



**Franklin City Council Agenda**  
**May 26, 2020**  
**Franklin City Hall Council Chambers**  
**207 West 2<sup>nd</sup> Avenue**

**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 May 11, 2020 regular meeting minutes
- B. National Public Works Week Proclamation #2020-10

**2. FINANCIAL MATTERS**

- A. Budget Amendment 2020-14
- B. Adoption of the FY 20-21 Budget

**3. OLD/ NEW BUSINESS:**

- A. Cover 3 Personal Property Tax Exempt Status Public Hearing
- B. Law Enforcement Mutual Aide Agreement
- C. Courthouse Update
- D. 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-A-1, to discuss appointments to boards and commissions, to discuss the following subject or subjects: Franklin Redevelopment and Housing Authority, Social Services Advisory Board, Eastern Virginia Regional Industrial Facility Authority, Industrial Development Authority, and the Hurricane Floyd 25<sup>th</sup> Anniversary Committee

And 2.2-3711A-3. Discussion or consideration of the acquisition of real property of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body specifically regarding property on Fairview Drive and electrical infrastructure located throughout the City of Franklin.

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 May 26, 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**

The Franklin City Council held a Regular City Council Meeting on May 11, 2020 at 7:00 p.m. in the City Council Chambers.

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

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

**Other Staff in Attendance:** Tracy Spence, Finance Director, Steve Patterson, Franklin City Police Chief and Steve Newsome, Information Technology Specialist

**Call to Order**

Mayor Frank Rabil called the May 11, 2020 regular City Council meeting to order at 7:00 p.m.

**Citizen’s Time**

City Manager Amanda Jarratt shared that due to social distancing requirements public comment was received via email in advance of the meeting. There were no emails concerning public comment.

**Amendments to Agenda**

Mayor Frank Rabil asked if there were any amendments to the agenda.

Vice-Mayor Barry Cheatham made a motion to amend the closed session agenda to include Virginia Code Section 2.2-3711-A-7, for consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body including the following subjects: a lawsuit filed in the United States District Court for the Eastern District of Virginia Norfolk / Division and a lawsuit filed in the Circuit Court of Southampton County. The motion was seconded by Councilwoman Wynndolyn Copeland.

**The motion carried the vote by 6-1.**

**The vote was as follows:**

Mayor Frank Rabil	AYE
Vice-Mayor Barry Cheatham	AYE
Councilman Linwood Johnson	AYE
Councilman Bobby Cutchins	AYE
Councilwoman Wynndolyn Copeland	AYE
Councilman Gregory McLemore	ABSTAIN
Councilman Benny Burgess	AYE

**Consent Agenda**

**Approval of April 27, 2020 Regular Meeting Minutes**

Mayor Frank Rabil asked if there were any additions or corrections to the minutes from the April 27, 2020 regular City Council meeting. There being none Mayor Rabil asked for a motion of approval.

Councilman Linwood Johnson made a motion to approve the minutes from the April 27, 2020 regular City Council meeting. The motion was seconded by Vice-Mayor Barry Cheatham.

**The motion carried the vote by 7-0.**

**National Police Officer Memorial Week Proclamation #2020-08**

Mayor Frank Rabil asked Vice-Mayor Barry Cheatham to read the National Police Officer Memorial Week Proclamation #2020-08.

Vice-Mayor Barry Cheatham made a motion to approve the National Police Officer Memorial Week Proclamation #2020-08. The motion was seconded by Councilman Linwood Johnson.

**The motion carried the vote by 7-0.**

See Attached Proclamation:

**Public Service Week Proclamation #2020-09**

Mayor Frank Rabil asked Vice-Mayor Barry Cheatham to read the Public Service Week Proclamation #2020-09.

Vice-Mayor Barry Cheatham made a motion to approve the Public Service Week Proclamation #2020-09.

Councilman Benny Burgess requested two changes to Proclamation #2020-09 before approval.

The changes to Proclamation #2020-09 are listed below:

Second paragraph, line 14, sentence 10 read “We know that our public service employees will play a crucial role in restarting our economy and getting our society fully revitalize, while also protecting valuable lives.”

The sentence should be corrected to read “We know that our public service employees will play a crucial role in restarting our economy and getting our society fully revitalized, while also protecting valuable lives.

Vice-Mayor Barry Cheatham made a motion to approve the Public Service Week Proclamation #2020-09 as amended. The motion was seconded by Councilwoman Wynndolyn Copeland.

**The motion carried the vote by 7-0.**

See Attached Proclamation:

## Financial Matters

### Budget Amendment 2020-13

City Manager Amanda Jarratt introduced Tracy Spence, Finance Director to give an overview of the following Budget Amendment 2020-13:

1. Recognize revenues in the amount of \$6,298.00 for donations and to appropriate such revenue for new uses;
2. Recognize revenues in the amount of \$4,500.00 for an Arts grant and to appropriate such revenue for new use;
3. Recognize revenues in the amount of \$82,270.00 from sale of real estate and appropriate such revenue for payment of bank franchise taxes and transfer appropriation in the amount of \$50,000.00 associated with lapsed salaries due to vacancies in Public Works to FY20 Virginia Department of Transportation (VDOT) capital project;
4. Appropriate funding for additional costs related to projected attorney's fees in the amount of \$85,000.00;
5. Reallocate appropriations between Water & Sewer's Operating & Capital Fund in the amount of \$73909.00 to cover operating costs associated with excessive sludge removal in FY20;

Mayor Frank Rabil opened the floor for questions.

Councilman Gregory McLemore asked for a description of the recreation funds that were allocated in the first portion of Budget Amendment 2020-13.

City Manager Jarratt replied Enviva made a donation of \$1,000.00 to the City of Franklin for recreational supplies as a result of the COVID-19 pandemic which assisted in purchasing the grab-and-go bags that were distributed daily for children activities.

Councilman McLemore then asked about the \$4,198.00 that was coded under the Donations Recreation.

Finance Director Spence replied the \$4,198.00 is from the Farm to Table Dinner that was a fundraiser for the Farmers Market and this budget amendment just allocates the funds to be spent for the Farmer's Market.

Councilman Benny Burgess asked for clarification on the fourth portion of Budget Amendment 2020-13.

City Manager Jarratt replied the ambulance charge anticipated revenue is well above what was budgeted, so the funds will be moved from the ambulance charge line item and moved to the professional services line item. She added she would be giving City Council a briefing in closed session regarding legal expenses and why they are projected to be this amount.

Councilman McLemore asked if the legal expenses are exceeding the amount that was previously anticipated as part of salaries line item.

City Manager Jarratt replied she would be giving Council a briefing in closed session about two lawsuits that have been filed against the City that the City would have had to seek outside counsel to defend anyway. It is certainly something that is being monitored and subject to change and she would be more specific in closed session.



Council McLemore stated his question is if the City is paying more now that the City is using outside legal counsel versus when the City had in-house legal counsel.

City Manager Jarratt answered the City is paying a comparable amount.

Councilman Burgess asked if the increase of \$85,000.00 in the ambulance charge line item was because of the joint rescue work that was being done in Southampton County or was that just in the City.

City Manager Jarratt replied the increase is from billing in the City of Franklin.

Councilman Benny Burgess made a motion to approve Budget Amendment 2020-13. The motion was seconded by Vice-Mayor Barry Cheatham.

**The motion carried the vote by 7-0.**

### **Third Quarter Financial Update**

City Manager Amanda Jarratt opened the floor for Tracy Spence, Finance Director to present a third quarter financial update. She informed Council that the financial projections were done in a time period before the COVID-19 virus pandemic and in addition Director Spence would be giving a presentation on the City's vulnerable taxes. She reminded Council that these numbers are subject to change as the City navigates through the pandemic.

Director Spence presented the following updates:

### **Financial Reports**

#### **Highlights – General Fund (for the period ending March 31, 2020)**

She informed Council that the report reflects nine months of revenues and expenditures in most cases (where noted, the ninth month has been estimated) – modified accrual basis of accounting.

