



**Franklin City Council Agenda
February 10, 2020
Franklin City Hall Council Chambers
207 West 2nd Avenue**

**6:00 P.M.
Planning Commission Items**

**7:00 P.M.
Regular Meeting**

**CALL TO ORDER. MAYOR FRANK M. RABIL
PLEASE TURN OFF CELL PHONES. MAYOR FRANK M. RABIL
PLEDGE OF ALLEGIANCE
CITIZEN'S TIME
AMENDMENTS TO AGENDA**

1. CONSENT AGENDA:

- A. Approval of January 27, 2020 regular meeting minutes
- B. Social Services Benefits Specialist Resolution #2020 - 03
- C. School Board Appreciation Month Resolution #2020 - 04

2. FINANCIAL MATTERS

- A. Budget Amendment 2019-10
- B. 2nd Quarter Financial Projections

3. OLD/ NEW BUSINESS:

- A. City of Franklin Crime Statistics – Chief Steve Patterson
- B. Courthouse Update
- C. City Manager's Report

4. COUNCIL/STAFF REPORTS ON BOARDS/COMMISSIONS

5. CLOSED SESSION

I move that the City of Franklin, Virginia City Council adjourn into a closed meeting pursuant to Virginia Code Section 2.2-3711-1, to discuss appointments to boards and commissions, to discuss the following subject or subjects: Franklin Redevelopment and Housing Authority and Hurricane Floyd 25th Anniversary Committee

And pursuant to Virginia Code Section 2.2-3711-7 briefing by staff members on actual or probable litigation where such consultation or briefing in an open meeting would adversely affect the negotiating or litigating posture of the public body.

And pursuant to Virginia Code Section 2.2-3711-5 regarding the discussion of a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of

the business' or industry's interest in locating or expanding its facilities in the community in Pretlow Industrial Park and along Armory Drive.

Motion Upon Returning to Open Session- I move that the City of Franklin, Virginia City Council adopt the attached closed meeting resolution to certify 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 held on January 27, 2020; (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the City of Franklin, Virginia City Council; and (iii) no action was taken in closed meeting regarding the items discussed.

6. ADJOURNMENT

UPCOMING ITEMS TO BE SCHEDULED

The items below are intended to be reflective, and not inclusive of all subjects staff is working on to bring forward to City Council in the next two months. Both the time lines and subject matter are subject to change and should not be considered final.

| <u>SUBJECT</u> | <u>TENTATIVE TIMELINE</u> |
|-------------------------------|----------------------------------|
| City of Franklin Paving Study | February 24, 2020 |
| Planning Commission Items | February 24, 2020 |



To: Mayor Frank M. Rabil
Vice-Mayor Barry W. Cheatham
Councilman Benny Burgess
Councilman Gregory McLemore
Councilman Linwood W. Johnson
Councilwoman Wyndolyn H. Copeland
Councilman Robert L. Cutchins

Via: City Manager Amanda Jarratt

From: Chief of Police Steve Patterson 

Ref: Golf Cart Laws and VDOT Recommendations

Date: February 10, 2020

This document and related presentation will address and discuss the following attachments:

- Attachment #1: Virginia State Code 46.2-916.1 (1 page)
- Attachment #2: Virginia State Code 46.2-916.2 (1 page)
- Attachment #3: Virginia State Code 46.2-916.3 (2 pages)
- Attachment #4: VDOT Land Use Permit (4 pages)

Attachment #1 covers Virginia State Code 46.2-916.1 entitled, *Golf cart and utility vehicle operations on public highways not otherwise designated for such operation.*

This code specifically prohibits the operation of golf carts and utility vehicles on public highways in the Commonwealth unless provided by code. Therefore, to allow golf carts or utility vehicles to operate on public highways, the City of Franklin would have to develop an ordinance to allow such.

Attachment #2 covers Virginia State Code 46.2-916.2 entitled, *Designation of public highways for golf cart and utility vehicle operations.*

This code establishes a framework for the review and approval of a golf cart and utility vehicle ordinance. Important points of this code are listed below:



- No usage of golf carts and utility vehicles on highways unless reviewed and approved by the governing body.
- The review and approval process should consider the speed, volume, and character of motor vehicle traffic that would be using the highways in conjunction with the golf carts or utility vehicles and that the review and approval is consistent with state and local transportation plans as well as the Commonwealth's Statewide Pedestrian Policy.
- No roadways shall be approved for golf cart or utility vehicle usage if the usage will impede the safe and efficient flow of motor vehicle traffic.
- The City of Franklin may recoup money spent on signage installation and continuing maintenance from those persons or groups who request the usage of golf carts and utility vehicles on city streets.

Attachment #3 covers Virginia State Code 46.2-916.3 entitled, *Limitations on golf cart and utility vehicle operations on designated public highways*.

This code provides for additional restrictions on the usage of golf carts and utility vehicles on public highways. Important points of this code are listed below:

- A golf cart or utility vehicle may be operated only roadways with speed limits of 25 miles per hour or less.
- A golf cart or utility vehicle may cross a highway at an intersection controlled by a traffic light if the highway has a posted speed limit of no more than 35 miles per hour.
- No person shall operate any golf cart or utility vehicle without a valid driver's license.
- A golf cart or utility vehicle must display a slow-moving vehicle emblem.
- Golf carts and utility vehicles can only be operated upon the public highways between sunrise and sunset unless they are equipped by lights such like a motor vehicle.
- The City of Franklin can by ordinance add restrictions/limitations as long as they are no less stringent than the restrictions provided by state code.

Attachment #4 provides for considerations toward review and approval of an ordinance based on Virginia Department of Transportation (VDOT) protocols. It is understood that the City of Franklin maintains it's on streets. The City of Franklin does not though have it's on protocols to establish a golf cart and utility vehicle program. Therefore, it is important to review and discuss their protocols.

- Review the speed, volume, and character of motor vehicle traffic using such highways.
- Review for consistency with the Commonwealth's Statewide Pedestrian Policy.
- Review should establish connectivity to origins and destinations.

POLICE

CITY OF FRANKLIN

Steve Patterson, Chief of Police



- Routes should not cross un-signalized intersections where the annual average daily traffic (AADT) exceeds 2000 vehicles per day or where peak period traffic volumes do not allow for the safe crossing of golf carts and utility vehicles.
- The speed limit of the highway to be designated shall not exceed 25 miles per hour.
- AADT of the highway to be designated shall not exceed 1000 vehicles per day.
- If parking is allowed on routes there must be a minimum of 24 feet for one side parking and 29 feet for both sides. (N. Main St. at 3rd Ave. is 34 feet.)
- Truck traffic on the selected routes shall not exceed 10%.

It is understood that this presentation applies to the City of Franklin and all of it's communities. This presentation was prepared to explore the opportunity to allow golf carts into the downtown area. Based on these restrictions, several maps have been completed to address speed limit concerns and AADT numbers for a golf cart route. Those maps are listed below:

- Map #1: South St./Pretlow St.
- Map #2: Clay St./2nd Ave.
- Map #3: Clay St./High St.
- Map #4: Homestead Rd.
- Map #5: Robinhood Rd./Fairview Rd.
- Map #6: Clay St. and 2nd Ave.

Thanks for your time and input. If there are further areas you would like for the Franklin Police Department to explore please do not hesitate to contact me.

Code of Virginia
Title 46.2. Motor Vehicles
Chapter 8. Regulation of Traffic

§ 46.2-916.1. Golf cart and utility vehicle operations on public highways not otherwise designated for such operation

No person shall operate a golf cart or utility vehicle on or over any public highway in the Commonwealth except as provided in this article.

2004, c. 746.

The chapters of the acts of assembly referenced in the historical citation at the end of this section may not constitute a comprehensive list of such chapters and may exclude chapters whose provisions have expired.

Code of Virginia
Title 46.2. Motor Vehicles
Chapter 8. Regulation of Traffic

§ 46.2-916.2. Designation of public highways for golf cart and utility vehicle operations

A. No portion of the public highways may be designated for use by golf carts and utility vehicles unless the governing body of the county, city, or town in which that portion of the highway is located has reviewed and approved such highway usage.

B. The governing body of any county, city or town may by ordinance authorize the operation of golf carts and utility vehicles on designated public highways within its boundaries after (i) considering the speed, volume, and character of motor vehicle traffic using such highways and (ii) determining that golf cart and utility vehicle operation on particular highways is compatible with state and local transportation plans and consistent with the Commonwealth's Statewide Pedestrian Policy provided for in § 33.2-354.

C. Notwithstanding the other provisions of this section, no town that has not established its own police department, as defined in § 9.1-165, may authorize the operation of golf carts or utility vehicles. The provision of this subsection shall not apply to the Towns of Claremont, Clifton, Irvington, Jarratt, Saxis, Urbanna, or Wachapreague.

D. No public highway shall be designated for use by golf carts and utility vehicles if such golf cart and utility vehicle operations will impede the safe and efficient flow of motor vehicle traffic.

E. The county, city or town that has authorized the operation of golf carts or utility vehicles shall be responsible for the installation and continuing maintenance of any signs pertaining to the operation of golf carts or utility vehicles. Such county, city or town may include in its ordinance for designating highways the ability to recover its costs of the signs and maintenance pertaining thereto from organizations, individuals or entities requesting the designations. The cost of installation and continuing maintenance of any signs pertaining to the operation of golf carts or utility vehicles shall not be paid by the Virginia Department of Transportation.

F. Notwithstanding the other provisions of this section, employees of the Department of Conservation and Recreation may operate golf carts and utility vehicles on those portions of public highways located within Department of Conservation and Recreation property and on Virginia Department of Transportation-maintained highways that are adjacent to Department of Conservation and Recreation property, provided the golf cart or utility vehicle is being operated on highways with speed limits of no more than 35 miles per hour.

2004, c. 746;2006, c. 728;2008, c. 196;2009, cc. 68, 504;2011, c. 469;2012, c. 9;2013, c. 64;2014, c. 69;2017, c. 357.

The chapters of the acts of assembly referenced in the historical citation at the end of this section may not constitute a comprehensive list of such chapters and may exclude chapters whose provisions have expired.

Code of Virginia
Title 46.2. Motor Vehicles
Chapter 8. Regulation of Traffic

§ 46.2-916.3. Limitations on golf cart and utility vehicle operations on designated public highways

A. Golf cart and utility vehicle operations on designated public highways shall be in accordance with the following limitations:

1. A golf cart or utility vehicle may be operated only on designated public highways where the posted speed limit is 25 miles per hour or less. However, a golf cart or utility vehicle may cross a highway at an intersection controlled by a traffic light if the highway has a posted speed limit of no more than 35 miles per hour and in the Town of Colonial Beach may cross any highway at an intersection marked as a golf cart crossing by signs posted by the Virginia Department of Transportation;
2. In towns with a population of 2,000 or less, a golf cart or utility vehicle may cross a highway at an intersection conspicuously marked as a golf cart crossing by signs posted by the Virginia Department of Transportation if the highway has a posted speed limit of no more than 35 miles per hour and the crossing is required as the only means to provide golf cart access from one part of the town to another part of the town;
3. No person shall operate any golf cart or utility vehicle on any public highway unless he has in his possession a valid driver's license;
4. Every golf cart or utility vehicle, whenever operated on a public highway, shall display a slow-moving vehicle emblem in conformity with § 46.2-1081; and
5. Golf carts and utility vehicles shall be operated upon the public highways only between sunrise and sunset, unless equipped with such lights as are required in Article 3 (§ 46.2-1010 et seq.) of Chapter 10 for different classes of vehicles.

B. The limitations of subdivision A 1 shall not apply to golf carts and utility vehicles being operated as follows:

1. To cross a highway from one portion of a golf course to another portion thereof or to another adjacent golf course or to travel between a person's home and golf course if (i) the trip would not be longer than one-half mile in either direction and (ii) the speed limit on the road is no more than 35 miles per hour;
2. To the extent necessary for local government employees, operating only upon highways located within the locality, to fulfill a governmental purpose, provided the golf cart or utility vehicle is being operated on highways with speed limits of 35 miles per hour or less;
3. As necessary by employees of public or private two-year or four-year institutions of higher education if operating on highways within the property limits of such institutions, provided the golf cart or utility vehicle is being operated on highways with speed limits of 35 miles per hour or less;
4. On a secondary highway system component that has a posted speed limit of no more than 35 miles per hour and is within three miles of a motor speedway with a seating capacity of at least

25,000 but less than 90,000 on the same day as any race or race-related event conducted on that speedway;

5. To the extent necessary for employees of the Department of Conservation and Recreation, operating only on highways located within Department of Conservation and Recreation property or upon Virginia Department of Transportation-maintained highways that are adjacent to Department of Conservation and Recreation property, to fulfill a governmental purpose, provided that the golf cart or utility vehicle is being operated on highways with speed limits of no more than 35 miles per hour; and

6. To cross a one-lane or two-lane highway from one portion of a venue hosting an equine event to another portion thereof if (i) the crossing occurs on the same day as such equine event, (ii) a temporary traffic control zone is established at such crossing with speed limits of no more than 35 miles per hour, and (iii) the crossing and highway vehicular traffic are being monitored and controlled by a uniformed law-enforcement officer.

C. The governing body of any county, city, or town may by ordinance impose additional restrictions or limitations on operations of golf carts, utility vehicles, or both, on public highways within its boundaries, provided that the restrictions or limitations imposed by any such ordinance are no less stringent than the restrictions and limitations contained in this article. In the event that any provision of any such ordinance conflicts with any provision of this section other than subdivision B 5, the provision of the ordinance shall be controlling.

2004, c. 746;2008, c. 456;2009, cc. 743, 835;2010, c. 112;2011, cc. 68, 140, 469;2018, c. 112.

The chapters of the acts of assembly referenced in the historical citation at the end of this section may not constitute a comprehensive list of such chapters and may exclude chapters whose provisions have expired.



**Land Use Permit
LUP-GC
Golf Cart & Utility Vehicle Accommodation**

Code of Virginia [§46.2-916.1](#) through [§46.2-916.3](#) govern the use of golf carts and utility vehicles on Virginia highways. The code allows for the governing body of any county, city or town to authorize the operation of golf carts and utility vehicles on public highways within its jurisdictional boundaries. A locality can designate a state maintained road for use by golf carts and utility vehicles without any explicit approval from the Virginia Department of Transportation (VDOT), however VDOT does have the authority and the responsibility to overturn the designation if it is deemed that golf carts and utility vehicles impede the safe and efficient flow of motor vehicle traffic.

Permittee Agreement for Land Use Permit Issuance

I the undersigned locality representative hereby acknowledge that I am fully cognizant of all of the following requirements associated with the issuance of a VDOT Land Use Permit authorizing the use of golf carts and utility vehicles on non-limited access state maintained highways:

Type or Print Clearly

Locality Name: _____

Locality Federal Tax ID No. or Driver's License No.: _____

Locality Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Authorized Representative's Name: _____

Business Telephone No.: (____) ____ - _____ 24-Hour Telephone No.: (____) ____ - _____

Fax No.: (____) ____ - _____ E-mail Address: _____

Location(s): _____

Authorized Representative's Name: _____

Signature: _____

VDOT Land Use Permit Required by Law

The General Rules and Regulations of the Commonwealth Transportation Board provide that no work of any nature shall be performed on any real property under the ownership, control, or jurisdiction of VDOT until written permission has been obtained from VDOT. Written permission is granted for the above-referenced activity through the issuance of a land use permit.

By issuing a permit, VDOT is giving permission only for whatever rights it has in the right-of-way; the permittee is responsible for obtaining permission from others who may also have an interest in the property.

The permittee will be civilly liable to the Commonwealth for expenses and damages incurred to VDOT as a result of violation of any of the rules and regulations of this chapter. Violators shall be guilty of a misdemeanor and, upon conviction, shall be punished as provided for in [§33.2-210](#) of the Code of Virginia.

Application Requirements

Application for a land use permit authorizing the operation of golf carts and utility vehicles on state maintained highways shall be made through the local district permit office by the requesting locality.

The district administrator's designee receiving the request shall coordinate review and approval of the request with all appropriate VDOT personnel.

The regional traffic engineer (or their designee) shall perform a review of the land use permit application and supporting material

Contact Information

A list of counties with their corresponding VDOT district offices and contact information may be obtained on the VDOT web site at: <http://www.virginiadot.org/about/districts.asp>

Permit Fees & Charges

The application fee for a land use permit authorizing the operation of golf carts and utility vehicles on state maintained highways shall be waived.

Surety Requirements

It is not necessary for the locality to provide a surety for the operation of golf carts and utility vehicles on state maintained highways.

Insurance Requirements

It is not necessary for the locality to secure and maintain insurance to protect against liability for personal injury and property damage associated with the operation of golf carts and utility vehicles on state maintained highways.

