By realignment of reserve vehicles being used – this unit is being taken out of service and will not be replaced.

The fire engine continues to have ongoing maintenance issues. This unit had been assigned to Westlake. However, it is anticipated that within 60 days Boones Mill will be receiving their previously approved (new) engine and the unit being taken out of service there will be reassigned to Westlake.

RECOMMENDATIONS:
Staff respectfully requests that the Board officially declare these vehicles surplus. It is further requested to allow the County Administrator/Vehicle Committee to dispose of the vehicles within the best interests of the County.

FRANKLIN COUNTY
Board of Supervisors



Franklin County
A Natural Setting for Opportunity

EXECUTIVE SUMMARY

<p><u>AGENDA TITLE:</u> Turf Maintenance Equipment Replacement</p> <p><u>SUBJECT/PROPOSAL/REQUEST</u> To purchase two new replacement mowers for maintaining County owned parks.</p> <p><u>STAFF CONTACT(S):</u> Huff, Whitlow, Chapman</p>	<p><u>AGENDA DATE:</u> <u>ITEM NUMBER:</u> October 15, 2013</p> <p><u>ACTION:</u></p> <p><u>CONSENT AGENDA:</u> YES</p> <p><u>ACTION:</u></p> <p><u>ATTACHMENTS:</u> Front Cut Mower and Zero Turn Mower Specifications</p> <p><u>REVIEWED BY:</u> <i>REH</i></p>
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BACKGROUND:

The Franklin County Parks and Recreation Department maintains public park properties throughout the County. Thanks to the support of the Board of Supervisors, staff members are able to maintain a high quality of park space for our citizens to enjoy. 9 park properties with over 70 acres of turf are mowed on a regular basis. This includes open areas, 6 baseball fields, and 10 rectangular fields. Turf in open areas such as around playgrounds and picnic shelters are mowed weekly during the growing season and the athletic fields are cut up to three times a week during sports seasons. This large amount of turf and its high demand for maintenance requires proper equipment in good working order.

Two of the most heavily used mowers in the Parks and Recreation Department's inventory are having significant and repeated failures. These required repairs have cost the County days of lost productivity as staff are forced to make needed repairs instead of mowing fields. These recent equipment failures coincide with expected life span of a commercial mower. The life expectancy generally used is 2,000 operating hours before equipment is scheduled to be replaced. Both of the mowers listed below have exceeded this 2,000 threshold by over 300 hours.

Current Mowers include:

Front Cut Mower

Make/Model: Kubota 2560

Year Purchased: 2003

Operating Hours: over 2,322

Condition: Mower is in poor condition and has exceeded the life expectancy of 2,000. Mower has had major repairs such as spindles, starter, steering column, and hydraulic hoses. Currently the mower requires significant repairs to the transmission as it is losing 3 quarts of hydraulic oil per week.

Zero Turn Mower

Make/Model: Woods

Year Purchased: @1998

Operating Hours: over 2,367

Condition: Mower is in poor condition and has exceeded the life expectancy of 2,000 hours. Mower has had major repairs such as to spindles, clutch, mounting arms, as well as one engine replacement. Currently the mower requires significant repair to the engine's oil seals as it using 2 or more quarts of oil per week.

DISCUSSION

The Parks and Recreation Department contacted area dealers of commercial turf equipment with a specification sheet (see attachment). Four dealers were contacted that carried a variety of equipment for manufactures such as John Deere, Toro, Simplicity, and Kubota.

The following bids were received:

Front Cut Mower

Franklin Welding	No bid	No bid
Wayne Angell Auto Sales and Service	No bid	No bid
Anderson Lawn and Garden	John Deere 1435	\$19,535.71
Rocky Mount Tractor	Kubota F36809	\$17,620.00

Zero Turn Mower

Franklin Welding	No bid	No bid
Wayne Angell Auto Sales and Service	No bid	No bid
Anderson Lawn and Garden	John Deere 997	\$14,896.78
Rocky Mount Tractor	Kubota ZD326S	\$11,385.00

Funds for this purchase are covered in the Recreation Maintenance Equipment Fund: Account #3000-030-0013-7001

RECOMMENDATION:

The Franklin County Parks and Recreation Department respectfully asks the Board of Supervisors to consider and approve the purchase of a Kubota F36809 for \$17,620.00 and Kubota ZD326S for \$11,385.00 from Rocky Mount Tractor based on the lowest bid.

4 Wheel Drive Diesel Front Cut Mower Specifications

Engine Type:	Liquid-cooled Diesel		
Engine Horse Power:	36 HP		
Starting System:	Key Switch-super glow		
Alternator:	12V 40A		
Transmission Type:	HST (F2/R2)		
Brake Type:	Wet Discs		
Clutch Type:	Wet Multi Discs		
Tire Size:	Front	24x12-12	Tread 41.8 (1063)/ 414.1 (1045)
	Rear	18x9.5-8	Tread 41.8 (1063)/ 414.1 (1045)
Steering Type:	Hydrostatic power		
	Tilt Steering		
Mower Mounting:	Type	Independent Live, Shaft Drive	
	Clutch	Hydraulic Independent PTO Clutch with Wet multi discs, hydraulic	
	Lift System	Hydraulic 2-point hitch	
Fuel Gauge:	Electric meter		
Hour Meter:	Standard		
Water Temperature Indicator:	Standard		
Tool box:	Standard		
Seat:	Reclining suspension seat		

4 Wheel Drive Diesel Front Cut Mower Deck Specifications

Cutting Width:	60 in.
Discharge:	Side discharge
Mowing Deck:	Lift System Hydraulic 2-point Hitch Pro Commercial-Fabricated Deck
Cutting Height:	1 in. – 5in.
Height Adjustment:	Each 0.25
Depth:	5.5 in.
Number of Blades:	3

Zero Turn Diesel Mower Specifications

Engine Type:	Liquid-cooled Diesel
Engine Horse Power:	31 HP @3000rpm
Starting System:	Key Switch-super glow
Alternator Capacity:	14 Amps at 14 Volts
Transmission Type:	2HST w/gear reduction
Speed Control:	2- hand lever
Brake Type:	Wet multi discs, foot applied, released
Clutch Type:	Hydraulic independent PTO clutch with wet multi disks
Tire Size:	Front 15x6.0-6 Non-Flat Tread 38.4 Rear 26x12.0-12 Tread 45.3
Steering Type:	2 Hand Lever
Mounting System of Mower:	Quick Joint, Parallel Linkage
	Clutch Wet multi discs, hydraulic
	Lift System Hydraulic
Fuel Gauge:	Electric meter
Hour Meter:	Standard
Water Temperature Indicator:	Standard
Tool box:	Standard
Seat:	Reclining suspension seat
Battery:	51R (12V, 70 min., CCA: 475A)

Zero Turn Diesel Mower Deck Specifications

Cutting Width:	60 in.	
Discharge:	Side discharge	
Mower Deck:	Lift System	Hydraulic
	Type	Pro Commercial-Fabricated Deck
Cutting Height:	1 in. – 5in.	
Height Adjustment:	Each 0.25	
Depth:	5.5 in.	
Number of Blades:	3	

**RESOLUTION OF THE BOARD OF SUPERVISORS OF FRANKLIN COUNTY
APPROVING SUPPORT AGREEMENT FOR BOND FINANCING FOR THE
WESTERN VIRGINIA WATER AUTHORITY OF A 56,840 LINEAR FOOT WATER
TRANSMISSION LINE CONNECTING THE WESTLAKE AREA WATER SYSTEM
TO THE BURNT CHIMNEY AREA IN FRANKLIN COUNTY, VIRGINIA**

WHEREAS, the County of Franklin, Virginia (the “**County**”) and the Western Virginia Water Authority (the “**Authority**”) are each a political subdivision of the Commonwealth of Virginia, and Carter Bank & Trust (the “**Bank**”) is a state banking corporation; and

WHEREAS, Franklin County is a member of the Authority; and

WHEREAS, the Authority has been cooperating with the County on the development of the 56,840 linear foot Burnt Chimney Waterline extension project to connect the Westlake area water system to the Burnt Chimney area of Franklin County; and,

WHEREAS, the Authority has been given a commitment by the Bank, for the financing of the Project by purchasing the Authority’s \$1,556,000 Tax-Exempt Water System Revenue Bond (Franklin County Water Transmission Line Project), Series 2013A, at an annual interest rate of 2.75% amortized over 16 years; and,

WHEREAS, the Board of Supervisors of the County, in expression of its support of the Project and related expansion of the Authority’s water distribution system in the County, and in support of the Authority’s initiative, has determined to enter into a support agreement setting forth a plan for the County to support the Project and promote the development of the Authority’s public water distribution system in the County; and

WHEREAS, there is presented to the Board of Supervisors of the County (the “**Board**”) a Support Agreement between the County and the Authority (the “**Support Agreement**”) and setting forth a plan for the County’s continued support of the Project through non-binding moral obligations to appropriate funds for the repayment of the Bond.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF FRANKLIN COUNTY, VIRGINIA:

1. The Support Agreement between the County and the Authority a copy of which is filed with this Resolution, is approved in substantially the form submitted to this meeting, and the Chairman of the Board, Vice Chairman of the Board, or the County Administrator are each hereby authorized and directed to execute, on behalf of the Board, the Support Agreement and any other related document or certificate, and the same shall be delivered to the Authority and any other appropriate party. The execution and delivery of the above described document is hereby approved with such completions, omissions, insertions, changes and

modifications as may be subsequently approved by the official executing them, his execution to constitute conclusive evidence of his approval of any such completions, omissions, insertions, changes and modifications.

