

THE FRANKLIN COUNTY BOARD OF SUPERVISORS HELD THEIR REGULAR MONTHLY MEETING ON TUESDAY, SEPTEMBER 17, 2013 AT 1:30 P.M., IN THE BOARD OF SUPERVISORS MEETING ROOM LOCATED IN THE GOVERNMENT CENTER, 1255 FRANKLIN STREET, SUITE 104, ROCKY MOUNT, VIRGINIA.

THERE WERE PRESENT: David Cundiff, Chairman Left at 5:30 P.M.
 Cline Brubaker, Vice-Chairman
 Leland Mitchell
 Bob Camicia
 Ronnie Thompson
 Charles Wagner
 Bobby Thompson

OTHERS PRESENT: Richard E. Huff, II, County Administrator
 Christopher Whitlow, Deputy Co. Administrator
 B. J. Jefferson, County Attorney
 Sharon K. Tudor, MMC, Clerk

David Cundiff, Chairman, called the meeting to order.

Invocation was given by Supervisor Bobby Thompson.

Pledge of Allegiance was led by Supervisor Cline Brubaker.

PUBLIC COMMENT:



CONSENT AGENDA

APPROVAL OF ACCOUNTS PAYABLE LISTING, APPROPRIATIONS, TRANSFERS & MINUTES FOR – AUGUST 20, 2013

APPROPRIATIONS

<u>DEPARTMENT</u>	<u>PURPOSE</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>
Tourism	Civil War Days-Fees & Collections	8110- 5902	\$4,589
Sheriff	Auction Proceeds for Vehicles	30- 0017	\$2,655
Sheriff	DMV Grant for Overtime Selective Enforcement	3102- 1006	\$4,575
Sheriff	Insurance Proceeds	30- 0017	\$13,247
Sheriff	Sale of Polygraph Machine	3102- 7001	\$600
Sheriff	Neighborhood Watch Donation	3102- 5424	\$40
Sheriff	Insurance Proceeds	3102- 3004	\$13,885
Economic Development	Repayment of Tobacco Grant from All American Homes	30- 0007	\$8,500
Library	Additional State Aid	7301- 7025	\$4,315
Library	Donations, Reimburse for Lost Items	7301- 5411	\$921
Library	Westlake Reimburse for Lost Items	7302- 5411	\$58
Aging Services	Auction Proceeds for Kilns, Supplies and Van	5311- 5412	\$2,056
Public Safety	Auction Proceeds for Truck	30- 0145	\$3,465
Public Safety	EMT Class Reimbursement	3505- 5540	\$200
Public Safety	Fire Programs Funds	30- 0147	\$22,809
Planning	Reimburse for Bridge Plaque	8102- 3002	\$450
			\$82,365

Transfers Between Funds or Capital Accounts			
Recreation Maintenance Equipment		30- 0013	(\$57,000)
Essig Recreation Center		30-	\$57,000
To move funds from Recreation Maintenance Equipment to the Essig Recreation Center account for lobby furnishings and replacement flooring.			

SOCIAL NETWORKING/MEDIA POLICY ADOPTION

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

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

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

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

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

RECOMMENDATION:

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

SOCIAL NETWORKING/MEDIA POLICY - DRAFT Updated 9/9/2013 Policy 1.40

OBJECTIVE – Franklin County takes no position on the employee’s decision to participate in social media and social networking activities, including, but not limited to Internet postings, personal websites, blogs, Facebook and Twitter while the employee is off duty. The County does reserve the right to “monitor and control” County officials and employees use of the Internet, email and social media from County equipment or during work hours. County affiliated departments who have postings, blogs and/or social networking pages on the Internet are also subject to monitoring and control. The County is not limiting an employee’s right to freedom of speech, and this policy will not be interpreted to infringe upon employees’ First Amendment rights. However, it is the right and duty of the County to protect itself from unauthorized disclosure of information (including misrepresentation) and to protects itself and its employees from actions that impair discipline or harmony among co-workers, that interfere with an employee’s job

performance, that interfere with the operations of the County's business, that constitute sexual harassment or concern potential violence, or that have a detrimental impact on working relationships that require personal loyalty and confidence. Franklin County's Social Networking/Media Policy includes guidelines for employee business and personal use as well as for County-authorized departments utilizing social networking sites for Department Activities and/or County information and the employee's personal social networking activities. This applies to all executive officers, board members, employees (both management and staff), affiliates, contractors and consultants.

I. General Provisions for Social Networking

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

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

II. Business Use

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

Use accurate identities and state personal or department affiliation when using communications and/or social media for County business.

Ensure the security of sensitive and/or confidential information when communicating electronically or posting information on internal or external websites including social media sites. Ensure information is accurate, timely and appropriate when posting to any site. Correct errors as soon as possible, apologizing if necessary.

III. Personal Use

Personal use means use that is not job-related. Policy allows incidental and occasional personal use of the County's IT resources when approved by the manager of that department. Internet use should not interfere with the user's productivity or work performance, nor should it interfere with the efficient operations of the County network. Personal use of social media that refers to any aspect of the work environment should be done in a responsible and professional manner. Management has the right to request that employees refrain from using their personal communication devices during work hours, especially if it is a distraction to other employees or affects the employee's quality of work.

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

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

Use their personal email addresses and not those related to their positions with the County when communicating or posting information for personal use.

Be clear that their communication or posting is personal and is not a communication of the County or the Commonwealth.

Users may use a disclaimer when posting opinions or views for personal use such as, "The views expressed on this (website, blog etc..) social media site are my own views and do not reflect the

views of Franklin County or of the Commonwealth of Virginia” when appropriate to ensure that these views are not viewed as official County or Commonwealth communications.

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

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

Be responsible and professional in all activities. Employees should conduct themselves in a manner that supports the mission, vision and ethics of the County and the performance of their activities.

Be respectful of the County, the employees, customers, vendors, agencies, Boards and others when posting and communicating information. Users should be sensitive to referring to or including others in their communications and posts and should be aware of any associated potential liabilities. Consent from others may be considered prior to communicating or posting information about the workplace and/or the individual.

In keeping with the Conflict of Interest Act, Chapter 40.1 of Title 2.1 of the Code of Virginia, *County employees are prohibited from using information they have gained while performing their job to further their personal interests.*

Employees who are uncertain whether their interests may present a conflict with their position as a County employee should contact County Administration for clarification.

Employees working in positions with confidential information concerning the plans and affairs of the County, their departments, or other employees shall not discuss such plans or records with persons not authorized to have access to this information. If the employee is uncertain about releasing information, he or she should refer the individual to the County Administrator.

V. Prohibited Conduct – Personal and/or Business Use

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

Disparaging the County’s services, clients, executive leadership, employees or strategy;

Making any intended false or misleading comments regarding County business;

Promoting or endorsing violence;

Promoting illegal activity, including the use of illegal drugs;

Directing any negative comment towards or about any individual or group based on race, religion, gender, disability, age, national origin, citizenship, or other characteristics protected by law;

Disclosing any confidential or proprietary information belonging to the County or obtained by the employee as a result of their employment with the County; and

Posting, uploading, or sharing any recording or images taken in the workplace without express advance authorization.

VI. Employer Monitoring

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

No user shall have any expectation of privacy in any message, file, image or data created, sent, retrieved, received, or posted in the use of the County’s equipment and/or access. The County has the right to monitor any and all aspects of electronic communication and social media usage. Such monitoring may occur at any time, without notice, and without the user’s permission.

Your postings can be reviewed by anyone, including Franklin County. Franklin County reserves the right to monitor comments or discussions about the County, its employees, clients, vendors and their industry, including products and competitors, posted on the Internet by anyone, including employees and non-employees.

Franklin County reserves the right to use content management tools to monitor, review or block content on County blogs that violate County blogging rules and guidelines.

In addition, except for exemptions under the Act, electronic records may be subject to the Freedom of Information Act (FOIA) and, therefore, available for public distribution.

VII. Personal Employee Blogs

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

Bloggers and “commenters” are personally responsible for their commentary on blogs and social networking sites.

Bloggers and “commenters” may be held personally liable for commentary that is considered defamatory, obscene, proprietary or libelous by any offended party, not just Franklin County.

Employees cannot use employer-owned and assigned/issued equipment, including computers, County-licensed software or other electronic equipment, on County time, to conduct personal blogging or social networking activities.

Employees cannot use blogs or social networking sites to harass, threaten, discriminate against or disparage employees or anyone associated with or doing business with Franklin County.

If you choose to identify yourself as a Franklin County employee, please understand that some readers may view you as a spokesperson for Franklin County. Because of this possibility, we ask that you state that your views expressed in your blog or social networking area are your own and not those of the County, nor of any person or organization affiliated or doing business with Franklin County.

Employees cannot post on personal blogs or other sites the trademark or logo of Franklin County or any business with a connection to Franklin County, absent the business having given permission. Employees cannot post County-privileged information or non-public information.

Employees cannot post on personal blogs or social networking sites photographs of other employees, clients, vendors or suppliers while engaged in County business.

Employees cannot link from a personal blog or social networking site to Franklin County’s internal or external web site.

If contacted by the media or press about their post that relates to Franklin County business, employees are required to speak with their manager before responding.

VIII. Reporting Violations

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

IX. Discipline for Violations

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

X. Acknowledgment

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

XI. Departmental/County Authorized Social Networking

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

XII. Review of Rules and Guidelines

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

Only authorized employees can prepare and modify content for any Franklin County's blogs and/or the social networking entries authorized by the County. Content must be relevant, add value and meet at least one of the specified goals or purposes developed by Franklin County. If uncertain about any information, material or conversation, discuss the content with your manager.

All employees must identify themselves as employees of Franklin County when posting comments or responses on the County's blogs or on the social networking sites.

Any copyrighted information where written reprint permission has not been obtained in advance cannot be posted on Franklin County's blogs.

Business units and departments are responsible for ensuring all blogging and social networking information complies with Franklin County's written policies as well as posting information that supports the County's Vision, Mission, Leadership Philosophy and Operating Principles. Business unit and department heads are authorized to remove any content that does not meet the rules and guidelines of this policy or that may be illegal or offensive. Removal of such content will be done without permission of the blogger or advance warning.

SOUTHERN VIRGINIA CHILD ADVOCACY CENTER/20 YEARS MILESTONE RESOLUTION **CASA** **20TH ANNIVERSARY** **PROCLAMATION**

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

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

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

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

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

WHEREAS, CASA exemplifies a unique public-private partnership

BE IT THEREFORE RESOLVED, the Franklin County Board of Supervisors in recognition of CASA's 20th Anniversary offers their congratulations and gratitude to all those who have made this agency a success over the last **20 years** and for those who will carry on the tradition of

excellence for the years to come while improving the community’s well-being and economic condition.

SHERIFF’S SURPLUS PROPERTY

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

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

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

RECOMMENDATION:

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

FORMAL REJECTION OF PARKS & RECREATION ESSIG CLEANING BIDS

On June 19, 2013, County of Franklin purchased the “Essig YMCA Youth Center” at 295 Technology Drive. This newly acquired County facility is now known as the “Essig Recreation Center” and houses the staff and programs of Aging Services as well as activities and classes from the Parks and Recreation Department. This facility is 27,082 square feet and offers 5 offices, 1 lobby, 2 restrooms, 4 classrooms, 2 dance studios, 1 indoor playground, 1 theatrical area, 1 gymnasium, 1 kitchen, 1 maintenance area, 1 patio, and a preschool area.

To ensure that the Essig Recreation Center is inviting, clean, and free of hazards, a regular cleaning service is required. Much like other County owned facilities, it was determined that a contracted service would best meet these needs in regards to efficiency and cost effectiveness. So as to obtain a custodial contractor a scope of services was developed (see attachment). An invitation for bids was created and advertised in the Franklin News Post on July 19 & 26, 2013 (see attachment). A non-mandatory meeting was held at the Recreation Center at 2:00 P.M. on Wednesday, July 31, 2013 for those interested in bidding. Bids for the contract were due no later than 3:00 P.M. on Thursday, August 8, 2013, at which time the bids were publicly opened and read. A total of four (4) bids were received (see list below).