General Requirements

- 1) Any county, city or town may designate a roadway as appropriate for golf cart and/or utility vehicle usage regardless of who owns or maintains the road within the constraints and requirements of the Code of Virginia.
- 2) The locality must consider the speed, volume, and character of motor vehicle traffic using such highways to determine if golf cart and utility vehicle operation is compatible with state and local transportation plans and if said operation is consistent with the Commonwealth's Statewide Pedestrian Policy.
- 3) The locality shall provide VDOT with evidence of its consideration of the speed, volume, and character of motor vehicle traffic for routes being considered for golf cart and utility vehicle designation.
- 4) The locality shall provide VDOT with an overall route plan to show connectivity to and from specific origins and destinations. EXAMPLE: Residences to a local park, ball field, community center, etc.
- 5) In general, a designated route should not cross an un-signalized intersection where the annual average daily traffic (AADT) exceeds 2000 vehicles per day or where peak period traffic volumes do not allow for the safe crossing of golf carts and utility vehicles.
- 6) VDOT shall consider the volume and posted speed limit of all roadways intersecting a designated route so that designated route(s) do not cross high volume, low-speed roadways.
- 7) The posted speed limit of the highway to be designated shall not exceed 25 miles per hour.
- 8) The AADT of the highway to be designated shall not exceed 1000 vehicles per day.
- 9) The designated route shall not cross a highway where the posted speed limit exceeds 25 miles per hour except where the intersection is controlled by a traffic signal and the speed limit of the intersecting highway does not exceed 35 miles per hour.
- 10) In the Town of Colonial Beach and in towns with a population of 2,000 or less, a golf cart and utility vehicle may cross a highway at intersections marked with signage posted by VDOT. The Regional Traffic Engineer (or their designee) shall recommend approval or denial of sign installation(s).
- 11) All costs associated with the installation and maintenance of all required signage shall be borne by the locality.
- 12) The designated route shall not have geometric constraints that restrict minimum intersection sight distance or stopping sight distance for the posted speed limit of 25 miles per hour.
- 13) The total pavement width of the designated route shall not be less than 17 feet in width. This width may include any drivable paved or grass shoulders on each side of the travel way.
- 14) Where parking is allowed on the designated route the minimum pavement width shall be 24-feet with parking on one side and 29-feet with parking both sides (See the VDOT Road Design Manual for subdivision streets with AADT < 2000 vehicles per day).
- 15) Actual truck traffic shall not exceed 10%. VDOT shall determine if said traffic creates an operational or safety concern for the use of golf carts and utility vehicles on the designated route.
- 16) Routes with high incidences of crashes will not be considered for designated use by golf carts and utility vehicles.
- 17) VDOT shall make a determination as to whether on-going development will trigger any thresholds that would deem the designated route as not compatible for the operation of golf carts and utility vehicles.

- 18) All persons operating a golf cart or utility vehicle on any public highway shall have in their possession a valid driver's license.
- 19) All golf carts or utility vehicles operated on a public highway shall display a slow-moving vehicle emblem in conformity with Code of Virginia [§46.2-1081](#).
- 20) Golf carts and utility vehicles shall be operated upon the public highways only between sunrise and sunset unless equipped with headlights as are required for these classes of vehicles.

General Requirement Exceptions

- 1) Operation of a golf cart to cross a highway from one portion of a golf course to another portion thereof or to an adjacent golf course or to travel between a person's home and golf course if the total trip does not exceed one-half mile in either direction and if the posted speed limit on the highway does not exceed 35 miles per hour.
- 2) Operation of a golf cart and/or utility vehicle by local government employees for official business or purpose on highways with posted speed limits that do not exceed 35 miles per hour.
- 3) Operation of a golf cart and/or utility vehicle by employees of public or private two-year or four-year institutions of higher education on highways within the property limits of such institutions provided the golf cart and/or utility vehicle is being operated on highways with posted speed limits that do not exceed of 35 miles per hour.
- 4) Operation of a golf cart and/or utility vehicle on a secondary highway with a posted speed limit of 35 miles per hour or less and within three miles of a motor speedway with a seating capacity of at least 25,000 but less than 90,000. This use is limited to the same day as any race or race-related event conducted at said speedway.
- 5) Operation of a golf cart and/or utility vehicle by employees of the Department of Conservation and Recreation (DCR) for official business or purpose on highways located within DCR property or upon VDOT maintained highways located adjacent to DCR property with posted speed limits that do not exceed 35 miles per hour.

Permit Revocation

At the discretion of the district administrator's designee, the land use permit may be revoked and the route designation removed for non-compliance with all requirements contained herein and/or specific conditions of the permit.

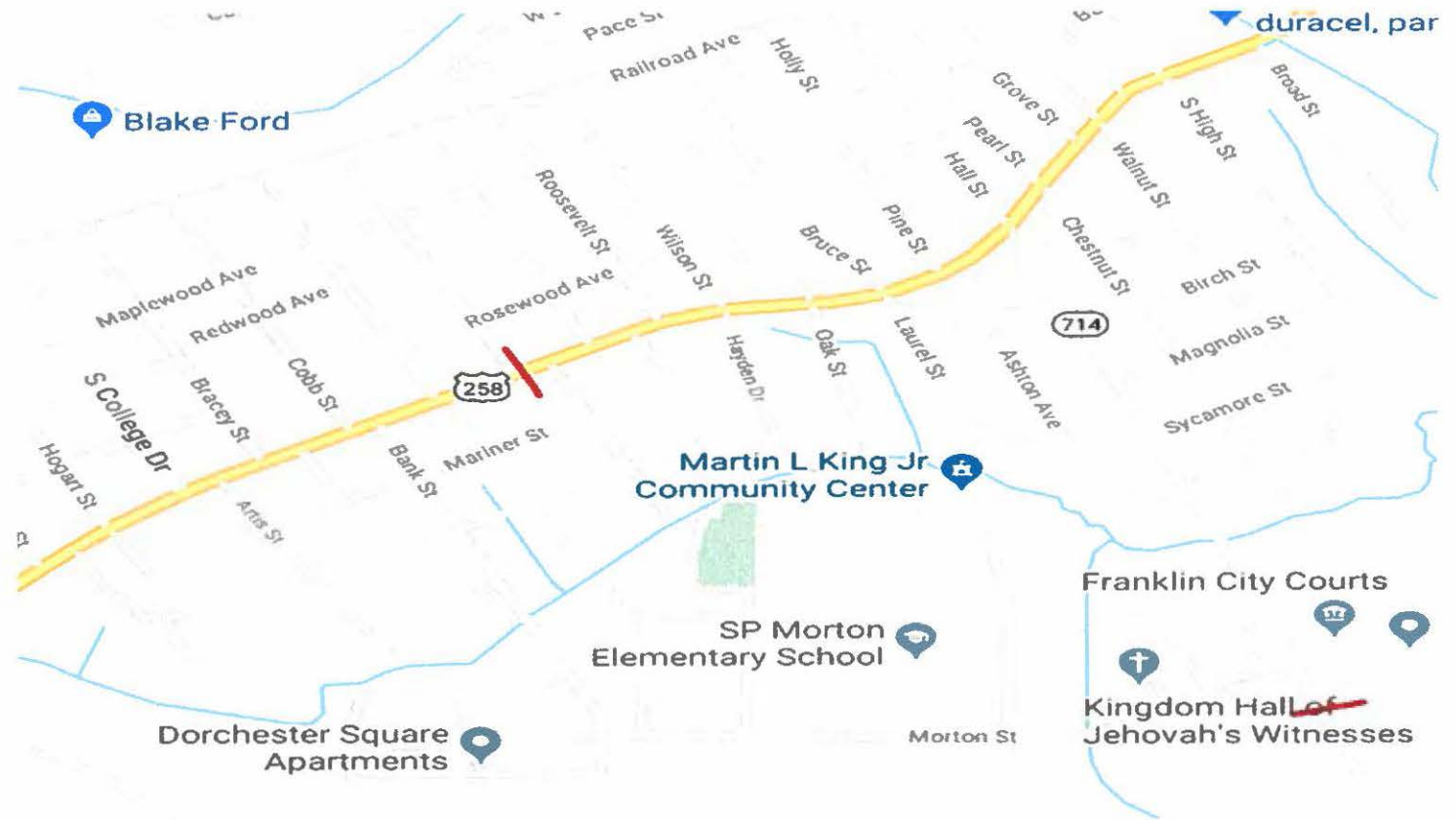
Permittee Notice

The preceding provisions are intentionally condensed in format and should not be loosely interpreted by the permit applicant without consultation with the central office permit manager or the district administrator's designee and affirmation from the [Land Use Permit Regulations](#).

Map #1

-Shows ingress into the downtown area from South St. and Pretlow St.

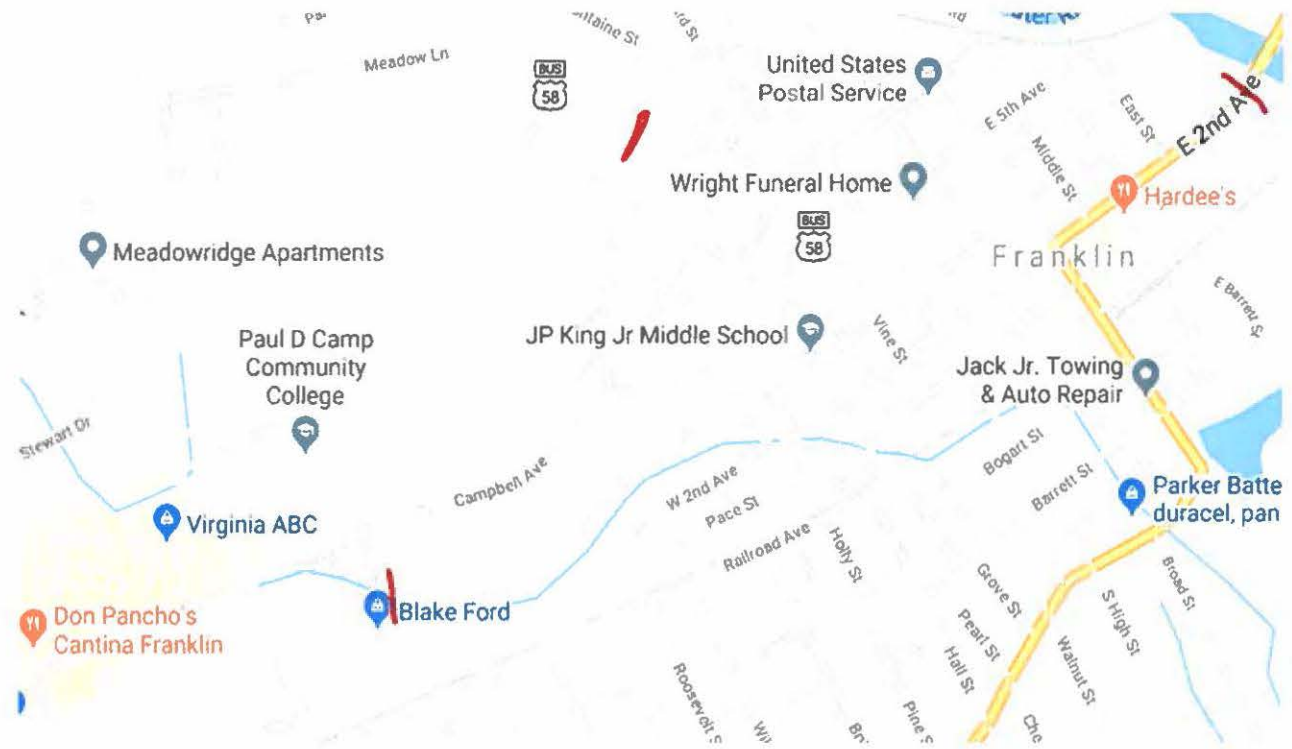
-Red line indicates 35 to 25 Speed Limit Reduction.



Map #2

-Shows ingress into the downtown area from Clay St. and 2nd Ave.

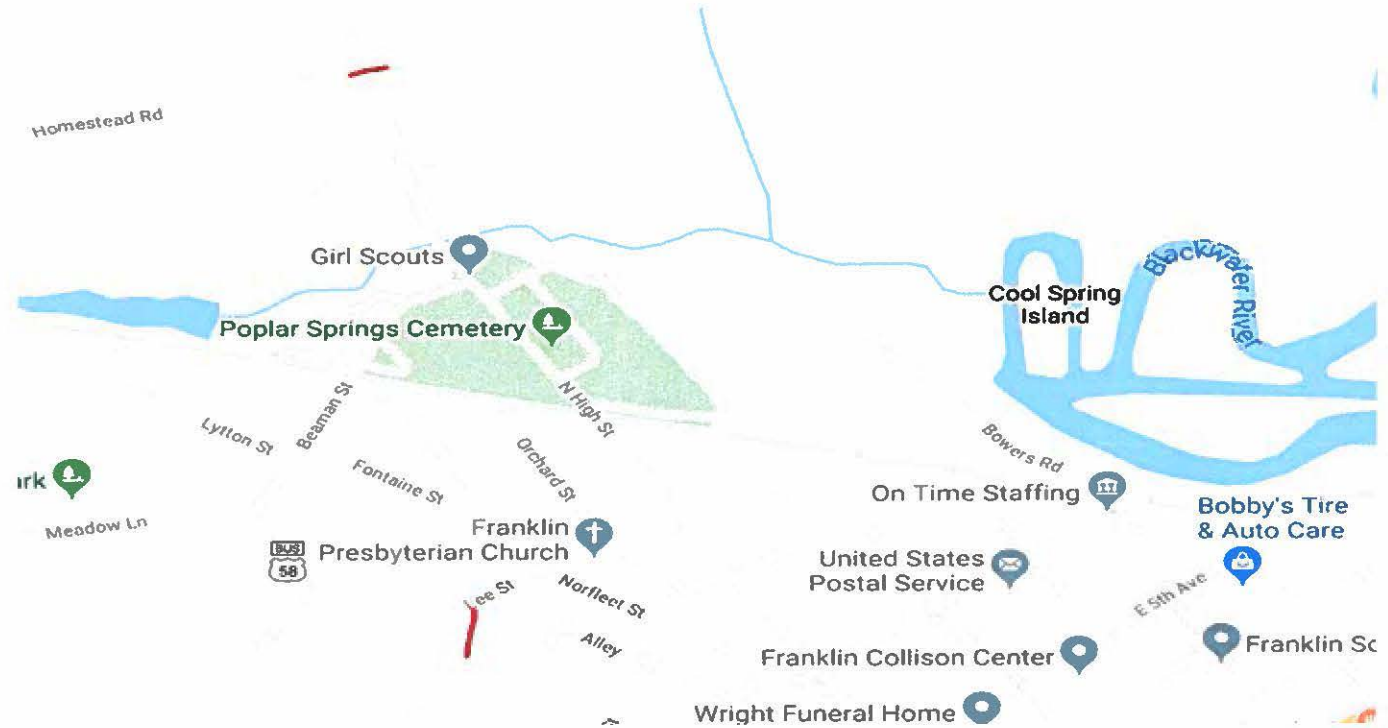
-Red line indicates 35 to 25 Speed Limit Reduction.



Map #3

-Shows ingress into the downtown area from Clay St. and High St.

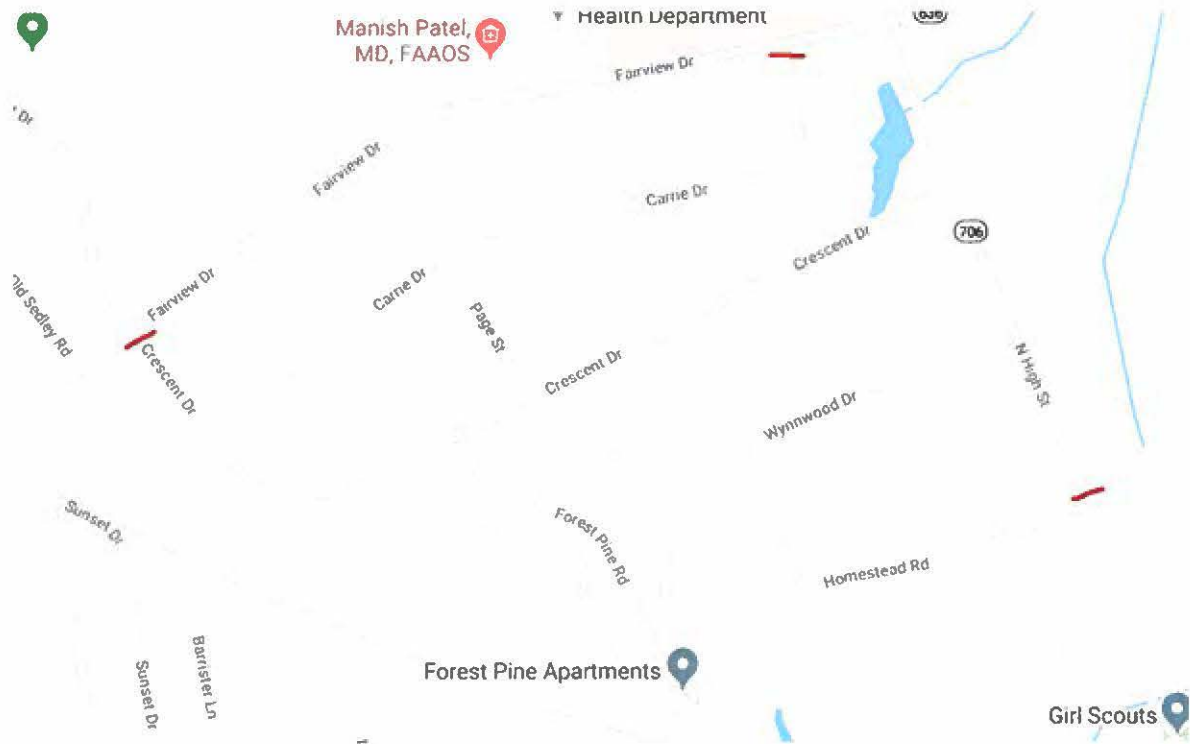
-Red line indicates 35 to 25 Speed Limit Reduction.