2. All other acts of the Chairman and other officers, agents or representatives of the County, including the County Administrator and counsel for the County, that are in conformity with the purposes and intent of this Resolution, and in furtherance of the transactions contemplated by the Support Agreement, are hereby approved and ratified.
3. Nothing in this Resolution or in the Support Agreement shall be deemed to be a debt or a pledge of the faith and credit or the taxing power of the County with respect to any sums which are or may become payable under the Support Agreement. All obligations of the County and the Board under the Support Agreement are and shall be subject to and dependent upon appropriations of funds by the Board, and the Board shall have no legally binding obligation under this Resolution or in the Support Agreement to make any such appropriation or the payments provided for in the Support Agreement, this Resolution and the Support Agreement being a statement only of the present intent of the Board.
4. In accordance with the Support Agreement, the County intends to budget and to appropriate and pay over to the Authority the funds necessary to pay on a timely basis the principal and interest due by the Authority to the Bank under the terms of the Bond and as set forth in Schedule I to the Support Agreement.
5. This Resolution shall take effect immediately.

The members of the Board of Supervisors voted as follows:

Ayes

Nays

Abstained

Absent

The attached Resolution was adopted at a regularly scheduled meeting of the Board of Supervisors of Franklin County, Virginia, on October 15, 2013.

A Copy Teste: _____
Clerk, Board of Supervisors, Franklin County, Virginia

**SUPPORT AGREEMENT CONCERNING
BOND FINANCING FOR THE WESTERN VIRGINIA WATER AUTHORITY OF A
56,840 LINEAR FOOT WATER TRANSMISSION LINE CONNECTING THE
WESTLAKE AREA WATER SYSTEM TO THE BURNT CHIMNEY AREA IN
FRANKLIN COUNTY, VIRGINIA**

THIS SUPPORT AGREEMENT is made as of October 22, 2013, between the **COUNTY OF FRANKLIN, VIRGINIA**, a political subdivision of the Commonwealth of Virginia (the “**County**”); and the **WESTERN VIRGINIA WATER AUTHORITY**, a political subdivision of the Commonwealth of Virginia (the “**Authority**”).

RECITALS:

WHEREAS, the County and the Authority are each political subdivisions of the Commonwealth of Virginia; and,

WHEREAS, the Virginia Water and Wastewater Authorities Act, §§15.2-5100, *et seq.* of the Code of Virginia, 1950, as amended (the “**Act**”) provides that the Authority may acquire, purchase, construct, reconstruct, improve, extend, operate and maintain any system or any combination of systems within, outside, or partly within and partly outside one or more of the localities which created the authority, or which after February 27, 1962, joined such authority, and, further, to issue revenue bonds of the authority, such bonds to be payable solely from revenues to pay all or a part of the cost of a system; and,

WHEREAS, Franklin County joined the Authority on November 5, 2009; and,

WHEREAS, in accordance with the foregoing authority, the Authority is preparing to incur certain debt service obligations to Carter Bank & Trust , a Virginia banking corporation (the “**Bank**”) in connection with development of a 56,840 linear foot water transmission line connecting the Westlake area water system to the Burnt Chimney area in Franklin County, Virginia (the “**Project**”); and,

WHEREAS, the Board of Supervisors of the County, in expression of its support of the Project and related expansion of the Authority’s water distribution system in the County, has been presented with a support agreement setting forth a plan for the County to pay the Authority the Debt Service for the Project and promote development of the Authority’s water distribution system in the County; and,

WHEREAS, the Authority has an opportunity to finance the Project by issuing its \$1,556,000 Tax-Exempt Water System Revenue Bond, Series 2013A (Franklin County Water Transmission Line Project), (the “**Bond**”) and selling the Bond to the Bank; and,

WHEREAS, the Bond will bear interest at the annual rate of 2.75% and will be payable over 16 years in accordance with the schedule of principal and interest payments attached to this support agreement as Schedule I; and,

WHEREAS, the Bank has required, as a condition to its purchasing the Authority's Bond, that the County enter into this support agreement setting forth a plan for the County's continued support of the Project through non-binding moral obligations to appropriate funds for the repayment of the Bond to the Bank by providing funds to the Authority so that it can make prompt principal and interest payments in accordance with Schedule I attached hereto; and,

WHEREAS, the Board of Supervisors of the County adopted on October 15, 2013, a resolution authorizing the execution of this Agreement in connection with the financing of the Project by the Authority.

AGREEMENT

NOW, THEREFORE, the parties hereto agree as follows:

1. The Authority is the owner of the Project and will operate it as a water transmission line and an integral component of its water distribution system.

2. Subject to the County's making of an appropriation pursuant to the provisions set forth herein, the County shall ensure delivery of the amount of any such appropriation to the Authority five (5) business days in advance of the due dates for the principal and interest payments (the "**Debt Service**") set out in Schedule I. The Authority shall apply all funds so appropriated and paid to it by the County toward the Authority's obligations under the Bond.

3. The County will make payments to the Authority on or before March 25, 2014 and September 25, 2014 of the interest accruing under the Bond.

4. No later than March 1 of each year, beginning March 1, 2014, the County Administrator shall include such principal and interest as shall be due in accordance with Schedule I requested in his budget submitted to the Board of Supervisors of the County (the "**County Board**") for the following fiscal year as an amount to be appropriated to or on behalf of the Authority. The County Administrator shall deliver to the Executive Director of the Authority within ten (10) days after the adoption of the County's budget for each fiscal year a certificate stating whether the County Board has appropriated to or on behalf of the Authority the Debt Service requested.

5. If at any time the Authority believes that amounts appropriated by the County are insufficient to allow the Authority to fulfill its Debt Service obligations under the Bond or related Project financing, the Authority shall notify the County Administrator of the amount of such insufficiency (the "**Deficiency Amount**") and the County Administrator shall request a supplemental appropriation from the County Board in the amount necessary to make such payments.

6. The County Administrator shall present each request for supplemental appropriation pursuant to paragraph 5 above to the County Board, and the County Board shall

consider such request, at the County Board's next regularly scheduled meeting at which it is possible to satisfy any applicable notification requirement. Not later than three (3) business days after such meeting, the County Administrator shall notify the Authority as to whether the amount so requested was appropriated. If the County Board shall fail to make any such supplemental appropriation, the County Administrator shall add the amount of such requested supplemental appropriation to the amount requested by the Authority and reported to the County by the County Administrator for the County's next fiscal year.

7. The County Board hereby undertakes a non-binding moral obligation to appropriate such amounts as may be requested from time to time pursuant to paragraphs 3, 4, and 5 above, to the fullest degree and in such manner as is consistent with the Constitution and laws of the Commonwealth of Virginia. The County Board, while recognizing that it is not empowered to make any binding commitment to make such appropriations in future fiscal years, hereby states its intent to make such appropriations in future fiscal years, and hereby recommends that future County Boards do likewise.

8. Nothing herein contained is or shall be deemed to be a lending of the credit of the County to the Authority, to the Bank or to any other person or entity, and nothing herein contained is or shall be deemed to be a pledge of the faith and credit or the taxing power of the County, nor shall anything herein contained legally bind or obligate the County Board to appropriate any funds for the purposes described herein or otherwise.

9. Any notices or requests required to be given hereunder shall be deemed given if sent by registered or certified mail, postage prepaid, addressed as follows:

If to the County: County Administrator's Office
1255 Franklin Street, Suite 112
Rocky Mount, Virginia 24151
Attention: County Administrator

If to the Authority: Western Virginia Water Authority
601 South Jefferson Street
Roanoke, Virginia 24011
Attention: Executive Director, Water Operations

If to the Bank: Carter Bank & Trust
P. O. Box 1776
Martinsville, VA 24115-1776
Attention: John J. Engel, III, Vice-President

10. It is the intent of the parties hereto that this Agreement shall be governed by the laws of the Commonwealth of Virginia.

IN WITNESS WHEREOF, the County and the Authority have each caused this Agreement to be executed as of the date first above written.