<u>Contractor</u>	<u>Annual</u>	<u>Additional Cleanings</u>
Tuning Cleaning Services	\$78,000	\$65 per hour
ProClean	\$34,320	\$45 per hour
The Creighton Company	\$15,900	\$45 per hour
DMS Cleaning Services	\$16,200	\$10 per hour

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

Some level of additional cleanings should be built into the base bid.

RECOMMENDATION:

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

Essig Recreation Center Cleaning Invitation to Bid

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

Pre-Bid Meeting:

There will be a **non-mandatory** pre-bid meeting held at the **Essig** Recreation Center on **Xday, August X**, 2013 at **X:00** p.m. All potential bidders are encouraged to attend.

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

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

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

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

Bids shall be delivered to:

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

FRANKLIN COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

I. Introduction

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

The Essig Recreation Center is a popular location for after-hour rentals. It is estimated that there will be approximately 24 large events a year (e.g. wedding receptions, banquets, fund-raisers) and 26 smaller rentals a year (e.g. birthday parties, meetings, club activities). While regularly scheduled custodial cleanings are expected to cover some of these rentals, some larger events will require additional service. The amount of additional service requested from Contractor will be based on the rental's type of usage, attendance numbers, and impacts to other activities scheduled in the facility.

The general areas to be serviced include the following:

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

II. Scope of Work

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

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

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

1. Restrooms/Toilets
 - a) Floors shall be swept and mopped/scrubbed.
 - b) Water closets, seats and urinals shall be washed and sanitized.
 - c) All wash basins shall be thoroughly cleaned.
 - d) All mirrors, shelving, paper/soap dispensers and other fixtures and hard surfaces shall be cleaned and sanitized as necessary.
 - e) Soap, hand towel, and toilet tissue dispensers to be properly filled.
 - f) Waste receptacles shall be emptied.
2. Office Areas, Lobby, Kitchen, Corridors and Activity Rooms
 - a) Waste baskets shall be emptied with waste and trash removed to County provided dumpster.
 - b) Hard floors are to be swept and cleaned properly. All carpeted areas are to be vacuumed and as necessary spot cleaned (including entry mats).
 - c) Cleaning of glass surfaces at entrance, activity rooms, and corridors.
 - d) Report items in need of repair (lights, leaky faucets, clogged toilet, etc).
 - e) Close windows, turn off lights and secure building when night cleaning is finished.
 - f) Main service counters and reception areas shall be properly cleaned.
 - g) Wipe all dirty spots from walls.
3. Gym
 - a) Floors should be swept with a properly treated dust mop (clean moisture, spills and heel marks as needed)
 - b) Glass windows should be cleaned
 - c) Wipe all dirty spots from walls.
4. Exterior
 - a) Sweep and clean outside entrance and back patio.
 - b) Empty trashcans on outside of building and put new liners in.

B. Monthly Services shall include:

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

C. Quarterly services shall include:

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

D. Annual Services shall include:

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

III. Personnel

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

IV. Work Hours and Conditions

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

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

V. Drug Free Work Place

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

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

VI. Indemnification

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

VII. Insurance

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

VIII. Terms of Contract

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

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

IX. Subcontracts

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

X. Method of Payment

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

XI. Bid Award

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

XII. Proposal/Agreement Overview

This proposal is for the overall cleaning services to be provided for the **Essig** Recreation Center.

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

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

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

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

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

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

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

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

If additional cleaning services are requested from the County outside of the described contracted agreement (e.g. a person to empty trash, keep restrooms cleaned during a special event), I submit a per hour / per employee rate of \$_____ with a minimum of _____ man hours / per cleaning service. for the per additional cleaning of the Franklin County Recreation Center. It is understood that the contractor shall provide all cleaning equipment and supplies including plastic trash can liners, deodorizers, all disinfectants, floor cleaning products, polishes, etc. The County will supply paper towels, toilet tissue, and liquid hand soap.

Name (print)

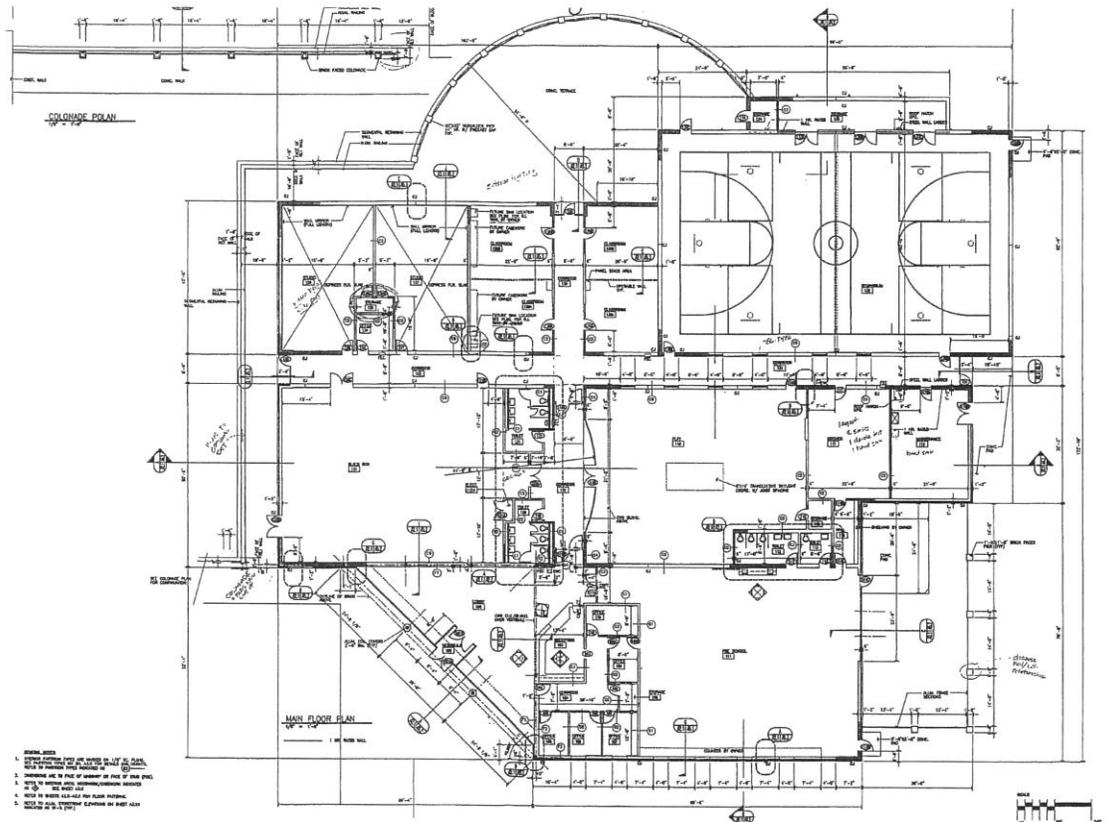
Signature

Title

Date

FIN or SS number

**Attachment 1
Essig Recreation Center Floor Plans**



RECREATION NAMING FACILITIES POLICY

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

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

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

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

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

RECCOMENDATION:

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

Purpose/Rationale:

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

Policy:

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

Criteria:

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

1. Exclusions from Naming

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

2. Recognition Memorial Naming

- a. Naming of Parks and Recreation rooms, parks, buildings, structures, or spaces opened for use to the public at large shall only be authorized in honor of an individual based upon their dedication, volunteerism and service to residents of the county.
- b. Naming memorials of deceased individuals shall not be considered until the individual for whom the naming is considered has been deceased at least one calendar year.
- c. Naming in this category in recognition of individuals who were employees of the town, county, or Commonwealth shall not be based solely upon their work but must include demonstrated dedication beyond that required as part of their employ.
- d. Naming within this category shall be ONLY for an appropriate Parks and Recreation room, park, building, structure, or space directly related to the service for which recognition is being sought. No substitute naming shall be authorized.
- e. Naming under this category will require submission of the appropriate form and requisite 100 signatures per **voting** district of Franklin County residents **18 years or older**, as described under procedures of this policy, prior to consideration.
- f. Recognition shall be only in the form of that approved in this policy.

3. Financial Gift/Donor Naming

- a. Naming of Franklin County Parks and Recreation rooms, parks, buildings, structures, or spaces opened for use to the public at large shall be authorized in recognition of a significant monetary gift.
 - i. Donor is establishing a permanent endowment to support a specific county activities, construction or educational opportunities.

- ii. Pledge periods for naming gifts must not exceed five years. Pledges must include an estate note making the donor's estate responsible for payment of the pledge in the event of the donor's death before fulfilling the pledge.
 - iii. Bequest intentions and life income plans will generally not be acceptable for naming gifts because the county requires the immediate use of the funds for construction, maintenance, operation, and renovations. Possible exceptions include charitable trusts that can be used if they meet the established minimums set out for naming gifts and the payout period does not exceed five years.
 - iv. Donor shall provide the greater of \$25,000 or 60% of the total construction cost of a **new** park, building, facility, structure or space.
 - v. Donor is providing a minimum of 80% of the funds required to **renovate or expand** an existing Parks and Recreation room, park, building, facility, structure or space.
- b. A gift agreement shall be required and be negotiated and executed through the county attorney for any memorial, honorarium or naming established through a monetary gift.
4. Once the Board of Supervisors has named a facility after an individual, the name shall remain in place for the life of the facility and will be honored in perpetuity.
- a. The county reserves the right to determine the form such recognition may take in the event that the facility no longer exists or under other changes of circumstance.
 - b. The county reserves the right to rescind the naming of a facility should the naming bring embarrassment or disrepute to the county.

Procedures:

1. Any person or organization representative wishing to name a Parks and Recreation facility or space in honor or memory of an individual they believe has met the requirements set forth in this policy must obtain an application form (Attachment A) and a Franklin County Resident Support Document (Attachment B) from the Franklin County Parks and Recreation staff to begin the process.
2. Once the application, described significant or noteworthy cause for naming narrative and Resident Support Document are completed, the applicant must turn in the application package to the staff at the Franklin County Parks and Recreation Department office.
3. Staff of the Department of Parks and Recreation shall forward the aforementioned documents to the Recreation Advisory Commission (RAC) for discussion and review.
 - a. The RAC shall have two months to review the materials and forward their recommendation for naming or not naming to the Board of Supervisors.
4. Once the recommendation and application is received by the Board of Supervisors, they shall have two months to consider the materials, the RAC recommendation and any input from others before deciding to name or not name the facility.
 - a. Staff shall notify the applicant of the date and time the Board of supervisors will be voting on the request.
 - b. Failure to bring the naming to a vote within the allotted time or to vote to table the decision for a short time (maximum of two months) will result in a de facto approval of the request for naming.
 - c. The Board of Supervisors will direct staff to notify the applicant of the decision in writing within one week of the date of the decision.
 - d. If naming is approved, Parks and Recreation staff will contact the applicant to arrange for receipt of payment for the cost of the approved recognition plaque.
5. Only the recognition plaque approved by the Board of Supervisors shall be authorized for memorial, honorarium or benefactor naming.
 - a. Payment must be received prior to the plaque being ordered By Parks and Recreation Staff.
 - b. No fee for installation by Parks and Recreation staff shall be charged.
 - c. The department head or designee may receive recommendations from the submitters for memorial or benefactor as to the location for the plaque to be displayed but the ultimate decision shall that of the department head.
 - d. All plaques shall be placed in a conspicuous location readily visible to the public.