Map #4

-Shows ingress via Homestead Rd.

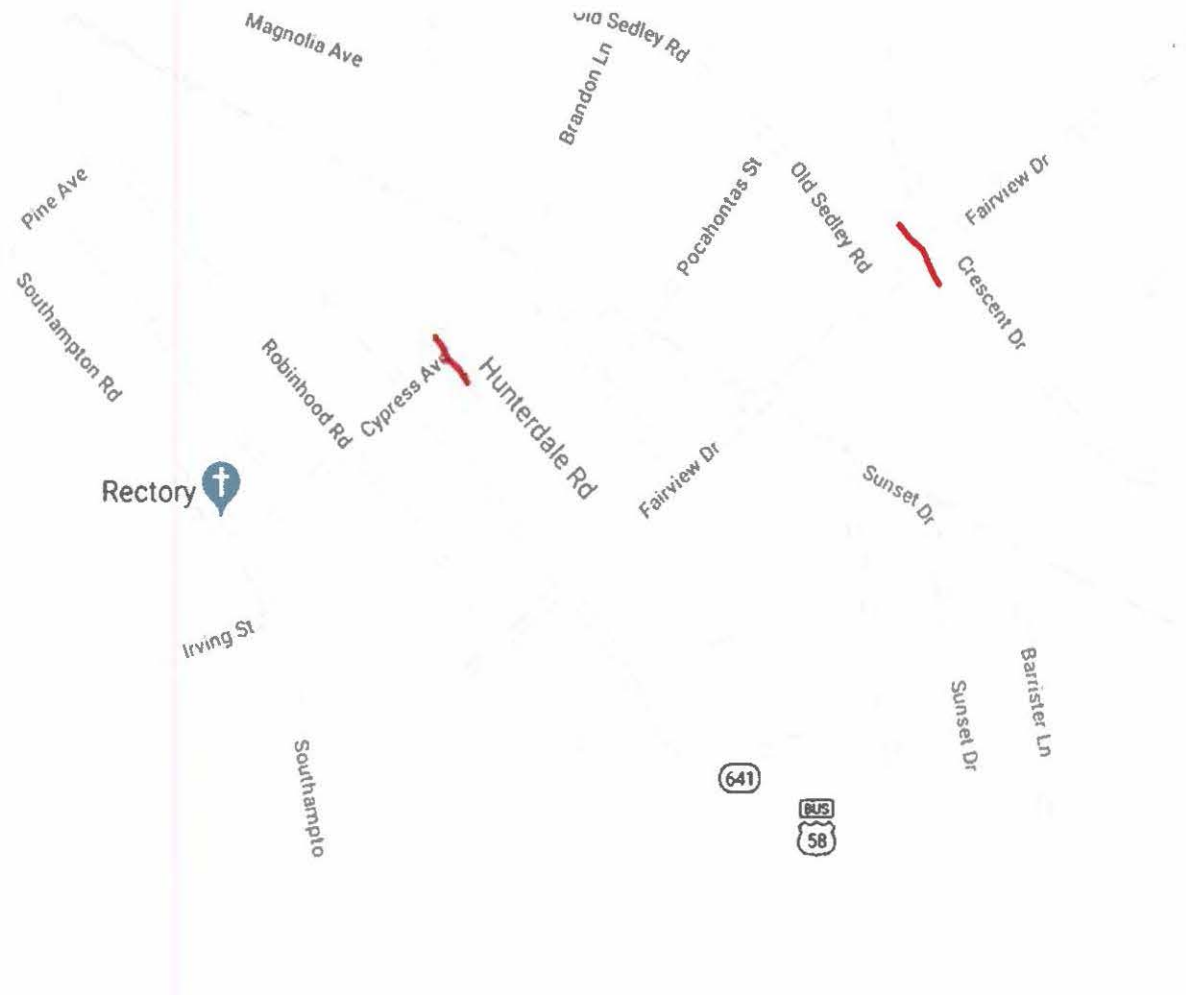
-Red line indicates 35 to 25 Speed Limit Reduction.



Map #5

-Shows Robinhood Rd. neighborhood to Fairview Dr. intersection.

-Red line indicates 35 to 25 Speed Limit Reduction.

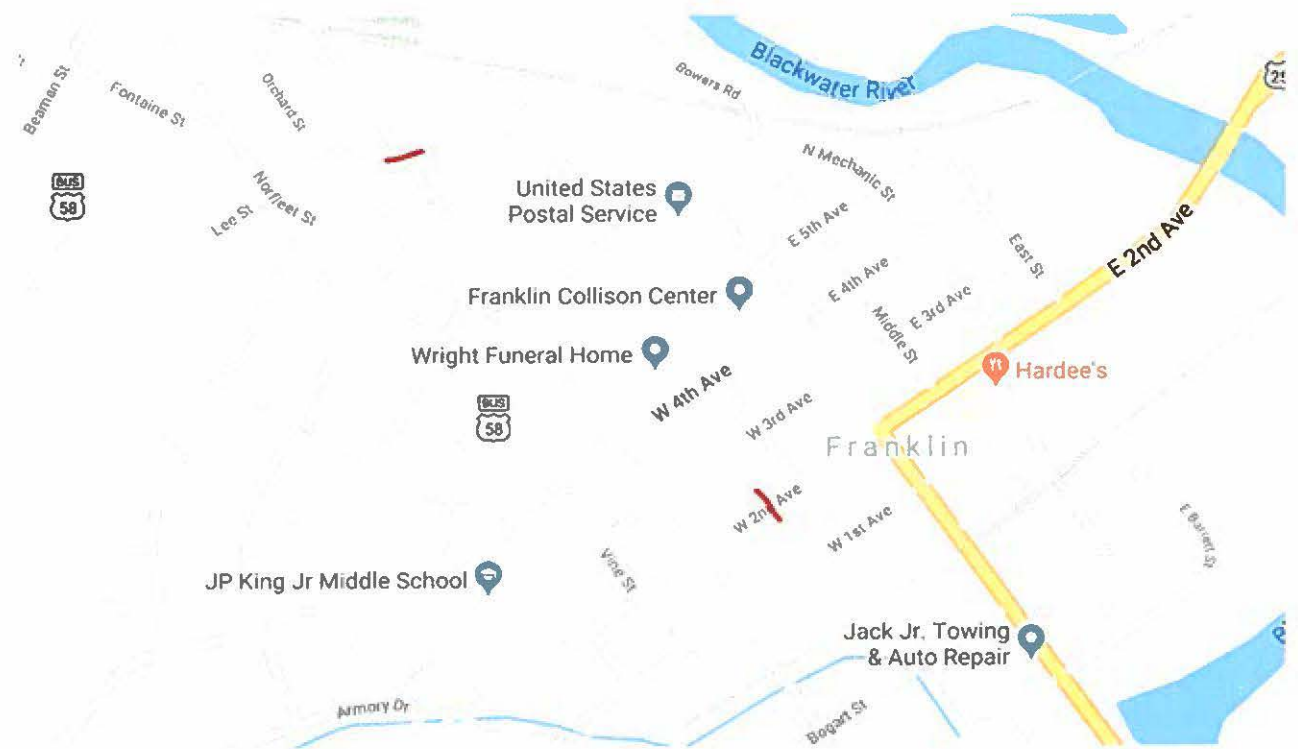


Map #6

-Red indicates locations where FPD has completed speed studies.

-High St./Lee St.- weekday average count was 3000 vehicles, weekend was 1738 vehicles.

-2nd Ave. near City Hall-weekday average was 3431 vehicles, weekend was 2126 vehicles.



Process for Speed Limit Revisions

City of Franklin Code of Ordinances

MOTOR VEHICLES AND TRAFFIC Chapter 17

ARTICLE IV. SPEED Sec. 17-70. Maximum Limits Established

- Section 17-70 establishes the speed limits for all roads in Franklin
- At the conclusion of Section 17-70 it refers us to the Code of Virginia

Code of Virginia

Code of Virginia 46.2-875. Maximum speed limit on certain other highways in cities and towns.

The maximum speed limit shall be 35 miles per hour on highways in any city or town, except on interstate or other limited access highways with divided roadways and in business or residence districts. However, municipalities that maintain their own roads may increase or decrease speed limits on highways over which they have jurisdiction following appropriate traffic engineering.

Code of Virginia
Title 46.2. Motor Vehicles
Chapter 8. Regulation of Traffic

§ 46.2-875. Maximum speed limit on certain other highways in cities and towns.


The maximum speed limit shall be 35 miles per hour on highways in any city or town, except on interstate or other limited access highways with divided roadways and in business or residence districts. However, municipalities that maintain their own roads may increase or decrease speed limits on highways over which they have jurisdiction following appropriate traffic engineering investigation.

Code 1950, § 46-212; 1950, p. 881; 1952, c. 666; 1954, c. 244; 1956, c. 364; 1958, c. 541, § 46.1-193; 1960, c. 153; 1962, c. 307; 1964, cc. 118, 408; 1966, c. 85; 1968, c. 641; 1972, cc. 89, 546, 553, 608; 1974, c. 528; 1977, c. 577; 1978, c. 605; 1980, c. 347; 1989, c. 727; 2011, c. 182.

The chapters of the acts of assembly referenced in the historical citation at the end of this section may not constitute a comprehensive list of such chapters and may exclude chapters whose provisions have expired.

1/28/2020


Virginia Law Library

The Code of Virginia, Constitution of Virginia, Charters, Authorities, Compacts and Uncodified Acts are now available in both Epub and MOBI eBook formats. 

Helpful Resources

Virginia Code Commission
Virginia Register of Regulations
U.S. Constitution

For Developers

The Virginia Law website data is available via a web service. 

Follow us on Twitter



Steps to complete for speed limit adjustment:

- 1. Have a traffic engineer do a study on the areas you are considering a revision of the speed limit. This study may include traffic counts, movements, speeds as well as pedestrian movements. A conclusion with recommendation would be included.**
- 2. The City Manager can then take this to Council for discussions and a vote, based on the desire of Council the City Manager would then give guidance to the staff.**
- 3. In the event the changes are directed by the City Manager the following actions should happen.**
- 4. Notification to the citizens by as many means as possible, newspaper ad, website, and proper signage in the affected area.**
- 5. Signage should be in place for 30 days.**
- 6. The speed limit change would need to be recorded in the Code of Ordinances. What ever street or streets revised are removed from their current section and recorded in the correct speed limit section.**

Russ Pace

From: Kee, Gerald <jerry.kee@vdot.virginia.gov>
Sent: Monday, February 3, 2020 2:58 PM
To: Russ Pace
Subject: Re: Speed Limit Change

We normally just put the new signs up and the police give the citizen's a 30 to 45 day grace period before enforcing. If we are changing the traffic pattern we normally put new traffic pattern signs up.

On Mon, Feb 3, 2020 at 2:34 PM Russ Pace <rpace@franklinva.com> wrote:

What sign would you put up in an area where you have changed the speed limit. Do you just place the new limit sign and have like a new regulation sign added to it?

NEW



REGULATION



DEPARTMENT OF COMMUNITY DEVELOPMENT
PLANNING - BUILDING INSPECTIONS – ZONING



To: Amanda C. Jarratt, City Manager

From: Donald E. Goodwin, CBO, CFM, Director of Community Development

Date: February 3, 2020

CC: City Council Members
Planning Commission Members

RE: Proposed Zoning Ordinance Text Amendments and Zoning Map Amendment

Please be advised that the Planning Commission at its regular meeting on January 23, 2020 voted unanimously to forward the attached zoning ordinance test amendments and zoning map change resolutions to City Council with favorable recommendations. The proposed changes are as follows:

1. Ordinance text amendment to reduce the lot size and frontage in the R-O zoning district.
2. Zoning map amendment to rezone the current downtown B-3 zoning district to B-3A. The comprehensive plan future landuse map shows this area as mixed use.
3. Ordinance text amendment to allow legal lots of record to be used as a single family dwelling if the lot does not meet the then current lot size and frontage.
4. Ordinance text amendments to create provisions regarding food trucks in commercial and industrial zoning districts.
5. Ordinance text amendments to allow food trucks in commercial and industrial zoning districts.
6. Ordinance text amendment to the off-street parking requirements in order to reduce the number of required spaces, the size of the spaces and provisions for use of various parking surfaces to reduce the amount of stormwater runoff.

STAFF RECOMMENDATION: Consider the planning commission's recommendations for each proposed amendment for adoption.

A RESOLUTION AMENDING SECTIONS 3.5, 3.7 AND 19.1 OF THE ZONING ORDINANCE (SECTIONS 3.5, 3.7 AND 19.1 OF APPENDIX D OF THE CODE OF THE CITY OF FRANKLIN, VIRGINIA), RELATING TO MINIMUM LOT AREA AND MINIMUM LOT FRONTAGE IN THE R-0 ONE FAMILY RESIDENCE DISTRICT

WHEREAS, the Planning Commission of the City of Franklin, finds that the public necessity, convenience, general welfare and good zoning practice require that Article III Section 3.5 Minimum Lot Area be amended to reduce the minimum lot size from 40,000 sq. ft. to 20,000 sq. ft.; that Article III Section 3.7 Minimum Lot Frontage be amended to reduce the minimum lot frontage from 150 ft. to 100ft. and that Table I in Article XIX Heights, Lot Sizes, Yards be amended to reflect the aforementioned changes in the R-O One-Family Residence Districts; and

WHEREAS, the Planning Commission held a duly advertised public hearing at a joint public hearing with City council on August 26, 2019; and

WHEREAS, the action on the aforementioned text amendments was tabled by the Planning Commission on August 26, 2019; and

WHEREAS, the Planning Commission wishes to bring forward the proposed aforementioned text amendments at their meeting on January 23, 2020 meeting; and

WHEREAS, of those present, the Planning Commission voted unanimously to forward these text amendments to the Zoning Ordinance to City Council with a favorable recommendation; and

NOW, THEREFORE, BE IT RESOLVED that the Planning Commission of the City of Franklin does hereby recommend that Article III Section 3.5 Minimum Lot Area; that Article III Section 3.7 Minimum Lot Frontage and that Table I in Article XIX Heights, Lot Sizes, Yards be amended to state:

Sec. 3.5 Minimum Lot area.

The minimum lot area shall be ~~40,000~~ 20,000 square feet. Refer to article XIX for exceptions to the minimum lot area.

Sec. 3.7 Minimum lot frontage.

The minimum lot frontage shall be ~~150~~ 100 feet at the front setback line.

Sec. 19.1 Table of Requirements

The table in Section 19.1 of Article XIX of the Zoning Ordinance is amended to change the minimum lot area in the R-O District from 40,000 square feet to 20,000 square feet and to change the minimum lot width from 150 feet to 100 feet.

Certified copy of a resolution adopted by the Planning Commission at its regular meeting held on January 23, 2020.