COUNTY OF FRANKLIN, VIRGINIA

By: _____
Chairman, Board of Supervisors

WESTERN VIRGINIA WATER AUTHORITY

By: _____
Gary Lee Robertson, P.E., Executive Director,
Water Operations

Schedule I DEBT SERVICE

**WESTERN VIRGINIA WATER AUTHORITY
REVENUE BOND, SERIES 2013
PROPOSED DEBT SERVICE SCHEDULE**

Interest Rate: 2.75%
Loan Amount: 1,556,000.00
Day Count: 30/360
Origination Date: 10/01/2013
Maturity Date: 10/01/2029

Address: Western Virginia Water Authority
Attn: Finance Department
601 South Jefferson Street, Suite 210
Roanoke, Virginia 24011

DATE	PRINCIPAL	INTEREST	TOTAL PAYMENT	BALANCE
10/01/2013	ORIGINATION DATE			
04/01/2014	0.00	***	***	
10/01/2014	0.00	***	***	1,556,000.00
04/01/2015	51,867.00	21,395.00	73,262.00	1,504,133.00
10/01/2015	51,867.00	20,681.83	72,548.83	1,452,266.00
04/01/2016	51,867.00	19,968.66	71,835.66	1,400,399.00
10/01/2016	51,867.00	19,255.49	71,122.49	1,348,532.00
04/01/2017	51,867.00	18,542.32	70,409.32	1,296,665.00
10/01/2017	51,867.00	17,829.14	69,696.14	1,244,798.00
04/01/2018	51,867.00	17,115.97	68,982.97	1,192,931.00
10/01/2018	51,867.00	16,402.80	68,269.80	1,141,064.00
04/01/2019	51,867.00	15,689.63	67,556.63	1,089,197.00
10/01/2019	51,867.00	14,976.46	66,843.46	1,037,330.00
04/01/2020	51,867.00	14,263.29	66,130.29	985,463.00
10/01/2020	51,867.00	13,550.12	65,417.12	933,596.00
04/01/2021	51,867.00	12,836.95	64,703.95	881,729.00
10/01/2021	51,867.00	12,123.77	63,990.77	829,862.00
04/01/2022	51,867.00	11,410.60	63,277.60	777,995.00
10/01/2022	51,867.00	10,697.43	62,564.43	726,128.00
04/01/2023	51,867.00	9,984.26	61,851.26	674,261.00
10/01/2023	51,867.00	9,271.09	61,138.09	622,394.00
04/01/2024	51,867.00	8,557.92	60,424.92	570,527.00
10/01/2024	51,867.00	7,844.75	59,711.75	518,660.00
04/01/2025	51,867.00	7,131.58	58,998.58	466,793.00
10/01/2025	51,867.00	6,418.40	58,285.40	414,926.00
04/01/2026	51,867.00	5,705.23	57,572.23	363,059.00
10/01/2026	51,867.00	4,992.06	56,859.06	311,192.00
04/01/2027	51,867.00	4,278.89	56,145.89	259,325.00
10/01/2027	51,867.00	3,565.72	55,432.72	207,458.00
04/01/2028	51,867.00	2,852.55	54,719.55	155,591.00
10/01/2028	51,867.00	2,139.38	54,006.38	103,724.00
04/01/2029	51,867.00	1,426.21	53,293.21	51,857.00
10/01/2029	51,857.00	713.03	52,570.03	0.00
TOTAL	1,556,000.00	331,620.51	1,887,620.51	

***Interest-only payments will be paid on April 1, 2014 and October 1, 2014 based on the outstanding balance of the loan.

FRANKLIN COUNTY
Board of Supervisors



Franklin County
A Natural Setting for Opportunity

EXECUTIVE SUMMARY

<p><u>AGENDA TITLE:</u> Recreation Center Cleaning Service - Award</p>	<p><u>AGENDA DATE:</u> October 15, 2013</p>	<p><u>ITEM NUMBER:</u></p>
<p><u>SUBJECT/PROPOSAL/REQUEST</u> Staff requests authorization to award the low bid and enter into a contract for the custodial cleaning of the Essig Recreation Center.</p>	<p><u>ACTION:</u> YES</p> <p><u>CONSENT AGENDA:</u></p> <p><u>ACTION:</u></p>	
<p><u>STAFF CONTACT(S):</u> Huff, Whitlow, Chapman</p>	<p><u>ATTACHMENTS:</u> YES</p> <p><u>REVIEWED BY:</u> <i>REK</i></p>	

BACKGROUND:

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 an invitation to bid with a scope of services was created and re-advertised in the Franklin News Post on Wednesday, September 25 & October 2, 2013. A non-mandatory meeting was held at the Recreation Center at 4:00 P.M. on Tuesday, October 1, 2013 for those interested in bidding. Bids for the contract were due no later than 4:00 P.M. on Friday, October 4, 2013, at which time the bids were publicly opened and read. A total of seven (7) bids were received (see list below).

DISCUSSION

As stated in the scope of services, "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."

The seven bids received are listed below in descending order according the contractor's offered amount:

Contractor	Annual Price/Proposal	Per Hr./Per Employee	Total with 20 Additional Cleanings
Jo Ann's Cleaning Services	\$48,000.00	\$100.00	\$50,000.00
Tuning Cleaning Service	\$36,369.00	\$36.00	\$37,089.00
Clean Smart LLC	\$36,213.60	\$18.58	\$36,585.20
Pro Clean Commercial Cleaning	\$34,320.00	\$25.00	\$34,820.00
Clean Right	\$20,200.00	\$10.00	\$20,400.00
DMS Cleaning Services Inc.	\$15,600.00	\$10.00	\$15,800.00
The Creighton Company LLC	\$14,100.00	\$25.00	\$14,600.00

RECOMMENDATION:

Staff respectfully requests the Franklin County Board of Supervisors authorize the County Administrator and staff to award the low bid and enter into a contract with the Creighton Company LLC in the total amount not to exceed \$14,100.00 for the regularly scheduled cleaning of the Recreation Center and \$25.00 per hour for additional cleaning.

**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 **Tuesday, October 1, 2013 at 4:00 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 4:00 P.M. prevailing time, Friday, October 4, 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 24151

FRANKLIN COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

PUBLISH:

Franklin News Post: Wednesday, September 25 & October 2, 2013

Procurement Web Page: Now through October 4, 2013

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.
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
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 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. 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.

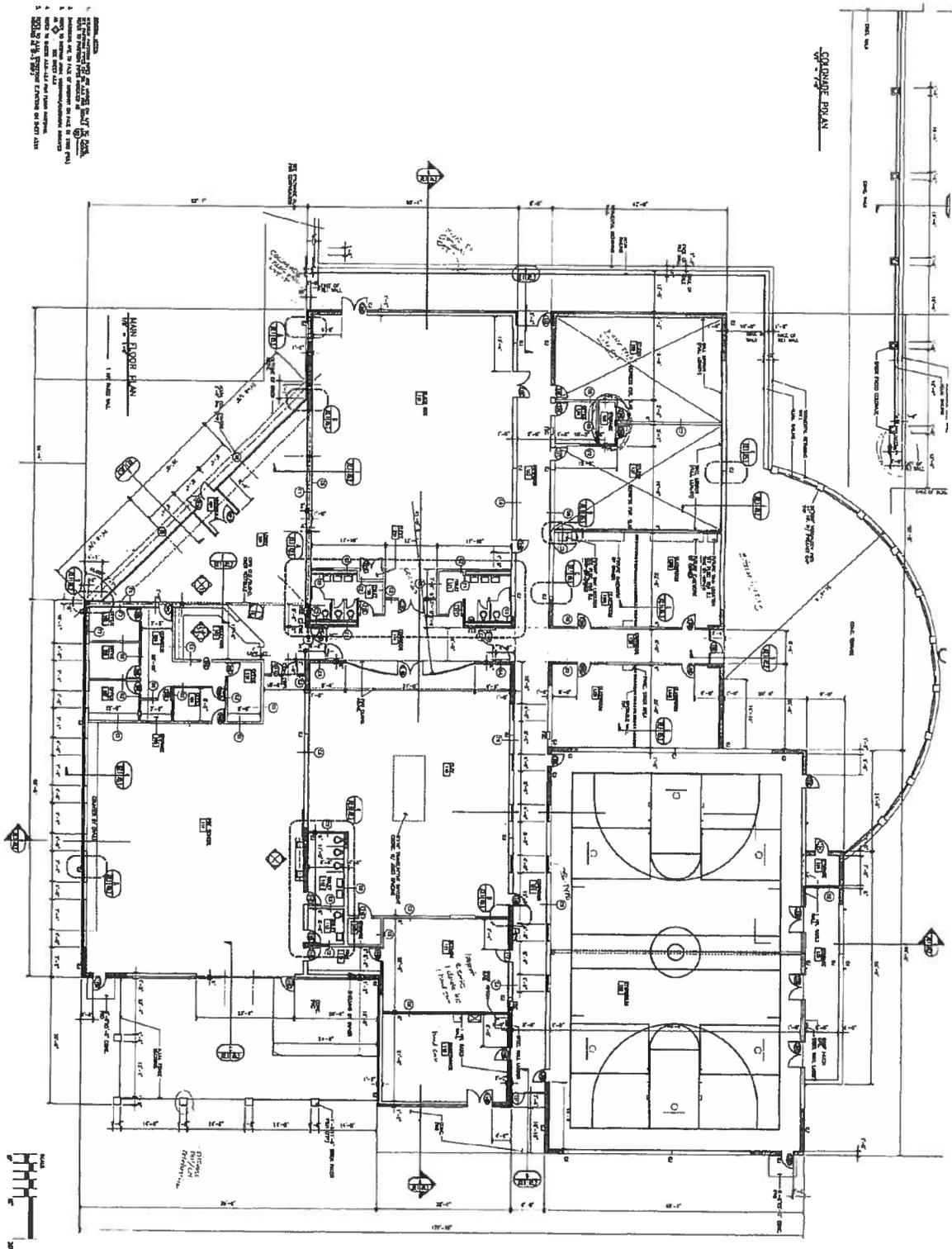
Name (print)

Signature

Title

Date

FIN or SS number



1. ALL DIMENSIONS ARE IN FEET AND INCHES.
2. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
3. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
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8. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
9. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
10. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.