#### **Revenue Highlights – Tax Collections**

- Current real estate taxes of \$2.8m are at 48.0% of budget and 3.3% higher than the prior year period.
- Delinquent RE Taxes of \$224k are at 101.7% of budget and 26.2% higher than the prior year period.
- Current Personal Property taxes of \$1.5m are at 100.4% of budget and 2.9% higher than the prior year period.
- Delinquent Personal Property taxes of \$65k are at 185% of budget and 10.6% higher than prior year period.
- Penalties and Interest of \$109k are at 78.7% of budget and 6% higher than the prior year period.
- Public Service Corporation taxes of \$84k are at 105% of budget and 6.5% higher than the prior year period.

#### **General Property Taxes – Overall Budget Comparison – Cash Basis**

Current	\$4,831,208.00
Prior Year	\$4,652,916.00
Net Change \$	\$ 178,291.00
Net Change %	3.83%

**Local Tax Revenue Prior Year Comparison Modified Accrual Basis**

	Meals Taxes	Lodging Taxes	Cigarette Taxes	Sales Taxes	Total
Mar-20	\$1,032,498.00	\$ 97,350.00	\$310,499.00	\$1,417,716.00	\$2,858,063.00
Mar-19	\$1,058,181.00	\$106,898.00	\$232,260.00	\$1,431,587.00	\$2,829,926.00
Prior Yr \$	25,683.00	\$ 9,548.00	\$ 78,239.00	\$ 14,871.00	\$ 28,137.00
Prior Yr %	-2.43%	-8.93%	33.69%	-1.04%	0.99%

**Local Tax Revenue Budget to Actual Comparison**

Total Local Tax Revenue (local sales & use, cigarette taxes, meals taxes, lodging taxes)

FY 19-20 Budget	03/31/2020	% of Budget Realized
\$4,021,763.00	\$2,858,063.00	71.1%

\*Prepared on modified accrual basis

\*At nine (9) months into the fiscal year, only cigarette tax revenue has met targeted projections.

**Revenue & Expenditure Summary – Cash Basis**

- General Fund revenue at the end of the period totaled \$17.3 mil and represented 67% of budget which is \$1.2m greater than the prior year. This is primarily attributable to the early payment of the IOW revenue sharing payment and sale of real estate.
- General Fund expenditures at the end of the period totaled \$16.3 mil and represented 62.4% of the total budget; when compared to the prior year period of \$17.6 mil, this is a \$1.3 mil decrease.
- FY20 Fund Balance Appropriated by Council for planned expenditures at March 31<sup>st</sup>: \$286,970.00.

**Highlights – Enterprise Funds (for the period ending March 31, 2020)**

**Basis of Reporting**

Tracy Spence, Director of Finance gave the following highlights from the Enterprise Fund from the period ending March 31, 2020:

- Reflects nine months of revenue & expenditures – full accrual basis of accounting
- 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 50% of budgeted realized. Total revenues for the fund are at below target with 61% of budget realized.
- **Expense Analysis** – Expenses in the fund are below target with 61% of budget expended (net of transfers and depreciation).
- **Cash Balance** – Cash Balance in the Airport Fund is \$28,926.00.

### Water & Sewer Operating Fund

- **Revenue Analysis** - Revenue from the sale of water and sewer service charges of \$3.5m at the end of the period is below target at 70% of budget and is comparable to prior year period collections.
- **Expense Analysis** – Expenses in the fund are \$1.2m and below target at 6-46% (net of transfers, debt service and depreciation). Expenses are \$47k lower than prior year in the water division due to well operation maintenance; \$75k lower than prior year in the sewer division due to reduced sewer clean out expenses; and \$50k higher than prior year in the wastewater division treatment plant supply expenses.

### Water & Sewer Fun – Operating & Capital Cash Balance

- Cash Balance is at \$1,454,808.00

### Solid Waste Fund

- **Revenue Analysis** – Revenue for the Solid Waste Fund is slightly above target with revenue at \$1m or 78% of budget and is higher than prior year period collections.
- **Expense Analysis** – Expenses in the fund at \$540k are below target with 54% of budget expended (net of depreciation, transfers and debt service) and comparable to prior year expenses.
- **Cash Balance** – Cash balance in the Solid Waste Operating & Capital Fund is \$572,264.00.

### Solid Waste Fund – Operating & Capital Cash Balance

- Cash Balance is at \$572,264.00.

### Electric Fund

- **Revenue Analysis** – Revenue from energy sales at \$11.4m is slightly below target.
- **Expense Analysis** – Expenses associated with the sale of energy for the fiscal year was \$8.7m and is below budget at 66% of the total budget (net of depreciation, transfers and debt service).

### Electric Fund – Operating & Capital Cash Analysis

- Cash in the Electric Fund at \$5,328,462.00 increased by \$243,736.00 from the prior month period.
- **Policy Evaluation** – Cash is above minimum policy guideline of \$1.494 million by \$3.8 million.

**FY20 Budget Challenges Due to COVID-19 – Local “Vulnerable” Taxes**

- If the City only receives 25% of the budget for local taxes such as meals taxes, lodging taxes, cigarette taxes and sales taxes; there will be a \$358,000.00 shortfall in revenue in collections.
- Due to vacancy savings, other realize revenue at 3-31-20, and the Council’s reserve, the City will be able to meet its obligations at 6-30-20.
- If the City only receives 20% of the budget for local taxes such as meals taxes, lodging taxes, cigarette taxes and sales taxes; there will be a \$472,000.00 shortfall in revenue collections.
- Due to vacancy savings, over realized revenue at 3-31-2020 and the Council’s reserve; the City will still be able to meet its obligations at 6-30-20.
- If the City only receives 10% of the budget for these local taxes, there will be a \$700,000.00 shortfall in revenue collections.
- The City will not be able to meet its obligations at 6-30-2020.

Councilman Gregory McLemore asked for clarification as to how COVID-19 has affected the budget.

City Manager Amanda Jarratt explained as a result of the COVID-19 virus the City has taken in more money and spent less.

Councilman McLemore stated in layman terms the City is not suffering financially due to the COVID-19 virus.

City Manager Jarratt stated that is correct, at this time but the situation is being closely monitored.

Councilman McLemore asked in laymen terms what does the City owe for power that has not been collected.

City Manager Jarratt replied the City owes \$152,000.00 for power that has not been collected.

Mayor Frank Rabil requested monthly reports to see the effects that the COVID-19 virus is having on the City.

Vice-Mayor Barry Cheatham stated the City will feel the effects of the virus through July and August.

## **FY 20 – 21 Budget Public Hearing**

City Manager Amanda Jarratt stated that City Council has extensively reviewed and vetted the proposed FY 20 – 21 fiscal year budget. Due to this year being a general reassessment year the net neutral tax rate would be \$1.07. The proposed budget before you was built around \$1.03 which is the current tax rate. This equates to a four cent tax reduction. City Council voted to advertise a tax rate of \$1.07. As was discussed previously City Administration revised the budget down by just over one million dollars as a result of anticipated negative impacts from the COVID-19 pandemic. City Council will hear and receive any comments received from the public and consider action on May 26, 2020.

Mayor Frank Rabil opened the FY 20 – 21 Budget Public Hearing for public comment.

City Manager Amanda Jarratt shared that due to social distancing requirements public comment was received via email in advance of the meeting. There were no emails concerning the FY 20 – 21 Budget Public Hearing.

Mayor Frank Rabil closed the FY 20 – 21 Budget Public Hearing.