Secretary to the Planning Commission

Resolution # 02 -2020

RESOLUTION TO REZONE PROPERTY LOCATED IN THE DOWNTOWN B-3 ZONING DISTRICT FROM B-3 GENERAL BUSINESS DISTRICT TO B-3A GENERAL RESIDENCE DISTRICT

WHEREAS, the Planning Commission of the City of Franklin, Virginia initiated a zoning map amendment to change the Downtown B-3 zoning district from B-3 General Business District to B-3A General Business District in the City of Franklin, Virginia; and

WHEREAS, the City of Franklin 2015-2025 Comprehensive Plan Future Land Use Map designates this property as Mixed Use; and

WHEREAS, City Council did hold a joint public hearing with the Planning Commission on the proposed rezoning on August 26, 2019 at 7:00 P.M. at a regular meeting of Council after giving public notice as required by Virginia Code Section 15.2-2204 in the Tidewater News on August 11th and August 18nd, 2019; and

WHEREAS, the Planning Commission, at the conclusion of the duly scheduled joint public hearing held on August 26, 2019, tabled action on this proposed rezoning as set forth above; and

WHEREAS, the Planning Commission wished to bring forward the proposed aforementioned Zoning District Map amendment to be considered at their meeting on January 23, 2020 meeting; and

WHEREAS, the Planning Commission of the City of Franklin, Virginia feels that the public necessity, convenience, general welfare and good zoning practice require that the property located in the downtown B-3 zoning district in the City of Franklin, Virginia to rezone the property from B-3 General Business District to B-3A General Business District; and

NOW, THEREFORE, BE IT RESOLVED that the Planning Commission of the City of Franklin, Virginia does hereby recommend that the Zoning District Map provided for in Section 1.2 of the City Zoning Ordinance be amended to establish the following zoning classification of B-3A General Business District for the properties known as City of Franklin Tax Parcel Nos. 90-40-6, 107-48-14-57, 123-77-A-3, 123-77-A-5, 123-77-A-7, 123-77-A-9, 123-72-10-41, 106-48-242, 107-48-19-10, 107-48-22-2, 107-55-13-5, 107-55-13-6, 107-55-13-7, 106-109-E, 107-48-23-6, 107-48-24-1, 107-48-24-2, 107-48-24-3, 107-48-25-4, 107-48-25-6, 107-48-25-6A, 107-55-2-40A, 107-55-6-2A, 107-55-7-4, 107-55-7-4A, 107-55-7-5, 107-55-7-6, 107-55-7-7, 107-55-7-8, 107-55-7-9, 107-55-7-5A, 107-55-9-12, 107-55-9-13, 123-122-A, 123-122-D, 123-48-25-5, 123-48-25-6B, 123-72-7-50, 123-72-7-50A, 123-72-7-51, 123-72-7-52, 123-72-8-32, 123-72-8-33, 123-72-8-32A, 123-72-8-33A, 123-78-1, 90-40-3, 90-40-4, 90-40-5, 90-55-1-55, 90-55-1-55A, 91-40-1, 91-40-2, 106-47-9, 106-48-12-243-2, 90-48-12-243-1, 107-55-6-1, 107-55-6-2, 107-55-6-3, 107-55-6-4, 107-55-6-5, 91-55-2-48, 91-55-2-48A, 91-55-2-48B, 106-109-C, 106-48-16-245, 107-48-16-246, 107-48-16-247, 107-48-16-248, 107-48-16-249, 107-48-16-250, 106-109-A, 106-109-B, 106-109-D, 107-48-16-251, 107-48-16-252, 107-48-16-253, 107-48-16-254, 107-48-16-255, 107-55-11-1A, 107-55-9-10, 107-55-9-10A, 107-55-9-10B, 107-55-9-11, 107-55-9-11A, 107-55-11-1, 107-55-11-2, 107-55-11-3, 107-55-11-4, 107-55-11-5, 107-55-11-6, 107-55-11-7, 107-55-

13-1, 107-55-13-1A, 107-55-13-9A, 107-55-13-9B, 107-55-13-8, 107-48-22-4, 107-48-23-1, 107-48-23-2, 107-48-23-3, 106-48-14-229, 106-48-14-60, 107-55-6-6, 106-48-15-244, 91-55-1-49, 91-55-1-50, 91-55-1-51, 91-55-1-52, 91-55-1-53, 90-55-1-54, 123-122-B, 106-48-13-230, 106-48-13-231, 107-48-14-53, 107-48-14-56, 107-48-14-55A, 107-48-14-58, 90-40-7, 106-48-14-59, 106-47-1, 106-47-2, 106-48-12-237, 106-48-12-238, 106-47-3, 106-47-4, 106-47-5, 106-47-6, 106-47-7, 106-47-8, 107-48-14-55, 107-55-13-2, 107-55-13-3, 107-55-13-4, 123-72-8-31, 123-72-8-34, 123-72-10-47A, 123-72-10-52, 123-72-10-53, 123-72-10-54, 123-77-B-1E, 123-78-2, 123-122-C, 107-55-2-41, 107-55-2-42, 107-55-2-43, 107-55-2-44, 107-55-2-45, 107-55-2-46, 107-55-2-47, 106-48-13-17A, 106-48-13-232, 106-48-13-233, 106-48-13-234, 107-55-3-17, 107-55-3-18, 107-55-3-18A, 107-55-3-19, 107-55-3-19A, 107-48-25-1, 107-48-25-2, 107-48-25-3, 123-77-B-1D, 106-210-A, 106-210-B, 107-225-B, 107-55-8-1, 107-48-22-1, 123-72-7-53A, 90-36-6, 123-72-7-53, 107-48-22-3

Certified copy of resolution adopted by the City of Franklin Planning Commission at its meeting held on January 23, 2020.


Secretary to the Planning Commission

RESOLUTION NO: 03 -2020

**A RESOLUTION AMENDING SECTION 19.2 (2) ADDITIONAL REQUIREMENTS,
EXCEPTIONS AND LIMITATIONS OF ARTICLE XIX OF THE CITY OF FRANKLIN
ZONING ORDINANCE**

WHEREAS, the Planning Commission of the City of Franklin, finds that the public necessity, convenience, general welfare and good zoning practice require that Article XIX Section 19.2 (2) **Additional requirements, exceptions and limitations** be amended; and

WHEREAS, the Planning Commission held a duly advertised public hearing at a joint public hearing with City council on August 26, 2019; and

WHEREAS, the action on the aforementioned text amendments was tabled by the Planning Commission on August 26, 2019; and

WHEREAS, the Planning Commission wishes to bring forward the proposed aforementioned text amendments at their meeting on January 23, 2020 meeting; and

WHEREAS, of those present, the Planning Commission voted unanimously to forward these text amendments to the Zoning Ordinance to City Council with a favorable recommendation; and

NOW, THEREFORE, BE IT RESOLVED that the Planning Commission of the City of Franklin does hereby recommend that Article XIX Section 19.2.5 **Additional requirements, exceptions and limitations** be amended to state:

Section § 19.2 **Additional requirements, exceptions and limitations.**

(2) Any lot lawfully of record, except in the B-3 and M districts may be used for a single-family dwelling, even though such lot does not meet the then current lot area or lot frontage (width) requirements of the district, provided all other regulations of this ordinance are satisfied. Such single family dwelling shall not be deemed to be nonconforming.

Certified copy of a resolution adopted by the Planning Commission at its regular meeting held on January 23, 2020.



Secretary to the Planning Commission

A RESOLUTION TO AMEND THE CITY OF FRANKLIN ZONING ORDINANCE BY THE ADDITION OF ARTICLE II, SECTION 2.13 FOOD TRUCKS AND MOBIL FOOD VENDORS:

WHEREAS, the Planning Commission of the City of Franklin, finds that the public necessity, convenience, general welfare and good zoning practice require that Article III be amended by the addition of Section 2.13 **Food Trucks and Mobil Food Vendors**; and

WHEREAS, the Planning Commission held a duly advertised public hearing at a joint public hearing with City Council on August 26, 2019; and

WHEREAS, the Planning Commission, at the conclusion of the duly scheduled joint public hearing held on August 26, 2019, tabled action on this proposed addition to the Zoning Ordinance as set forth above; and

WHEREAS, the Planning Commission wished to bring forward the proposed aforementioned addition to the Zoning Ordinance to be considered at their meeting on January 23, 2020 meeting; and

WHEREAS, of those present, the Planning Commission voted unanimously to forward the addition to the Zoning Ordinance to the Zoning Ordinance to City Council with a favorable recommendation; and

NOW, THEREFORE, BE IT RESOLVED that the Planning Commission of the City of Franklin does hereby recommend that Article III be amended by the addition of Section 2.13 **Food Trucks and Mobil Food Vendors**; to read as follows:

Sec. 2.13 – Food Trucks and Mobil Food Vendors.

Definition of a Mobile Food Vendor: A mobile food vendor is a self-contained food service operation, located in a readily movable motorized wheeled or towed vehicle, used to store, prepare, display or serve food intended for individual portion service. Food carts are included in this definition.

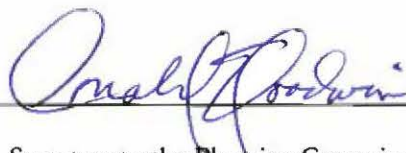
When not in conjunction with a special event regulated by Article II, Section 2.12 Temporary Uses (f) (2) special events, the operation of mobile food vendors when permitted by a specific zoning district shall be permitted by an administrative permit approved by the zoning administrator subject to the following provisions:

- (1) The applicant shall provide the following to the zoning administrator:
 - a. A copy of a valid City of Franklin business license. Such business license shall be posted in the vehicle at all times.
 - b. A copy of a valid health permit from the Virginia Department of Health stating that the mobile food vendor meets all applicable standards. A valid health permit must be maintained for the duration of the permit.
 - c. A copy of an approved inspection from the City of Franklin Department of Community Development stating that the mobile food vendor and equipment meets the requirements of the Virginia Statewide Fire Prevention Code and all applicable standards. The food truck must be reinspected on an annual basis.
 - d. When applicable operators shall provide a valid driver's license for each person who will drive the food truck.
 - e. When applicable operators shall provide current registration for the food truck, proof of current motor vehicle inspection, and proof of valid motor vehicle insurance for the food truck.
- (2) The administrative permit shall be issued for a period not to exceed one year but may be renewed upon written request by the operator.
- (3) The following standards and conditions shall apply to all mobile food vendor operations:
 - a. The operator must have written documentation of the consent of the owner(s) of the property or properties on which the mobile food vendor will be operated;
 - b. Unless otherwise approved, mobile food vendors shall operate only on developed and occupied property and only during the hours when the business establishment on the premises is open for business;

- c. The Zoning Administrator may approve mobile food vendors remaining on-site for multi-day events or late closings on a case-by-case basis. Unless otherwise approved, mobile food vendor shall be removed from any site when the on-premises establishment closes for the day. Prior to leaving the site, the mobile food vendor operator shall pick up, remove, and dispose of all trash or refuse within at least 25 feet of the mobile food vendor that consists of materials originally dispensed from the mobile food vendor, including any packages or containers or parts thereof used with or for dispensing the menu items sold from the mobile food vendor;
- d. The volume of any background music played from the mobile food vendor shall be limited so as not to be plainly audible beyond the property boundaries of the site where the mobile food vendor is located, or at a distance of 100 feet from the mobile food vendor, whichever is less;
- e. Any lighting attached to the exterior of the mobile food vendor or used to illuminate the menu boards or the customer waiting areas adjacent to the mobile food vendor shall be provided with fixtures that do not produce light spill onto adjacent properties or into the night sky;
- f. Trash Receptacles, either those already available on a site or temporary/portable ones provided by the food truck operator, shall be positioned conveniently for disposal of all trash, refuse, compost and garbage generated by the use; disposal of all trash, refuse, compost and garbage generated by the use shall be the responsibility of the mobile food vendor.
- g. Any greywater, fats, oils, grease or hazardous liquids generated in the mobile food vending operation shall be contained within the unit and transported off the property for proper disposal. No hazardous materials or liquids shall be released into any sewer, storm drain, ditch, drainage canal, creek, stream, river, lake or tidal water or on the ground, sidewalk, street, highway, or into the atmosphere;
- h. Unless otherwise approved, mobile food vendors shall be parked at least 100 feet from any residential dwelling;
- i. Mobile food vendors shall not obstruct pedestrian or bicycle access or passage, impede traffic or parking lot circulation, or create safety or visibility problems for vehicles and pedestrians. Such vehicles may be parked in an existing parking lot provided that any required parking spaces are not obstructed and made unavailable;
- j. Unless otherwise approved, mobile food vendors shall not be parked in or operated from a public street right-of-way;
- k. Not more than two A-frame signs may be used to display and advertise menu items and other information associated with the mobile food vendor operation. Such signs shall not exceed six square feet in area and four feet in height, shall be positioned within 30 feet of the mobile food vendor, and shall not be placed within a public street right-of-way. Signage that is permanently affixed to the food truck shall be permitted; however, the Zoning Administrator may approve flags, banners, or other decorative appurtenances, whether attached or detached on a case-by-case basis.

(4) The zoning administrator may revoke the permit at any time for failure of the permit holder to comply with the requirements of this section and to correct such noncompliance within the timeframe specified in a notice of violation. Notice of revocation shall be made in writing to the permit holder. Any person aggrieved by such notice may appeal the revocation to the board of zoning appeals.

Certified copy of a resolution adopted by the Planning Commission at its regular meeting held on January 23, 2020.



Secretary to the Planning Commission

RESOLUTION NO: 05 -2020

A RESOLUTION TO AMEND THE CITY OF FRANKLIN ZONING ORDINANCE BY THE ADDITION OF (1) SECTION 10.4 (10) OF ARTICLE X B-1 NEIGHBORHOOD BUSINESS DISTRICT USE REGULATIONS, (2) SECTION 11.4 (12) OF ARTICLE XI B-2 CENTRAL COMMERCIAL DISTRICT USE REGULATIONS, (3) SECTION 12.4 (6) OF ARTICLE XII B-3 GENERAL BUSINESS DISTRICT USE REGULATIONS, (4) SECTION 12A.4 (8) OF ARTICLE XIIIA B-3A GENERAL BUSINESS DISTRICT USE REGULATIONS, (5) SECTION 13.3 (e) OF ARTICLE VIII M-1 LIGHT INDUSTRIAL DISTRICT USE REGULATIONS AND (6) 14.3 (e) OF ARTICLE XIV HEAVY INDUSTRIAL DISTRICT USE REGULATIONS OF THE CITY OF FRANKLIN ZONING ORDINANCE:

WHEREAS, the Planning Commission of the City of Franklin, finds that the public necessity, convenience, general welfare and good zoning practice require that the Zoning Ordinance of the City of Franklin be amended by the addition of (1) Section 10.4 (10) of Article X B-1 Neighborhood Business District Use Regulations, (2) Section 11.4 (12) of Article XI B-2 Central Commercial District use Regulations, (3) Section 12.4 (6) of Article XII B-3 General Business District use Regulations, (4) Section 12A.4 (8) of Article XIIIA B-3A General business District Use Regulations, (5) Section 13.3 (e) of Article VIII M-1 Light Industrial District use Regulations and (6) 14.3 (e) of Article XIV heavy Industrial District use Regulations to allow **Food Trucks and Mobil Food Vendors as permitted accessory uses**; and

WHEREAS, the Planning Commission held a duly advertised public hearing at a joint public hearing with City Council on August 26, 2019; and

WHEREAS, the Planning Commission, at the conclusion of the duly scheduled joint public hearing held on August 26, 2019, tabled action on this proposed zoning ordinance text amendments as set forth above; and

WHEREAS, the Planning Commission wished to bring forward the proposed aforementioned text amendments to be considered at their meeting on January 23, 2020 meeting; and

WHEREAS, of those present, the Planning Commission voted unanimously to forward these text amendments to the Zoning Ordinance to City Council with a favorable recommendation; and

NOW, THEREFORE, BE IT RESOLVED that the Planning Commission of the City of Franklin does hereby recommend that the Zoning Ordinance of the City of Franklin be amended by to allow **Food Trucks and Mobil Food Vendors** as permitted accessory uses as set forth above; to read as follows:

Sec. 10.4 Permitted accessory uses

Accessory uses, customarily incidental to a permitted principal use or a conditional use, are allowed on the same lot including but not limited to the following:

(10) Mobile food vendors in accordance with Article II, Section 2.13

Sec. 11.4 Permitted accessory uses.

Accessory uses, customarily incidental to a permitted principal use or a conditional use, are allowed on the same lot. They include

(11) Mobile food vendors in accordance with Article II, Section 2.13

Sec. 12.4 Permitted accessory uses.

Accessory uses, customarily incidental to a permitted principal use or a conditional use, are allowed on the same lot. They include:

(6) Mobile food vendors in accordance with Article II, Section 2.13

Sec. 12A.4 Permitted accessory uses.

Accessory uses, customarily incidental to a permitted principal use or a conditional use, are allowed on the same lot. They include:

(8) Mobile food vendors in accordance with Article II, Section 2.13

Section 13.3 Permitted accessory uses.

(e) Mobile food vendors in accordance with Article II, Section 2.13

Sec. 14.3 Permitted accessory uses.

(e) Mobile food vendors in accordance with Article II, Section 2.13

Certified copy of a resolution adopted by the Planning Commission at its regular meeting held on January 23, 2020.


Secretary to the Planning Commission

RESOLUTION NO: 06 -2020

A RESOLUTION AMENDING SECTIONS 18.2 OFF-STREET PARKING REQUIREMENTS, 18.3 INTERPRETATION OF SPECIFIC REQUIREMENTS AND 18.5 DESIGN STANDARDS OF ARTICLE XVIII OFF-STREET PARKING AND LOADING REQUIREMENTS OF THE CITY OF FRANKLIN ZONING ORDINANCE

WHEREAS, the Planning Commission of the City of Franklin, finds that the public necessity, convenience, general welfare and good zoning practice require that Sections 18.2 Off-street parking requirements, 18.3 Interpretation of specific requirements and 18.5 Design standards of Article XVIII Off-Street Parking and Loading Requirements of the City of Franklin Zoning Ordinance be amended; and

WHEREAS, the Planning Commission held a duly advertised public hearing at a joint public hearing with City council on August 26, 2019; and

WHEREAS, the action on the aforementioned text amendments was tabled by the Planning Commission on August 26, 2019; and

WHEREAS, the Planning Commission wishes to bring forward the proposed aforementioned text amendments at their meeting on January 23, 2020 meeting; and

WHEREAS, of those present, the Planning Commission voted unanimously to forward these text amendments to the Zoning Ordinance to City Council with a favorable recommendation; and

NOW, THEREFORE, BE IT RESOLVED that the Planning Commission of the City of Franklin does hereby recommend that Sections 18.2 Off-street parking requirements, 18.3 Interpretation of specific requirements and 18.5 Design standards of Article XVIII Off-Street Parking and Loading Requirements of the City of Franklin Zoning Ordinance are hereby amended to state as follows:

§ 18.2. Off-street parking requirements.

(1) Minimum required spaces for residential/related uses.

b. Dwelling, townhouses: Two spaces per unit, plus ~~one additional space per each three units~~ **0.25 spaces for each dwelling unit** for visitor parking.

c. Dwelling, multi-family: 1 **space for efficiency and one bedroom dwelling units**, and ~~One and one half spaces per unit,~~ **1.5 spaces for each two or more bedroom dwelling unit** plus ~~one additional space per each three units~~ **0.25 spaces for each dwelling unit for visitor parking.**

f. Retirement homes and retirement communities: One space per ~~dwelling unit~~ **2 dwelling units**.

g. Residential units within a mixed-use facility: One space for each efficiency and one bedroom unit and 2 for each two or more bedroom unit.

h. Special regulations for single-family detached dwellings.