**ESSIG RECREATION CENTER FLOOR PLANS
ATTACHMENT 1**

FRANKLIN COUNTY
Board of Supervisors



Franklin County
A Natural Setting for Opportunity

EXECUTIVE SUMMARY

<u>AGENDA TITLE:</u> <i>Virginia Local Disability Program</i>	<u>AGENDA DATE:</u> <i>October 15, 2013</i> <u>ITEM NUMBER:</u>	
<u>SUBJECT/PROPOSAL/REQUEST</u> <i>Consideration of the attached resolution to Irrevocably Elect to Not Participate in the Virginia Local Disability Program</i>	<u>ACTION:</u> <i>YES</i>	<u>INFORMATION:</u>
<u>STRATEGIC PLAN FOCUS AREA:</u> <u>Goal #</u> <u>Action Strategy:</u>	<u>CONSENT AGENDA:</u>	<u>INFORMATION:</u>
<u>STAFF CONTACT(S):</u> <i>Messrs. Huff, Whitlow, Copenhaver, Ms. Barnes and Mrs. Scott</i>	<u>ATTACHMENTS:</u> <i>YES</i>	
	<u>REVIEWED BY:</u> <i>REH</i>	

BACKGROUND:

Lawmakers have made numerous changes over the past several years to the Virginia Retirement System (VRS). The 2012 General Assembly established a VRS Hybrid Pension Plan for employees (excludes sworn officers and emergency responders) hired after January 1, 2014. For Hybrid Plan employees, the law requires a locality funded disability program (short-term and long-term) be provided since the VRS Disability Retirement provided to current employees is not available to this new group of employees.

The Hybrid Pension Plan combines the features of a defined benefit plan and a defined contribution plan. VRS Pension Plans 1 and II are 100% defined benefit plans. The Hybrid Plan applies to most members (excludes sworn officers and emergency responders with enhanced hazardous duty benefits), and to VRS Plan 1 and II members who are eligible to opt into the plan during a special election window (January 1, 2014 –April 30, 2014) with an effective date of July 1, 2014.

DISCUSSION:

Virginia Law requires that Hybrid Plan employees must be covered by a VA Local Disability Program (VLDP) through VRS or a comparable program that offers short and long-term disability benefits as established by the Code of Virginia. Localities are responsible for the cost of the VLDP program and may opt-out of the VRS program and implement a comparable program. The decision to opt out is irrevocable.

VACO and VML insurance programs are offering plans that comply with the state mandates. VACO has selected Standard Insurance to offer a plan to localities – the County must pay for either the State or VACO program. The VML program is slightly higher than the VACO option and also contains a requirement for other insurances to be purchases through VML.

The following questions and answers help to explain what is being considered:

- What is the County purchasing? Short term disability for accidents, injuries or sicknesses that last between 7 and 125 days. Long term disability for those illnesses and/or injuries lasting between 125 days and social security retirement age.
- Who is impacted? New employees hired by the County after January 1, 2014.
- Are current employees affected? No, current VRS Plan 1 and II employees are still eligible for VRS Disability Retirement.
- How does the decision affect DSS, Constitutional Offices and Schools? Short and long term disability must be provided to these offices as well for new employees hired after January 1, 2014. This action does not address Schools at all - the Schools will be making their decision independently. School staff has indicated that they will also recommend the VACO option to the School Board this month.
- What is the cost?

	<u>VACO</u>	<u>VRS</u>
Year 1	\$7,900	\$9,100
Year 2	\$15,800	\$18,200
Year 3	\$23,700	\$27,300
Year 4	\$31,600	\$36,400
Year 5	\$39,500	\$45,500
Rate Guarantee	3 years	6 months
Above costs are based on an average of 25 new Hybrid Plan employees per year and an estimated annual salary of \$40,000 per employee		

Staff recommends opting out of the State program and choosing the VACO option for the following reasons:

- Rates are less than the State rate (VACO = \$0.79, VRS = \$0.91)
- Rates are guaranteed for 3 years
- Plan matches ALL of the State requirements
- VACO will hold the Standard Master Policy, monitor legislative changes and handle the billing
- Provides the County with options to change providers in the future.

RECOMMENDATION:

Staff respectfully requests the Board to authorize the County Administrator to sign the attached resolution to opt out of the Virginia Local Disability Program offered by the Virginia Retirement System and to enter into a participation agreement with the Virginia Association of Counties for the short and long term disability plans the County will need for Hybrid plan employees.

FRANKLIN COUNTY

RESOLUTION

Irrevocable Election Not to Participate in Virginia Local Disability Program

WHEREAS, by enacting Chapter 11.1 of Title 51.1 of the *Code of Virginia*, the Virginia General Assembly has established the Virginia Local Disability Program (“VLDP”) for the payment of short-term and long-term disability benefits for certain participants in the hybrid retirement program described in Virginia Code 51.1 – 169; and

WHEREAS, for purposes of VLDP administration, an employer with VLDP-eligible employees may make an irrevocable election on or before September 1, 2013, with an extension to November 1, 2013, requesting that its eligible employees not participate in VLDP as of the VLDP effective date of January 1, 2014, because it has or will establish, and continue to maintain, comparable employer-paid disability coverage for such employees that meets or exceeds the coverage set out in Chapter 11.1 of Title 51/1 of the *Code of Virginia*, with the exception of long term care coverage, by January 1, 2014; and

WHEREAS, it is the intent of Franklin County (55133), to make this irrevocable election to request that it’s eligible employees not participate in VLDP;

NOW, THEREFORE, IT IS HEREBY RESOLVED that Franklin County irrevocably elects not to participate in VLDP because it has or will establish, and continue to maintain, comparable employer-paid disability coverage for such employees; and it is further

RESOLVED that as an integral part of making this irrevocable election, Franklin County certifies that it has or will establish, and continue to maintain, comparable employer-paid disability coverage for such employees.

Adopted by the Franklin County Board of Supervisors this 15th day of October, 2013.

Richard E. Huff, II, County Administrator

FRANKLIN COUNTY
Board of Supervisors

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Franklin County
A Natural Setting for Opportunity

EXECUTIVE SUMMARY

<p><u>AGENDA TITLE:</u> Overview of local Stormwater Management Program</p> <p><u>SUBJECT/PROPOSAL/REQUEST:</u> Overview of efforts by the Department of Planning & Community Development to establish a local Stormwater Management Program, as required by state law, effective July 1, 2014.</p> <p><u>STRATEGIC PLAN FOCUS AREA:</u></p> <p><u>Action Strategy:</u> N/A</p> <p><u>STAFF CONTACT(S):</u> Neil Holthouser, Director of Planning Ronnie Wilson, Development Review Coordinator</p>	<p><u>AGENDA DATE:</u> October 15, 2013</p> <p><u>ITEM NUMBER:</u></p> <p><u>ACTION:</u></p> <p><u>INFORMATION:</u></p> <p><u>CONSENT AGENDA:</u></p> <p><u>ACTION:</u></p> <p><u>INFORMATION:</u></p> <p><u>ATTACHMENTS:</u></p> <p><u>REVIEWED BY:</u> <i>R&H</i></p>
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BACKGROUND:

State law requires that all cities, counties, and "municipal separate storm sewer systems" establish a local Stormwater Management Program by July 1, 2014. The state of Virginia is effectively transferring all responsibility for stormwater management to the local level, including program administration, plan review (permitting), inspections and enforcement.

The Department of Planning & Community Development is currently in the process of developing a local Stormwater Management Program in accordance with state mandates. The Department recently completed an internal reorganization, promoting Mr. Ronnie Wilson to the position of Development Review Coordinator, which will serve as the Program Administrator for the Stormwater Management Program (including Erosion & Sediment Control.) The Department is also in the process of developing a local Stormwater Management Ordinance, which must be adopted by the County by April 1, 2014 and go into effect July 1, 2014. Staff anticipates that the ordinance will be ready for Board consideration by February 2014.

The Department is in the process of preparing its budget request for Fiscal Year 2014-15, and anticipates the need for at least one additional staff position in order to manage new state-mandated stormwater requirements.

The Department is planning to conduct two rounds of public education/input. The first round, to occur in the November-December 2013 timeframe, is meant to solicit comments and concerns from the local development community, including design professionals, developers, and Realtors. Where possible, comments and suggestions will be incorporated in the draft Stormwater ordinance. Once the ordinance has been adopted, staff plans another round of public education in the Spring of 2014 to help the development community prepare for the July 1, 2014 effective date.

NEXT STEPS:

Staff will present an overview of the new state Stormwater regulations, and how they are likely to affect the local development community, at the Board's October 15, 2013 afternoon session.