## **Old / New Business**

### **Courthouse Update**

#### **Southampton County Courthouse**

City Manager Amanda Jarratt informed City Council that a conference call is scheduled with the negotiating committee for Friday, May 15, 2020 for Glave and Holmes to share their initial concept designs. The judges' have requested a third courtroom, and Glave and Holmes is in the process of verifying the need for one against current and projected court schedules. The intent of a third courtroom would be to accommodate J&DR court proceedings and would be smaller than the existing courtrooms. An associated judge's chambers would need to be added to accompany the new courtroom. Glave and Holmes will analyze the available records to verify the quantitative need for a third courtroom. If a third courtroom is added, its requirements for proximity to the holding areas and Judge's secure entry makes the existing Combined Clerk's office space a good candidate for accommodating the new program. If the combined Clerk's office is displaced, area will need to be provided outside the existing building footprint in proximity to the new courtroom to provide for some or all of that displaced program. Glave and Holmes intends to develop one initial concept to include to jury-capable courtrooms and the remaining program within the existing building footprint. This concept will assume some spaces will have multiple uses – for example, a room that serves alternately as a hearing room or jury deliberation room. If the initial concept is rejected and the need for a third courtroom verified, we will develop a second concept that may include additions or more extensive renovations to accommodate the programmatic increases.

Councilman Linwood Johnson asked is the City looking at projected figures for the third courtroom.

City Manager Jarratt replied Glave and Holmes are just doing a renovation concept not a new construction concept. She added where the City might come to a crossroads is if the communities say that a third courtroom is not necessary and the judges say that it is. She deferred to Councilman Bobby Cutchins and Councilwoman Wynndolyn Copeland to see if they had any information they wanted to add.

Councilman Cutchins stated Glave & Holmes are going to keep everything they can to keep the renovations within the existing foundation of the current courthouse. He added if the judges want to do more than this renovation project could take another route.

Councilman McLemore asked if the existing courthouse met the Supreme Court guidelines.

City Manager Jarratt replied Glave and Holmes will supply the stakeholders with a concept plan which will bring the courthouse into compliance with the Supreme Court guidelines.

Councilman Cutchins stated it is a matter of opinion, the idea is for everyone to work together and try to come to an agreement.

Vice-Mayor Barry Cheatham asked if it could be worked out that the City of Franklin's courthouse could be converted into the J&DR courtroom.

City Manager Jarratt answered that did not seem to be something that Southampton County wanted to entertain and the courtroom has to be jury box capable and the City's is not.

Councilman Benny Burgess asked if the judges said why they wanted a third courtroom.

City Manager Jarratt replied it was due to scheduling and due to the necessity to have two or more jury trials in process at the same time.

Councilman McLemore asked if having a jury box courtroom would be sufficient enough to keep Southampton County from wanting a third courtroom.

City Manager replied she does not believe it will.

### **City of Franklin Courthouse**

City Manager Amanda Jarratt informed Council that the secure parking project is proceeding nicely and should be completed within the next three weeks.

## City Manager's Report

City Manager Amanda Jarratt updated Council on the following items:

### General Updates

- City Staff continues to closely monitor and respond to the COVID-19 pandemic and Governor Northam's Executive Orders. There will be a testing site available on Friday, May 15, 2020 from 10:00 a.m. until 2:00 p.m. at Paul D. Camp Community College, 100 North College Drive and on Saturday, May 16, 2020 from 10:00 a.m. until 2:00 p.m. at S. P. Morton School, 300 Morton Street
- The citywide election originally scheduled for May 5, 2020 has been moved to May 19, 2020. Voters are encouraged to vote absentee by mail and can apply online by visiting <https://vote.elections.virginia.gov/VoterInformation> or by calling 757 562-8545 to request and application be mailed. The deadline to request a ballot be mailed has been extended to Tuesday, May 12, 2020.
- No citizen or business has requested the payment plan allowed by City Council. Residents and businesses in need of the payment plan are strongly encouraged to request the plan prior to June 10, 2020. Anyone interested in doing so may call utility billing at 757 562-8518 or 757 516-1001.
- Food distribution is scheduled at the Martin Luther King Center located at 683 Oak Street on May 16, 2020 and May 23, 2020 between 9:00 a.m. and 11:00 a.m. for citizens that have been severely impacted by the COVID-19 virus. She thanked Chief Steve Patterson, Sammara Bailey and Councilman Linwood Johnson for their assistance in helping with the distribution and the food bank has served 347 families.

### Franklin Regional Airport

- Based on our internal analysis City Administration recommends acceptance of the CARES Act funding of \$30,000.00 and keep the facility manned through December 31, 2020 in compliance with the act. At that point based on revenues generated from the facility and we will either proceed with moving to unmanned or retain staff at the facility.

### Community Events

- City of Franklin Independence Day Celebration July 1, 2020 – We are closely monitoring the phased reopening of the Commonwealth per Governor Northam's Executive Order.
- National Night Out has been rescheduled for October 6, 2020 as a result of the COVID-19 virus. The planning process will continue throughout the summer into the fall.
- The Parks & Recreation Department is hosting a Virtual Paint Night and please register online and pick up the supplies at 683 Oak Street.

### **Council / Staff Reports on Boards / Commissions**

Mayor Frank Rabil asked Council if they had anything to report on Council / Staff Reports on Boards / Commissions.

Vice-Mayor Barry Cheatham reported on the Western Tidewater Regional Jail Board meeting. He stated the zoom meeting was canceled so there would be only a few people meeting together and he would keep Council posted.

Councilman Linwood Johnson reported that the Food Bank would be serving about one hundred individuals with special diets at the Hayden Village through a food pantry project.

Mayor Frank Rabil asked that the above information be put on the City of Franklin's website.

Mayor Rabil reported that he had received a letter of resignation from Bobby Tyler announcing that he would be retiring from the City of Franklin's Zoning Appeals Board and the City of Franklin's Planning Commission. He publicly thanked Mr. Tyler for his commitment in serving on these two boards.

Mayor Rabil also asked that everyone please practice their social distancing and to be kind to others.

### **Closed Session**

Mayor Frank Rabil 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-A-1, to discuss appointments to boards and commissions, to discuss the following subject or subjects: Franklin Redevelopment and Housing Authority, Eastern Virginia Regional Industrial Facility Authority, Industrial Development Authority, and the Hurricane Floyd 25<sup>th</sup> Anniversary Committee.

And 2.2-3711A-3. Discussion or consideration of the acquisition of real property or the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body specifically regarding property on Fairview Drive, and electrical infrastructure located throughout the City of Franklin.

And 2.23711A-4. Discussion or consideration of a prospective business or industry where no public announcement has been made specifically regarding a project in Pretlow Industrial Park, Armory Drive and a project proposed by the Eastern Virginia Regional Industrial Facility Authority.

The motion was seconded by Vice-Mayor Barry Cheatham.

**The motion carried the vote by 7-0.**

**City Council moved into closed session at 8:28 p.m.**



**Motion Upon Returning to Open Session**

Councilwoman Wynndolyn Copeland moved 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 May 11, 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.

The motion was seconded by Vice-Mayor Barry Cheatham.

**The motion carried the vote by 7-0.**

Councilman Linwood Johnson made a motion to have Mona Murphy nominated to serve on the Franklin Redevelopment and Housing Authority. The motion was seconded by Councilwoman Wynndolyn Copeland.

**The motion carried the vote by 5-2.**

**The vote was as follows:**

Mayor Frank Rabil	AYE
Vice-Mayor Barry Cheatham	AYE
Councilman Linwood Johnson	AYE
Councilman Bobby Cutchins	AYE
Councilwoman Wynndolyn Copeland	AYE
Councilman Gregory McLemore	NAY
Councilman Benny Burgess	ABSTAIN

**Adjournment**

There being nothing further to discuss Mayor Frank Rabil asked for a motion to adjourn.

Councilman Benny Burgess made a motion to adjourn the May 11, 2020 Regular City Council meeting. The motion was seconded by Councilwoman Wynndolyn Copeland.

**The motion carried the vote.**

**The May 11, 2020 Regular City Council meeting adjourned at 10:20 p.m.**



**Proclamation #2020-10**

**National Public Works Week Proclamation  
May 17 – 23, 2020**

**Whereas**, public works professionals focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the citizens of the City of Franklin; and,

**Whereas**, these infrastructure, facilities and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers, and employees at all levels of government and the private sector, who are responsible for rebuilding, improving and protecting our nation’s transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,

**Whereas**, it is in the public interest for the citizens, civic leaders and children in the City of Franklin to gain knowledge of and to maintain a progressive interest and understanding of the importance of public works and public works programs in their respective communities; and,

**Whereas**, the year 2020 marks the 60<sup>th</sup> annual **National Public Works Week** sponsored by the American Public Works Association and government agencies in activities, events and ceremonies designed to pay tribute to our public works professionals, engineers, managers and employees and to recognize the substantial contributions they make to protecting our national health, safety and quality of life.