1. **Parking spaces and driveways shall be constructed of gravel, compacted stone, concrete, asphalt, brick or paving stones.**
2. **Parking spaces and driveways shall not occupy more than 30 percent of a front or rear yard area, and shall not occupy more than 15 percent of the total lot area for lots having a lot area of 20,000 square feet or less; more than ten percent of the total lot area for lots having a lot area of more than 20,000 square feet; nor more than 20 percent of the total lot area for lots in a cluster subdivision.**
3. **Additional lot coverage by parking spaces and driveways, and alternative paving material, may be allowed contingent upon approval of the Zoning Administrator**
4. **Parking shall be allowed only in driveways or parking spaces meeting these requirements, and shall be prohibited elsewhere on the lot.**

~~(3)~~ Minimum and maximum spaces for commercial and related uses.

a. Automobile service stations/gasoline sales and convenience stores: Minimum of one space per service bay plus one space per ~~300~~ **500** square feet of gross sales area and maximum of two spaces per service bay plus one space for each ~~200~~ **300** square feet of gross sales area.

§ 18.3. Interpretation of specific requirements.

~~(a)~~ **Where fractional spaces result, the parking spaces required shall be construed to be the next highest whole number. When the units of measurements determining the number of required parking spaces results in the requirement of a fractional space, any fraction less than one-half shall be disregarded, and fractions of one-half or over shall require one additional parking space.**

~~(e)~~ **If circumstances justify either a reduction or increase in the number of parking spaces from the minimum and maximum spaces set forth above, the zoning administrator or planning commission may, in their sole discretion, authorize such a reduction or increase. Any decrease in the minimum spaces or increase in the maximum spaces over the minimum required or allowed may be granted by the zoning administrator or Planning Commission. not cause any increase in the size of a surface stormwater retention facility. In considering this there must be a reduction in the pre-development runoff which must be accomplished through best management practices in accordance with the Virginia Stormwater Management Handbook (current edition).**

§ 18.5. Design standards.

(a) Dimensions. Each off-street parking space not in a street or alley shall be not less than 18 feet long and not less than ~~ten~~ **nine** feet wide, exclusive of access drives and aisles, permanently reserved for the temporary storage of one automobile and connected with a street or alley by a driveway which affords satisfactory ingress and egress for automobiles. Parking areas shall be of usable shape and those for more than five vehicles shall be surfaced with an all-weather surfaced area (asphalt or concrete). **Alternative parking surfaces maybe allowed where infiltration into existing soil is achieved to reduce post development runoff volume from entering the offsite receiving system. The alternate parking surfaces maybe created using porous pavement, porous asphalt, pervious concrete and other industry standard surfaces while supporting traffic loads for the intended vehicular traffic as approved by the Environmental Services Division of Community Development.**

Parking lots shall be designed to reduce water pollution through stormwater management measures including, but not limited to porous paving, filter strips, bio-retention areas, open sections, and depressed medians. Any such measure shall not conflict with the Low Impact Development (LID) Best Management Practices (BMPs) as referenced in the latest edition of the Green Parking Lot Guide Published by the US Environmental Protection Agency or other approved agency guideline.

(b) Entrances and exits. Location and design of entrances and exits shall be in accord with the requirements of applicable city regulations and **construction** standards, including those of the Virginia Department of Transportation.

(d) Lighting. Off-street parking areas with parking space for more than five vehicles and used during darkness shall have a lighting system which provides an adequate standard of illumination over the entire parking lot. All lights shall be shielded so that minimum glare will extend to adjacent property and shall meet requirements of the ~~director of public works~~ **Zoning Administrator.**

Certified copy of a resolution adopted by the Planning Commission at its regular meeting held on January 23, 2020.


Secretary to the Planning Commission

The Franklin City Council held an Agencies and Organizations Budget Work Session on January 27, 2020 at 6:00 p.m. in the City Council Chambers at City Hall.

Council Members in Attendance: Barry Cheatham, Vice-Mayor; Councilman Linwood Johnson; Councilman Bobby Cutchins; Councilwoman Wynndolyn Copeland and Councilman Benny Burgess

Council Members Not in Attendance: Frank Rabil, Mayor and Councilman Gregory McLemore

Staff in Attendance: Amanda Jarratt, City Manager Leesa Barnes, Executive Assistant, Recording Minutes

Other Staff in Attendance: Russ Pace, Director of Public Works; Dan Howe, Director of Downtown Franklin Association

Budget Presentations

Smart Beginnings Western Tidewater

Lorraine Green-Whitehead, of Smart Beginnings of Western Tidewater presented the following budget request of \$15,000.00.

Downtown Franklin Association (excludes taxing district taxes)

Jackie Newsome, of Downtown Franklin Association presented the following budget request of \$120,000.00.

Paul D. Camp Community College

Phillip Bradshaw of Paul D. Camp Community College presented the following budget request of \$13,000.00.

Franklin Southampton Economic Development Inc.

Jay Brenchick, President and Chief Executive Officer of Franklin Southampton Economic Development, Inc. presented the following budget request of \$125,000.00.

Senior Services of Southeastern Virginia

Steve Zollos Chief of Executive Officer of Senior Services of Southeastern Virginia presented the following budget request of \$9,676.00.

STOP, Incorporated

Michelle Bryant, Vice-President of STOP, Incorporated presented the following budget request for \$15,000.00.

Virginia Legal Aid Society, Inc.

Michael Stulz, Managing Attorney for Virginia Legal Aid Society, Inc. presented the following budget request for \$4,434.00.

Western Tidewater Free Clinic

Bobby Hayes, Vice-Chairman of the Board of Directors for Western Tidewater Free Clinic presented the following budget request for \$41,600.00.

Boys & Girls Club

Reggie Carter of the Boys & Girls Club presented the following budget request for \$7,500.00.

Adjournment

There being no more presentations Vice-Mayor Barry Cheatham asked for a motion to close the January 27, 2020 Agencies and Organizations Budget Work Session.

Councilwoman Wynndolyn Copeland made a motion to adjourn the January 27, 2020 Agencies and Organizations Budget Work Session. The motion was seconded by Councilman Linwood Johnson.

The motion carried the vote by 5-0.

Mayor

Clerk to City Council

MINUTES FROM THE JANUARY 27, 2020 REGULAR CITY COUNCIL MEETING

The Franklin City Council held a Regular City Council Meeting on January 27, 2020 at 7:00 p.m. in the City Council Chambers at City Hall.

Council Members in Attendance: Barry Cheatham, Vice-Mayor; Councilman Linwood Johnson; Councilman Bobby Cutchins; Councilwoman Wynndolyn Copeland and Councilman Benny Burgess

Council Members Not in Attendance: Frank Rabil, Mayor and Councilman Gregory McLemore

Staff in Attendance: Amanda Jarratt, City Manager and Vivian Seay-Giles, Sands Anderson Attorney; Leesa Barnes, Executive Assistant, Recording Minutes

Other Staff in Attendance: Russ Pace, Director of Public Works; Dan Howe, Director of Downtown Franklin Association; Samara Green-Bailey, Director of Parks & Recreations; Brenda Rickman, Commissioner of the Revenue; Mark Bly, Director of Power & Light; Director of Emergency Services; Steve Patterson, Chief of Franklin City Police Department; Robert Porti, Deputy Chief of Franklin City Police; Sarah Rexrode, Director of Social Services; and Tracy Spence, Director of Finance

Call to Order

Mayor Frank Rabil called the January 27, 2020 regular City Council meeting to order at 7:00 p.m.

Citizen's Time

No one signed up to speak at Citizen's Time.

Amendments to Agenda

Approval of January 13, 2020 Regular Meeting Minutes

Vice-Mayor Barry Cheatham asked if there were any additions or corrections to the minutes from the January 27, 2020 regular City Council meeting. There being none he asked for a motion of approval.

Councilwoman Wynndolyn Copeland made a motion to approve the minutes from the January 13, 2020 regular City Council meeting. The motion was seconded by Councilman Linwood Johnson.

The motion carried the vote by 5-0.

Financial Matters

Davenport Update

Amanda Jarratt, City Manager introduced David Rose with Davenport to come forward and give the following presentation summarizing all of the actions that have occurred over the last year with regards to the refinancing of capital projects and debt restructuring:

Summary, Conclusions, and Key Considerations of the General Fund

- The City three-pronged Plan of Finance was successfully completed by the end of Calendar Year 2019.
- The actual results of the General Fund Restructuring were significantly better than planning estimates.
- Davenport recommends that, to the extent possible, the City maintains and seeks to enhance its Unassigned Fund Balance levels.
 - The Unassigned Fund Balance metric is the single most important factor in obtaining and / or maintaining a strong Credit Rating(s).
- The actions taken in Calendar Year 2019 allowed the City to fund \$5 million of immediate General Fund capital needs with no impact to the Real Estate Tax Rate and will position the City to minimize the future impact of the Courthouse project and other future capital projects.
- By completing the CY 2019 Plan of Finance, the City successfully obtained permanent financing for \$3 million of immediate Utility capital needs for an Electric Substation Expansion Project and established a separate Line of Credit for \$2.1 million of additional Utility funding, all with a minimal burden on utility user rates.
- Davenport recommends that the City move forward with procuring the services of an outside, independent Consulting Engineer (firm) to determine the City's multi-year capital requirements and the related impact (s) on utility user rates.
- The above action will then allow City staff and Davenport to discuss strategies to minimize and / or mitigate the initial capital investment and resulting utility user rate increase(s).

Mr. Rose cautioned Council to consider as the City goes into budget season if at all possible try not to use that unassigned fund balance for any one time purposes and / or operating annual expenses. He reminded City Council that they borrowed those funds for capital to keep from chipping away at that Unassigned Fund Balance.

Vice-Mayor Barry Cheatham opened to floor for questions.

Councilman Linwood Johnson asked how the Unassigned Fund Balance rate calibrated. Mr. Rose shared that the Council policy required a fund balance between 15%-25%.

Mr. Rose answered the Unassigned Fund Balance rate is calibrated once a year on June 30th and it is based on overall revenue and expenditures.

Old / New Business

IOW Memorandum of Understanding Revenue Sharing Area

City Manager, Amanda Jarratt informed Council that the City of Franklin has an existing Revenue Sharing Agreement between the City and Isle of Wight County which provides for the sharing of revenue from business and industry located within a specific geographic area. The revenue sharing agreement did not account for incentives that may be offered to a business or industry that was new to or expanding within a specific geographic area. She presented Council with a Memorandum of Understanding (MOU) that outlined how the extension of economic development incentives would be handled. A MOU of a similar nature was adopted to accommodate the expansion of S.T. Tissue in 2016. She explained that the blanket agreement will cover all future projects rather than having to adopt a MOU for each new expansion.

The proposed agreement provides that notwithstanding the terms and agree, that for calculation purposes, "local tax revenues", as defined by the Revenue Sharing Agreement, shall be reduced by such sums which are refunded, rebated, credited or otherwise returned to a qualifying business within the designated area pursuant to an economic development incentive agreement and which are tied to or otherwise associated with any taxes paid by said qualifying business, which would otherwise be included in local tax revenues.

The Isle of Wight Board of Supervisors considered this MOU at their meeting on January 16, 2020 and was adopted unanimously.

City Manager Jarratt added that Sands Anderson has reviewed the MOU on the City's behalf and It is in our best interest to move forward with this project.

Councilman Benny Burgess made a motion to approve the Isle of Wight Memorandum of Understanding Revenue Sharing Area. The motion was seconded by Councilman Linwood Johnson.

Councilman Benny Burgess wanted clarification that this MOU is just for dealing with tax revenue and the incentives. This is just an addition to the original agreement.

City Manager Jarratt confirmed that this was in addition to the original agreement.

Councilman Johnson asked if by approving this MOU would there be an increase in revenue in the near future,

City Manager Jarratt answered in the future the City anticipates an increase within the next three years, but this is based on projections only.

The motion carried the vote by a 5-0 vote.

Adult Protective Services Overview

City Manager Amanda Jarratt introduced to Sarah Rexrode, Director of Social Services to give the following overview of the Adult Protective Services (APS) program:

APS Philosophy

- Advocate for the right of capable adult to make his / her own choices even when the community or family may oppose these choices
- Provide the least restrictive and intrusive intervention necessary to protect the adult and stabilize the situation
- The adult has the right to make decisions on his / her own behalf until he / she delegates that responsibility voluntarily or the court grants that responsibility to another individual
- Adult abuse, neglect and exploitation are social problems and their resolution should be sought through the provision of social and medical services

Who does APS serve?

- Adults 18 years and older who are incapacitated
 - Mental illness, intellectual Disability, Physical illness or disability, Advanced age, or other causes to determine that they lack the understanding or capacity to make, communicate, or carry out responsible decisions about their well-being.
- Adults 60 years or older

Types of Abuse, Neglect, Exploitation

- **Abuse:** (i) Knowing and willful conduct that causes physical injury or pain or (ii) knowing and willful use of physical restraint, including confinement, as punishment, for convenience or as a substitute for treatment, except where such conduct or physical restraint, including confinement, is a part of care or treatment and is in furtherance of the health and safety of the incapacitated person (18.2 – 369 of the Code of Virginia). **Note:** this definition appears in the criminal section of the Code of Virginia.
- **Adult Exploitation:** The illegal, unauthorized, improper, or fraudulent use of an adult as defined in 63.2 – 1603 or his funds, property, benefits, resources or other assets for another’s profit, benefit, or advantage, including a caregiver or person serving in a fiduciary capacity, or that deprives the adult of his rightful use of or access to such funds, property, benefits, resources, or other assets. “Adult exploitation” includes (i) and intentional breach of a fiduciary obligation to an adult in a manner that results in neglect of such adult; (ii) the acquisition, possession, or control of an adult’s financial resources or property through the use of undue influence, coercion, or duress; and (iii) forcing or coercing an adult to pay for goods or services or perform services against his will for another’s profit, benefit, or advantage if the adult did not agree or was tricked, misled, or defrauded into agreeing, to pay for such goods or services or perform such services (63.2 – 100 of the Code of Virginia).

- **Adult Neglect:** An adult as defined in 63.2 – 1603 is living under such circumstances that he is not able to provide for himself or is not being provided services necessary to maintain his physical and mental health and that the failure to receive such necessary services impairs or threatens to impair his well-being. However, no adult shall be considered neglected solely on the basis that such adult is receiving religious nonmedical treatment or religious nonmedical nursing care in lieu of medical care, provided that such treatment or care is performed in good faith and in accordance with the religious practices of the adult and there is written or oral expression of consent by that adult (63.2 – 100 of the Code of Virginia).

Neglect includes the failure of a caregiver or another responsible person to provide for basic needs to maintain the adult's physical and mental health and well-being, and it includes the adult's neglect of self.

Neglect includes, but is not limited to:

1. The lack of clothing considered necessary to protect a person's health;
 2. The lack of food necessary to prevent physical injury or to maintain life, including failure to receive appropriate food for adults with conditions requiring special diets;
 3. Shelter that is not structurally safe; has rodents or other infestations which may result in serious health problems; or does not have a safe and accessible water supply, safe heat source or sewage disposal. Adequate shelter for an adult will depend on the impairments of an adult; however, the adult must be protected from the elements that would seriously endanger his health (e.g., rain, cold or heat) and could result in serious illness or debilitating conditions.
 4. Inadequate supervision by a caregiver (paid or unpaid) who has been designated to provide the supervision necessary to protect the safety and well-being of an adult in his care;
 5. The failure of persons who are responsible for caregiving to seek needed medical care or to follow medically prescribed treatment for an adult, or the adult has failed to obtain such care for himself. The needed medical care is believed to be of such a nature as to result in physical and / or mental injury or illness if it is not provided;
 6. Medical neglect includes but is not limited to, the withholding of medication or aids needed by the adult such as denture, eye glasses, hearing aids, walker, etc. It also includes the unauthorized administration of prescription drugs over-medicating or under-medicating, and the administration of drugs for other than bona fide medical reasons, as determined by a licensed health care professional; and
 7. Self-neglect by an adult who is not meeting his own basic needs due to mental and / or physical impairments. Basic needs refer to such things as food, clothing, shelter, health or medical care. (22 VAC 30 -100 -10).
- **Sexual Abuse:** An act committed with the intent to sexually molest, arouse, or gratify any person, where:
 - The accused intentionally touches the complaining witness's intimate parts or material directly covering such intimate parts;
 - The accused forces the complaining witness to touch the accused's the witness's own, or another person's intimate parts or material directly covering such intimate parts; or
 - The accused forces another person to touch the complaining witness's intimate parts or material directly covering such intimate parts (18.2 – 67.10 of the Code of Virginia).

- **Domestic Violence:** when a family of household member is the alleged perpetrator, the local department of social services shall take the report if the alleged victim is 60 years or older or is an 18 year of age or older and incapacitated.

Once APS Receives a Report:

- 24 hours to initiate a response

Courthouse Update

Southampton County Courthouse

City Manager Amanda Jarratt gave a brief update on the Southampton County Courthouse. She stated she was waiting on Mike Johnson, Southampton County Administrator to return two score sheets from the newly seated Board of Supervisors. Once received and the scores are tabulated, a meeting of the negotiation team will be scheduled.