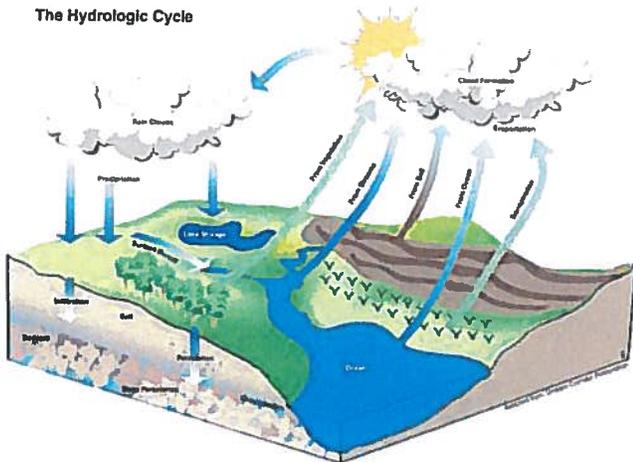
Stormwater Management

FRANKLIN COUNTY, VIRGINIA

What is “stormwater management?”

When rain falls on the natural landscape, the water has to go somewhere. Some of it soaks into the ground. Some of it evaporates. Much of it runs off the surface, finding its way into creeks, streams, rivers and lakes. Even under the best of natural conditions, this runoff carries with it silt, sediments, and naturally-occurring pollutants.

The Hydrologic Cycle



The concept of “stormwater management” seeks to mitigate the man-made effects of land disturbance. Rooftops, parking lots, and grading all change the natural system of stormwater runoff. Stormwater regulations are designed to account for these man-made changes, ensuring that the amount (quantity) and condition (quality) of the runoff mimics naturally-occurring processes.

Stormwater management does not assume that man-made development is bad. Rather, it recognizes that the environmental impact of development is inherently manageable. Properly executed, development actually plays an important role in improving stormwater quality and enhancing the natural environment.

What are Franklin County’s responsibilities for stormwater management?

The concept of stormwater management is not new to Franklin County. The County has long maintained a local Erosion & Sediment Control program, which seeks to manage runoff during the active phases of construction. Physical development tends to generate greater volumes of runoff, since the amount of water that soaks into the ground is limited by impervious surfaces. Erosion & Sediment Control regulations are designed to re-stabilize the land and manage the *quantity* of runoff.

Stormwater management goes beyond quantity to also address water *quality*. As runoff travels over hard surfaces, it picks up pollutants which are then carried into the natural drainage systems. Stormwater management seeks to cleanse these pollutants by holding the runoff on site, or by filtering it through natural or mechanical systems known as BMPs. The state of Virginia already regulates stormwater quality for all development projects that disturb more than one acre of land.

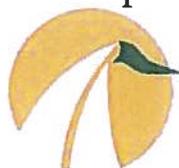
The state of Virginia currently mandates that all localities have their own local Erosion & Sediment Control programs.

The state is now mandating that - effective July 1, 2014 - all localities must also establish a local Stormwater Management Program to govern both stormwater quantity and quality.

Essentially, the state is transferring responsibility for all aspects of stormwater management to the local level. State law allows independent towns to establish their own stormwater management programs, if they so choose. If they decline, state law requires counties to administer stormwater regulations in their stead. The towns of Rocky Mount and Boones Mill have each indicated their desire to have Franklin County administer stormwater management rules on their behalf.



FRANKLIN COUNTY
Board of Supervisors



Franklin County
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EXECUTIVE SUMMARY

AGENDA TITLE: 2014/2015 Superstructure/Structure Replacement	AGENDA DATE: 10/15/13	ITEM NUMBER:
SUBJECT/PROPOSAL/REQUEST: Franklin County Proposed 2014/2015 Superstructure/Structure Replacement Schedule	ACTION:	INFORMATION:
STAFF CONTACT(S): Lisa Cooper	CONSENT AGENDA: ACTION: Yes ATTACHMENTS: Yes REVIEWED BY: <i>REH</i>	INFORMATION:

BACKGROUND:

VDOT supplies information regarding the proposed bridge superstructure or total structure replacements that are planned to begin in February 2014 and be completed by November 2015. Prior to finalizing the priority listing and contractor schedule, VDOT requests comments or concerns to be provided by the locality and other agencies on each project.

DISCUSSION:

Please find below a list of projects for the proposed 2014/2015 superstructure/structure replacements. Please note each bridge structure has the following information supplied: location of the bridge, estimate of average daily traffic in the year 2029, proposed detour length, proposed duration of road closure, and existing and proposed bridge width.

The following projects advertisement date is February 11, 2014 and construction completion date is November 13, 2015.

STR#6011 Bridge over Town Creek-Route 605-Henry Road

- Located 0.00 miles to Route 606 East-Town Creek Road and 0.05 miles to Route 606 West-Town Creek Road
- 970 vehicles per day (Projected 2029 ADT-Average Daily Traffic)
- Proposed Detour Length around work zone – approximately 9 miles (detour route attached)
- Proposed road closure duration – 2 months*
- Existing Bridge Width – 19’5” Proposed Bridge Width – 20’0”

***Board of Supervisors may request VDOT to hold a citizens information meeting (CIM) for this particular bridge project due to the two (2) month work closure.**

STR#6085 Bridge over Maggodee Creek-Route 684-Boones Mill Road

- Located 0.25 miles to Route 1605-Whispering Creek Road and 0.25 miles to Route 1612-Terrace Road
- 2546 vehicles per day (Projected 2029 ADT-Average Daily Traffic)
- Proposed Detour Length around work zone – approximately 16 miles (detour route attached)
- Proposed road closure duration – 2 weeks (Begins on a Monday at 9AM)
- Existing Bridge Width – 23’.0”, Proposed Bridge Width – 23’.0”

STR#6087 Bridge over Maggodee Creek-Route 1612-Terrace Road

- Located 0.00 miles to Route 684-Boones Mill and 0.04 miles to Route 1613-Primrose Road
- 126 vehicles per day (Projected 2029 ADT-Average Daily Traffic)
- Proposed Detour Length around work zone – No detour available
- Proposed road closure duration – 12 hours (Friday 9PM-9AM)
- Existing Bridge Width – 14'.3", Proposed Bridge Width – 14'.3"***

****Please note the proposed superstructure replacement bridge width is less than the minimum width in the AASHTO (American Association of State Highway Transportation Officials) "A policy on Geometric Design of Highway and Streets" manual. The AASHT requirement minimum width is 16'.0" for this structure.**

STR#6193 Bridge over Guthrie Branch-Route-Airport Road

- Located 0.20 miles to Route 890-Snow Creek Road and 3.60 miles to Route 619-Sontag Road
- 159 vehicles per day (Project 2029 ADT-Average Daily Traffic)
- Proposed Detour Length around work zone-approximately 9 miles (detour route attached)
- Proposed road closure duration-2 weeks (Begins on a Monday at 9AM)
- Existing Bridge Width-23'.3", Proposed Bridge Width 23'.3"

The following project advertisement date is March 25, 2014 and construction completion date is November 13, 2015.

STR#6236 Bridge over Grassy Fork-Route 607-Fairfield Road

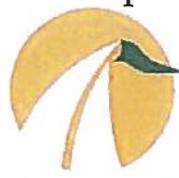
- Located 0.70 miles to route 605-Folkes Street and 0.50 miles to Route 656-Planters Drive
- 199 vehicles per day (Projected 2029 ADT-Average Daily Traffic)
- Proposed Detour Length around work zone-approximately 6 miles (detour route attached)
- Proposed road closure duration-2 weeks (Begins on a Monday at 9AM)
- Existing Bridge Width-19'.1", Proposed Bridge Width-19'.1"***

****Please note the proposed superstructure replacement bridge width is less than the minimum width in the AASHTO (American Association of State Highway Transportation Officials) "A policy on Geometric Design of Highway and Streets" manual. The AASHT requirement minimum width is 20'.50" for this structure.**

Reviews are currently underway for the projects listed above to identify potential environmental resources and considerations. The reviews and coordination with environmental resources agencies may result in specific condition. Any of the projects that require instream construction activities, may be affected by time of year restrictions on instream work included in the conditions of the permits issued.

RECOMMENDATION: Staff respectfully recommends the Board of Supervisors to authorize the County Administrator or his designee to proceed with a letter to VDOT concurring with the proposed projects as described above and recognize the superstructure replacements for STR#6087 (Bridge over Maggodee Creek-Route 1612-Terrace Road) STR#6236 (Bridge over Grassy Fork-Route 607-Fairfield Road) will not meet the minimum width as required by AASHT (American Association of State Highway Transportation Officials). Also, staff recommends the Board of Supervisors to request VDOT to consider the impact of the road closures on local schools and tourism when establishing acceptable closure dates for the projects.