**Now Therefore**, the City Council of the City of Franklin does hereby declare the week of May 17, through May 23, 2020, Public Works Appreciation Week.

*Given under my hand this 26th day of May 2020.*

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**Frank M. Rabil, Mayor**

## BUDGET AMENDMENT 2020-14

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA that the 2019-2020 City Budget is hereby amended to authorize changes in the School's appropriations of Federal, State and local revenues and to appropriate for use.

		2019-2020	AMENDED	INCREASE
		BUDGET	BUDGET	(DECREASE)
<b>250</b>	<b>SCHOOL OPERATING FUND</b>			
	<b>REVENUE</b>			
18990-1703	Insurance Adjustment	\$0	\$7,593	\$7,593
18990-1800	Donations and Special Gifts	0	21,431	21,431
18990-1881	Donation Franklin/Southampton Charities	0	55,000	55,000
24000-0202	State School Basic Aid	6,669,873	6,499,241	(170,632)
24000-0221	Va Medical Asst Program	0	60,000	60,000
24000-0252	State Technology Funds	0	128,000	128,000
33010-0217	Adult Basic Education-Federal	24,258	17,065	(7,193)
33010-0224	Pre-School Grant VIB	21,324	22,803	1,479
33010-0225	Title VIB Special Education	823,980	809,288	(14,692)
33010-0230	Carl Perkins Grant	41,529	46,026	4,497
33010-0253	21 <sup>st</sup> Century Grant	284,000	391,125	107,125
33010-0271	NCLB Grant-Title I	817,632	961,375	143,743
33010-0272	NCLB-Title II A	165,429	159,125	(6,304)
33010-0273	NCLB-Title III Part A	3,000	3,556	556
33010-0276	NCLB-Title VI Rural Ed	23,900	27,818	3,918
33010-0277	Title IV Part A LEA	101,743	107,101	5,358
33010-0282	Workforce Opportunity Inc Grant	121,000	117,618	(3,382)
				<b>\$336,497</b>
	<b>EXPENDITURES</b>			
60000-0001	Instruction	\$9,240,840	\$9,322,639	\$81,799
60000-0003	Pupil Transportation	562,153	535,793	(26,360)
60000-0004	Operation and Maintenance Services	1,804,520	1,838,473	33,953
60000-0008	Title VIB Special Education	0	809,288	809,288
60000-0009	Carl Perkins Grant	0	46,027	46,027
60000-0011	Technology	894,589	906,589	12,000
60000-0015	Pre-School Grant VIB	0	22,803	22,803
60000-0034	Opportunity Inc.	0	117,618	117,618
60000-0037	Adult Basic Ed Grant	0	19,001	19,001
60000-0053	21 <sup>st</sup> Century Grant	0	391,125	391,125
60000-0062	Title I – 1003G	330	0	(330)
60000-0071	NCLB Grant – Title I Part A	0	961,375	961,375

60000-0072	NCLB Grant – Title II A Tchr Qualit	0	159,125	159,125
60000-0073	NCLB Grant – Title III Part A	0	3,556	3,556
60000-0076	NCLB Grant – Title VI Rural Ed	6,786	27,818	21,032
60000-0077	Title IV Part A LEA	0	107,101	107,101
60000-0234	RACE to GED Grant	0	3,687	3,687
60000-0269	Federal Program Requests	2,426,303	0	<u>(2,426,303)</u>
				<b>\$336,497</b>
<b>252</b>	<b><u>SCHOOL CAFETERIA FUND</u></b>			
	<b>EXPENDITURES</b>			
62000-0100	Labor Costs	\$856,133	\$411,310	\$(444,823)
62000-2000	Food Costs	0	386,955	386,955
62000-3000	Supplies	0	56,468	56,468
62000-5000	Miscellaneous	0	1,400	<u>1,400</u>
				<b>\$0</b>

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

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*Clerk to the City Council*

# MEMO

TO: Amanda Jarratt, Franklin City Manager

FROM: Dr. Tamara Sterling  
Division Superintendent

DATE: March 19, 2020

RE: Notice of Budget Adjustments

The Franklin City School division requests that the following funds be added or deducted to the following accounts due to Local grants received after start of year, re-allocations of state funds based on VDOE funding template and final approved grants. The net amount of these adjustments to the budget is \$ 344,244.24.

Treasurer Tracy Spence has confirmed this figure with our Assistant Superintendent Jeff Ryder during their recent reconciliation meeting.

In addition, to the revenue adjustments, we would like for the corresponding expense adjustments be made on the cities books so that all revenue and expense lines are exactly equal between the school division records and the city.

Attached page 1 are GENERAL FUND adjustments

Attached page 2 are CAFETERIA and TEXTBOOK FUND adjustments

<b>GENERAL FUND</b>				
<b>Account Id</b>	<b>Account Description</b>	<b>Anticipated/Budgeted</b>	<b>FCPS @ 3/1/20</b>	<b>Variance</b>
250-3-18990-1502	Rental Income	7,500.00	7,500.00	0.00
250-3-18990-1602	Special Fees Pupils	57,100.00	57,100.00	\$0.00
250-3-18990-1700	Rebates and Refunds	1,000.00	1,000.00	\$0.00
250-3-18990-1701	Universal Services Fund	17,269.00	17,269.00	\$0.00
250-3-18990-1703	Insurance Adjustment	0.00	\$7,593.06	\$7,593.06
250-3-18990-1800	Donations and Special Gifts	0.00	21,431.46	\$21,431.46
250-3-18990-1801	Other Local/Misc Revenues	500.00	\$500.00	\$0.00
250-3-18990-1881	Donation Franklin/South Charities	0.00	\$55,000.00	\$55,000.00
250-3-18990-1898	Indirect Costs Reimb Cafeteria	15,970.00	\$15,970.00	\$0.00
250-3-24000-0201	State Sales Tax	1,600,666.00	\$1,600,666.00	\$0.00
250-3-24000-0202	State School Basic Aid	6,669,241.00	\$6,499,240.55	(\$170,000.45)
250-3-24000-0221	Va. Medical Asst. Program	0.00	\$60,000.00	\$60,000.00
250-3-24000-0252	State Technology Funds	0.00	\$128,000.00	\$128,000.00
250-3-33010-0217	Adult Basic Education-Federal	17,472.00	\$17,065.40	(\$406.60)
250-3-33010-0224	Pre-School Grant VIB	21,324.00	\$22,802.95	\$1,478.95
250-3-33010-0225	Title VIB Special Education	823,980.00	\$809,287.52	(\$14,692.48)
250-3-33010-0230	Carl Perkins Grant	41,529.00	\$46,026.53	\$4,497.53
250-3-33010-0233	GAE State Grant	1,936.00	\$1,936.00	\$0.00
250-3-33010-0234	Race to GED Grant	3,688.00	\$3,687.01	(\$0.99)
250-3-33010-0242	Federal ROTC Funds	57,000.00	\$57,000.00	\$0.00
250-3-33010-0253	21st Century Grant	284,000.00	\$391,124.56	\$107,124.56
250-3-33010-0271	NCLB Grant - Title I	817,302.00	\$961,375.46	\$144,073.46
250-3-33010-0272	NCLB Grant - Title II A	165,429.00	\$159,125.10	(\$6,303.90)
250-3-33010-0273	NCLB Grant - Title III Part A	3,000.00	\$3,555.51	\$555.51
250-3-33010-0276	NCLB Grant - Title VI Rural Ed	23,900.00	\$27,818.36	\$3,918.36
250-3-33010-0277	Title IV Part A LEA	101,743.00	\$107,100.77	\$5,357.77
250-3-33010-0282	Workforce Opportunity Inc Grant	121,000.00	\$117,618.00	(\$3,382.00)
250-3-41050-0100	Funds From Local Government	5,037,395.00	\$5,037,395.00	\$0.00
Local revenue	Prior Year Fund Balance		\$335,330.00	\$335,330.00
	<b>School Fund Revenue Total</b>	<b>15,889,944.00</b>	\$16,569,518.24	\$344,244.24
250-4-60000-0001	Instruction	9,240,208.00	\$9,322,639.16	\$82,431.16
250-4-60000-0002	Administration, Health & Attend	1,212,501.00	\$1,212,500.51	(\$0.49)
250-4-60000-0003	Pupil Transportation	539,753.00	\$535,793.00	(\$3,960.00)
250-4-60000-0004	Operation and Maintenance Svcs	1,779,130.00	\$1,838,473.06	\$59,343.06
250-4-60000-0008	Title VIB Special Education	0.00	\$809,287.53	\$809,287.53
250-4-60000-0009	Carl Perkins Act	0.00	\$46,026.53	\$46,026.53
250-4-60000-0011	Technology	607,049.00	\$906,589.34	\$299,540.34
250-4-60000-0015	Pre-school Grant	0.00	\$22,802.95	\$22,802.95
250-4-60000-0021	Va. Medical Asst. Program	60,000.00	\$60,000.00	\$0.00
250-4-60000-0030	Enterprise Expense	25,000.00	\$25,000.00	\$0.00
250-4-60000-0034	Opportunity Inc	0.00	\$117,618.00	\$117,618.00
250-4-60000-0037	Adult Basic Ed Grant	0.00	\$19,001.40	\$19,001.40
250-4-60000-0053	21st Century Grant	0.00	\$391,124.56	\$391,124.56
250-4-60000-0071	NCLB Grant - Title I Part A	0.00	\$961,375.46	\$961,375.46
250-4-60000-0072	NCLB Grant - Title II A Tchr Qualit	0.00	\$159,125.10	\$159,125.10
250-4-60000-0073	NCLB Grant - Title III Part A	0.00	\$3,555.51	\$3,555.51
250-4-60000-0076	NCLB Grant - Title VI Rural Ed	0.00	\$27,818.36	\$27,818.36
250-4-60000-0077	Title IV Part A LEA	0.00	\$107,100.77	\$107,100.77
250-4-60000-0233	GAE Grant	0.00	\$3,687.01	\$3,687.01
250-4-60000-0269	Federal Program Requests	2,426,303.00		(\$2,426,303.00)
	<b>School Fund Expenditure Total</b>	<b>15,889,944.00</b>	\$16,569,518.25	\$679,574.25