(Attachment A)

Application for Consideration of Memorial or Honorarium Naming

Name _____ of _____ individual(s) _____ submitting
 request: _____

Mailing Address: _____ Phone: _____ E-mail _____

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

Select the **appropriate** individual naming category below

Memorial Naming- Honoree must be deceased

Individual _____ or _____ organization _____ to _____ be memorialized: _____

Date _____ of Death: _____

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

Naming in Honor of- Honoree must be living

Individual _____ or _____ organization _____ to _____ be memorialized: _____

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

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

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

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

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

(Attachment B)
Franklin County Resident Support Document

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

Individual's name to be honored or memorialized

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

Printed Name	Signature
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____

- 8. _____
- 9. _____
- 10. _____
- 11. _____
- 12. _____
- 13. _____
- 14. _____
- 15. _____
- 16. _____
- 17. _____
- 18. _____
- 19. _____
- 20. _____

BZA OVERTURN OF ZONING ADMINISTRATOR REVOCATION OF SIGN PERMIT

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

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

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

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

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

RECOMMENDATION:

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

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

ZONING ORDINANCE:

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

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

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

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

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

- (3) In areas where there is no underlying zoning district, the regulations of section 25-156.11 shall apply to each tract of land that is the site of a business or industrial use.

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

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

- (a) Lots within the A-1 district shall be allowed a maximum of two (2) freestanding signs for any one lawful use and no individual freestanding sign shall exceed thirty-two (32) square feet in area.
- (b) If more than one lawful use is located on a lot, and the first use already has two (2) freestanding signs, the second use shall be allowed a maximum of one freestanding sign not more than thirty-two (32) square feet in area. Each additional use shall be allowed an additional sign according to the same formula.
- (c) The required minimum separation for freestanding signs on a lot or lots under single ownership or control shall be two hundred and fifty (250) feet. No freestanding sign shall be located within fifteen (15) feet of any other freestanding sign on an adjacent or adjoining lot.
- (d) Any freestanding sign erected must have a minimum sign setback of forty (40) feet from the centerline of any public right-of-way, or fifteen (15) [feet] from any front property line, whichever is greater.
- (e) No freestanding sign shall exceed fifteen (15) feet in height.

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

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

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

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

- The business being advertised, OmniSource, is not physically located on the same parcel as the sign is located.
- The sign is therefore an off-premises sign.
- The parcel where the sign is located does not have any underlying or base zoning.
- The parcel where the sign is located is not currently being used for business or industrial purposes. Therefore, the provisions of Sec. 25-156.11 would not be applicable.
- The parcel where the sign is located was most recently used for residential purposes. The residence is currently vacant.

- There do not appear to be any active uses on the subject parcel at this time.
- The provisions of Sec. 25-156.10 seem to be the best fit, given the parcel's historical use as a residence and due to its current in-active status.

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

OPTIONS:

The Board of Zoning Appeals may:

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

FINAL ORDER

**STATE OF VIRGINIA:
BEFORE THE BOARD OF ZONING APPEALS OF FRANKLIN COUNTY**

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

TO THE BOARD OF ZONING APPEALS OF FRANKLIN COUNTY:

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

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

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

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

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

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

AYES: Kingery, Worley, Lee, Chase, Cooper

NAYES:

ABSENT: Ferguson

ABSTAIN: Peters

PARKS & RECREATION PROPOSED FACILITY USE & OPERATIONS POLICY

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

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

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

RECOMMENDATION:

Staff respectfully requests the Board's consideration of adopting the submitted Operational and Procedure Manual updates.

Chapter IV.

Franklin County Parks & Recreation Facility Use & Operations

Section 4.01 Guidelines for Program Service

A. Basic Services

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

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

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

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

B. Fee-Based Programs

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

Special Services

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

1) Cooperative Partnerships

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

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

2) Proprietary/Commercial Groups/For-Profit Use

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

3) Governmental Agencies

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

4) Revenue Generating Programs

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

5) Non-Residents

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

Section 4.02 Appropriate Usage of Facilities and Open Space

County managed parks and recreational facilities are to be utilized and scheduled as they were intended by design. **Athletic fields, areas in the Essig Recreation Center, picnic sites**, trails, courts, offices, and the like were developed for specific methods of use for the benefit of all citizens of Franklin County and scheduling outside these usage parameters **constitutes a variance as to the primary intended use.**

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

Section 4.03 General Rules & Regulations

The parks are open from dawn to dusk. Office operational hours are from 8:30 AM to 5:00 PM Monday through Friday. **Park** Maintenance staff hours are 7:00 AM to 3:00 PM. **Essig Recreation Center** hours are 8:00 AM to 4:00 PM Monday through Friday and during evenings / weekends when scheduled.

No entrance fees to park facilities except as noted in section 4.01 (A).

The on-site recreation supervisor, his County designated agent, or Park Attendants shall have authority to enforce all rules and regulations. If the park is deemed to have unsafe conditions, the park will be shut down until the unsafe condition is resolved.

Park Attendants close the parks Monday – Friday. On Saturday, Sunday and Holidays, Park Attendants open and close the parks at normal operating hours and conduct a drive through inspection of the park between 3:00 PM and 4:00 PM.

The facilities are to be used only by established and responsible organizations or individuals. The Department reserves the right to withhold approval of any reservation or use until the applicant can present satisfactory evidence of the establishment, organization and/or the responsibility of the applicant. Presentation of incorrect information by the applicant shall be cause for cancellation of use.

The dispensing and consumption of food and/or beverages will be confined to designated areas except where approved in advance by the Director of the Department.

Any activity extending beyond Park Hours may be allowed only with the written approval of the Director of the Department and his/her decision is final.

Disorderly conduct on the premises by anyone in attendance at any allowed function will not be tolerated and may be cause for immediate closing of the function. In such case, there will be no refund of any charged fees for facility reservations.

Damage to the grounds, equipment or facility as a result of such usage shall result in the reimbursement to the County, in full, for the expense of any such damage. This includes clean up. Depending upon the size of an event, the County reserves the right to require a bond.

The renter of the facility agrees to return the facility to the condition present prior to rental. A list of specific responsibilities can be given to the renter at the signing of the rental upon request.

Prior to occupancy of the facility, the intended user shall notify the Department of any damages, deficiency or similar fact observed by him/her, either in the facility or on the grounds, in order that such might not be attributable to the user in course of occupancy.

No nails, screw, signs or fixtures of any kind may be driven or applied to walls, woodwork, floors, fences or ceiling without the written permission of the Director of the Department.

It will be the responsibility of the applicant to obtain an approved **reservation form** prior to the time of rental.

In renting or making available for use of the recreation facilities, the County of Franklin does not assume any responsibility (a) for loss of or damage to any property placed on the premises by user or renter or (b) for loss of or damage to any property or personal effects, including motor vehicles and their contents of the user, renter, its members, employees, agents, participants, guests or attendees.

The renter of the facility or any part thereof shall be responsible and liable for any and all personal injuries sustained in any part thereof and property damage to building, fixtures, furnishings or land on which said building is located during period of its use under the rental contract. Furthermore, the renter agrees, as part of the rental contract, to be solely responsible and liable and to reimburse the County for all such injuries and damages.

The Department may require of an applicant evidence of insurance to protect the County against liability as may be associated with use. The absence of such a requirement shall not affect the stipulation in Section 4.03 (15).

No alcoholic beverages are allowed in the Department facilities at any time **with the exception of the Essig Recreation Center with appropriate permits and authorizations as set forth in the reservation form and written approval from Department Director.**

No fireworks are allowed in the Department facilities at any time.

No open fires are allowed in the park. Picnickers must use grills provided by the Department and only charcoal is to be used. CAUTION: Make sure your fire is out in the grill before leaving.

No camping is allowed in the parks unless prior written approval is received from the Director of the Department.

Fishing is permitted with the proper fishing licenses.

Once reservations are made, the date cannot be changed with less than a two week notice. Reservations cannot be changed due to inclement weather unless agreed upon prior to the rental by the Director of the Department or his/her assigns.

Animals in the Park. Dogs and Cats are permitted in the County's Parks under voice command. If the pet is not under voice command, it must remain on a leash. All pets are to be cleaned up after and the droppings are to be discarded in waste receptacles. Neglecting to do this will result in being asked to leave the park and not to return with a pet. Animals other than Dogs and Cats

are not to be brought into the park without written permission from the Director. The only exceptions are specifically designed trails for equestrians located at Waid Recreation Area with the use of a manure catcher.

No car maintenance is allowed in the Park Facilities.

When advertising an event or usage at a County Park Facility that is not sponsored or co-sponsored by the County, it shall be strictly prohibited that any advertisement include the County or Parks & Recreation logo or seal or in any way imply that the event or use is associated with the County. Users of Park Facilities may reference the County to describe the event or use location (i.e. located at Franklin County Recreation Park, 2150 Sontag Road).

Alcohol can only be served in designated areas of the Essig Center with a Virginia Department of Alcoholic Beverage Control Banquet Permit and any other required permits.

Alcohol may not be possessed or consumed after 12:00 midnight of any day. Franklin County Parks and Recreation staff may require that the renter provide a security plan and/or professional security at the renter's expense depending on the size and type of event.

Section 4.04 Miscellaneous Guidelines for Fee Structure

1. **Indemnification**

The renter will be required to take full responsibility for the planned event and rental of Franklin County Parks and Recreation facilities and/or equipment. The renter of the facility or any part thereof shall be responsible and liable for any and all personal injuries sustained in any part thereof and property damage to building, fixtures, furnishings or land on which said building is located during period of its use under the rental contract. Furthermore, the renter agrees, as part of the rental contract, to be solely responsible and liable and to reimburse the County for all such injuries and damages. Renter will be required to defend, indemnify and hold Franklin County, its officers, employees, agents and representatives, harmless from any and all claims, losses, or expenses incurred with regard thereto.

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

2. **Non-appropriated Funds for Recreation Services**

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

Section 4.05 Rental/Lease of Facilities

Essig Recreation Center

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

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

* alcohol not allowed in this section of the building.

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

Waid Recreation Area

Full Day Rental

Half Day Rental

Capacity

	10AM – Dusk	10AM – 3PM or 4PM – Dusk	
Small Shelter*√	\$20.00	\$10.00	25
People			
Large Shelter*√	\$30.00	\$20.00	50
People			
Waid Platforms**√	N/A	N/A	8 People

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

Franklin County Recreation Park

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

Athletic Fields

Athletic fields may be rented outside of the Parks & Recreation Seasons. Rental of facilities will adhere to the “Fund Raiser Rental” and/or “Organized Private Group” requirements on Page 20 and 21. These fields are only available for full day rentals, will require a \$50 deposit and \$100 rental fee per day.

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

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

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

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

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

Lynch Park

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

Brubaker Park

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

Windy Gap Park

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

Smith Mountain Lake Pier Shelter

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

Section 4.06 Types of Shelter/Facility Rentals

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

Fund Raiser Rental: A Fund Raiser is defined as an event whose primary purpose is to raise money for a cause benefiting charitable, non-profit, religious, governmental or non-governmental

organizations or individuals. Anyone wanting to use the Park Facilities for a Fund Raiser Event will have to complete the Application for Recreational Facility Use Appendix IV (Page 58) and/or an Application for Special Entertainment Permit Appendix V (Page 62 & Page 66). Information about the group/persons for which funds are being raised must be provided upon rental of the facilities. A Fund Raiser rental will be the normal rental fee. Proof of appropriate insurance must be provided.

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

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

County Sponsored Event: Any event substantially executed by or on behalf of the Franklin County Board of Supervisors or other County Government Departments. This definition shall include the Franklin County School System as an identified County Department. Applicants must fill out the Application for Facility Use and/or the Application for Special Entertainment Permit. **Direct fees may be charged for such events. The amount will be determined by the Director of the Department and will be for direct costs outside of normal operational budget for such things as part-time staff wages or contracted service fees.**

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

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

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

On-site restrooms may be used for the use/event as part of the rental charge. If additional portable restrooms are needed, the applicant must secure them at its own expense from the provider currently under contract at that time to service park facilities with portable restrooms.

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

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

The rented facility will be prepared for use during normal Park operating hours. All preparations will be similar to those used for normal County Sponsored events. This pre-event preparation is included in the rental cost. Should the applicant need similar maintenance outside normal operating hours, a charge of **\$50** per hour will be made to the applicant. This includes, but is not

limited to: dragging baseball fields, **cleaning of recreation center**, repainting field lines, mowing, cleaning, locking/unlocking of facilities, etc.