FRANKLIN COUNTY
Board of Supervisors



Franklin County
A Natural Setting for Opportunity

EXECUTIVE SUMMARY

<u>AGENDA TITLE:</u> Revenue Sharing Program FY2015	<u>AGENDA DATE:</u> 10/15/13	<u>ITEM NUMBER:</u>
<u>SUBJECT/PROPOSAL/REQUEST:</u> Funding Request for FY 2015 Revenue Sharing Program	<u>ACTION:</u>	<u>INFORMATION:</u>
<u>STAFF CONTACT(S):</u> Lisa Cooper	<u>CONSENT AGENDA:</u> <u>ACTION:</u> Yes	<u>INFORMATION:</u>
	<u>ATTACHMENTS:</u> Yes	
	<u>REVIEWED BY:</u> REX	

BACKGROUND:

At the August 20th Board of Supervisors' afternoon session, the Board of Supervisors granted permission for staff to advertise for revenue sharing candidates for FY2015. Staff advertised in the Franklin News Post and Smith Mountain Eagle from September 4 – September 27th seeking application submittal for revenue sharing to improve private roads and bring the roads into the State Highway System.

DISCUSSION:

The County has an adopted policy in place on use of Revenue Sharing Funds. Applicants must submit their request along with a check for \$2,500 to the County Treasurer and a guarantee to provide the right-of-way to the County. The funds are held in escrow until it is determined whether the project will go forward. If it goes forward, the \$2,500 is held in an escrow account until the project is completed and the applicants pay one-half the construction cost and any other costs that arise. Their funds must be deposited with the County prior to advertisement of the project.

Staff has received one request for revenue sharing for the FY2015 funding year. The request is from Striper's Landing Comp POA for the subdivision road listed below:

Landing Court (private road in Striper's Landing Subdivision):

Revenue Sharing funding is requested for Landing Court, which is a 50-foot right of way. There are five (5) permanent residences and one (1) vacant lot on Landing Court. Striper's Landing Comp POA provided checks for \$2,500 along with their letter of application. VDOT estimates the cost of the road improvements to bring the road into the State system at approximately \$56,371.00.

RECOMMENDATION:

Staff respectfully recommends the Board of Supervisors consider Landing Court as a revenue sharing project application and authorize the County Administrator, staff and VDOT staff to proceed to request funding from the Commonwealth Transportation Board by the November 1st deadline with the Local Assistance Division of VDOT. It is further recommended that should funding be allocated by the State to this revenue sharing application, that the Board authorize the County Administrator to proceed to implement the project according to County policy and collect all required funds and rights-of-way or easements required prior to advertising the project.

LANDING CT.

ITEM DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
CLEARING	1.00	LS	\$ 1,860.00	\$ 1,860.00
GRADING	1.00	LS	\$ 9,400.00	\$ 9,400.00
15 INCH PIPE	40.00	LF	\$ 41.00	\$ 1,640.00
18 INCH PIPE	75.00	LF	\$ 46.00	\$ 3,450.00
CR. RUN AGGR. NO. 25 OR 26	24.00	TON	\$ 35.00	\$ 840.00
DRY RIPRAP CL. AI	30.00	TON	\$ 40.00	\$ 1,200.00
ASPHALT CONCRETE TY. SM-9.5A	25.00	TON	\$ 350.00	\$ 8,750.00
AGGR. BASE MATL. TY. I NO. 21B	350.00	TON	\$ 32.00	\$ 11,200.00
BLOTTED SEAL COAT TY. D	1508.00	SY	\$ 6.75	\$ 10,179.00
			SUB-TOTAL	\$ 48,519.00
ENGINEERING				\$ 3,000.00
CONTINGENCY (10%)				\$ 4,851.90
			TOTAL	\$ 56,370.90

FRANKLIN COUNTY
Board of Supervisors



Franklin County
A Natural Setting for Opportunity

EXECUTIVE SUMMARY

<p>AGENDA TITLE: Senior Citizen Representation on Advisory Boards</p> <p>SUBJECT/PROPOSAL/REQUEST: Option to Assure Representation on Advisory Boards for Senior Citizens</p> <p>STRATEGIC PLAN FOCUS AREA:</p> <p>Goal #</p> <p>Action Strategy:</p> <p>STAFF CONTACT(S): Messrs. Huff,</p>	<p>AGENDA DATE: October 15, 2013</p> <p>ACTION:</p> <p>CONSENT AGENDA: Yes</p> <p>ACTION:</p> <p>ATTACHMENTS: Yes</p> <p>REVIEWED BY: REF</p>	<p>ITEM NUMBER:</p> <p>INFORMATION:</p> <p>INFORMATION:</p>
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BACKGROUND:

As the County consciously moves to consider providing expanded services and programming for Senior Citizens, the Board has asked how best to assure input from Seniors is directed to the Board. At the present time, the County has a Recreation Advisory Board and an Aging Services Activities Advisory Board, each with a specific scope of activity spelled out. The Aging Services Board has seven members plus an at large member but has, in the past, met very infrequently due to the limited role of the department providing predominantly just transportation services. As the department has merged with the Parks and Recreation Department, activities and priorities for seniors have increased significantly.

The Recreation Advisory Committee, by design, is represented by various athletic interests including seven members plus an at large member. Athletic Leagues are specifically encouraged to attend and participate in the meetings in addition to the appointed members.

In addition to the Aging Services Advisory Board, Franklin County is served by the Southern Area Agency on Aging whose mission is to provide services that promote independence and quality of life for older adults. Two of our local residents who participate with our locally appointed Aging Board also serve on the Southern Area Board. Dr. Susan Beatty and Ms. Maggie Gray have been appointed to represent Franklin County Seniors.

A review of our neighbors, attached, show that only two of eleven jurisdictions have a separate Aging Advisory Board, neither of which is appointed like ours. We are the only jurisdiction in the region with an appointed Board dedicated to Aging topics.

In order for the Senior population to be adequately represented and their needs heard, the By-Laws of the Aging Services Board could be rewritten and expanded to specifically address a similar organizational input as the current Recreation Advisory Committee. Rather than add just one additional member to the RAC making for 9 or risk only 1 voice from the senior population being heard, an enhanced Aging Services Board of 8 members with the same status of the RAC seems more appropriate.

RECOMMENDATIONS:

The By-Laws of the Recreation Advisory Committee and the Aging Services Advisory Board need to be updated to better reflect their current mission. Staff recommends that the staff be directed to work with both groups to update the By-Laws for recommendation back to the Board of Supervisors that would give both groups equal input into the Parks and Recreation Department and to focus input from seniors to the Board of Supervisors through the Aging Services Board as assisted by Parks and Recreation staff.

AGING SERVICES LOCALITY COMPARISON 2013

Locality	Does Locality have an Aging Services Department?	What Department(s) Offers these Services?	Explanation of Services Offered	Location	Input
County of Bedford	NO	Parks & Recreation	Recreational programming: bingo, trips & lunches	Moneta, Montvale, and Stewartsville recreation centers	No Aging Services Advisory Committee, but there is a Parks and Recreation Advisory Committee
County of Botetourt	NO	Parks & Recreation	Trips & classes and transportation for medical & vital services (donation)	Facilities around the County	No Aging Services Advisory Committee, but there is a Parks and Recreation Advisory Committee
City of Danville	NO	Parks & Recreation and Mass Transit	Parks and Recreation: programming such as computer classes, exercise equipment, trips, and safety & health programs. Mass Transit oversee the senior transportation	Ballou Center	No Aging Services Advisory Committee, but there community group that works closely with Parks and Recreation. In addition there is a Parks and Recreation Advisory Committee.
County/Town of Floyd	NO	Parks & Recreation	Recreational programming: senior olympics	none	No Aging Services Advisory Committee, but there is a Parks and Recreation Advisory Committee
County of Franklin	NO	Parks & Recreation	Recreational programming and transportation: congregate meals, trips, medical transportation, and recreational center	Essig Recreation Center	County has both an Aging Services Advisory Committee as well as a Parks and Recreation Advisory Committee
County of Henry	NO	Parks & Recreation	Recreational programming and transportation: nutrition/congregate meals, cards, bowling, dancing, health screenings	Henry Admin	No Aging Services Advisory Committee, but there is a Parks and Recreation Advisory Committee
City of Martinsville	NO	Parks & Recreation	Recreational programming and transportation	Senior Center	No Aging Services Advisory Committee, but there is a Parks and Recreation Advisory Committee
County of Montgomery	NO	Human Services and Parks and Recreation	Human Services offers the RSVP volunteer program. Parks and Recreation offers recreational programming	Health & Human Services Bldg	Yes, the Human Services Department does have an advisory group for its RSVP program
County of Pittsylvania	NO	Parks & Recreation	Recreational programming: trips	none	No Aging Services Advisory Board or Parks and Recreation Advisory Board
City of Roanoke	NO	Parks & Recreation	Recreational programming: senior center, cards, movies, classes, and trips	Mountain View Center	No Aging Services Advisory Committee, but there is a Parks and Recreation Advisory Committee
County of Roanoke	NO	Parks & Recreation	Recreational programming	Walround Center	No Aging Services Advisory Committee, but there is a Parks and Recreation Advisory Committee
Salem	NO	Parks & Recreation	Recreational programming: exercise, crafting, dance, choir, trip, and cards	Senior Center	No Aging Services Advisory Board or a Parks and Recreation Advisory Board



SOUTHERN AREA AGENCY ON AGING

Promoting
Independence and
Quality of Life

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Karen White



The Southern Area Agency on Aging (SAAA) is one of the 25 Area Agencies on Aging in Virginia. The Agency serves Danville, Martinsville and the Counties of Franklin, Henry, Patrick and Pittsylvania.