City of Franklin Courthouse

City Manager Jarratt updated Council on the City of Franklin Courthouse. She informed Council that an interview with Enteros has been scheduled for February 6, 2020 at 7:00 p.m. located at City Hall in the Council Chambers.

City Manager's Report

Vice-Mayor Barry Cheatham congratulated City Manager Amanda Jarratt on her first year serving as City Manager.

City Manager Jarratt thanked Council and stated she has enjoyed her first year as City Manager and is looking forward to the coming year. She thanked Council for all of their support.

City Manager Jarratt provided the following updates:

- The Verizon Tower became operational as of January 17, 2020
- Franklin Parks and Recreation has a series of new programming and activities. Be sure to visit the Franklin Department of Parks and Recreation Facebook page for a calendar of events.
City Manager Jarratt also congratulated Sammara Green-Bailey who was appointed as Director of the Parks and Recreations Department.
- Governor Northam announced that G-Max Industries purchased the Money Mailer building located at 221 Progress Parkway. They will be investing 10.5 million dollars in the City of Franklin and will creating 40 new jobs. G-Max Industries is a sourcing agent of medical disposal products.
- Staff is scheduled to meet with Bon Secours leadership on January 31, 2020 to discuss the transition and future impacts to the City of Franklin
- Councilman Burgess brought up at the January 13th City Council meeting the appointment of a Hurricane Floyd 25th Anniversary Committee. City staff is in the process of gathering old pictures and videos from the Hurricane. Appointments can be made at this time or following a discussion based on the pleasure of Council. Council chose to handle the appointments for the Hurricane Floyd 25th Anniversary Committee in closed session.

Community Events

- Partners in Progress is scheduled for March 17, 2020 at 7:30 a.m. –9:00 a.m. at the Main Event. Please call 757 562-1958 to RSVP.
- Franklin Cruise-In Kick-Off is scheduled for Saturday, April 25, 2020
- The Franklin Experience has planned a Lumber Jack Festival for May 9, 2020.
- National Night Out is scheduled for August 4, 2020 at Armory Field. If you are interested in participating or being a part of the planning committee, please e-mail nno@franklinpolice.org.

Councilman Benny Burgess asked if the Enteros Design, PC interview meeting would be done in open session and recorded.

City Manager Jarratt replied that would be the pleasure of Council, typically these type of interviews are held in closed session but due to the best interest of all the parties involved the interviews she would recommend that the interviews be conducted in open session.

City Manager Jarratt deferred to Council on how they wanted to handle the Enteros Design, PC interview meeting.

The consensus of Council was to hold the Enteros Design, PC interview in open session.

Council / Staff Reports on Boards / Commissions

Councilman Benny Burgess reminded Council and staff about the Franklin Business Center's Fifteenth Anniversary Celebration that is scheduled for May 14, 2020.

Vice-Mayor Barry Cheatham informed Council and staff that he attended the Hampton Roads Planning District Commission (HRPDC) meeting where the topic of discussion was the offshore windmill power source.

Vice-Mayor Cheatham also attended the Hampton Roads Transportation Planning Organization (HRTPO) meeting. He stated at the ports trucks were having to wait six hours and now it has been cut back to a one-hour or less to get the trucks out of the port.

Closed Session

Vice-Mayor Barry Cheatham asked for a motion to go into closed session.

Councilwoman Wynndolyn Copeland moved that the City of Franklin, Virginia City Council adjourn into a closed meeting pursuant to Virginia Code Section 2.2 -3711 – 1, to discuss appointments to boards and commissions, to discuss the following subject or subjects: Franklin Redevelopment and Housing Authority and Hurricane Floyd 25th Anniversary Committee

And pursuant to Virginia Code Section 2.2 – 3711 – 7 briefing by staff members on actual or probable litigation where such consultation or briefing in an open meeting would adversely affect the negotiating or litigating posture of the public body.

The motion carried the vote by 5-0.

Motion Upon Returning to Open Session

Councilwoman Wynndolyn Copeland made a motion to return to open session. The motion was seconded by Councilman Benny Burgess.

The motion carried the vote by 5-0.

Councilwoman Wynndolyn Copeland made a motion to appoint Charlie Ashburn to the Franklin Redevelopment and Housing Authority. The motion was seconded by Councilman Benny Burgess.

The motion carried the vote by 5-0.

Adjournment

Councilman Bobby Cutchins made a motion to adjourn the January 27, 2020 Regular City Council meeting. The motion was seconded by Councilman Linwood Johnson.

The January 27, 2020 Regular City Council meeting adjourned at 8:28 p.m.

Mayor

Clerk to City Council



**Benefits Programs Specialist Appreciation Month
Resolution of Appreciation #2020 -3**

WHEREAS, Virginia has provided a safety net to our most vulnerable citizens of the City of Franklin by administering the benefit programs of SNAP, TANF, Medical Assistance, General Relief, Auxiliary Grant, Refugee Cash Assistance and Energy Assistance Program by local department of social services;

WHEREAS, Virginia's landmark welfare reform legislation and the present social economic climate in the United States and Virginia have significantly impacted the services provided by local Benefit Program's Specialists, calling upon them to creatively promote individual self-sufficiency and personal responsibility; and

WHEREAS, Virginia implemented historic changes with the deployment of Medicaid Expansion while continuing to administer complex policies and procedures in all major benefit programs as well as increased technological advances with Virginia Case Management System and Data Management Imaging Systems which has impacted technology changes for benefit programs now and well into the future; and

WHEREAS, Virginia's 3,363 Benefit Programs Specialists have been at the forefront of public efforts to meet that need, steadily maintaining a high rate of application processing and case management to ensure that those qualified for social services receive and continue to receive them; and

WHEREAS, 35,496 TANF recipients and \$1,566,926 in diversionary payments to prevent long term dependence on public assistance, 708,548 SNAP recipients, 1,387,273 Medical Assistance recipients, 326 General Relief recipients, 3,493 Auxiliary Grant recipients and 134,030 Energy Assistance households, 4,576 children under 17 in Foster Care , 562 youth in Fostering Futures programs, are served through the Benefit Programs Division, and depend on the dedication and commitment of Benefit Programs Specialists who handle their cases in an accurate and timely manner; and

WHEREAS, Benefit Programs Specialists are continually faced with reconciling an environment of rapidly changing policies, procedures, and technological advances with quality control requirements; and

WHEREAS, Benefit Programs Specialists provide ethical public service, respect human dignity, are responsible for the application of the law, demonstrate personal integrity and promote professional excellence and

NOW THEREFORE BE IT RESOLVED, on this 10th day of February 2020, the Franklin City Council of Social Services does hereby commend all Benefit Programs Specialists across the City of Franklin for a job well done and recognizes the month of February 2020 as Benefit Program Specialists Appreciation Month, calling upon City of Franklin citizens to join in acknowledging their public service contributions

Resolved: _____

Mayor Frank M. Rabil



**City of Franklin School Board Appreciation Month
February 2020 - 04**

Whereas, the education of Virginia’s school-aged children is the foundation upon which the economic, social and intellectual capital of our state is built; and

Whereas, locally elected and appointed school boards play an important and vital role in a representative democracy, and decisions made by local boards of education directly influence instruction in Virginia’s public schools; and

Whereas, these decisions affect the present and future lives of children, and also set direction to prepare all students to be competitive in a local, state, national and global 21st Century knowledge economy; and

Whereas, local school board members work with parents, businesses, education professionals and other community members to create the educational vision we want for our students; and

Whereas, this year’s theme – *Excellence Through Equity* – reflects the top priority of local school board members as they advocate for public education with local, state and federal leaders; and

Whereas, School Board Appreciation Month provides an opportunity to build stronger relationships between the thousands of Virginians who champion the mission of public education and school board members; now, therefore be it

Resolved the Franklin City Council recognizes the contributions of the state’s local school boards to the academic success of its public school students and expresses its sincerest recognition to local board members for their focus on the well-being and achievement of children throughout the state; and be it finally

Resolved the Franklin City Council declares February 2020 as School Board Member Appreciation Month and encourages local school divisions and community leaders to appropriately recognize our state’s dedicated school board members.

Resolved: _____

Mayor Frank M. Rabil

BUDGET AMENDMENT 2020-10

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA that the 2019-2020 City Budget is hereby amended to:

1. *recognize revenues from the City's EMS contract with Southampton County and to appropriate such revenue for new uses;*
2. *reallocate lapsed appropriations to fund professional service costs related to new contracted attorney firm and prior year accounting costs, health insurance costs related to recent retirees, and software costs;*
3. *recognize revenues for various grants and to appropriate such revenue for new uses;*
4. *recognize revenues for donations from International Paper and to appropriate such revenue for the Riverwalk Project;*
5. *to correct Budget Amendment 2020-03 allocation of grant monies between Hunterdale Volunteer Fire Department & Franklin Fire & Rescue;*
6. *recognize revenues from the Camp Foundation and to appropriate such revenue for new uses;*
7. *authorize the use of fund balance to pay pro rata fees received in prior fiscal years to the developer for the Riverwood Estates Subdivision pursuant to the City's Pro Rata Policy.*

| | | 2019-2020 | AMENDED | INCREASE |
|------------|--|-------------|-------------|--------------------|
| | | BUDGET | BUDGET | (DECREASE) |
| | <i>#1</i> | | | |
| 100 | GENERAL FUND | | | |
| | REVENUE | | | |
| 19020-0011 | Miscellaneous Recoveries – SoCo EMS Contract | \$0 | \$1,100,000 | <u>\$1,100,000</u> |
| | | | | \$1,100,000 |
| | EXPENDITURES | | | |
| 32100-1101 | Salaries & Wages – Regular | \$1,242,547 | \$1,772,131 | \$529,584 |
| 32100-1200 | Salaries & Wages – Overtime | 125,500 | 214,765 | 89,265 |
| 32100-1250 | Salaries & Wages – Holiday Pay | 52,750 | 73,150 | 20,400 |
| 32100-1300 | Salaries & Wages – Part Time | 0 | 81,141 | 81,141 |
| 32100-2100 | FICA | 90,756 | 131,930 | 41,174 |
| 32100-2210 | Retirement – VRS | 153,683 | 217,657 | 63,974 |
| 32100-2213 | Line of Duty Act | 21,500 | 46,500 | 25,000 |
| 32100-2300 | Hospitalization/Medical Plan | 159,945 | 267,369 | 107,424 |
| 32100-2400 | Group Life Insurance | 16,666 | 23,604 | 6,938 |
| 32100-2720 | Workmen's Compensation | 73,607 | 103,317 | 29,710 |
| 32100-3110 | Doctors & Physical Exam Fees | 9,272 | 22,772 | 13,500 |
| 32100-2810 | Education & Uniforms Allowance | 6,920 | 23,560 | 16,640 |
| 32100-6001 | Office Supplies | 2,000 | 4,000 | 2,000 |
| 32100-6011 | Uniforms & Wearing Apparel | 27,500 | 34,000 | 6,500 |
| 32100-6012 | Books & Subscriptions | 6,800 | 13,550 | 6,750 |
| 32100-8101 | Fire Hose & Equipment | 55,900 | 115,900 | <u>60,000</u> |
| | | | | \$1,100,000 |

| | | | | |
|------------|--|-----------|-----------|-----------------|
| | #2 | | | |
| 100 | GENERAL FUND | | | |
| | EXPENDITURES | | | |
| 12210-1101 | Salaries & Wages – Regular | \$118,066 | \$78,066 | \$(40,000) |
| 12210-2100 | FICA | 9,033 | 5,033 | (4,000) |
| 12210-2210 | Retirement – VRS | 14,239 | 6,239 | (8,000) |
| 12320-3133 | Contracted Services – IT | 10,176 | 176 | (10,000) |
| 12320-3160 | Professional Services | 13,050 | 10,050 | (3,000) |
| 31100-1101 | Salaries & Wages – Regular | 1,591,526 | 1,530,491 | (61,035) |
| 12210-3100 | Professional Services | 1,500 | 41,500 | 40,000 |
| 12430-3160 | Professional Services | 48,600 | 60,600 | 12,000 |
| 12550-2410 | Health Insurance – Retirees | 177,237 | 190,237 | 13,000 |
| 12560-8117 | Software Upgrade Project | 0 | 61,035 | <u>61,035</u> |
| | | | | \$0 |
| | | | | |
| | #3 | | | |
| 100 | GENERAL FUND | | | |
| | REVENUE | | | |
| 24040-0007 | Litter Control Grant | \$0 | \$4,883 | \$4,883 |
| 24040-0004 | Rescue Squad Assistance Grant | 0 | 8,666 | 8,666 |
| 24040-0125 | Radiological Emergency Preparedness Fund Grant | 0 | 700 | <u>700</u> |
| | | | | \$14,249 |
| | | | | |
| | GENERAL FUND | | | |
| | EXPENDITURES | | | |
| 81300-5855 | Litter Control Grant | \$0 | \$4,883 | \$4,883 |
| 32100-3500 | Printing & Binding | 300 | 1,000 | 700 |
| 32100-8115 | Rescue Equipment | 3,570 | 12,236 | <u>8,666</u> |
| | | | | \$14,249 |
| | | | | |
| | #4 | | | |
| 200 | CAPITAL FUND: GENERAL | | | |
| | REVENUE | | | |
| 41040-3010 | Donations-Recreation | \$0 | \$20,000 | <u>\$20,000</u> |
| | | | | \$20,000 |
| | | | | |
| | EXPENDITURES | | | |
| 94000-8128 | Riverwalk Project | \$0 | \$20,000 | \$20,000 |
| | | | | \$20,000 |

| | | | | |
|------------|--------------------------------|-----------|-----------|-----------------|
| | #5 | | | |
| 220 | FOUNDATION GRANT FUND | | | |
| | EXPENDITURES | | | |
| 32100-8117 | Fire Prevention – Other Grants | \$8,857 | \$13,857 | \$5,000 |
| 91450-4009 | Hunterdale Volunteer Fire Dept | 10,000 | 5,000 | <u>(5,000)</u> |
| | | | | \$0 |
| | | | | |
| | #6 | | | |
| 220 | FOUNDATION GRANT FUND | | | |
| | REVENUE | | | |
| 18990-3000 | Camp Family Foundation Grants | \$0 | \$44,000 | \$44,000 |
| | | | | \$44,000 |
| | | | | |
| | EXPENDITURES | | | |
| 31100-5848 | Camp Foundation Grant Police | \$17,932 | \$32,932 | \$15,000 |
| 32100-5848 | Camp Foundation Grant Fire | 2,809 | 17,809 | 15,000 |
| 91450-4009 | Hunterdale Volunteer Fire Dept | 5,000 | 19,000 | <u>14,000</u> |
| | | | | \$44,000 |
| | | | | |
| | #7 | | | |
| 501 | WATER & SEWER FUND | | | |
| | REVENUE | | | |
| 41050-0050 | Use of Fund Balance | \$205,270 | \$221,270 | \$16,000 |
| | | | | \$16,000 |
| | | | | |
| | EXPENSES | | | |
| 44112-3210 | Pro Rata Fees – Water | \$0 | \$7,000 | \$7,000 |
| 44113-3210 | Pro Rata Fees - Sewer | 0 | 9,000 | <u>9,000</u> |
| | | | | \$16,000 |
| | | | | |

*Certified copy of resolution adopted by
Franklin City Council.*

Clerk to the City Council



*Office of the City Manager
Amanda C. Jarratt*

February 5, 2020

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: Second Quarter Financial Review

Background

Finance Director Spence will provide an overview of the second quarter financial information.

Needed Action

None at this time.



HIGHLIGHTS – ENTERPRISE FUNDS
For the period ending December 31, 2019

Based on Unaudited Financial Data

Basis of Reporting

- The information enclosed is the City's Financial Report for the Enterprise Funds for the period ending December 31, 2019.
- The report contains provisions for revenue and expenditure accruals.
 - Reflects 6 months of revenue & expenditures – full accrual basis of accounting.
- Financial Report presentation is consistent with the department's objectives to:
 - Report timely, relevant, understandable and accurate financial data
 - Promote accountability through monitoring, assessment and reporting.

Airport Fund

- **Revenue Analysis**
 - Fuel sales and airport rental fees are below target with 30% of budgeted realized. Total revenues for the fund are at below target with 34% of budget realized.
- **Expense Analysis**
 - Expenses in the fund are below target with 36% of budget expended (net of transfers and depreciation).
- **Cash Balance**
 - Cash balance in the Airport Fund is \$(26,100).

Water & Sewer Operating Fund

- **Revenue Analysis**

- Revenue from the sale of water and sewer service charges of \$1.6m at the end of the period is slightly below target at 47% of budget and is comparable to prior year period collections.

- **Expense Analysis**

- Expenses in the fund are \$775k and below target at 41% (net of transfers, debt service and depreciation). Expenses are \$24k lower than prior year in the water division due to well operation maintenance; \$28k lower than prior year in the sewer division due to reduced sewer clean out expenses; and \$38k higher than prior year in the wastewater division treatment plant supply expenses.