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

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

Section 4.07 Shelter Reservations and Usage Periods

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

Officially Open – The parks are open from dawn to dusk. Shelters are available from 10 AM to dusk.

Gates Closed – The public is welcome to use park facilities at any time during daylight hours. The Department reserves the right to authorize usage past posted hours.

First Come, First Serve – All facilities are on a “first come, first serve” basis, except the **Essig Recreation Center**, group picnic shelters, multi-purpose shelter and athletic fields which may be reserved. The Department reserves the right to schedule events, programs, classes and games prior to public reservations. Facilities become available for reservations on the first business day of each year, unless approved by the Director of the Department. Platforms and various uncovered picnic tables throughout the park system are for drop in use only, unless the entire park is rented.

Agricultural Groups – Any Franklin County agricultural organization that was in existence as of July 1, 1984 who used the Multi-Purpose Shelter, **such as the Farm Bureau**, may have the fee waived as long as the building is used as stated on the reserved dates and it is returned in the same condition as it was found. Evidence may be required at the discretion of the Director.

Reservation – Reservations are not made until fees are paid and receipted. **Reservations for picnic shelters can be made at the Parks and Recreation Office during office hours or online at www.franklincountyva.gov/parks.** All other reservations must be made at the Parks and Recreation office during office hours. Reservations are not taken until the first working day of the calendar year. Reservations are non-refundable if less than a two week notice is given for the cancellation. Reservation dates cannot be changed to an alternate date due to inclement weather unless previously agreed upon by the Director of the Department. The Department reserves the right to block off dates prior to public access to reservation dates to hold Department special events and activities. The Department also reserves the right to block off dates prior to public access to reservation dates for other County agencies to hold their special events. Reservations will be posted at each facility. All proceeds from reservations, including percentages paid to the Department from For-Profit rentals, will be placed in a Park Heritage Trust account to cover the cost of maintaining and upgrading the rental facilities.

Early Arrival – If you plan to arrive earlier than posted times of usage for **facilities** please contact the Department to make special arrangements.

Problems on Reservation Day – If, on the day of reservation, problems or issues with the facility are found, please contact the Department immediately. During regular business hours, contact staff at the Main Office located on Sontag Road at 483-9293. If after regular business hours, please contact the local Sheriff's Department at 483-3000.

Facility Clean-Up – All **facility** users are expected to leave all refuse in appropriate containers and leave the facilities as they are found. If **facility** is left unkempt/damaged, the deposit fee will be forfeited.

Office Hours – Regular office hours are Monday through Friday from 8:30 AM to 5:00 PM. The office is closed on Saturday, Sunday and approved holidays.

Check-out Items – Items such as horseshoes, volleyball, etc. can be checked out from the Department office during open office hours. Groups reserving the picnic shelters during closed office hours may make special arrangements to check out recreation items.

Request for reservations for picnic shelters can be made at the Parks and Recreation Office during office hours or online at www.franklincountyva.gov/parks. All other reservations must be made at the Parks and Recreation office during office hours. A representative must be present to complete the contract and pay the required fee in advance.

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

Read the rules and regulations governing use of the specific facility and agree, in writing, to abide by such rules and regulations.

Look over facility or portion of facility desiring to be rented to determine if the facility and condition of the facility is suitable for their use.

Provide proof that required State and County permits, licenses, certificate of insurances, etc. have been obtained.

Complete **appropriate rental form**. Rental fees must be paid in cash, check or money order. There is a \$25 returned check fee on all returned checks.

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

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

Programs or activities conducted by the Franklin County Parks & Recreation Department.

Groups, clubs or organizations co-sponsored by the Department.

School sponsored activity groups and clubs.

Other County agency programs or activities.

Civic groups working for the advancement of recreation and the total enrichment of the community.

Other Community groups or individuals.

Profit making applicants, upon required approval.

Section 4.08 Evaluation of Guidelines/Fees/Policies

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

OCCASIONAL ENGINEERING SERVICES CONTRACT AGREEMENTS

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

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

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

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

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

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

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

RECOMMENDATION:

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

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

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

AMENDMENT TO AUGUST 14, 2013 MINUTES

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

The additional detail suggested is as follows:

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

RECOMMENDATION:

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

VACO VOTING CREDENTIALS

The 2013 Annual Business Meeting of the Virginia Association of Counties will be held on Tuesday, November 12th, 2013 from 11:15 a.m. at The Homestead in Bath County. As in past years, the Board of Supervisors has appointed a board member to cast its vote(s) at the Annual Business Meeting. In order for the County to be certified to vote at the Annual Business Meeting the submitted Voting Credentials Form or the Proxy Statement must be submitted to VACo by **Monday, November 1st, 2013.**

Supervisor Bob Camicia has indicated he will be going to the 2013 Annual Business Meeting and is willing to serve as Franklin County's voting member at the said meeting.

RECOMMENDATION:

Staff respectfully requests the Board to appoint Robert "Bob" Camicia as representative to cast the Board's vote(s) at the Annual Business Meeting in Bath County on Tuesday, November 11, 2013.

COUNTY RABIES CLINIC – OCTOBER 12, 2013

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

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

Usually average about 300 vaccinations during the rabies clinic.

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

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

RECOMMENDATION:

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

Charles Wagner, Rocky Mount District Supervisor, requested discussion on the Parks & Recreation Cleaning Bids.

Chairman Cundiff requested the BZA Overturn of Zoning Administrator Revocation of Sign Permit for closed session later in the meeting.

Richard E. Huff, II, County Administrator, gave clarification for the request to rebid the P & R Cleaning Bids as previously received in August.

(RESOLUTION #01-09-2013)

BE IT THEREFORE RESOLVED, by the Board of Supervisors to pull the BZA Overturn of Zoning Administrator Revocation of Sign Permit item and to approve the remaining consent agenda items as presented above.

MOTION BY: Bobby Thompson

SECONDED BY: Bob Camicia

VOTING ON THE MOTION WAS AS FOLLOWS:

AYES: Mitchell, Thompson, Wagner, Brubaker, Camicia, Thompson & Cundiff

SCHOOL CARRYOVER REQUEST

Dr. Mark Church, Superintendent of Schools, respectfully requested the Board of Supervisors to consider approving an increase in the school’s 2013-14 appropriations and reserves as follows:

1. We had proposed purchasing 12 replacement school buses in our budget for 2013-14. There is a 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

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

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

1. Replacement School buses \$660,344. This amount will be added to the \$340,000 held in the County’s capital fund for school bus replacement. \$64,806 was remaining from last year’s bus purchases and will also be added to the \$660,344. The sum of the three amounts above is \$1,065,150 and will be used to purchase 10 regular replacement school buses and 2 special education replacement school buses at state contract

- prices.
- 2. Addition to the Energy Fund Reserve of \$214,196. This reserve is held in the County's capital fund and if this additional amount is approved by the Board, the fund will have a current balance of \$260,640.
- 3. Construction of a Technology Server Building: \$220,225. Plans are to construct a 24' X 24' concrete floor, cinder block wall building with the majority of the work being done by School maintenance staff.
- 4. Construction of a Girls Softball Batting and Pitching Practice Facility: \$25,000.
- 5. Future Contingency Fund: \$177,335. The recommendation would be for this amount to be appropriated to the School Operating Fund although this amount could be restricted for capital in the County or School capital fund or used as an operations reserve and held in the County Capital fund.

RECOMMENDATION:

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

General discussion ensued.

(RESOLUTION #02-09-2013)

BE IT THEREFORE RESOLVED, by the Board of Supervisors to authorize staff to advertise for public hearing in October.

MOTION BY: Bob Camicia

SECONDED BY: Charles Wagner

VOTING ON THE MOTION WAS AS FOLLOWS:

AYES: Mitchell, Thompson, Wagner, Brubaker, Camicia, Thompson & Cundiff

MONTHLY FINANCE REPORT

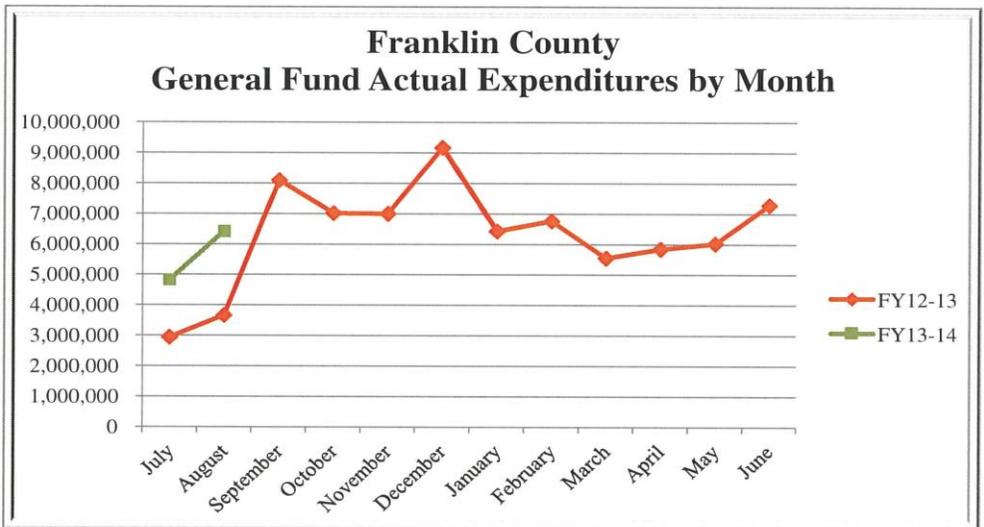
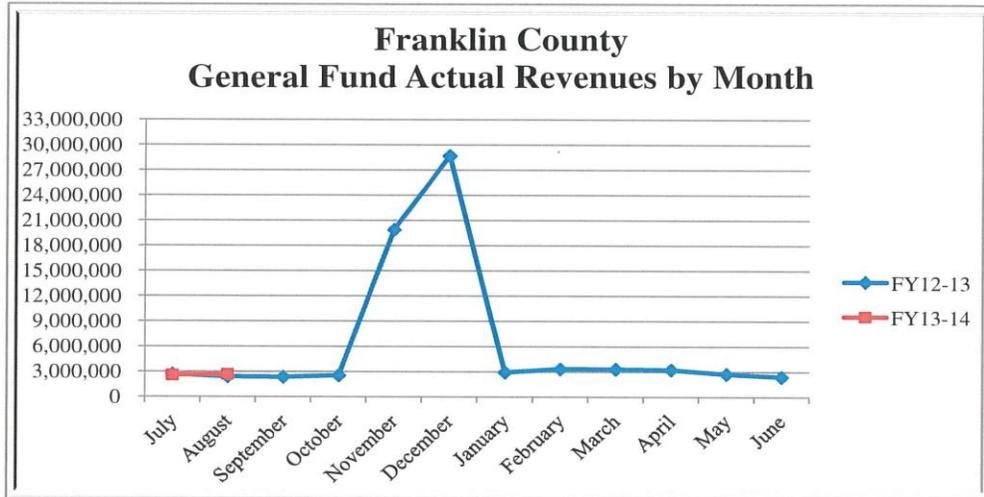
Vincent Copenhaver, Director of Finance, highlighted and reviewed the following monthly financial report with the Board:

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Franklin County
Cash Basis Revenue and Expenditure Summaries (Unaudited)
General Fund and School Fund Only
For The Two Months Ending August 31, 2013 and 2012