Southern Area Agency on Aging is a private, not for profit organization which receives federal, state and local funding, as well as fees and contributions from the individuals who receive services.

SAAA's mission is to provide services that promote independence and quality of life for older adults.

The age to be eligible for most Agency on Aging services is 60. (Exception: Age eligibility for the Agency's Senior Employment Program is 55 years and older).

SAAA office hours are 8:00 a.m. until 5:00 p.m., Monday through Friday. Services are provided during these hours. Services are not provided nights, weekends, or holidays. (Occasionally, recreation activities may be scheduled in the evening or on a weekend.)

Some of the services established by the Older Americans Act are designed to keep relatively healthy people strong and active (for example, transportation, and lunches at senior centers and other designated locations). Other services are designed for the care of disabled or frail elders (for example, home delivered meals and help in the home).

SAAA staff members provide some of the services. Other services are rendered by organizations that subcontract with the SAAA.

Many Agency services are used by people of all income levels. Some services, especially those designed to assist frail elders, are in great demand.

Funding has not kept pace with the demand for home-delivered meals, personal care, and housekeeping. When the funding provided for a service is not enough to fill the demand, the Older Americans Act directs Agencies on Aging to target the service to elders with low income who lack family and friends to assist them.

Limitations on Services

There is a waiting list in many areas for home-delivered meals, personal care, housekeeping, and respite care. The wait can range up to a couple of months; some times longer.

Services are clustered in populated areas. Some outlying sections of counties cannot be served.

Southern Area Agency on Aging does not discriminate on the basis of race, color, national origin, age, disability or sex in the administration or provision of any programs or services.

For a complete list of services provided, click services.



SOUTHERN AREA AGENCY ON AGING

Promoting
Independence and
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Services for Older Adults

Southern Area Agency on Aging provides services that promote independence and well being for older adults. The Agency on Aging is also an information center for older adults and care giving family members.

Southern Area Agency on Aging does not discriminate on the basis of race, color, national origin, age, disability or sex in the administration or provision of any programs or services.



Southern Area Agency on Aging serves Danville, Martinsville, and the Counties of Franklin, Henry, Patrick, and Pittsylvania. We are designated by the Virginia Department for the Aging as the Area Agency on Aging for these localities. Southern Area Agency on Aging was founded in 1976 under the name Piedmont Seniors of Virginia. We receive federal, state and local funds to provide services mandated under the federal Older Americans Act.

Some of the services established by the Older Americans Act are designed to keep healthy older adults strong and active (for example, transportation services;

meals at senior lunch sites; recreation activities). Other services are designed to help frail and disabled elders (for example, home delivered meals; help with housekeeping; personal care).

Who is Eligible for Services

The eligibility age for most of the agency's services is 60. (Fifty-five is the eligibility age for the Senior Employment Program).

Many of the Agency's services are used by individuals of all income levels.

Funding for the services that help frail elders has not kept pace with the demand for these services. For this reason, individuals with low income who don't have family nearby to assist them have priority on our waiting list for these services.

Limitations on Services

There is a waiting list in many areas for home delivered meals, personal care, housekeeping and respite care. The wait can sometimes range up to a couple of months or longer.

Services

Agency on Aging staff members provide some of the services funded by the Agency. Other services are rendered by organizations that subcontract with the Agency on Aging.

Cost of Services

SAAA charges fees to individuals who can afford to pay for the following services: personal care, housekeeping, respite, chore and care coordination. Moderate fees are charged on a sliding scale basis, according to income. Individuals whose income is near or below poverty level are not charged.

Fees are not charged for most other services. Individuals who received a service for which no fee is

Fees are not charged for most other services. Individuals who received a service for which no fee is charged are encouraged to contribute toward the cost of the service. The agency has "suggested contribution" amounts for some services.

As we age new challenges appear. The time comes when we have to think about not driving and we'll need a social network so we don't become isolated. We might begin to need some help with everyday activities like bathing, shopping, vacuuming or cooking.

What help is available? The answer is a phone call away! Make the Agency on Aging your first call for information and services. Southern Area Agency on Aging does not discriminate on the basis of race, color, national origin, age, disability or sex in the administration or provision of any programs or services.

Southern Area Agency on Aging funds or provides the following services:

- **Information and assistance** - help with identifying services to meet the particular needs of an older person and assistance, if needed, with arranging services. Information on wide variety of age-related topics.
- **Senior employment services** - job training and placement for people age 55 and older who meet the program's federal income guidelines.
- **Transportation** to senior lunch sites, medical appointments and grocery shopping.
- **Meals** served at senior lunch sites (called "congregate meals").
- **Home delivered-meals** (a hot lunch delivered on weekdays).
- **Recreation Activities** at senior centers and other central locations.
- **Health promotion activities** such as group exercise, walking clubs, health awareness programs and nutrition counseling.
- **Small home repair jobs** and small renovations for safety and accessibility.
- **Insurance counseling** about Medicare, Medicaid, Medicare Supplement Insurance, and long term care insurance policies.
- **Volunteer opportunities** include volunteer jobs at senior centers.
- **Stipends** to help people with low income afford the cost of adult day care.
- **Light housekeeping**, laundry and grocery shopping, average level of service is two days per week.
- **Personal care** - help with bathing, dressing grooming and ambulation. Average level of service is two hours per day, two or three days per week.
- **Respite care** - offers the caregiver a few hours off from the care of a family member who is age 60 and older. Average level of service is three hours, one day per week.



**BY-LAWS OF THE
FRANKLIN COUNTY PARKS & RECREATION COMMISSION
AS ADOPTED BY
THE FRANKLIN COUNTY BOARD OF SUPERVISORS**

Article I

Name

The name of this organization shall be the Franklin County Parks & Recreation Commission (hereafter referred to as the R.A.C). The principal office of the RAC shall be located within the principle offices of the Franklin County Parks & Recreation Department.

Article II

Objective

The objective of the RAC shall be to function as an advisory body to the Franklin County Department of Parks & Recreation (hereafter called the Department) and the Franklin County Board of Supervisors (hereafter called the Board). Granted in February of 1994, the Franklin County Board of Supervisors passed legislation to allow the operational structure of the Parks and Recreation Department to be jointly administered in the following capacity:

- ◆ By recommending the establishment of relevant policies for the development and enhancement of recreational programs and park facilities.
- ◆ By assisting the Department and the Board in improving relationships between the community and the Department through civic, business, and other community representatives within their respective districts.
- ◆ By providing an additional resource for evaluating existing and proposed Departmental programs and facilities.
- ◆ By assisting the Director in the development of strategic plans for implementation of long-term goals and objectives to meet anticipated community needs..
- ◆ By providing the Director with general advice on the operation and implementation of both programming and recreational facilities.

Section 2

Contracts

The RAC shall have no authority to enter into any contract in the name of the RAC, the Department, or the County unless it shall have first obtained the formal approval of the Board.

Section 3

Loans

No loans shall be contracted on behalf of the RAC, the Department, or the County.

Section 4

Fiscal Year

The RAC shall conduct its fiscal affairs in conformance with applicable financial standards promulgated by the Auditor of Public Accounts of the Commonwealth of Virginia and the Board. The fiscal year for the RAC shall be from July 1 to June 30 of each year, unless otherwise specified by the Auditor of Public Accounts or the Board.

Section 5

Power To Dissolve

Whenever it is deemed advisable by the Board, it may dissolve the RAC.

Section 6

Final Authority

The Board shall possess ultimate and final authority on any matter recommended for action by the RAC.

Section 7

Athletic League Representation

A representative from each team athletic league shall be urged to attend each RAC meeting that encompasses issues which may effect their specific area of interest. The purpose of this representation is to insure prompt feedback from these program participants on pertinent issues. Representatives from the groups should be available for questions and feedback per the pleasure of the RAC; however, any and all issues to be brought forth before the RAC must be appropriately requested to be included in their agenda.

Article III

Membership

Section 1

The membership of the RAC shall be limited to eight (8) members.

Section 2

Method of Appointment

Each member of the RAC shall be appointed by the Board and shall be elected in the following manner: one (1) members shall be appointed from each electoral district, provided that one (1) member shall be appointed at-large; irrespective of his/her residence within any particular electoral district. The Board may modify the requirement for appointment by electoral district for original appointments to the RAC.

Section 3

Term of Appointment

Each member of the RAC shall be appointed for a term of three (3) years, provided, however that the original appointees to the RAC shall be appointed for the following terms: Blackwater (3) years expiring 6/30/2001, Union Hall (2) years expiring 6/30/2000, Snow Creek (2) years expiring 6/30/2000, Gills Creek (1) year expiring 6/30/1999, Rocky Mount (1) year expiring 6/30/1999, Boones Mill (3) years 6/30/2000, Blue Ridge (1) year 6/30/1999, and the term for the at-large representative shall be for (3) years expiring 6/30/2001.