Cafeteria and Textbook funds - reallocations, no net dollar impact				
252-3-18990-1700	Refunds and Rebates	1,500.00	\$1,500.00	\$0.00
252-3-18990-1801	Other Cafeteria Income	0.00	\$0.00	\$0.00
252-3-18990-3000	Local Meal Income	118,909.00	\$118,909.00	\$0.00
252-3-24000-1000	State School Food Match	7,724.00	\$7,724.00	\$0.00
252-3-33010-1000	Federal School Food Services	728,000.00	\$728,000.00	\$0.00
	<b>School Cafeteria Fund Revenue Total</b>	<b>856,133.00</b>	<b>\$856,133.00</b>	<b>\$0.00</b>
252-4-00000-0000	***CAFETERIA FUND	0		\$0.00
252-4-62000-0000	Cafeteria Operating Expenses ****	0		\$0.00
252-4-62000-0100	Labor Costs	856,133.00	\$411,310.00	(\$444,823.00)
252-4-62000-2000	Food Costs	0.00	\$5,700.00	\$5,700.00
252-4-62000-3000	Supplies	0.00	\$19,470.00	\$19,470.00
252-4-62000-5000	Miscellaneous	0.00	\$419,653.00	\$419,653.00
252-4-62000-8000	Capital Expense	0.00	\$0.00	\$0.00
	<b>School Cafeteria Fund Expenditure</b>	<b>856,133.00</b>	<b>\$856,133.00</b>	<b>\$0.00</b>
254-3-15010-0001	Interest Earned on Bank Deposits	50.00	\$50.00	\$0.00
254-3-19020-0004	Reimbursement- Lost/ Damaged Textbooks	69,891.00	\$69,891.00	\$0.00
254-3-41050-0250	Transfer from School Fund	25,000.00	\$25,000.00	\$0.00
	<b>School Textbook Fund Revenue Total</b>	<b>94,941.00</b>	<b>\$94,941.00</b>	<b>\$0.00</b>
254-4-00000-0000	SCHOOL TEXTBOOK FUND EXPENDITURE	0		\$0.00
254-4-61000-5850	Bank Service Charges	0.00		\$0.00
254-4-61000-7254	Instruction- Textbooks	94,941.00	\$94,941.00	\$0.00
	<b>School Textbook Fund Expenditure</b>	<b>94,941.00</b>	<b>\$94,941.00</b>	<b>\$0.00</b>
Revenue Account Range: 250-3-00000-0000 to 254-3-99999-9999 Include Non-Anticipated: Yes Year To Date /				
Expend Account Range: 250-4-00000-0000 to 254-4-99999-9999 Include Non-Budget: No Current Period				
Print Zero YTD Activity: No Prior Year: 07/01/18 to 12/31/18				
		<b>Anticipated/Budgeted</b>	<b>FCPS</b>	<b>Variance</b>
	Revenue	\$16,841,018.00	\$17,520,592.24	\$679,574.24
	Expense	\$16,841,018.00	\$17,520,592.25	\$679,574.25
	Rollover granted	\$335,330.00	(\$335,330.00)	(\$335,330.00)
	Appropriations Adjustment needed	\$17,176,348.00	\$17,185,262.25	\$344,244.25



*Office of the City Manager  
Amanda C. Jarratt*

May 20, 2020

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: Budget Adoption

**Background Information**

City Council has extensively reviewed and vetted the proposed FY 20-21 fiscal year budget. Due to this year being a general reassessment year the net neutral tax rate would be \$1.07. The proposed budget before you was built around \$1.03 which is the current tax rate. This equates to a four cent tax reduction. City Council voted to advertise a tax rate of \$1.07. As was discussed previously City Administration revised the budget down by just over one million dollars as a result of anticipated negative impacts from the COVID-19 pandemic.

Although we are faced with an 11.9% increase in our cost of power due to the delay in projects and hiring we are able for the fourth year in a row to hold the retail rate at the same level for Franklin Power and Light customers. There was an 82% reduction in the fuel adjustment charge which went into effect in April of 2020. A residential customer using 1000kWh will see a bill reduction of \$4.71 per month with the retail rate as proposed.

**Needed Action**

Three actions are required. First the tax rate for the FY20-21 fiscal year should be set, followed by the adoption of the Budget Resolution and Electric Rate Ordinance.



**FY 2020 – 2021 Budget Resolution**  
**Proposed Budget Resolution**  
**Setting the Tax Rates, Adopting the Budget and**  
**Appropriating Funds for FY 2020 – 2021**

WHEREAS, it is mandated by law that the governing body of this City adopt a City budget for fiscal planning purposes and fix the respective local tax rates each year and;

WHEREAS, the Franklin City Council has complied with the law by preparing a proposed budget, holding the required public hearings on April 27, 2020 after proper and legal notice and having deliberated;

Section I.