REVENUES:	Budget and Appropriations Current Year	Actual Year to Date Revenues	Balance To Be Realized	Percent of Budget	Prior Year Actual At This Date
General Property Taxes	46,059,358	410,629	(45,648,729)	0.9%	502,383
Other Local Taxes	10,032,589	1,655,119	(8,377,470)	16.5%	1,683,298
Permits, Fees and Licenses	342,500	51,168	(291,332)	14.9%	47,016
Fines and Forfeitures	57,000	19,960	(37,040)	35.0%	11,293
Revenue from the use of Money and Property	1,085,000	101,602	(983,398)	9.4%	160,632
Charges for Services	2,575,453	515,396	(2,060,057)	20.0%	337,547
Miscellaneous Revenue	232,449	92,078	(140,371)	39.6%	90,375
Recovered Costs	415,390	192,221	(223,169)	46.3%	142,914
Revenue from the Commonwealth	15,360,610	2,211,276	(13,149,334)	14.4%	2,112,876
Federal Government	197,075	26,590	(170,485)	13.5%	20,443
Subtotal	<u>76,357,424</u>	<u>5,276,039</u>	<u>(71,081,385)</u>	6.9%	<u>5,108,777</u>
Carryover Funds	510,640				
Total General Fund	<u>76,868,064</u>				
Schools					
Cafeteria, Misc, State, Federal	48,241,795	6,655,104	(41,586,691)	13.8%	6,893,570
Local Funding from County	31,951,120	3,651,028	(28,300,092)	11.4%	756,477
Total School Fund	<u>80,192,915</u>	<u>10,306,132</u>	<u>(69,886,783)</u>	12.9%	<u>7,650,047</u>
EXPENDITURES:					
	Budget and Appropriations Current Year	Actual Year to Date Expenditures	Balance To Be Expended	Percent of Budget	Prior Year Actual At This Date
General and Financial Administration	4,135,906	946,891	3,189,015	22.9%	799,512
Judicial Administration	2,363,496	359,493	2,004,003	15.2%	394,851
Public Safety (Sheriff, Corrections, EMS)	12,163,045	2,370,213	9,792,832	19.5%	2,046,969
Public Works	3,567,834	440,798	3,127,036	12.4%	430,643
Health and Welfare	11,398,843	1,552,982	9,845,861	13.6%	1,422,624
Parks, Recreation, Libraries, Cmty Colleges	1,885,623	317,024	1,568,599	16.8%	296,196
Community Development	2,199,549	667,606	1,531,943	30.4%	448,640
Nondepartmental	39,153,768	4,612,728	34,541,040	11.8%	766,800
Total General Fund	<u>76,868,064</u>	<u>11,267,735</u>	<u>65,600,329</u>	14.7%	<u>6,606,235</u>
School Fund	<u>80,192,915</u>	<u>9,522,344</u>	<u>70,670,571</u>	11.9%	<u>6,974,249</u>

3A



AUTHORIZATION TO ADVERTISE FOR PUBLIC HEARING TO FOR ADDITIONAL APPROPRIATIONS

Vincent Copenhaver, Director of Finance, advised the Board that 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 submitted schedule shows the total appropriations approved to date now total \$1,094,553.

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

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

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

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	<u>\$82,365</u>
Total to Date	<u><u>\$1,094,553</u></u>

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		<u>\$389,477</u>

County Rollover

Total

\$910,105**RECOMMENDATION:**

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

(RESOLUTION #03-09-2013)

BE IT THEREFORE RESOLVED, by the Board of Supervisors to authorize staff to advertise for a public hearing in October for the additional County and School carryover/appropriations request.

MOTION BY: Charles Wagner

SECONDED BY: Ronnie Thompson

VOTING ON THE MOTION WAS AS FOLLOWS:

AYES: Mitchell, Thompson, Wagner, Brubaker, Camicia, Thompson & Cundiff

FINANCIAL SOFTWARE PURCHASE

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

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

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

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

Staff recommends the County consider purchasing the MUNIS software product from Tyler Technologies for the following reasons:

- Excellent presence in Virginia localities and school systems.
- Proven company in business since 1966.
- Completely integrated document management system.
- The County already owns a Tyler product, Energov, which is the system used to track our building and planning and zoning permits.
- Proven support track record with existing Energov software.

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

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

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

the general ledger portion of the software and HR/Payroll may be implemented on January 1, 2015.

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

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

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

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

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

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

RECOMMENDATION:

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

(RESOLUTION #04-09-2013)

BE IT THEREFORE RESOLVED, by the Board of Supervisors to authorize staff to move forward with the purchase of the new financial system, as presented.

MOTION BY: Bob Camicia

SECONDED BY: Ronnie Thompson

VOTING ON THE MOTION WAS AS FOLLOWS:

AYES: Mitchell, Thompson, Wagner, Brubaker, Camicia, Thompson & Cundiff

RADIO COMMUNICATIONS SYSTEM UPDATE

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

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

reviewed by Engineering Associates, Franklin County would be investing in a new system that from the beginning would have interference from nearby radio systems.

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

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

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

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

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

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

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

Although, the frequency coordination study did not identify enough frequencies to build out the complete radio system, it did identify two VHF frequencies that could be used to facilitate fire/EMS paging from at least four of the current tower sites using existing paging equipment. The communications committee recommends that the county move forward to secure those VHF frequencies to be used for VHF paging to at least four of the proposed transmitter/receiver sites in the county. By increasing the number of transmitter sites, the county will greatly improve paging capabilities of fire and EMS agencies. A VHF frequency pair can also be used as a gateway to communicate with adjoining jurisdictions during emergencies that utilize the VHF spectrum for operations such as Patrick and Henry Counties. The estimated cost to license the pair of frequencies identified in the frequency search performed by APCO is \$2,500. There are adequate funds available in the current budget to proceed with licensing the frequencies.

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

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

RECOMMENDATION:

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

Franklin County Radio Communications Update
September 17, 2013



Presented by:

Engineering Associates, Inc.

A Licensed Professional Engineering Firm

Review of Process



1. Needs Assessment/Interviews
2. Sites and 911 Center Reviews
3. Design Goals
4. Alternatives

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Franklin County Needs Assessment Results

•Radio Communication

- Protects lives and property of Franklin County Citizens
- Lifeline for Emergency Services
 - Safety
 - Effectiveness
 - Efficiency



•Current Systems

- Dire need of replacement
- Do not meet the operational needs
- Poor radio coverage
- Limited system reliability
- Poor organization – Independent sites
- Designed for mobile radio coverage, not portable

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Design Goals

1. Coverage, Coverage, Coverage
2. Channel Capacity
3. Reliability
4. APCO Project 25 Standards
5. Alternatives

Page 4



Franklin County System Design Goals

•Coverage

- Portable radios are primary operating tool.
- Frequencies required: VHF, UHF, 700/800; VHF or 700/800 MHz most practical, 12 Frequencies for 6 TX/RX pairs

•Goal

- Designs to provide reliable portable radio coverage throughout Franklin County outside, in-vehicle and in residential buildings (8 dB)



Franklin County System Design Goals

•Reliability

- Equipment
- Eliminate single points of failure
- Sites - power backup, grounding, standards
- Backhaul - Microwave if possible

•APCO Project 25 Standards Provide:

- Public Safety User Standards
- Common Air Interface
- Competitive Subscriber Procurement
- Grant Funding Eligibility - Regional Systems



Interoperability Technologies

Level	Method	Fit
LEVEL 6 Standards-Based Shared Systems	Standards-Based Shared Systems	Most Complete Long-Term Solution
LEVEL 5 System-Specific Roaming	System-Specific Roaming	Full-featured, Wide Area
LEVEL 4 Gateway (Console Patch)	Gateway (Console Patch)	Short-Term System Modification
LEVEL 3 Mutual Aid Channels	Mutual Aid Channels	Well Known With Public Safety Agencies
LEVEL 2 Talkaround	Channels Talkaround	Simple Short-Term Solutions
LEVEL 1 Swap Radios	Swap Radios	Simple Short-Term Solutions

Easily deployed
↑
Time-consuming

VHF Alternative Design

•VHF Design

- Current Frequency Band/Technology
- Ease of Migration

•APCO International Investigation Results

- Existing License for Base Transmit at Grassy Hill
- Existing Licenses for Base Transmit cannot be extended to other Franklin Sites
 - Frequency search returned no clean frequencies at more than 4 of 8 sites
 - Letters of Concurrence (LOCs) would be required for any user within 113km (75miles)
 - LOCs would say that current licensee would accept interference from Franklin
 - 100–200 LOCs would be required and interference would be prevalent

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VHF Alternative Design (2)

•STARS Possibility (State of VA)

- No local governments partnering on system (20–30 have tried)
- Vehicular Repeater Technology
 - For portable radios to work they must be in sight of vehicle
 - Operationally this does not work for Fire and EMS in Franklin
 - Radio costs of about \$25k per vehicle
- Not a feasible solution

•VHF Summary

- STARS is not a feasible option
- VHF frequencies WOULD HAVE INTERFERENCE for radio use
- Recommend that Franklin BOS approve VHF for expansion of paging operations only

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700/800 MHz Alternative Design

•700/800 MHz Design

- FCC rules protect spectrum (minimizing interference)
 - If you are going to invest in communications, invest in clean spectrum
- APCO Region 42 plan shows 8 pairs of frequencies available to Franklin County
- Mutual Aid opportunities with Roanoke area or Pittsylvania County 700/800 systems

•Requesting Franklin BOS Approve Investigation into 700/800 MHz for Radio and VHF for Paging

- Fundamental System Design and Budget
- Regional Possibilities to share coverage, sites, switch expenses
- Share capital and operational expenses in regional system
- Investigate
 - Technology and Operations
 - Governance and Financials

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Next Steps

1. Apply for 700/800 MHz Frequencies for Radio
2. Apply for VHF Frequencies for Paging Expansion
3. Due Diligence on 700/800 MHz technology



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General discussion ensued.

(RESOLUTION #05-09-2013)

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

MOTION BY: Ronnie Thompson

SECONDED BY: Charles Wagner

VOTING ON THE MOTION WAS AS FOLLOWS:

AYES: Mitchell, Thompson, Wagner, Brubaker, Camicia, Thompson & Cundiff

DAVENPORT & COMPANY, FINANCIAL ADVISORS

David Rose, Davenport & Company, discussed the following presentation regarding capital financing options:

DAVENPORT
 & COMPANY LLC
 Est. 1863 • Member: NYSE • FINRA • SIPC

One James Center
 901 East Cary Street Ste 1100
 Richmond, Virginia 23219
 Phone: 804-697-2900

Results of the RFP Process
for



September 17, 2013

Goals & Objectives

- On August 28, 2013, Davenport, in our capacity as Financial Advisor to Franklin County (the “County”), distributed a Request for Proposals to a variety of local, regional and national banks in order to competitively solicit funding for the County’s anticipated \$9.5 million Bank Qualified Tax-Exempt Bond (the “2013 Bond”).

- The proceeds of the 2013 Bond are to be used for the following:

1) Phase 1: Village Center Utility Improvements	\$ 500,000
2) Parks, Rec, Aging Facility Reimbursement Funding	2,350,000
3) 2014 Business Park	3,000,000
4) Public Safety Stations	2,562,500
5) Short-term Capital Leases	1,000,000
6) Estimated Costs of Issuance	<u>87,500</u>
Total	\$9,500,00

The 2013 Bond

- Key Characteristics of the 2013 Bond (incorporated into all proposals received):
 - The 2013 Bond is to be issued through the County’s Industrial Development Authority (the “IDA”);
 - Moral Obligation, i.e., subject to appropriation pledge of the County;
 - Secured by a Ground Lease on the Franklin County Government Center (\$10,557,400 Assessed Value);
 - “Bank Qualified,” in an amount not to exceed \$10,000,000 (*Note: this is a tax code provision that typically allows a borrower to borrow at below-market interest rates*).

Davenport is pleased to report that the best proposal received – that of Carter Bank and Trust – provides rates and terms that are better than what was estimated, as will be detailed herein.

Summary of Results

- On September 11, 2013, the County received bids from several lending institutions including:
 - Carter Bank & Trust
 - First Bank & Trust
 - SunTrust Institutional and Government, Inc.
 - Wells Fargo Bank
- Carter Bank provided the lowest fixed interest rate and most flexible terms and conditions. Their proposal provided two options for the County to consider:
 - A 20-year Fixed Rate; and
 - A 15-year Fixed Rate
- Both Options are well below what was assumed by Davenport for the Planning Estimate in the Funding Strategies Presentation to the Board of Supervisors in August.
- In addition, the Carter Bank bid appears to be better than current market rates for the other potential Funding Option being considered (i.e., financing through the Virginia Resources Authority Pooled Financing Program).