Section 4

Resignation of Members

Any member of the RAC may resign for any reason he/she deems appropriate. It shall be the responsibility of the Director to promptly notify the Board, and the Administrator's Office of the resignation of any member.

Section 5

Removal/Substitution By The Board

The Board for just cause may remove any member of the RAC. Just cause shall also include mandatory attendance by members of the RAC of not less than 75% of all meetings annually. Failure to do so shall constitute an automatic removal from the Board. Within the RAC's fiscal year, should a member miss more than 2 meetings, the matter will be reviewed under executive session at the RAC's next scheduled meeting. At that time a decision will be made whether or not official notice will be sent to that particular member and their respective Board representative. Within the specified executive session, the member in question will have an opportunity to provide justification for his/her absences.

Leave of Absence

Should a member experience a personal hardship which causes him/her to miss more than 25% of the annual meetings, then under executive session, the remainder of the RAC may elect to grant a leave of absence (no more than 6 months). Under a Leave of Absence, the RAC may elect to request that the respective Board member appoint a temporary substitute for the time period in question.

Section 6

Vacancies

The Board, may in conformance with Article III, Section 2 of these By-Laws, appoint members to fill the unexpired term of any position which becomes vacant for any reason.

Section 7

Compensation For Members

Upon the formal adoption of a Resolution by the RAC and the consent of the Board, any member may be paid for any expense incurred in the performance of his/her duties in behalf of the RAC, provided that circumstances warrant such reimbursement.

Article IV

Section 1

Officers

The officers of the RAC shall be a Chairman, a Vice-Chairman, a Secretary, and/or a Treasurer. At the pleasure of the RAC, it may appoint a staff member of the Department to serve as Secretary/Treasurer. These officers shall perform the duties prescribed by these By-Laws and by the parliamentary authority adopted by the RAC.

Section 2

When Elected

At the regular meeting held in January, officers of the RAC shall be elected.

Section 3

Duties of the Chair

This person shall be the principle officer and spokesman of the RAC. His/her actions shall be guided by the RAC and he/she shall be empowered to supervise the programs and affairs of the RAC and shall consult with the Director, the Board, or its agent, on matters of concern to the RAC. The Chairman shall, when present, preside at all meetings of the RAC and shall perform all duties incidental to the office of Chairman and any other such duties as required by the RAC.

Section 4

Duties of the Vice-Chair

This person shall perform the duties of the Chair in his/her absence or whenever the Chair is unable to perform the duties of his/her office.

Section 5

Duties of the Secretary

The Secretary shall keep the minutes of all RAC meetings; forward notices of RAC meetings to appropriate persons and agencies in a manner prescribed by the RAC; act as custodian for all records, correspondence, and minutes of the RAC, and; perform all duties incidental to the office of Secretary and other such duties as may be prescribed by the RAC or assigned by the Chair.

Section 6

Duties of the Treasurer

The Treasurer shall maintain accurate records of all receipts and disbursements of the Department and/or the RAC on forms prescribed for this purpose by the Franklin County Administrator; accurately account for all funds received from any source and shall transmit all funds to the Treasurer of the County with copies of such records of transmittal to be forwarded to the County Administrator; periodically review the accounts maintained by the Department for the RAC for review.

Article V

Section 1

Meetings

The regular meeting of the RAC shall be held on dates specified by the RAC and shall be held on a monthly basis August through May of each year, inclusive, unless otherwise ordered by the RAC. Additionally, an annual work session will be scheduled each January or February to review and evaluate the overall operation of the Department. Meeting dates and times may be either modified or cancelled by the Chair.

Section 2

Place and Time of Regular and Open Public Forum Meetings

The regular meetings of the RAC shall be held at a place(s) designated in advance by the RAC. Said meetings shall commence at 7:00 PM and should be designed to conclude by 9:00 PM. Open Public Forums shall be conducted in lieu of regular meetings in September and March of each year. Regular meetings will be scheduled on Thursday after the first Tuesday of the designated months.

Section 3

Special Meetings

Special Meetings may be called by the Chair and/or the Director of the Department or may be called upon the written request of two members of the RAC; the purpose of the special meeting shall be stated in the request submitted by the member(s) requesting it. Notice of said meeting shall be given to all members of the RAC by the Secretary and the purpose of the meeting shall be disclosed to each member at the time of contact.

Section 4

Quorum

Five members of the RAC shall constitute a quorum.

Section 5

Formal Actions of the RAC

A majority vote of the RAC present and voting shall be recognized as the formal action of the RAC.

Article VI

Parliamentary and Statutory Authority

The rules in the current edition of Robert's Rules of Order Newly Revised shall govern the RAC in all cases to which they are applicable and in which they are not inconsistent with these By-Laws and any special rules of order the RAC may adopt. Relevant provisions contained in the Code of Virginia, as amended, shall govern the RAC in all cases to which they are applicable.

Article VII

Amendments

These By-Laws may be amended at any regular or special meeting of the RAC by a majority of the members, provided that all members of the RAC are in attendance and provided that such amendments so adopted are subject to the final approval by the Board.

Date of Adoption Recreation Advisory Commission November 5, 1998

Date of Adoption Board of Supervisors November 17, 1998

Attest Chair

W. Wayne Angell

Attest Director

Annice Brown

FRANKLIN COUNTY DEPARTMENT OF AGING SERVICES

ACTIVITIES ADVISORY BOARD

BY-LAWS

ARTICLE

I. NAME

The Board shall be known as the Franklin County Department of Aging Services Activities Advisory Board.

ARTICLE

II. PURPOSE

The Board shall provide advice, assistance, and support to the Director with development of policy guidelines and program implementation. The Board acts in an advisory capacity.

ARTICLE

III. MEMBERSHIP

1. Activities Advisory board members shall be appointed by the Franklin County Board of Supervisors for two and four year terms and may be re-appointed for up to one additional consecutive term of four years.
2. The Board membership shall consist of one member from each board district and one additional at-large member. Consideration shall be given to members who are:
 - A. a representative from business and industry:
 - B. local, professional persons who are specialists in the field of recreation for the elderly:
 - C. persons 60 years and over:
 - D. program participants (consumer):

Franklin County Department of Aging Services' director will be an exofficio member.

3. The advisory Board shall consist of eight voting members.
4. If a Board member fails to attend three (3) consecutive meetings, without just cause, the Advisory Board may recommend removal, and request a replacement of that member to the appointing authority.

ARTICLE

IV. SCOPE OF ACTIVITY

The Board shall: 1(advise the Franklin County Department of Aging Services staff relative to developing the yearly plan for services and activities (within the guidelines of the Older Americans Act): 2(act as liaison between the Department of Aging staff and the individual members of the Board of Supervisors: 3(act as liaison between the Department of Aging staff and the community at large: 4(act as advocate for the Department of Aging Services: 5(act as advocate for elderly persons' programs and needs: 6(provide program evaluation - the Advisory Board must submit a written report to the Department of Aging Services related to existing and proposed programs.

ARTICLE

V. OFFICERS

A. Election organization

The officers of the Activities advisory Board shall be elected by, and from the membership: each to serve for a period of one (1) year and may be elected to a second and third term. Election of officers will be by a majority of those present at the annual organization meeting.

B. CHAIRPERSON

The chairperson of the Board shall preside at all meetings: shall appoint the members of all committees, with the approval of the Board: and shall have such powers and duties as may be assigned by the Board.

C. VICE-CHAIRPERSON

In the absence of the chairperson, the Vice-Chairperson shall exercise all powers and perform all duties of the Board Chairperson.

D. RECORDING SECRETARY

The Recording Secretary shall record the minutes of all meetings of the Board, and shall perform all duties incident to the office.

E. VACANCIES

A vacancy in an elected office shall be re-elected at the next regular scheduled meeting, or at a Special Meeting called for that specific purpose by the Chairperson, after notifying all members, giving at least seven (7) days notice

...

ARTICLE

VI. COMMITTEES

Upon recommendation of the membership, the Board Chairperson shall establish such committees as are necessary to carry out the responsibilities of the Board. Committee members are to be appointed from the Activity Advisory Board....

ARTICLE

VII. MEETINGS

Meetings of the Advisory Board shall be held five (3) times per year. The first meeting, a planning meeting being held the second week of the first month of the calendar year (January). The remaining two meetings will be held in June and October.

ARTICLE

VIII. QUORUM

No fewer than three Board members must be present to constitute a quorum for the transaction of business at all meetings of the Board.

ARTICLE

IX. VOTE

Each Board member shall be entitled to one vote. All actions taken by the Board shall require a majority vote of those members present.

ARTICLE

X. AMENDMENTS

1. All proposed amendments to the by-laws shall have been discussed at a previous Board meeting and necessary action recommended.
2. A written notice of the by-laws amendment must be tendered to each Board member thirty (30) days prior to Board Meeting at which the Amendment(s) is to be voted upon.

Amendments must be approved by the Board of Supervisors or authorized representative before becoming effective.

Recommended By: _____ Date: _____

Approved By: _____ Date: _____