*Council does hereby propose to set and adopt, pursuant to Virginia Code Section 58.1-3524, the rate of tax relief at such a level that is anticipated to fully exhaust PPTRA relief funds provided to the City by the Commonwealth as follows:*

Personal Use vehicles valued at \$1,000 or less	Eligible for 100% tax relief
Personal Use vehicles valued at \$1,001 to \$20,000	Eligible for tax relief at 50%
Personal Use vehicles valued at \$20,000 or more	Eligible for tax relief at 50% on the first \$20,000 of value and taxed fully on the balance (down from 52%)

**THE FOLLOWING TAXES AND FEES ARE PROPOSED TO REMAIN UNCHANGED**

Real Estate Tax Rate	\$1.03/\$100 of assessed value
Personal Property & Business Property	\$4.50/\$100 of assessed value
Downtown District Tax Rate	\$0.24/\$100 of assessed value
Machinery & Tools	\$2.00/\$100 of assessed value
Meals Tax	7.0%
Lodging Tax	8.0%
Cigarette Tax	\$0.70 per pack
Ambulance Service Fee:	
Treatment- Without Transport (A0998)	\$380.00
Basic Life Support (BLS) (A0428)	\$450.00
Basic Life Support Emergent (A0429)	\$550.00
Advanced Life Support 1 (ALS1) (A0426)	\$650.00
Advanced Life Emergent (A0427)	\$725.00
Advanced Life Support 2 (ALS2) (A0433)	\$900.00
Mileage Rate to Hospital	\$13.00

Water Service Fees

\$14.22 base rate plus \$3.20 per 1,000 gallons per month (metered usage – inside city)
\$17.98 base rate plus \$3.96 per 1,000 gallons per month (metered usage – outside city)
\$30.25 base rate per month – (unmetered usage – inside city)
\$37.57 base rate per month – (unmetered usage – outside city)

Sewer Service Fees

\$19.01 base rate plus \$4.43 per 1,000 gallons per month (metered usage – inside city)
\$22.94 base rate plus \$5.67 per 1,000 gallons per month (metered usage – outside city)
\$41.00 base rate per month – (unmetered usage – inside city)
\$50.95 base rate per month – (unmetered usage – outside city)

Trash Collection Fees

\$38.00 per month – (residential – inside city)
\$76.00 per month – (residential – outside city)
\$52.61 per month – commercial 1 box
\$61.90 per month – commercial 2 box

Section II: The following amounts as stated are hereby appropriated in the General Fund for the operation of the City Government and its activities for and during the fiscal year beginning July 1, 2020 and ending June 30, 2021:

### REVENUE SUMMARY – GENERAL FUND

Local	\$18,791,038
State	4,328,948
Federal	186,244
Subtotal-Operating Revenue	<b>\$23,306,230</b>
Other Financial Sources	1,856,615
Total General Fund Revenues	<b>\$25,162,845</b>

### EXPENDITURE SUMMARY – GENERAL FUND

City Council	\$143,336
City Manager	224,515
City Attorney	150,600
Management Services & HR	212,863
Commissioner of the Revenue	291,324
Real Estate Assessor	77,254
Treasurer	362,192
Finance	729,526
Insurance	218,314
Information Technology	254,198
Elections	144,813
Judicial Administration	1,438,230
Public Safety	3,625,560
Emergency Management Services	4,627,453
Inspections	542,188
Animal Control	107,540
Public Works- Streets & Snow Removal	1,212,195
Public Works - Garage	217,181
Maintenance of Buildings & Grounds	1,031,899
Cemetery Maintenance	98,760
Health & Welfare	777,505
Recreation	442,429
Senior Citizens Programs	5,993
Library	271,891
Planning/Zoning	267,802
Beautification	1,250
Downtown	74,390
Non-Dept.: Rev Sharing/Merchant Fees	642,503
<b>Total</b>	<b>\$18,193,704</b>
Transfer to Capital Project Fund	560,711
Transfer to Other Funds	6,408,430
<b>Total General Fund Expenditures</b>	<b>\$25,162,845</b>

Section III: The following amounts as stated as hereby appropriated in the Water and Sewer Fund for the operation of the Enterprise and its activities for and during the fiscal year beginning July 1, 2020 and ending June 30, 2021:

**REVENUE SUMMARY – WATER & SEWER FUND**

Sale of Water	\$1,300,000
Sale of Sewer	1,800,000
Miscellaneous	138,000
Use of Unassigned Fund Balance	195,000
<b>Total Water &amp; Sewer Fund Revenue</b>	<b>\$3,433,000</b>

**EXPENDITURE SUMMARY – WATER & SEWER FUND**

Operating Expense	\$1,922,439
Debt Service	366,213
Transfer to General Fund – Admin Services & Lieu of Taxes	433,515
Transfer to General Fund – Operational Subsidy	195,000
Transfer to Water & Sewer Capital Fund	515,833
<b>Total Water &amp; Sewer Fund Expenditures</b>	<b>\$3,433,000</b>

Section IV: The following amounts as stated are hereby appropriated in the Solid Waste Fund for the operation of the Enterprise and its activities for and during the fiscal year beginning July 1, 2020 and ending June 30, 2021:

**REVENUE SUMMARY – SOLID WASTE FUND**

Solid Waste Collection Fees	\$1,296,000
Miscellaneous	4,000
<b>Total Solid Waste Revenue</b>	<b>\$1,300,000</b>

**EXPENDITURE SUMMARY – SOLID WASTE FUND**

Operating Expense	\$1,000,921
Debt Service	11,688
Transfer to General Fund	287,391
<b>Total Solid Waste Fund Expenditures</b>	<b>\$1,300,000</b>

Section V: The following amounts as stated are hereby appropriated in the Airport Fund for the operation of the Enterprise and its activities for and during the fiscal year beginning July 1, 2020 and ending June 30, 2021:

### REVENUE SUMMARY – AIRPORT FUND

Airport Rental Fees	\$54,700
Total Airport Fund Revenue	<b>\$54,700</b>

### EXPENDITURE SUMMARY – AIRPORT FUND

Operating Expenses	\$16,866
Transfer to General Fund	20,612
Transfer to General Fund – Operational Subsidy	17,222
Total Airport Fund Expenses	<b>\$54,700</b>

Section VI: The following amounts as stated are hereby appropriated in the Electric Fund for the operation of the Enterprise and its activities for and during the fiscal year beginning July 1, 2020 and ending June 30, 2021:

### REVENUE SUMMARY – ELECTRIC FUND

Revenue from Sale of Energy	\$14,151,316
Revenue from Fuel Charges	848,337
Other Revenue	426,308
Transfer from Fund Balance	868,167
Total Electric Fund Revenue	<b>\$16,294,128</b>

### EXPENDITURE SUMMARY – ELECTRIC FUND

Fuel Adjustment	\$847,785
Energy for Resale	9,397,018
Energy True Up Expense	1,202,662
Operating Expenses	1,839,539
Capital Improvements	244,500
Debt Service	359,654
Capital Reserve Lease	48,000
Transfer to Electric Capital Project Fund	-
Transfer to General Fund – Admin Services & Lieu of Taxes	710,577
Transfer to General Fund – Operational Subsidy	1,644,393
Total Electric Fund Expenses	<b>\$16,294,128</b>

Section VII: The following amounts as stated are hereby appropriated in the Social Services Fund for the operation of the fund and its activities for and during the fiscal year beginning July 1, 2020 and ending June 30, 2021:

**REVENUE SUMMARY – SOCIAL SERVICES FUND**

State & Federal Revenue	\$1,545,366
Transfer from General Fund	552,266
Total Social Services Fund Revenue	<b>\$2,097,602</b>

**EXPENDITURE SUMMARY – SOCIAL SERVICES FUND**

Social Services Expenses	\$2,097,602
Total Social Services Expenses	<b>\$2,097,602</b>

Section VIII: The following amounts as stated are hereby appropriated in the Comprehensive Services Act Fund for the operation of the fund and its activities for and during the fiscal year beginning July 1, 2020 and ending June 30, 2021:

**REVENUE SUMMARY – COMPREHENSIVE SERVICES ACT FUND**

State Revenue	\$121,699
Transfer from General Fund	76,571
Total Comprehensive Services Revenue	<b>\$198,270</b>

**EXPENDITURE SUMMARY – COMPREHENSIVE SERVICES ACT FUND**

Mandated Services	\$145,303
Administrative Services	52,967
Total Comprehensive Services Expenses	<b>\$198,270</b>