Comparison of Funding Options

- The table below summarizes the key features of the Carter Bank proposal and a potential VRA Financing vs. the Planning Estimate Davenport provided in the August Presentation to the Board:

	Carter Bank	VRA ⁽¹⁾	Planning Estimate
Coupon Rate:			
Option 1 - 20-Year Amortization	3.00% Fixed to Maturity	-	4.00% fixed to Maturity
Option 2 - 15-Year Amortization	2.75% Fixed to Maturity	-	-
Estimated All-in Cost: ⁽²⁾			
Option 1 - 20-Year Amortization	3.11%	3.97%	4.11%
Option 2 - 15-Year Amortization	2.88%	3.52%	-
Proposal Expires	10/31/2013	-	-
Prepayment Terms	Prepay anytime without penalty	Typically pre-payable at 10 years with no penalty	-
Upfront Bank Fees	None	Estimated to be 1%	-
Bank Legal (Estimated)	None	of par amount	-

(1) Preliminary, subject to change; based on estimated market rates as of September 12, 2013. Market rates change daily; final results may differ significantly from estimates. Comparison of options assumes both options price on the same day for purposes of comparison.

(2) All-in Cost incorporates the coupon rate and all estimated costs of issuance.

Recommendation

- Based on the results of the RFP process, Davenport respectfully recommends that the County proceed with Carter Bank’s proposal for the following reasons:
 - Both the 15 and 20-year Options provide known fixed interest rates for the entire term of the loan;
 - “Locking in” a fixed rate will eliminate exposure to potentially volatile interest rate movements in the future (i.e., versus VRA that will not lock in rates until November. There is no way of knowing today what rates in November will be – whether higher or lower than today. This is known as interest rate risk);
 - Most favorable prepayment terms possible;
 - Simplest overall proposal with respect to closing conditions and other terms;
 - Known financial institution that has provided similar financings for other new construction projects; and,
 - Both Carter Bank proposals provide rates well below the 4.00% cost of funds assumed by Davenport for the Funding Strategies Presentation to the Board of Supervisors in August, as detailed on the following page.

Recommendation

- The Carter Bank interest rate is 1.00 – 1.25% lower than planned (depending on which amortization Option is selected).

	Carter Bank Option 1	Carter Bank Option 2	Planning Estimate ⁽¹⁾
Amount	\$9,500,000	\$9,500,000	\$9,500,000
Coupon Rate	3.00%	2.75%	4.00%
Final Maturity	20 Years	15 Years	20 Years
Estimated Annual Debt Service:			
Fiscal Year			
2015	\$799,705	\$918,084	\$864,647
2016	794,000	910,881	864,647
2017	802,725	916,975	864,647
2018	795,925	912,519	864,647
2019	798,675	912,581	864,647
2020	579,200	695,119	627,186
2021	572,725	700,131	627,186
2022	580,875	704,594	627,186
2023	583,500	698,644	627,186
2024	575,825	697,350	627,186
2025	577,850	690,713	627,186
2026	579,425	688,731	627,186
2027	575,625	696,200	627,186
2028	576,450	698,050	627,186
2029	571,900	694,419	627,186
2030	532,575		582,216
2031	538,325		582,216
2032	538,550		582,216
2033	533,400		582,216
2034	532,875		582,216
Total	\$12,440,130	\$11,534,990	\$13,506,173

(1) Planning Estimate as presented to the Board of Supervisors on August 14th with the inclusion of \$1 million in Capital Leases at a fixed 3.0% rate.

Note: See Appendix for detailed cash flows.

- The average annual payment under the Carter Bank 20-year Option is roughly \$120,000 less than Option 2;
- Total debt service under Carter Bank’s 15-year Option are estimated to be 1.1 million less than under Option 1;
- Either Carter Bank option will save the county \$1 – \$2 million in total debt service vs. the Planning Estimate.

Next Steps

- Tuesday, September 17**
 - **County Board of Supervisors Meeting:** Davenport to present RFP results to County Board for consideration.
- Balance of September**
 - Negotiate key terms and conditions of proposal(s);
 - Explore refinancing opportunities; and,
 - Informational IDA meeting.
- Tuesday October 15**
 - **County Board of Supervisors Meeting:** Approval of financing and bond/lease documents; Adoption of necessary Resolution(s).
- October 16-18**
 - **IDA Board Meeting:** Authority meeting for final approval of 2013 Bond and related bond/lease documents
- By October 25**
 - Closing.

Prepared by: Davenport & Company LLC

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Franklin County, VA

Appendix – Detailed Cash Flow Comparison of the Carter Bank Proposals

DAVENPORT & COMPANY LLC

Summary Comparison of Planning Estimate vs. Bank Proposals – Projected Tax Impact

Fiscal Year	Planning Estimate as Presented to BOS (“Option Two”) ⁽¹⁾	Planning Estimate Including Capital Leases	Carter Bank Option One: 20-year Amortization	Carter Bank Option Two: 15-year Amortization
2015	0.75¢	1.00¢	1.00¢	1.00¢
2016	-	-	-	-
2017	-	-	-	-
2018	-	2.50¢	2.25¢	2.50¢
2019	2.50¢	-	-	-
2020	-	-	-	0.25¢
2021	0.50¢	0.50¢	-	-
2022	-	-	0.50¢	-
2023	-	-	-	-
2024	-	-	-	-
2025	-	-	-	-
2026	-	-	-	-
2027	-	-	-	-
2028	-	-	-	-
2029	0.25¢	-	-	-
2030	-	-	-	-
2031	-	-	-	-
2032	-	-	-	-
2033	-	-	-	-
2034	-	-	-	-
Total Pennies	4.00¢	4.00¢	3.75¢	3.75¢

(1) Planning Estimate Option Two as presented to County Board of Supervisors on August 14 - - \$2 Million Cash Used to Create a Capital Reserve Fund in FY 14. Did not include the \$1 million in Capital Leases that are included in the 2013 Bond.

Prepared by: Davenport & Company LLC

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Planning Estimate as Presented at August County BOS Retreat

- Option Two - \$2 Million Cash Used to Create a Capital Reserve Fund in FY 14 – as presented at the County BOS Retreat on August 14 (Page 22 of presentation);
- Assumes no revenue growth in future years; value of a penny is assumed to be approximately \$628,000.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
Fiscal Year	Existing County Debt Service	Landfill	Parks, Rec. Aging Facility	Revenue From YMCA Services Building	Social Services	Burnt Chimney Waterline	Radio System	Business Park	Public Safety Stations	Village Ctr Utility Impr (Phase 1)	Short-term Capital Leases	Existing & Proposed Debt Service vs. FY 2013	Dollars Needed vs. FY 2013	Equivalent Pennies Raised	Cumulative Increase	Addition to Debt Reserve	Cumulative Balance
2013	2,069,531	-	-	-	-	125,962	-	-	-	-	-	2,069,531	-	-	-	277,000	277,000
2014	2,068,077	-	-	-	-	125,962	-	-	-	-	-	2,194,039	124,508	-	-	2,400,538	2,677,538
2015	1,449,283	-	76,917	-	-	125,962	-	220,745	188,553	44,971	2,061,460	2,289,032	(8,071)	0.75	470,437	478,507	3,156,045
2016	1,137,620	-	76,917	-	-	125,962	1,348,792	220,745	188,553	44,971	1,749,797	3,084,384	1,914,855	-	470,437	790,170	3,946,216
2017	1,133,970	-	76,917	267,261	-	125,962	1,348,792	842,929	188,553	44,971	3,084,384	4,277,254	2,207,724	-	470,437	(1,444,416)	2,501,800
2018	994,734	564,127	76,917	274,761	-	125,962	1,348,792	797,929	188,553	44,971	4,371,775	4,664,646	2,995,115	2.50	2,195,372	(39,744)	1,693,879
2019	986,718	564,127	76,917	282,261	-	125,962	1,348,792	805,429	188,553	44,971	4,378,759	5,250,369	3,300,228	2.90	2,038,559	(270,669)	899,323
2020	821,522	564,127	76,917	339,761	-	125,962	1,348,792	862,929	188,553	44,971	4,328,563	5,839,032	3,889,032	-	2,038,559	(220,473)	178,851
2021	819,797	564,127	76,917	344,761	-	125,962	1,348,792	867,929	188,553	44,971	4,336,838	6,267,307	4,300,000	0.50	2,352,184	84,877	263,727
2022	607,056	564,127	76,917	449,761	-	125,962	1,348,792	972,929	188,553	44,971	4,334,097	6,266,566	4,334,097	-	2,352,184	87,618	351,345
2023	607,779	1,250,501	76,917	299,761	-	125,962	1,348,792	672,929	188,553	44,971	4,571,194	6,266,566	4,334,097	-	2,352,184	(149,480)	201,865
2024	242,313	1,250,501	76,917	357,261	-	125,962	1,348,792	887,929	188,553	44,971	4,478,228	6,266,566	4,334,097	-	2,352,184	(65,514)	145,352
2025	241,671	1,250,501	76,917	362,261	-	125,962	1,348,792	792,929	188,553	44,971	4,387,586	6,266,566	4,334,097	-	2,352,184	34,128	179,480
2026	240,568	1,250,501	76,917	367,261	-	125,962	1,348,792	802,929	188,553	44,971	4,401,483	6,266,566	4,334,097	-	2,352,184	20,231	199,711
2027	239,001	1,250,501	76,917	372,261	-	125,962	1,348,792	812,929	188,553	44,971	4,414,916	6,266,566	4,334,097	-	2,352,184	6,798	206,510
2028	239,755	1,250,501	76,917	377,261	-	125,962	1,348,792	822,929	188,553	44,971	4,430,670	6,266,566	4,334,097	-	2,352,184	(8,956)	197,554
2029	239,946	1,250,501	76,917	382,261	-	125,962	1,348,792	832,929	188,553	44,971	4,319,900	6,266,566	4,334,097	-	2,352,184	258,627	456,182
2030	-	2,380,008	76,917	237,261	-	125,962	1,348,792	542,929	188,553	44,971	4,774,461	6,266,566	4,334,097	-	2,352,184	(195,934)	260,248
2031	-	2,380,008	76,917	242,261	-	125,962	1,348,792	547,929	188,553	44,971	4,818,961	6,266,566	4,334,097	-	2,352,184	(233,454)	26,814
2032	-	2,380,008	76,917	247,261	-	125,962	1,348,792	552,929	188,553	44,971	4,863,461	6,266,566	4,334,097	-	2,352,184	227,858	254,672
2033	-	1,693,634	76,917	712,261	-	125,962	1,348,792	1,192,929	188,553	44,971	4,459,295	6,266,566	4,334,097	-	2,352,184	119,232	373,905
2034	-	1,693,634	76,917	1,002,261	-	125,962	1,348,792	1,452,929	188,553	44,971	4,414,295	6,266,566	4,334,097	-	2,352,184	164,232	538,137
2035	-	1,693,634	-	1,077,261	-	125,962	1,348,792	1,712,183	-	-	4,483,079	6,266,566	4,334,097	-	2,352,184	95,448	633,585
2036	-	1,693,634	-	1,047,261	-	125,962	1,348,792	1,667,183	-	-	4,408,079	6,266,566	4,334,097	-	2,352,184	170,448	804,033
2037	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,352,184	2,352,184	3,313,029
Total	14,139,341	25,488,707	1,538,342	9,315,229	1,889,425	20,231,880	20,141,071	3,771,065	674,558	96,515,060	-	4,400	-	-	2,352,184	2,352,184	3,313,029

Notes: (1) Debt Service figures are assumed to be net of revenue from potential service fees (estimated to be \$96,000 annually).
 (2) These amounts represent Funds on Hand for deposit to the Capital reserve of \$277,000 and \$400,538 in FY 2013 and 2014, respectively, as well as the \$2,000,000 Cash Contribution to the Capital Reserve in FY 2014 discussed previously.