Water & Sewer Fund - Operating & Capital Cash Balance

- Cash balance - \$1,660,600

| Month | FY 18-19 | FY 19-20 |
|-----------|--------------|--------------|
| July | \$ 1,270,905 | \$ 1,410,586 |
| August | \$ 1,299,941 | \$ 1,482,420 |
| September | \$ 1,532,163 | \$ 1,334,351 |
| October | \$ 1,589,778 | \$ 1,379,217 |
| November | \$ 1,635,493 | \$ 1,599,327 |
| December | \$ 1,634,637 | \$ 1,660,600 |
| January | \$ 1,340,036 | |
| February | \$ 1,370,209 | |
| March | \$ 1,444,702 | |
| April | \$ 1,538,057 | |
| May | \$ 1,638,056 | |
| June | \$ 1,382,555 | |

Solid Waste Operating Fund

- **Revenue Analysis**

- Revenue for the Solid Waste Fund is slightly above target with revenue at \$668k or 52% of budget and is slightly higher than prior year period collections.

- **Expense Analysis**

- Expenses in the fund at \$357k are below target with 36% of budget expended (net of depreciation, transfers and debt service) and comparable to prior year expenses.

Solid Waste Fund – Operating & Capital Cash Balance

Cash balance - \$497,577

| Month | FY 18-19 | FY 19-20 |
|-----------|-----------|-----------|
| July | \$226,627 | \$399,753 |
| August | \$238,139 | \$426,513 |
| September | \$250,455 | \$396,737 |
| October | \$240,796 | \$439,368 |
| November | \$255,153 | \$491,141 |
| December | \$282,542 | \$497,577 |
| January | \$292,126 | |
| February | \$311,695 | |
| March | \$319,666 | |
| April | \$336,760 | |
| May | \$353,560 | |
| June | \$347,629 | |

Electric Fund

• Revenue Analysis

- Revenue from energy sales at \$7.6m is slightly below target at 48% of budget; below is a snapshot of prior year billed service revenue, current year budget, actual and % of budget realized:

| Account Description | FY19 | | FY20 | | % Realized |
|-------------------------------------|------------------|----|------------|------------------|------------|
| | Actual Dec 31 | | Budget | Actual Dec 31 | |
| Sale of Electricity -Fuel Adj | \$ 802,031 | \$ | 1,221,787 | \$ 530,386 | 43.4% |
| Sale of Electric Energy-Residential | 4,023,087 | | 8,177,058 | 3,917,396 | 47.9% |
| Sale of Electricity-Commercial | 3,009,436 | | 5,986,262 | 2,994,177 | 50.0% |
| Cycle & Save | (59,385) | | (119,100) | (59,365) | 49.8% |
| | \$ 7,775,169 | \$ | 15,266,007 | \$ 7,382,594 | 48.4% |

• Expense Analysis

- Expenses associated with the sale of energy for the fiscal year was \$5.6m and is below budget at 42.8% of the total budget (net of depreciation, transfers and debt service).

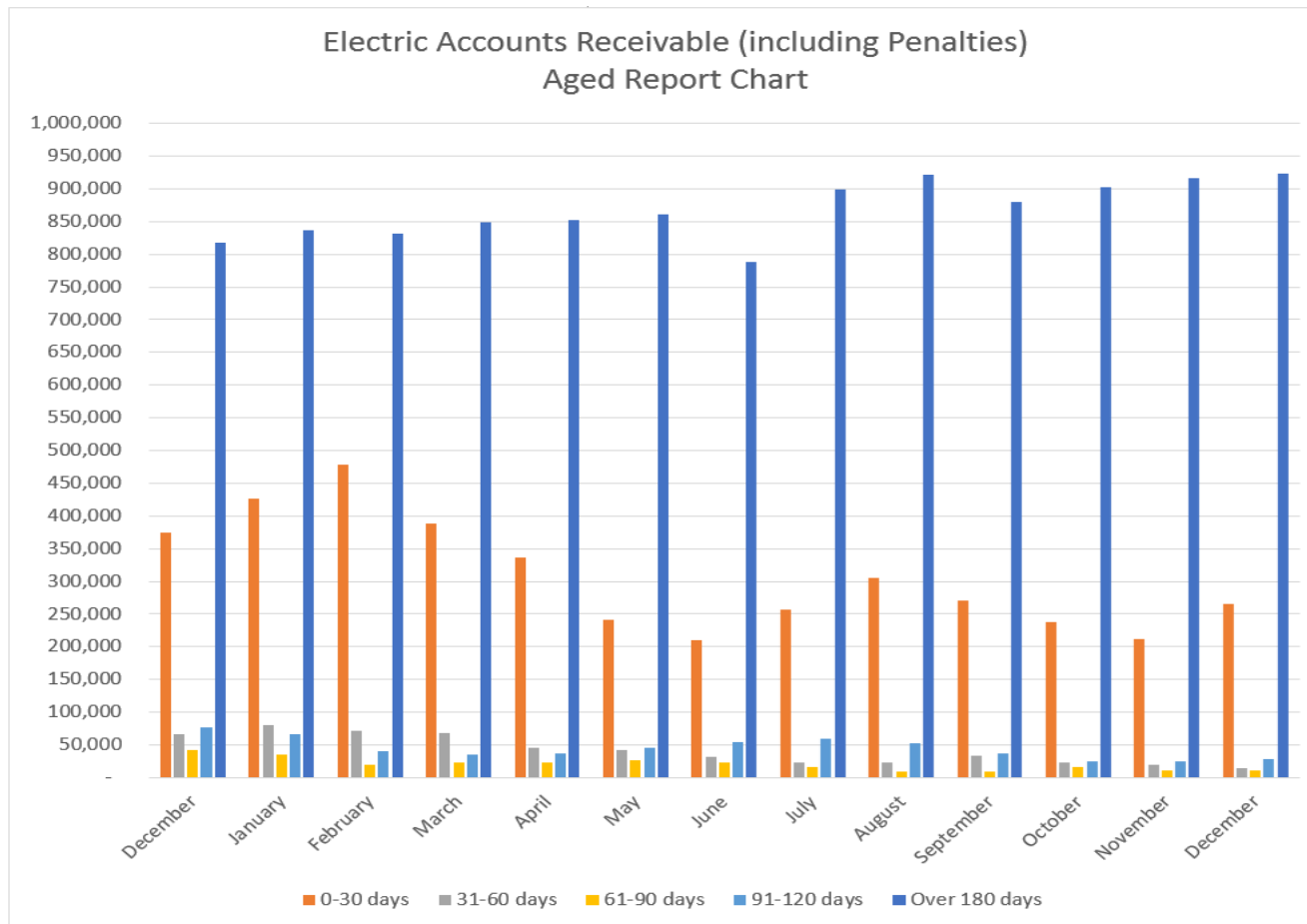
ELECTRIC FUND - OPERATING & CAPITAL CASH ANALYSIS

| | FY 2014-2015 | FY 2015-2016 | FY 2016-2017 | FY 2017-2018 | FY 2018-2019 | FY 2019-2020 |
|-------|--------------|--------------|--------------|--------------|--------------|--------------|
| 7/31 | \$ 957,000 | \$ 724,794 | \$ 276,984 | \$ 1,421,109 | \$ 3,074,620 | \$ 5,429,626 |
| 8/31 | \$ 1,095,099 | \$ 774,246 | \$ 453,148 | \$ 1,127,645 | \$ 3,531,450 | \$ 5,025,518 |
| 9/30 | \$ 1,220,000 | \$ 942,197 | \$ 729,003 | \$ 1,431,729 | \$ 3,528,504 | \$ 4,967,485 |
| 10/31 | \$ 1,273,878 | \$ 956,592 | \$ 822,659 | \$ 2,165,716 | \$ 3,745,667 | \$ 5,036,687 |
| 11/30 | \$ 1,327,621 | \$ 919,275 | \$ 922,617 | \$ 2,257,635 | \$ 3,900,663 | \$ 5,020,008 |
| 12/31 | \$ 1,284,717 | \$ 788,629 | \$ 791,600 | \$ 2,121,184 | \$ 3,888,745 | \$ 5,048,156 |
| 1/31 | \$ 1,004,954 | \$ 322,369 | \$ 554,258 | \$ 1,745,487 | \$ 3,823,684 | |
| 2/28 | \$ 805,356 | \$ 366,352 | \$ 644,526 | \$ 1,712,725 | \$ 4,073,328 | |
| 3/31 | \$ 881,641 | \$ 502,204 | \$ 888,414 | \$ 2,134,253 | \$ 4,364,455 | |
| 4/30 | \$ 906,867 | \$ 474,040 | \$ 970,688 | \$ 2,328,448 | \$ 4,483,132 | |
| 5/31 | \$ 968,713 | \$ 448,880 | \$ 990,559 | \$ 2,648,506 | \$ 4,672,671 | |
| 6/30 | \$ 842,112 | \$ 343,328 | \$ 807,485 | \$ 2,823,097 | \$ 4,690,508 | |

Cash in the Electric Fund at \$5,048,156 increased by \$28,148 from the prior month period.

Policy Evaluation:

Cash is above minimum policy guideline of \$1.494 million by \$3.5 million.



The receivables in the 1st four groups are serviced by the Utility Billing Department. The receivables in the “Over 180 days” group are primarily inactive receivables and are serviced by the City Treasurer’s Department.



HIGHLIGHTS – GENERAL FUND
For the period ending December 31, 2019

Based on Unaudited Financial Data

Basis of Reporting

- The information enclosed is the City's Financial Report for the General Fund for the period ending December 31, 2019.
- The report contains provisions for most revenue and expenditure accruals.
 - Reflects 6 months of revenues & expenditures in most cases (where noted, the 6th month has been estimated) – modified accrual basis of accounting.
- Financial Report presentation is consistent with the department's objectives to:
 - Report timely, relevant, understandable and accurate financial data
 - Promote accountability through monitoring, assessment and reporting.

Revenue Highlights – Tax Collections

- ❑ Overall General Property Tax collections of \$177k is down from FY19 collections of \$249k, primarily attributable to delinquent real estate & personal property tax collections.
- ❑ There are five major sources included in General Property Taxes:
 - ❑ Real Estate Taxes (Current & Delinquent)
 - ❑ Personal Property Taxes (Current & Delinquent)
 - ❑ Penalty and Interest on Taxes
 - ❑ Public Service Corporation Taxes
 - ❑ Machinery & Tools Taxes

Revenue Highlights – Tax Collections

- ❑ Current Real Estate taxes of \$2.7m are at 47.2% of budget and 7.6% higher than the prior year period.
- ❑ Delinquent RE taxes of \$143k are at 65.1% of budget and comparable to the prior year period.
- ❑ Current Personal Property taxes of \$1.4m are at 92% of budget and comparable to the prior year period.
- ❑ Delinquent Personal Property taxes of \$49k are at 142% of budget and 7.5% higher than prior year period.
- ❑ Penalties and Interest of \$53k are at 38% of budget and 6% lower than the prior year period.
- ❑ Public Service Corporation taxes of \$84k are at 105% of budget and 6% higher than the prior year period.

General Property Taxes- Overall BUDGET COMPARISON-Cash Basis

| REVENUE SOURCE | 2019-2020 | ACTUAL | BUDGET | 2018-2019 | ACTUAL | BUDGET |
|------------------------------------|---------------------|---------------------|--------------|---------------------|---------------------|--------------|
| | BUDGET | Current Year | % | BUDGET | Prior Year | % |
| Real Estate Taxes-Current | \$ 5,835,769 | \$ 2,755,844 | 47.2% | \$ 5,710,573 | \$ 2,561,869 | 44.9% |
| Real Estate Taxes-Delinquent | 220,000 | 143,311 | 65.1% | 215,000 | 148,780 | 69.2% |
| Personal Property Taxes-Current | 1,542,200 | 1,420,558 | 92.1% | 1,520,700 | 1,375,504 | 90.5% |
| Personal Property Taxes-Delinquent | 35,000 | 49,756 | 142.2% | 35,000 | 46,282 | 132.2% |
| Machinery & Tools | 20,600 | 0 | 0.0% | 20,000 | 19,483 | 97.4% |
| Penalties & Interest Taxes | 139,000 | 52,990 | 38.1% | 130,000 | 56,761 | 43.7% |
| Public Service Corporation Taxes | 80,150 | 84,522 | 105.5% | 74,750 | 79,376 | 106.2% |
| GENERAL PROPERTY TAX | \$ 7,872,719 | \$ 4,506,981 | 57.2% | \$ 7,706,023 | \$ 4,288,055 | 55.6% |

| | |
|---------------|--------------|
| Current | \$ 4,506,981 |
| Prior Year | \$ 4,288,055 |
| Net Change \$ | 218,926 |
| Net Change % | 5.11% |

Local Tax Revenue

Prior Year Comparison

Modified Accrual Basis

| | Meals Taxes | Lodging Taxes | Cigarette Taxes | Sales Taxes | Total |
|---------------|-------------|---------------|-----------------|-------------|-----------|
| Dec-19 | 773,575 | 80,532 | 183,735 | 914,942 | 1,952,784 |
| Dec-18 | 710,165 | 79,097 | 154,471 | 933,583 | 1,877,316 |
| Prior Year \$ | 63,410 | 1,435 | 29,264 | (18,641) | 75,468 |
| Prior Year % | 8.93% | 1.81% | 18.94% | -2.00% | 4.02% |

Local Tax Revenue Budget to Actual Comparison

Benchmark – 50%

| | FY 19-20 Budget | 12/31/2019 | % of Budget Realized |
|--------------------------------|---------------------|---------------------|-------------------------|
| Local Sales & Use* | \$ 1,983,000 | \$ 914,942 | 46.1% |
| Cigarette Taxes | \$ 356,263 | \$ 183,735 | 51.6% |
| Meals Taxes* | \$ 1,522,500 | \$ 773,575 | 50.8% |
| Lodging Taxes* | <u>\$ 160,000</u> | <u>\$ 80,532</u> | <u>50.3%</u> |
| Total Local Tax Revenue | \$ 4,021,763 | \$ 1,952,784 | 48.6% |

*prepared on modified accrual
basis

At six (6) months into the fiscal year, local sales tax revenue did not meet targeted projections; the total for all local tax revenue sources has a projected shortfall of \$116,196.

Revenue & Expenditure Summary – Cash Basis

- General Fund **revenue** at the end of the period totaled \$12.5 mil and represented 50% of budget which is \$1m greater than the prior year. This is primarily attributable to the early payment of the IOW revenue sharing payment.
- General Fund **expenditures** at the end of the period totaled \$10.5 mil and represented 42% of the total budget; when compared to the prior year period of \$12 mil, this is a \$1.5 mil decrease.
- FY20 Fund Balance Appropriated by Council for planned expenditures at December 31st: \$286,970.

General Fund Revenue – Prior Year Comparison – Cash Basis

| Account Description | Prior Year Revenue | Budgeted | YTD Revenue | Balance/Excess/ Deficit | % Realized | Prior Year Variance Good (Bad) |
|--------------------------------------|--------------------|-------------------|-------------------|----------------------------|------------|--------------------------------------|
| REAL PROPERTY TAXES | 2,710,648.59 | 6,055,769.00 | 2,899,154.57 | (3,156,614.43) | 47.87% | 188,506 |
| PUBLIC SERVICE CORPORATION TAXES | 79,374.89 | 80,150.00 | 84,522.20 | 4,372.20 | 105.46% | 5,147 |
| PERSONAL PROPERTY TAXES | 1,421,786.37 | 1,577,200.00 | 1,470,314.41 | (106,885.59) | 93.22% | 48,528 |
| MACHINERY & TOOLS TAXES | 19,483.08 | 20,600.00 | 0 | (20,600.00) | 0.00% | (19,483) |
| PENALTIES AND INTEREST | 56,760.85 | 139,000.00 | 52,990.19 | (86,009.81) | 38.12% | (3,771) |
| OTHER LOCAL TAXES | 622,389.09 | 1,983,000.00 | 609,961.40 | (1,373,038.60) | 30.76% | (12,428) |
| UTILITY TAXES | 278,448.08 | 566,000.00 | 290,118.79 | (275,881.21) | 51.26% | 11,671 |
| BUSINESS LICENSE TAXES | -16,018.41 | 940,500.00 | 7,732.21 | (932,767.79) | 0.82% | 23,751 |
| MOTOR VEHICLE LICENSES | 124,610.30 | 208,700.00 | 124,240.71 | (84,459.29) | 59.53% | (370) |
| BANK STOCK TAXES | 0 | 59,000.00 | 0 | (59,000.00) | 0.00% | - |
| TAXES ON RECORDATION AND WILLS | 31,640.69 | 42,000.00 | 17,402.44 | (24,597.56) | 41.43% | (14,238) |
| CIGARETTE TAXES | 154,471.68 | 356,263.00 | 183,734.85 | (172,528.15) | 51.57% | 29,263 |
| LODGING TAXES | 65,913.66 | 160,000.00 | 67,109.58 | (92,890.42) | 41.94% | 1,196 |
| MEALS TAX | 591,804.00 | 1,522,500.00 | 644,645.91 | (877,854.09) | 42.34% | 52,842 |
| PROBATE TAXES | 228.52 | 1,500.00 | 610.35 | (889.65) | 40.69% | 382 |
| PERMITS AND OTHER LICENSES | 92,315.38 | 167,420.00 | 105,724.07 | (61,695.93) | 63.15% | 13,409 |
| FINES AND FORFEITURES | 4,764.97 | 25,700.00 | 5,306.34 | (20,393.66) | 20.65% | 541 |
| REVENUE FROM USE OF MONEY | 447.63 | 1,000.00 | 784.88 | (215.12) | 78.49% | 337 |
| REVENUE FROM USE OF PROPERTY | 187,798.47 | 262,201.00 | 158,726.82 | (103,474.18) | 60.54% | (29,072) |
| CHARGES FOR CURRENT SERVICES | 8,138.86 | 11,100.00 | 7,449.71 | (3,650.29) | 67.11% | (689) |
| CHARGES FOR OTHER PROTECTION | 194,586.35 | 482,100.00 | 237,292.91 | (244,807.09) | 49.22% | 42,707 |
| MISC BILLING SERVICES | 1,269.67 | 0.00 | 893.73 | 893.73 | - | (376) |
| CHG FOR SANITATION & WASTE REMOVAL | 8,771.12 | 9,900.00 | 2,821.38 | (7,078.62) | 28.50% | (5,950) |
| CHARGES FOR ADMIN-FUNDS | 600,314.48 | 1,247,353.00 | 623,676.46 | (623,676.54) | 50.00% | 23,362 |
| RECREATIONAL FEES | 3,222.50 | 4,000.00 | 3,471.90 | (528.10) | 86.80% | 249 |
| MISCELLANEOUS | 947,963.37 | 1,523,344.00 | 1,375,887.81 | (147,456.19) | 90.32% | 427,924 |
| RECOVERED COSTS | 162,652.73 | 598,778.00 | 114,665.14 | (484,112.86) | 19.15% | (47,988) |
| NON-CATEGORICAL AID STATE | 1,030,107.47 | 1,591,797.00 | 1,021,295.15 | (570,501.85) | 64.16% | (8,812) |
| SHARED EXPENSES | 61,773.94 | 187,200.00 | 63,850.54 | (123,349.46) | 34.11% | 2,077 |
| CATEGORICAL AID - STATE | 1,143,295.96 | 2,760,129.00 | 1,296,898.10 | (1,463,230.90) | 46.99% | 153,602 |
| CATEGORICAL AID -FEDERAL GOVERNMENT | 16,595.00 | 186,244.00 | 101,478.00 | (84,766.00) | 54.49% | 84,883 |
| FUNDS TRANSFERS | 867,269.02 | 1,949,926.00 | 919,696.50 | (1,030,229.50) | 47.17% | 52,427 |
| General Fund Revenue Subtotal | 11,472,828 | 24,720,374 | 12,492,457 | (12,227,917) | | 1,019,629 |
| APPROPRIATED FUND BALANCE BY COUNCIL | | 286,970 | | | | |
| General Fund Revenue Total | 11,472,828 | 25,007,344 | 12,492,457 | (12,227,917) | | 1,019,629 |