Section XI: The following amounts as stated hereby appropriated in the Education Fund (Schools, Cafeteria, & Textbook) for the operation of the funds and its activities for and during the fiscal year beginning July 1, 2020 and ending June 30, 2021:

**REVENUE SUMMARY – EDUCATION FUNDS**

Local Revenue	\$212,314
Cafeteria Fund (State, Federal, & Local)	1,023,119
Textbook Fund (State, Federal, & Local)	75,536
State	8,723,399
Federal	1,972,985
Transfer from General Fund (Base)	4,830,237
Use of Restricted Fund Balance	252,158
<b>Total School, Cafeteria, &amp; Textbook Revenue</b>	<b>\$17,089,748</b>

**EXPENDITURE SUMMARY – EDUCATION FUNDS**

Cafeteria Fund Expenses	\$1,023,119
Textbook Fund Expenses	75,536
School Operating Fund Expenses	15,991,093
<b>Total School, Cafeteria, &amp; Textbook Expenses</b>	<b>\$17,089,748</b>

Section X: The following amounts as stated are hereby appropriated in the Debt Service Fund for the operation of the fund and its activities for and during the fiscal year beginning July 1, 2020 and ending June 30, 2021:

**REVENUE SUMMARY – DEBT SERVICE FUND**

Transfer from General Fund – General Debt	\$318,618
Transfer from General Fund – School Debt	471,388
Interest Income – School Debt	42,000
Use of Restricted Fund Balance–General Debt	197,622
Use of Restricted Fund Balance–School Debt	89,745
<b>Total General &amp; School Debt Revenue</b>	<b>\$1,119,373</b>

**EXPENDITURE SUMMARY – DEBT SERVICE FUND**

General Fund Debt Service	\$516,240
School Debt Fund	603,133
<b>Total General &amp; School Debt Expenses</b>	<b>\$1,119,373</b>

Section XI: The following amounts as stated are hereby appropriated in the Economic Development Fund for the operation of the fund and its activities for and during the fiscal year beginning July 1, 2020 and ending June 30, 2021:

**REVENUE SUMMARY – ECONOMIC DEVELOPMENT FUND**

Program Fees & Rental Income	\$136,000
Transfer from General Fund – Joint Activity	100,000
Transfer from General Fund – Operating Appropriation	59,351
<b>Total Economic Development Fund</b>	<b>\$295,351</b>

**EXPENDITURE SUMMARY- ECONOMIC DEVELOPMENT FUND**

General Operating Cost	\$195,351
Payment to Joint Economic Development	100,000
<b>Total Economic Development Fund</b>	<b>\$295,351</b>

Section XII: The following amounts as stated are hereby appropriated for the FY 2020-2021 Capital Budget as presented in the City Capital Improvement Plan:

**CAPITAL IMPROVEMENT PLAN FUNDING SOURCES**

<b>CASH</b>	
General Fund Transfer	\$560,711
Water & Sewer Fund Transfer	515,833
<b><i>Subtotal – City Cash</i></b>	<b>\$1,076,544</b>
<b><i>Debt Financing</i></b>	
2019B Available Proceeds	200,000
<b><i>Subtotal – Debt Financing</i></b>	<b>\$200,000</b>
<b><i>Total CIP Funding</i></b>	<b>\$1,276,544</b>

**CAPITAL IMPROVEMENT PLAN BY FUND**

General Fund	\$760,711
Water & Sewer Fund	515,833
<b>Total CIP Expenditures</b>	<b>\$1,276,544</b>



Section XIII: AUTHORIZATION & LIMITATIONS

A. The City Manager is authorized to transfer budgeted amounts within departments up to \$20,000. Expenditures over the original budget of any department or transfers over \$20,000 must be approved by City Council.

B. No amount between funds nor any contingency appropriation may be transferred within any fund without approval from the City Council. In addition, no appropriation for the Reserve-General Fund can be spent nor transferred without the express authority of Council.

EFFECTIVE DATE: The budget hereby adopted and the respective tax rates and fees so fixed shall be effective July 1, 2020.

DONE THIS 26<sup>th</sup> day of May, 2020, in the CITY OF FRANKLIN, VIRGINIA

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Frank M. Rabil, Mayor

ATTEST: \_\_\_\_\_

Amanda C. Jarratt, City Manager

# City Ordinance 8-14(a) Has No Proposed Increase for Electrical Rates

## Proposed Motion

The Council of the City of Franklin does ordain that the Franklin City Code 8-14 (a) shall maintain the current monthly electrical rates (FY 19-20 rates) for the non-fuel charge component for the kWh energy charge and the kW demand charge for all billings after July 1, 2020 in the following categories of users:

Sec. 8-14. Electrical rates and deposits.

(a) The following monthly electrical rates are hereby established for the following category of users:

Residential Rate – “Schedule RS-401”:

	<u>July 1, 2019</u>	<u>July 1, 2020</u>
A. Basic Customer Charge:	\$7.98	\$7.98
B. Plus kWh Charge	\$0.10851	\$0.10851

C. Fuel Adjustment: Each kilowatt hour used is subject to adjustment for charges in fuel costs, provided such fuel costs are charged to the City by its supplier.

### Small General Service Rate – “Schedule SGS 405”:

	<u>July 1, 2019</u>	<u>July 1, 2020</u>
A. Basic Customer Charge:		
Single Phase	\$12.61	\$12.61
B. Plus kWh Charge:	\$0.08939 per kWh	\$0.08939 per kWh

C. Fuel Adjustment: Each kilowatt hour used is subject to adjustment for charges in fuel costs, provided such fuel costs are charged to the City by its supplier.

### Small General Service Rate – “Schedule SGS 406”:

	<u>July 1, 2019</u>	<u>July 1, 2020</u>
A. Basic Customer Charge:		
Three Phase	\$22.42	\$22.42
B. Plus kWh charge:	\$0.08939 per kWh	\$0.08939 per kWh

C. Fuel Adjustment: Each kilowatt hour used is subject to adjustment for charges in fuel costs, provided such fuel costs are charged to the City by its supplier.

**Medium General Service-I Rate– “Schedule MGS-I 451/551”:**

A.	Basic Customer Charge: Single Phase	<b><u>July 1, 2019</u></b> \$49.50	<b><u>July 1, 2020</u></b> \$49.50
B.	Plus kWh Charge:	\$0.07320 per kWh	\$0.07320 per kWh
C.	Plus kW Demand Charge:	\$6.80 per kW	\$6.80 per kW

D. Fuel Adjustment: Each kilowatt hour used is subject to adjustment for charges in fuel costs, provided such fuel costs are charged to the City by its supplier.

**Medium General Service-I Rate – “Schedule MGS-I 453/553”:**

A.	Basic Customer Charge: Three Phase	<b><u>July 1, 2019</u></b> \$99.00	<b><u>July 1, 2020</u></b> \$99.00
B.	Plus kWh Charge:	\$0.07320 per kWh	\$0.07320 per kWh
C.	Plus kW Demand Charge:	\$6.80 per kW	\$6.80 per kW

D. Fuel Adjustment: Each kilowatt hour used is subject to adjustment for charges in fuel costs, provided such fuel costs are charged to the City by its supplier.

**Medium General Service-D Rate – “Schedule MGS-D 404/504”:**

A.	Basic Customer Charge: Single Phase	<b><u>July 1, 2019</u></b> \$45.00	<b><u>July 1, 2020</u></b> \$45.00
B.	Plus kWh Charge:	\$0.04846 per kWh	\$0.04846 per kWh
C.	Plus kW Demand Charge:	\$14.97 per kW	\$14.97 per kW

D. Fuel Adjustment: Each kilowatt hour used is subject to adjustment for charges in fuel costs, provided such fuel costs are charged to the City by its supplier.

**Medium General Service-D Rate – “Schedule MGS-D 407/507”:**

A.	Basic Customer Charge: Three Phase	<b><u>July 1, 2019</u></b> \$90.00	<b><u>July 1, 2020</u></b> \$90.00
B.	Plus kWh Charge:	\$0.04846 per kWh	\$0.04846 per kWh



C. Fuel Adjustment: Each kilowatt hour used is subject to adjustment for charges in fuel costs, provided such fuel costs are charged to the City by its supplier.