Planning Estimate Incorporating \$1 million in Capital Leases

- Assumes no revenue growth in future years; value of a penny is assumed to be approximately \$628,000.
- Green shading denotes projects funded via the 2013 Bond

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	
Fiscal Year	Existing County Debt Service	Landfill	Parks, Rec. Aging Facility	Revenue From YMCA Services Building	Social Services	Burnt Chimney Waterline	Radio System	Business Park	Public Safety Stations	Village Ctr Utility Impr (Phase 1)	Short-term Capital Leases	Existing & Proposed Debt Service vs. FY 2013	Dollars Needed vs. FY 2013	Equivalent Pennies Raised	Cumulative Increase	Addition to Debt Reserve	Cumulative Balance	
2013	2,069,531	-	-	-	-	125,962	-	-	-	-	-	2,069,531	-	-	-	277,000	277,000	
2014	2,068,077	-	-	-	-	125,962	-	-	-	-	-	2,194,039	124,508	-	-	2,400,538	2,677,538	
2015	1,449,283	-	172,917	(85,500)	-	125,962	-	220,745	188,553	44,971	237,461	2,354,311	284,800	1.00	627,249	342,449	3,019,987	
2016	1,137,620	-	172,917	(85,500)	-	125,962	-	220,745	188,553	44,971	237,461	2,042,668	(26,863)	-	627,249	654,112	3,674,098	
2017	1,133,970	-	172,917	(85,500)	267,261	-	1,348,792	842,929	188,553	44,971	237,461	4,277,255	2,207,724	-	627,249	(1,580,475)	2,093,623	
2018	994,734	564,127	172,917	(85,500)	274,761	-	1,348,792	797,929	188,553	44,971	237,461	4,664,646	2,995,115	2.50	2,195,372	(39,744)	1,693,879	
2019	986,718	564,127	172,917	(85,500)	282,261	-	1,348,792	805,429	188,553	44,971	237,461	4,671,630	3,602,099	2.15	2,195,372	(406,728)	1,287,151	
2020	821,522	564,127	172,917	(85,500)	339,761	-	1,348,792	862,929	188,553	44,971	-	4,383,974	4,300,228	2.15	2,195,372	(119,071)	1,168,080	
2021	819,797	564,127	172,917	(85,500)	344,761	-	1,348,792	867,929	188,553	44,971	-	4,392,249	4,300,228	2.15	2,195,372	186,278	1,354,359	
2022	607,056	564,127	172,917	(85,500)	449,761	-	1,348,792	972,929	188,553	44,971	-	4,389,588	4,300,228	2.15	2,195,372	189,019	1,543,378	
2023	607,779	1,250,501	172,917	(85,500)	299,761	-	1,348,792	672,929	188,553	44,971	-	4,626,605	2,557,074	-	2,508,996	(48,078)	1,495,300	
2024	242,313	1,250,501	172,917	(85,500)	357,261	-	1,348,792	887,929	188,553	44,971	-	4,533,639	2,464,108	-	2,508,996	44,888	1,540,188	
2025	241,671	1,250,501	172,917	(85,500)	362,261	-	1,348,792	792,929	188,553	44,971	-	4,442,997	2,373,466	-	2,508,996	135,530	1,675,718	
2026	240,568	1,250,501	172,917	(85,500)	367,261	-	1,348,792	802,929	188,553	44,971	-	4,456,894	2,387,363	-	2,508,996	121,633	1,797,351	
2027	239,001	1,250,501	172,917	(85,500)	372,261	-	1,348,792	812,929	188,553	44,971	-	4,470,327	2,400,796	-	2,508,996	18,200	1,905,552	
2028	239,755	1,250,501	172,917	(85,500)	377,261	-	1,348,792	822,929	188,553	44,971	-	4,486,881	2,416,550	-	2,508,996	92,446	1,997,998	
2029	239,946	1,250,501	172,917	(85,500)	382,261	-	1,348,792	832,929	188,553	44,971	-	4,375,310	2,305,779	-	2,508,996	203,217	2,201,214	
2030	-	2,380,008	172,917	(85,500)	237,261	-	1,348,792	542,929	188,553	44,971	-	4,784,901	2,715,370	-	2,508,996	(206,374)	1,994,841	
2031	-	2,380,008	172,917	(85,500)	240,761	-	1,348,792	547,929	188,553	44,971	-	4,822,401	2,752,870	-	2,508,996	(243,874)	1,750,967	
2032	-	2,380,008	172,917	(85,500)	245,761	-	1,348,792	552,929	188,553	44,971	-	4,866,801	2,797,370	-	2,508,996	217,418	1,968,385	
2033	-	1,693,634	172,917	(85,500)	712,261	-	1,348,792	1,192,929	188,553	44,971	-	4,469,735	2,400,204	-	2,508,996	188,762	2,077,177	
2034	-	1,693,634	172,917	(85,500)	1,002,261	-	1,348,792	1,452,929	188,553	44,971	-	4,424,735	2,355,204	-	2,508,996	153,792	2,230,970	
2035	-	1,693,634	-	-	1,077,261	-	1,348,792	1,712,183	-	-	-	4,483,079	2,413,548	-	2,508,996	95,448	2,326,418	
2036	-	1,693,634	-	-	1,047,261	-	1,348,792	1,667,183	-	-	-	4,408,079	2,338,548	-	2,508,996	170,448	2,496,866	
2037	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,508,996	2,508,996	5,005,862	
Total	14,139,341	25,488,707	3,438,342	-	9,315,229	1,889,425	20,231,880	20,141,071	3,771,065	674,558	1,877,303	98,985,721	-	4,400	-	2,352,184	2,352,184	3,313,029

Notes: (1) Leases assume an interest rate of 3%; other projects issued in FY 14 assume 4%; all projects thereafter assume 5% annual interest.
 (2) These amounts represent Funds on Hand for deposit to the Capital reserve of \$277,000 and \$400,538 in FY 2013 and 2014, respectively, as well as the \$2,000,000 Cash Contribution to the Capital Reserve in FY 2014 discussed previously.
 (3) The revenues from potential service fees were presented to the Board in the August 16 Funding Strategies Presentation, and are left in the cash-flow model for purposes of a direct comparison.

Carter Bank Proposal Option 1 – 20-Year Amortization

- Assumes no revenue growth in future years; value of a penny is assumed to be approximately \$628,000.
- Green shading denotes projects funded via the 2013 Bond

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
Fiscal Year	Existing County Debt Service	Landfill	Parks, Rec. Aging Facility	Revenue From YMCA Services Building	Social Services	Burnt Chimney Waterline	Radio System	Business Park	Public Safety Stations	Village Ctr Utility Impr (Phase 1)	Short-term Capital Leases	Existing & Proposed Debt Service vs. FY 2013	Dollars Needed vs. FY 2013	Equivalent Pennies Raised	Cumulative Increase	Addition to Debt Reserve	Cumulative Balance
2013	2,06																

Carter Bank Proposal Option 1 – 15-Year Amortization

- Assumes no revenue growth in future years; value of a penny is assumed to be approximately \$628,000.
- Green shading denotes projects funded via the 2013 Bond

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	
Fiscal Year	Existing Debt	County	Parks, Rec. from Y.M.C.A. Services	Revenue	Social Services	Burial	Radio	Business	Public Safety	Village Utility Impr	Short-term Capital	Existing & Proposed Debt	Dollars Needed	Equivalent Prmies	Cumulative Tax	Addition to Debt	Cumulative Reserve	
2013	2,093,531	-	-	-	-	-	-	-	-	-	-	2,093,531	-	-	-	2,093,531	277,000	
2014	2,068,077	-	-	-	-	-	-	-	-	-	-	2,194,039	124,508	-	-	2,490,538	2,677,538	
2015	1,489,283	-	196,148	(85,560)	-	-	-	125,962	248,551	213,500	42,247	2,177,638	338,237	1.00	627,249	289,012	2,966,550	
2016	1,137,620	-	195,294	(85,560)	-	-	-	125,962	247,000	210,794	42,788	2,150,006	2,088,903	19,372	627,249	607,877	3,574,427	
2017	1,133,970	-	196,513	(85,560)	267,261	-	-	125,962	869,440	211,738	41,963	2,199,506	4,329,583	2,260,052	627,249	(1,632,803)	1,941,623	
2018	994,734	564,127	192,663	(85,560)	274,761	-	-	125,962	824,558	212,544	41,138	2,188,800	4,712,518	2,642,987	2.50	2,195,372	(447,616)	1,494,007
2019	986,718	564,127	193,744	(85,560)	282,261	-	-	125,962	832,040	213,213	40,313	2,179,956	4,719,565	2,650,034	2,195,372	(454,662)	1,039,345	
2020	821,522	564,127	194,688	(85,560)	339,761	-	-	125,962	889,383	213,744	39,488	-	4,451,906	2,382,375	0.25	2,352,184	(30,192)	1,009,154
2021	819,797	564,127	195,494	(85,560)	344,761	-	-	125,962	894,090	214,138	43,594	-	4,465,194	2,399,663	2,352,184	(43,479)	965,675	
2022	607,656	564,127	196,163	(85,560)	449,761	-	-	125,962	1,003,590	214,394	42,631	-	4,466,915	2,399,284	2,352,184	(45,201)	930,474	
2023	607,770	1,250,501	196,694	(85,560)	209,761	-	-	125,962	702,883	209,581	41,669	-	4,698,062	2,628,511	2,352,184	(276,348)	644,126	
2024	242,313	1,250,501	197,088	(85,560)	357,261	-	-	125,962	917,040	209,700	40,706	-	4,603,803	2,534,272	2,352,184	(182,088)	462,038	
2025	241,671	1,250,501	192,413	(85,560)	362,261	-	-	125,962	821,658	209,681	39,744	-	4,506,523	2,436,992	2,352,184	(84,808)	377,230	
2026	240,568	1,250,501	192,669	(85,560)	367,261	-	-	125,962	829,940	209,525	38,781	-	4,518,439	2,448,908	2,352,184	(96,724)	280,506	
2027	239,001	1,250,501	192,788	(85,560)	372,261	-	-	125,962	838,683	214,163	42,730	-	4,539,341	2,469,810	2,352,184	(117,626)	162,880	
2028	239,755	1,250,501	192,769	(85,560)	377,261	-	-	125,962	832,221	213,594	41,650	-	4,556,945	2,487,414	2,352,184	(135,230)	27,650	
2029	239,946	1,250,501	192,613	(85,560)	382,261	-	-	125,962	860,552	212,888	40,550	-	4,442,543	2,373,012	2,352,184	(20,828)	6,822	
2030	-	2,380,008	-	-	237,261	-	-	125,962	322,183	-	-	-	4,288,245	2,218,714	2,352,184	133,470	140,291	
2031	-	2,380,008	-	-	249,761	-	-	125,962	347,183	-	-	-	4,325,745	2,256,214	2,352,184	95,970	238,261	
2032	-	2,380,008	-	-	512,261	-	-	125,962	972,183	-	-	-	3,964,453	1,794,922	2,352,184	57,262	793,522	
2033	-	1,693,634	-	-	712,261	-	-	125,962	1,567,183	-	-	-	3,973,079	1,905,548	2,352,184	448,636	1,242,158	
2034	-	1,693,634	-	-	1,002,261	-	-	125,962	1,232,183	-	-	-	3,928,079	1,858,548	2,352,184	493,636	1,735,794	
2035	-	1,693,634	-	-	1,077,261	-	-	125,962	1,712,183	-	-	-	4,483,079	2,413,548	2,352,184	(61,364)	1,674,430	
2036	-	1,693,634	-	-	1,047,261	-	-	125,962	1,667,183	-	-	-	4,408,079	2,338,548	2,352,184	13,636	1,688,065	
2037	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,352,184	2,352,184	4,040,139	
Total	14,139,341	25,488,707	2,917,735	-	9,315,229	1,889,425	30,231,880	19,451,311	3,183,193	630,010	1,688,907	97,042,338	-	3.75	-	-	-	

Notes: (1) These amounts represent Funds on Hand for deposit to the Capital reserve of \$277,000 and \$400,538 in FY 2013 and 2014, respectively, as well as the \$2,000,000 Cash Contribution to the Capital Reserve in FY 2014 discussed previously.
 (2) The revenues from potential service fees were presented to the Board in the August 16 Funding Strategies Presentation, and are left in the cash-flow model for purposes of a direct comparison.

