

Agenda
City Council Regular Meeting
Council Chambers
207 W Second Avenue
Franklin, Virginia 23851
Monday, August 10, 2026 7:00 PM



- A. CALL TO ORDER**
- B. ROLL CALL**
- C. PLEASE TURN OFF CELL PHONES**
- D. PLEDGE OF ALLEGIANCE**
- E. CITIZEN'S TIME (3 MINUTES)**
- F. APPROVAL OF THE AGENDA**
- G. REGULAR AGENDA**
 - 1. Utility Advisory Board Ordinance
- H. NEW BUSINESS**
 - 1. City Managers Report
 - a. Rental Inspection District
 - 2. Boards & Commissions
 - 3. Councilmember Comments
 - 4. Next Meeting: August 24, 2026
- I. ADJOURNMENT**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FRANKLIN
Establishing the Utilities Advisory Board of the City of Franklin, Virginia

WHEREAS, the City of Franklin (the “City”) owns and operates municipal utilities, including Franklin Municipal Power and Light, which has provided electric service to the City and surrounding areas since 1892, together with the water, sewer, and related utility services administered through the City's Department of Public Works; and

WHEREAS, section 2.03(e) of the Charter of the City of Franklin (the “Charter”) authorizes the City to acquire, construct, own, maintain, and operate water works, sewerage disposal works, gas plants, and electric plants, to be managed and controlled as provided by ordinance, and to charge and collect compensation for such services; and

WHEREAS, the Charter contemplates that the City’s utility functions may be organized into such bureaus, divisions, and other units as may be provided by ordinance or by the orders of the director of the department, including the Department of Public Works (§ 8.01) and the Department of Public Utilities (§ 9.01); and

WHEREAS, the City Council of the City of Franklin (the “Council”) finds that the creation of a citizen advisory board would assist the Council and City staff by providing informed review of and recommendations concerning the operation, planning, rates, reliability, and financial performance of the City’s utilities; and

WHEREAS, other Virginia localities that own municipal utilities, such as the City of Manassas, have established advisory utility commissions of this kind by action of their governing bodies to advise on existing and future water, sanitary sewer, and electric utilities belonging to such city;

WHEREAS, section 2-61(a) of the City Code provides that persons serving on City and regional boards, commissions, authorities and other bodies over which the Council has the power of appointment or recommends appointment, other than the airport advisory board, must be residents of the City and, if appointments to the body are made on a ward-by-ward basis, must also be residents of the ward for which they are appointed or recommended; and

WHEREAS, the City’s electric, water, and sanitary sewer utilities serve customers located outside the corporate limits of the City, including customers in Southampton County and Isle of Wight County, and the Council desires that the localities in which such customers are located have a meaningful voice in the Board’s deliberations; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Franklin, Virginia, as follows:

Section 1. Establishment

There is hereby established a board to be known as the Utilities Advisory Board of the City of Franklin (the “Board”). The Board shall serve in an advisory capacity to the Council and shall have no independent authority to bind the City, to set rates, or to direct City staff.

Section 2. Purpose and Duties

The purpose of the Board is to advise the Council on matters relating to the City's electric, water, and sanitary sewer utilities. In furtherance of this purpose, the Board may review and make recommendations to the Council concerning utility operations and reliability, capital planning and infrastructure needs, proposed rates and fees, utility budgets, and such other utility-related matters as the Council or the City Manager may refer to it. The Board's recommendations are advisory only. Every recommendation or report of the Board to the Council shall first be approved by the affirmative vote of a majority of the appointed voting members at a meeting of the Board, and shall be reduced to writing and transmitted to the Council as approved. No member, officer, non-voting representative, or staff liaison shall present a recommendation or report to the Council as the position of the Board except one so approved; provided that any member may state a dissenting or minority view, identified as that member's own, and the Board may include dissenting views in its written report.

Section 3. Membership and Appointment

The Board shall consist of seven voting members appointed by the Council. One voting member shall be appointed for each ward of the City, and the remaining voting member or members shall be appointed at large. Members shall serve without compensation. Each voting member shall be a resident of the City, and each member appointed for a ward shall also be a resident of that ward, as required by section 2-61(a) of the City Code. Members shall be selected with a view toward relevant knowledge of, or interest in, utility, financial, engineering, or business matters. No appointment shall be made under this Resolution that is inconsistent with section 2-61 of the City Code as in effect at the time of the appointment.

[OPTION A — Ward member selection controls; Council confirmation is ministerial. Adopt either Option A or Option B. The two options are mutually exclusive, and the option not adopted should be deleted before adoption.]

For each ward seat, the Council member representing that ward shall designate the person to be appointed. The Council shall place each such designation on its agenda and shall appoint the designee, and shall not decline to appoint a designee except upon a determination that the designee does not satisfy the eligibility requirements of this Resolution or of section 2-61 of the City Code. The at-large seat or seats shall be filled by vote of the Council. Nothing in this section shall be construed to delegate the Council's appointment power to any individual member, and no appointment shall be effective until acted upon by the Council at a public meeting.

[OPTION B — Ward member recommends; Council appoints by vote.]

For each ward seat, the Council member representing that ward shall recommend one or more candidates to the Council, and the Council shall appoint the member for that ward by the affirmative vote of a majority of the members of the Council present and voting. If the Council does not appoint a recommended candidate, the Council member representing the ward may submit one or more additional recommendations. The at-large seat or seats shall be filled by vote of the Council.

Section 4. Participation by Other Localities Served by the City's Utilities

In recognition of the fact that the City's utilities serve customers located outside the corporate limits of the City, the Council may invite the governing body of each locality in which the City provides retail utility service, including Southampton County and Isle of Wight County, to designate one representative to sit with and participate in the deliberations of the Board in a non-voting, ex officio capacity. A representative designated under this section shall serve at the pleasure of the designating governing body, shall not vote, shall not be counted in determining a quorum, and shall not hold office on the Board, and the appointment of such representative is made by the designating locality and not by the Council. Each such representative shall be entitled to receive the meeting notices, agendas, and materials furnished to members of the Board. If the Council desires that any such representative serve as a voting member of the Board, the Council shall first amend section 2-61 of the City Code to provide an exception for the Board comparable to the exception provided for the airport advisory board.

Section 5. Terms

Members shall serve terms of four years, and terms should be staggered so that they do not all expire in the same year. To establish staggered terms, the Council may make initial appointments for shorter terms. A member may be reappointed. No member shall serve more than two consecutive four-year terms. Any vacancy shall be filled by the Council for the unexpired portion of the term. Members serve at the pleasure of the Council and may be removed by the Council.

Section 6. Officers and Meetings

The Board shall annually elect a chair and a vice chair from among its voting members at the first meeting of the calendar year. The Board shall meet on a regular schedule established by the Board, and may hold additional meetings as needed. A majority of the appointed voting members shall constitute a quorum. All meetings shall be held in accordance with the Virginia Freedom of Information Act. The Board shall keep and post minutes of its meetings as required by law.

Section 7. Staff Support

The City Manager shall designate a member of City staff to serve as liaison to the Board and to provide reasonable administrative support. The liaison shall remain subject to the City's chain of command at all times and shall continue to receive direction from his/her supervisor. The liaison shall arrange for the Board to receive the information reasonably necessary to perform its advisory function, including periodic financial reports, budget materials, rate studies, and reliability information relating to the City's utilities.

Section 8. Effective Date

This Resolution shall be effective upon its adoption.

ADOPTED this [Insert Date] by the City Council of the City of Franklin.

Paul Kaplan
City Mayor

City Clerk