General Fund Expenditures – Prior Year Comparison – Cash Basis

| Department | Prior Year Expenditures | Budgeted | YTD Expenditures | Balance/Excess/Deficit | % Expended | Prior Year Variance Good (Bad) |
|---------------------------------------|-------------------------|----------------------|----------------------|------------------------|------------|--------------------------------|
| **CITY COUNCIL ** | 88,987.55 | 150,218.00 | 105,806.40 | 44,412 | 70.4% | (16,819) |
| CITY MANAGER ***** | 126,969.70 | 243,827.45 | 103,823.33 | 140,004 | 42.6% | 23,146 |
| CITY ATTORNEY ***** | 74,884.43 | 160,372.00 | 92,377.39 | 67,995 | 57.6% | (17,493) |
| MANAGEMENT SERVICES & HR***** | 40,122.38 | 209,403.32 | 86,991.65 | 122,412 | 41.5% | (46,869) |
| COMMISSIONER OF THE REVENUE ***** | 132,447.28 | 288,874.34 | 132,615.70 | 156,259 | 45.9% | (168) |
| REAL ESTATE ASSESSOR ***** | 29,017.42 | 137,263.89 | 26,756.75 | 110,507 | 19.5% | 2,261 |
| CITY TREASURER ***** | 149,688.55 | 345,779.25 | 151,836.50 | 193,943 | 43.9% | (2,148) |
| ACCOUNTING ***** | 227,327.96 | 328,566.00 | 234,845.23 | 93,721 | 71.5% | (7,517) |
| PURCHASING & GENERAL SERVICES**** | 29,563.19 | 96,237.00 | 39,016.90 | 57,220 | 40.5% | (9,454) |
| UTILITY COLLECTIONS & BILLING ***** | 126,265.49 | 370,294.00 | 134,649.06 | 235,645 | 36.4% | (8,384) |
| INSURANCE ***** | 86,011.44 | 213,171.00 | 105,522.52 | 107,648 | 49.5% | (19,511) |
| INFORMATION TECHNOLOGY***** | 84,241.83 | 216,900.00 | 74,713.20 | 142,187 | 34.4% | 9,529 |
| BOARD OF ELECTIONS ***** | 64,409.89 | 153,122.18 | 64,139.13 | 88,983 | 41.9% | 271 |
| CIRCUIT COURT *** | 7,020.30 | 7,850.00 | 7,850.00 | - | 100.0% | (830) |
| GENERAL DISTRICT COURT *** | 9,448.03 | 25,100.00 | 12,598.41 | 12,502 | 50.2% | (3,150) |
| CLERK OF CIRCUIT COURT *** | 60,295.50 | 63,800.00 | 63,800.00 | - | 100.0% | (3,505) |
| SHERIFF'S OFFICE *** | 200,646.25 | 201,365.00 | 201,365.00 | - | 100.0% | (719) |
| DISTRICT COURT SERVICE *** | 19,588.19 | 106,408.00 | 40,386.40 | 66,022 | 38.0% | (20,798) |
| COMMONWEALTH'S ATTORNEY *** | 43,093.20 | 44,054.00 | 44,054.00 | - | 100.0% | (961) |
| WESTERN TIDEWATER REGIONAL JAIL** | 948,013.00 | 948,013.00 | 474,006.50 | 474,007 | 50.0% | 474,007 |
| POLICE *** | 1,511,032.54 | 3,089,214.00 | 1,368,178.29 | 1,721,036 | 44.3% | 142,854 |
| E - 911 ***** | 371,404.34 | 875,597.00 | 299,532.33 | 576,065 | 34.2% | 71,872 |
| EMERGENCY MANAGEMENT SERVICES *** | 1,117,820.66 | 2,531,687.01 | 1,077,229.73 | 1,454,457 | 42.5% | 40,591 |
| BUILDING INSP & CODE ENFORCEMENT*** | 239,776.14 | 561,794.00 | 240,818.01 | 320,976 | 42.9% | (1,042) |
| ANIMAL CONTROL***** | 43,159.90 | 86,638.00 | 27,108.10 | 59,530 | 31.3% | 16,052 |
| PUBLIC WORKS-STREET MAINTENANCE**** | 606,631.35 | 1,308,621.00 | 490,552.02 | 818,069 | 37.5% | 116,079 |
| PUBLIC WORKS-SNOW REMOVAL**** | 3,749.51 | 15,000.00 | 1,627.97 | 13,372 | 10.9% | 2,122 |
| PUBLIC WORKS-GARAGE**** | 115,589.98 | 215,478.00 | 100,905.73 | 114,572 | 46.8% | 14,684 |
| BUILDING MAINTENANCE-GENERAL***** | 301,681.14 | 811,006.49 | 297,953.13 | 513,053 | 36.7% | 3,728 |
| BUILDING MAINTENANCE-ARMORY*** | 13,451.01 | 0.00 | 0 | - | - | 13,451 |
| BUILDING MAINTENANCE-CITY HALL**** | 93,671.27 | 234,572.72 | 98,692.27 | 135,880 | 42.1% | (5,021) |
| BLDG MAINTENANCE-SOC SERVICES**** | 112,734.62 | 99,801.72 | 38,414.43 | 61,387 | 38.5% | 74,320 |
| BUILDING MAINTENANCE-HEALTH DEPT*** | 12,364.72 | 35,072.59 | 9,832.96 | 25,240 | 28.0% | 2,532 |
| HEALTH DEPARTMENT***** | 55,000.00 | 110,000.00 | 55,000.00 | 55,000 | 50.0% | - |
| MENTAL HEALTH***** | 0 | 36,958.00 | 0 | 36,958 | 0.0% | - |
| CHILDREN'S CENTER***** | 0 | 634,243.00 | 317,124.00 | 317,119 | 50.0% | (317,124) |
| RECREATION***** | 193,503.13 | 409,545.71 | 173,453.44 | 236,092 | 42.4% | 20,050 |
| CEMETERIES***** | 23,028.00 | 61,000.00 | 15,983.32 | 45,017 | 26.2% | 7,045 |
| SENIOR CITIZENS TITLE III *** | 0 | 6,659.00 | 0 | 6,659 | 0.0% | - |
| SENIOR CITIZENS NUTRITION *** | 18,683.49 | 38,542.11 | 1,209.85 | 37,332 | 3.1% | 17,474 |
| LIBRARY***** | 158,183.63 | 318,880.26 | 151,339.72 | 167,541 | 47.5% | 6,844 |
| PLANNING AND ZONING***** | 133,371.22 | 319,340.00 | 123,579.79 | 195,760 | 38.7% | 9,791 |
| BEAUTIFICATION COMMISSION **** | 985.13 | 13,636.00 | 829.60 | 12,806 | 6.1% | 156 |
| DOWNTOWN DEVELOPMENT ***** | 35,031.82 | 74,887.00 | 34,985.91 | 39,901 | 46.7% | 46 |
| PAYMENTS TO SOUTHAMPTON COUNTY *** | 0 | 702,875.00 | 0 | 702,875 | 0.0% | - |
| NON-DEPARTMENT MISCELLANEOUS*** | 32,713.16 | 5,000.00 | 7,165.09 | (2,165) | 143.3% | 25,548 |
| NON-DEPARTMENTAL CAPITAL*** | 0 | 345,096.00 | 0 | 345,096 | 0.0% | - |
| TRANSFERS***** | 4,227,090.89 | 7,756,703.67 | 3,351,626.05 | 4,405,078 | 43.2% | 875,465 |
| DEBT SERVICE ***** | 0 | 0.00 | 15,000.00 | (15,000) | - | (15,000) |
| General Fund Expenditure Total | 11,968,699.23 | 25,008,466.71 | 10,495,295.81 | 14,513,170.90 | | 1,473,403.42 |



*Office of the City Manager
Amanda C. Jarratt*

February 5, 2020

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: 2019 Crime Statistics Overview

Background

Chief Patterson will provide an overview of the 2019 crime statistics for the City of Franklin. Overall comparison on 2018 vs. 2019 lead to a reduction of Part 1 offenses in the City of Franklin. In 2018 there were 383 reported Part 1 Offenses. In 2019 there were 312 reported Part 1 Offenses. The decrease of 71 reports has resulted in an eighteen and half percent (18.5%) decrease in Part 1 offenses.

Quality of Life crimes showed increases across the board. The increase may reflect proactive patrol work on officers working as well as more community involvement. It is anticipated that with our refocusing efforts in 2020, addressing gangs, drugs, and weapons, these numbers will increase when we compare numbers next year. We are hopeful that with increased staffing in 2020 these numbers will increase.

Needed Action

None at this time.



2019 Crime Report

Chief Steve Patterson

February 10th, 2020

Department of Justice/Uniformed Crime Reporting

Part 1 Offenses

- The Department of Justice (DOJ) maintains crime statistics across the United States in the Uniformed Crime Reporting (UCR) Program.
- The UCR Program collects data for Part 1 Offenses. Those offenses are deemed to be the most reoccurring serious crimes across the United States.
- The offenses tracked are listed below:
 - Murder/Nonnegligent Homicide
 - Rape
 - Robbery
 - Aggravated Assault
 - Burglary
 - Motor Vehicle Theft
 - Larceny
 - Arson

City of Franklin Part 1 Offenses 2018 vs. 2019

| Part 1 Offense | 2018 | 2019 | Difference +/- |
|---------------------|------|------|----------------|
| Homicide | 1 | 2 | 100% |
| Rape | 4 | 2 | -50% |
| Robbery | 7 | 7 | 0.0% |
| Aggravated Assault | 11 | 4 | -63.6% |
| Burglary | 39 | 24 | -38.4% |
| Larceny | 300 | 250 | -16.6% |
| Motor Vehicle Theft | 20 | 20 | 0.0% |
| Arson | 2 | 3 | 50% |

City of Franklin Part 1 Offenses 2018 vs. 2019

- Overall comparison on 2018 vs. 2019 lead to a reduction of Part 1 offenses in the City of Franklin.
- In 2018 there were 383 reported Part 1 Offenses.
- In 2019 there were 312 reported Part 1 Offenses.
- The decrease of 71 reports has resulted in an eighteen and half percent (18.5%) decrease in Part 1 offenses.

Quality of Life Crimes

- Quality of Life crimes are tracked internally.
- At times, these crimes are more of a proactive response than a reactive response.
- The Franklin Police Department compared the following crimes for 2018 vs. 2019:
 - Drug/Narcotics Offenses
 - Weapon Law Violations
 - Drunkenness
 - Gun shots fired

Quality of Life Crimes

| Offense | 2018 | 2019 | Difference +/- |
|-------------------------|------|------|----------------|
| Drug/Narcotics Offenses | 55 | 62 | 12.7% |
| Weapon Law Violations | 54 | 64 | 18.5% |
| Drunkenness | 27 | 37 | 37% |
| Gun Shots Fired | 57 | 77 | 35% |

Quality of Life Crimes

- Quality of Life crimes showed increases across the board.
- The increase may reflect proactive patrol work on officers working as well as more community involvement.
- It is anticipated that with our refocusing efforts in 2020, addressing gangs, drugs, and weapons, these numbers will increase when we compare numbers next year.
- We are hopeful that with increased staffing in 2020 these numbers will increase.

Arrests and Summonses

- Additional statistics which are important to public order are listed below:
 - DUI Arrests
 - Traffic Accidents
 - Traffic Summonses Issued
 - Total Arrests

Arrests and Summonses

| Item | 2018 | 2019 | Difference +/- |
|--------------------------|------|------|----------------|
| DUI Arrest | 22 | 26 | 18% |
| Traffic Accidents | 170 | 141 | -17% |
| Traffic Summonses Issued | 604 | 424 | -29.8% |
| Total Arrests | 549 | 501 | -9% |

Arrests and Summonses

- The positives are that in 2019 more DUI drivers were removed from our streets and traffic accidents were down.
- Total arrests and summonses were down from 2018. This could be from a combination of things to include less crimes and traffic offenses occurring that would have led to arrests and summonses being issued.
- With increased staffing and addressing quality of life issues city wide we are hopeful these numbers will increase in 2020.

Communications Center Calls Received

| Call Type | 2018 | 2019 | Difference +/- |
|----------------|---------|---------|----------------|
| Police CFS | 40,101 | 45,568 | 13.6% |
| Self Initiated | 31,799* | 37,760* | 18.7% |
| Fire/EMS | 1,838 | 1,924 | 5% |
| Other | 626 | 707 | 13% |
| Total | 42,565 | 48,199 | 13% |

*These calls are included in the Police CFS category.

Conclusion

- 2019 Part 1 Crime is down 18.5%.
- Quality of Life crimes are up.
- Arrests and Summonses are down.
- Calls handled by the Communications Center are up.
- Questions





*Office of the City Manager
Amanda C. Jarratt*

February 5, 2020

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: Courthouse Update

Background

Southampton County Courthouse

Mr. Johnson received the final scoresheets from the new Board of Supervisors last week. The first meeting of the negotiating committee was held on February 5, 2020. Glave and Holmes was the highest ranked firm. In attendance at the meeting were Supervisor Dr. Alan Edwards, County Administrator Mike Johnson, Councilman Bobby Cutchins. At this meeting Andrew Moore from Glave and Holmes was present and Tom Potts was on the phone. The group had a discussion about the first task orders that would be required. Mr. Holmes indicated he would provide tentative pricing back to the localities within a one week time period. The anticipated schedule would allow for a contract on the February 24, 2020 City Council agenda and on the February 25, 2020 Board of Supervisors agenda.

City of Franklin Courthouse

The interview of Enteros was scheduled for February 6, 2020 and was canceled as a result of new information. There is a possibility that the City of Franklin courthouse will need to be used to accommodate a portion of the caseload from Southampton County. We are continuing to investigate this and will update you as we have factual information on which we can make decisions.

Needed Action

None at this time.



*Office of the City Manager
Amanda C. Jarratt*

February 6, 2020

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: City Manager's Report

General Updates

- Staff attended the State of the Agency regarding the City of Franklin Social Services Department.
- City staff attended the Old Dominion University Economic Forecast for the Hampton Roads region.
- Staff attended the Hampton Roads Economic Development Annual meeting along with the Southampton County Board of Supervisors and Franklin Southampton Economic Development, Inc. staff.
- Budget meetings with Department heads are underway and preliminary information will be presented at the February 24, 2020.

Community Events

- Partners in Progress is scheduled for March 17, 2020 7:30 a.m. – 9:00 a.m. at the Main Event. Please call 757-562-1958 to RSVP.
- Franklin Cruise In Kick Off Saturday April 25, 2020.
- High Street Methodist Church Community Day April 25, 2020
- The Franklin Experience has planned a Lumber Jack Festival scheduled for May 9, 2020.
- City of Franklin Independence Day Celebration July 1, 2020.
- National Night Out is scheduled for August 4, 2020 at Armory Field. If you are interested in participating or being a part of the planning committee please e-mail nno@franklinpolice.org.