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General discussion ensued, whereby the consensus of the Board was to continue moving forward with the next steps in securing financing for various capital projects accordingly.

BOARD RETREAT/SEPTEMBER 27, 2013 (10:00 A.M.-2:00 P.M.)

Richard E. Huff, II, County Administrator, advised the Board of the follow-up board retreat set for Friday, September 27, 2013. Due to conflicts with schedules, the Board rescheduled their follow-up retreat for Wednesday, October 2, 2013 from 9-1.

SCHOOL AUCTION/COUNTY SURPLUS ITEMS

Richard E. Huff, II, County Administrator, shared with the Board a listing of items to be declared as surplus and requested Board action.

(RESOLUTION #06-09-2013)

BE IT THEREFORE RESOLVED, by the Board of Supervisors to declare the listing as presented as surplus and forwarded to the school to be included in their auction.

MOTION BY: Charles Wagner
 SECONDED BY: Bobby Thompson
 VOTING ON THE MOTION WAS AS FOLLOWS:
 AYES: Mitchell, Thompson, Wagner, Brubaker, Camicia, Thompson & Cundiff

TOBACCO COMMISSION FUNDS REQUEST

Richard E. Huff, II, County Administrator, requested Board authorization for a resolution supporting application to the Virginia Tobacco Commission for the possible expansion of an industry located in the Franklin County Commerce Center.

(RESOLUTION #07-09-2013)

BE IT THEREFORE RESOLVED, by the Board of Supervisors to authorize the County Administrator to submit an application on behalf of the County for Virginia Tobacco Commission Southside Allocation funds to assist with the relocation of road and utility infrastructure within the Franklin County Commerce Center for the accommodation of a major industrial project. In addition, the County Administrator is hereby authorized to execute all grant-related documents for this project as required by the Virginia Tobacco Commission.

MOTION BY: Leland Mitchell

SECONDED BY: Charles Wagner

VOTING ON THE MOTION WAS AS FOLLOWS:

AYES: Mitchell, Thompson, Wagner, Brubaker, Camicia, Thompson & Cundiff

KUBASACK BRIDGE RESOLUTION

Richard E. Huff, II, County Administrator, shared with the Board notification from VDOT regarding the resolution forwarded on May 21, 2013 regarding the naming of the St. Rt. 40 West bridge. Mr. Huff stated VDOT requested the removal of the following verbiage of the existing resolution and to be resubmitted to VDOT. Mr. Huff stated **“and the County of Franklin”** needs to be removed. The Commonwealth of Virginia does not mind no cost to the Commonwealth of Virginia; however, they do mind **“and the County of Franklin”** **beverbiage**. The reasoning for the removal of verbiage is because the funding source is the County of Franklin even though we have funding from Tracy Carter and his group. The following resolution reflects the amendment to the existing resolution:

NAMING THE BRIDGE OVER THE PIGG RIVER ON ROUTE 40, FRANKLIN STREET IN FRANKLIN COUNTY, VIRGINIA THE “ARMY CPL. JARED WILLIAM KUBASAK MEMORIAL BRIDGE”

WHEREAS, Jared William Kubasak grew up in the community of Callaway in Franklin County, Virginia and graduated from Franklin County High School in 1999; and

WHEREAS, Jared William Kubasak enlisted and faithfully served in the United States Army and served his first tour of duty in Iraq maintaining and repairing armored vehicles; and

WHEREAS, in spite of the risks associated with combat patrol operations, Jared William Kubasak reenlisted by joining the 3rd Armored Cavalry Regiment with his home station at Fort Carson, Colorado and was deployed to Iraq for a second tour of duty; and

WHEREAS, On December 12, 2005 while on patrol near Baghdad, Iraq, an explosive device took the life of Army Cpl. Jared William Kubasak; and

WHEREAS, Jared William Kubasak was the recipient of a purple heart and bronze star; and

WHEREAS, The Kubasak family has requested the Board of Supervisors to support a request to name the bridge over the Pigg River on Route 40, Franklin Street in Franklin County as the, Army Cpl. Jared William Kubasak Memorial Bridge in honor and respect of the heroic sacrifice made by Jared William Kubasak; and

BE IT THEREFORE RESOLVED, The Board of Supervisors of Franklin County, Virginia has agreed to ensure that all costs and expenses associated with the placement of appropriate markers will be completed at no cost to the Commonwealth of Virginia **and the County of Franklin.**

(RESOLUTION #08-09-2013)

BE IT THEREFORE RESOLVED, by the Board of Supervisors to authorize staff to remove the requested verbiage be removed from the existing resolution adopted by the Board on 5-21-2013.

MOTION BY: Ronnie Thompson

SECONDED BY: Bobby Thompson

VOTING ON THE MOTION WAS AS FOLLOWS:

AYES: Mitchell, Thompson, Wagner, Brubaker, Camicia, Thompson & Cundiff

BOONES MILL TRAIN DEPOT UPDATE

Don Smith, Solid Waste Director, presented the following update on the Boones Mill Train Depot.

Mr. Smith stated the following concerns:

1. Railroad Crossing
2. Phase 1 Environmental On Site

3. No Dedicated Right-of-Way
4. 50' will require some building demolition
5. Access Road Asphalt Crumbling will not hold up to truck traffic
6. Drainage and Sewer Lines Through Middle of Site. Power Line also
7. Safety Concerns/Lighting
8. Unhappy Neighbor
9. Drainable thru Middle of Site Running off Property
10. Would need to put down stone (\$12,000)
11. Snow Removal

The positive concerns are:

1. Gain Acreage in Trade
2. Site Topo Conducive to Convenience Center
3. Avoiding Bad Railroad Crossing/Entrance Permit-OK
4. Base Stone Down

Ronnie Thompson, Boone District Supervisor, read the following letter for the record:

TOWN OF BOONES MILL
P. O. BOX 66, BOONES MILL, VA 24065 (540) 334-5404



September 17, 2013

The Honorable Chairman and Members of Franklin County Board of Supervisors

The Town of Boones Mill and our Town Council are most grateful for the interest shown by the Franklin County Board of Supervisors in the town and our future!

We realize that in the past there have been a lot of issues between the Board and our Council. We regret that, and recently have made several very challenging but important decisions for the betterment of the town and our citizens. Our goal is to be the partners with Franklin County that we should have been all along.

As you know, we have been spending a lot of time working with Norfolk Southern to save the Boones Mill Depot. After a great deal of confusion and disagreement we have created a coalition of parties who have worked together to define what is needed to secure the Depot and its future restoration.

The issues at hand are as follows:

1. In order to save the Boones Mill Depot we must all agree on a basic plan before November 1, 2013.
2. A proposal needs to be presented to the Norfolk Southern Corporation prior to November 1, 2013.
3. Several issues at hand are yet to be decided:
 - A. a final exchange of property between Franklin County and the Town of Boones Mill.
 - B. bank approval for land exchange is needed.
 - C. easement to Franklin County for direct access to new dumpster area.
 - D. change railroad crossing from commercial to public.
 - E. fund raising for the actual movement of depot and construction of foundations for new location.

We would like to formally request a letter supporting the relocation of the Boones Mill Depot subject to the items listed above from the Franklin County Board of Supervisors. It will be presented to the Chairman of Norfolk Southern Corporation when we have our meeting in late October.

Our partnering on this project will set the stage for a renewal of Boones Mill as a much more viable community in Franklin County. This area has great potential and as we grow we want to

be a much better community partner as we, together, make great things happen in Franklin County.

TOWN OF BOONES MILL
P. O. BOX 66, BOONES MILL, VA 24065 (540) 334-5404



- In the process of hiring a new Town Manager. Have advertised, received resumes, and the hiring committee will meet shortly.
- Have hired a Class 1 waterworks operator.
- Appointed Dennis Deacon as the Interim Chief of Police. He is working closely with Sheriff Overton for the potential of a satellite office to be located on town property. Patrolling and community interaction are at an all time high, both with the merchants and the community at large.
- Have received Department of Historic Resources funding for the implementation of a downtown historic district – 37 structures.
- In the process of working on a Master Plan for the North American property with Spectrum Design & Engineering.
- The town website has been expanded, with a designation added also that identifies Boones Mill as the “gateway to Franklin County”.
- Soon to begin implementation of a long range planning committee for the town as a whole.
- One on one meetings with business owners will commence with a merchants committee.
- Have developed a Historic Boones Mill facebook page – 4377 views in 28 days in the US alone.

General discussion ensued. The Board felt the costs associated with the proposed project should be worked up and the outstanding issues previously discussed should be brought back to the Board for consideration during their October meeting, prior to submitting a letter of support.

INDUSTRIAL DEVELOPMENT AUTHORITY/ROCKY MOUNT DISTRICT/4 YR. TERM

This item will be deferred until October.

CLOSED MEETING
(RESOLUTION #09-09-2013)

BE IT THEREFORE RESOLVED, by the Board of Supervisors to into a closed meeting in accordance with 2.2-3711, a-3, Acquisition of Land and a-7, Consult With Legal Counsel, of the Code of Virginia, as amended.

MOTION BY: Charles Wagner

SECONDED BY: Leland Mitchell

VOTING ON THE MOTION WAS AS FOLLOWS:

AYES: Mitchell, Thompson, Wagner, Brubaker, Camicia, Thompson & Cundiff

MOTION: Charles Wagner

SECOND: Leland Mitchell

RESOLUTION: #10-09-2013

MEETING DATE September 17, 2013

WHEREAS, the Franklin County Board of Supervisors has convened an closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act: and

WHEREAS, Section 2.2-3712(d) of the Code of Virginia requires a certification by this Franklin County Board of Supervisors that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED, that the Franklin County Board of Supervisors hereby certifies that, to the best of each member’s knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting

to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Franklin County Board of Supervisors.

VOTE:

AYES: Mitchell, Thompson, Wagner, Brubaker, Camicia, Thompson & Cundiff

NAYS: NONE

ABSENT DURING VOTE: NONE

ABSENT DURING MEETING: NONE

Call To Order, Vice-Chairman Brubaker.

PURCHASE OF RUSSELL PROPERTY/ST. RT. 619 ACROSS FROM RECREATION PARK (RESOLUTION #11-09-2013)

BE IT THEREFORE RESOLVED, by the Board of Supervisors to authorize the County Administrator and County Attorney to proceed with the purchase of property identified as tax map parcel number (#0830007302) located at 2455 Sontag Road, Rocky Mount, VA from Travis & Kyleah Russell in the amount of \$146,500, thereby preparing, signing, and executing any sale and closing documents. Such funds are hereby appropriated from Capital Reserve Account # 3000-010-0047-9120 accordingly.

MOTION BY: Ronnie Thompson

SECONDED BY: Bob Camicia

VOTING ON THE MOTION WAS AS FOLLOWS:

AYES: Mitchell, Thompson, Wagner, Brubaker, Camicia, Thompson & Cundiff

Vice-Chairman Brubaker recessed the meeting for the previously advertised public hearing as follows:

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

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

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

Public Hearing was opened.

No one spoke for or against the propose ordinance.

Public Hearing was closed.

Richard E. Huff, II, County Administrator, stated the Board did not need to take action until a later date to be announced. Mr. Huff stated a meeting would be called for all localities to execute the legal documents in adopting an ordinance regarding the creation of and the County's participation, the Western Regional Industrial Facility Authority.

Vice Chairman Brubaker recessed the meeting until September 23rd, 2013 at 6:00 p.m. at the Franklin County School Board office and until 9:00 a.m. no October 2nd, 2013 at the Government Center.

DAVID CUNDIFF
CHAIRMAN

SHARON K. TUDOR, MMC
COUNTY CLERK