**Church and Synagogue Rate – “Schedule CS 419, 429, 440” :**

A.	Basic Customer Charge:	<b><u>July 1, 2019</u></b>	<b><u>July 1, 2020</u></b>
	Three Phase	\$22.00	\$22.00
B.	Plus KWH Charge:		
	First 3000 kWh	\$0.10367 per kWh	\$0.10367 per kWh
	Excess over 3000 kWh	\$0.15355 per kWh	\$0.15355 per kWh

B. Fuel Adjustment: Each kilowatt hour used is subject to adjustment for charges in fuel costs, provided such fuel costs are charged to the City by its supplier.

**OUTDOOR LIGHTING SERVICE**

**Rate Schedule: OLS**

<b>High Pressure Sodium</b>	<b><u>July 1, 2019</u></b>	<b><u>July 1, 2020</u></b>
100 Watt	\$11.00 per month	\$11.00 per month
150 Watt	\$13.50 per month	\$13.50 per month
250 Watt	\$18.75 per month	\$18.75 per month
400 Watt	\$28.00 per month	\$28.00 per month
1,000 Watt	\$44.00 per month	\$44.00 per month

**Metal Halide**

1,000 Watt	\$39.25 per month	\$39.25 per month
------------	-------------------	-------------------

GIVEN under our hands this 26th day of May 2020.

\_\_\_\_\_  
Frank M. Rabil, Mayor

Attest: \_\_\_\_\_  
Amanda C. Jarratt, City Manager



*Office of the City Manager  
Amanda C. Jarratt*

May 19, 2020

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: Cover 3 Public Hearing

**Background Information**

Founded in 2009, Cover 3 Foundation works to reduce the 10.1% of Virginia's households who report the inability to access adequate food for their children due to a lack of money and other resources. C3's Kids' Meals acts as a tool to feed at-risk children, teach nutrition education, and offers a platform to educate children on portion control and nutrition. This effort combats food insecurity, childhood obesity, and reduces health problems caused by poor nutrition. Their services are offered to after school care programs in areas where at least 50% of the children are eligible for free and reduced price meals based upon school data, and they currently have more than 12,400 children in southeastern Virginia enrolled in their after-school feeding program. To date, they have served more than 2 million meals and snacks since 2010.

Currently, Cover 3 has five vehicles that have previously been granted tax exempt status by the Franklin City Council. They are requesting tax exempt status for two additional vehicles as outlined by Commissioner of the Revenue Brenda Rickman's memo. A public hearing is required and proper public notice was posted in the Tidewater News.

**Needed Action**

Conduct the public hearing and take action on the request for the personal property exemption request for the two additional vehicles.



Office of  
**THE COMMISSIONER OF THE REVENUE**  
207 West Second Avenue  
Franklin, Virginia 23851  
(757) 562-8547  
Fax (757) 569-0964

**MEMORANDUM**

**TO:** Amanda C. Jarratt  
City Manager

**FROM:** Brenda B. Rickman *Brenda B. Rickman*  
Commissioner of the Revenue

**DATE:** April 15, 2020

**SUBJECT:** Personal Property Exemption for Cover 3 Foundation

I have received an Application for Local Determination of Exemption from Real Estate or Personal Property Taxation from Mr. Greg Scott, Founder and CEO of Cover 3 Foundation, requesting personal property tax exemption. The organization is located at 125 South College Drive in Franklin.

They are asking for personal property tax exemption for the following vehicles:

2008 GMC G-31 Cargo Van  
2018 Chevrolet Tahoe

Prior to January 1, 2003, all property exemptions were granted by the General Assembly. However, the Code of Virginia has been changed giving the authority to the local governing body. A copy of the Code of Virginia title 58.1-3651 is attached for your convenience. According to the statute, any ordinance exempting property by designation shall be adopted only after holding a public hearing. Also, the local governing body must publish notice of the hearing in the local newspaper at the organization's expense.

If I can be of further assistance in this matter, please let me know.

**PC:** Mr. Greg Scott  
Cover 3 Foundation

[View the 2016 Code of Virginia](#) | [View Previous Versions of the Code of Virginia](#)

# 2014 Virginia Code

## Title 58.1 - Taxation

### § 58.1-3651. Property exempt from taxation by classification or designation by ordinance adopted by local governing body on or after January 1, 2003

**Universal Citation:** VA Code § 58.1-3651 (2014)

A. Pursuant to sub section 6 (a) (6) of Article X of the Constitution of Virginia, on and after January 1, 2003, any county, city, or town may by designation or classification exempt from real or personal property taxes, or both, by ordinance adopted by the local governing body, the real or personal property, or both, owned by a nonprofit organization that uses such property for religious, charitable, patriotic, historical, benevolent, cultural, or public park and playground purposes. The ordinance shall state the specific use on which the exemption is based, and continuance of the exemption shall be contingent on the continued use of the property in accordance with the purpose for which the organization is classified or designated. No exemption shall be provided to any organization that has any rule, regulation, policy, or practice that unlawfully discriminates on the basis of religious conviction, race, color, sex, or national origin.

B. Any ordinance exempting property by designation pursuant to subsection A shall be adopted only after holding a public hearing with respect thereto, at which citizens shall have an opportunity to be heard. The local governing body shall publish notice of the hearing once in a newspaper of general circulation in the county, city, or town where the real property is located. The notice shall include the assessed value of the real and tangible personal property for which an exemption is requested as well as the property taxes assessed against such property. The public hearing shall not be held until at least



five days after the notice is published in the newspaper. The local governing body shall collect the cost of publication from the organization requesting the property tax exemption. Before adopting any such ordinance the governing body shall consider the following questions:

1. Whether the organization is exempt from taxation pursuant to § 501(c) of the Internal Revenue Code of 1954;
2. Whether a current annual alcoholic beverage license for serving alcoholic beverages has been issued by the Virginia Alcoholic Beverage Control Board to such organization, for use on such property;
3. Whether any director, officer, or employee of the organization is paid compensation in excess of a reasonable allowance for salaries or other compensation for personal services which such director, officer, or employee actually renders;
4. Whether any part of the net earnings of such organization inures to the benefit of any individual, and whether any significant portion of the service provided by such organization is generated by funds received from donations, contributions, or local, state or federal grants. As used in this subsection, donations shall include the providing of personal services or the contribution of in-kind or other material services;
5. Whether the organization provides services for the common good of the public;
6. Whether a substantial part of the activities of the organization involves carrying on propaganda, or otherwise attempting to influence legislation and whether the organization participates in, or intervenes in, any political campaign on behalf of any candidate for public office;
7. The revenue impact to the locality and its taxpayers of exempting the property; and
8. Any other criteria, facts and circumstances that the governing body deems pertinent to the adoption of such ordinance.

C. Any ordinance exempting property by classification pursuant to subsection A shall be adopted only after holding a public hearing with respect thereto, at which citizens shall have an opportunity to be heard. The local governing body shall publish notice of the hearing once in a newspaper of general circulation in the county, city, or town. The

public hearing shall not be held until at least five days after the notice is published in the newspaper.

D. Exemptions of property from taxation under this article shall be strictly construed in accordance with Article X, Section 6 (f) of the Constitution of Virginia.

E. Nothing in this section or in any ordinance adopted pursuant to this section shall affect the validity of either a classification exemption or a designation exemption granted by the General Assembly prior to January 1, 2003, pursuant to Article 2 (§ 58.1-3606 et seq.), 3 (§ 58.1-3609 et seq.) or 4 (§ 58.1-3650 et seq.) of this chapter. An exemption granted pursuant to Article 4 (§ 58.1-3650 et seq.) of this chapter may be revoked in accordance with the provisions of § 58.1-3605.

2003, c. 1032; 2004, c. 557.

**Disclaimer:** These codes may not be the most recent version. Virginia may have more current or accurate information. We make no warranties or guarantees about the accuracy, completeness, or adequacy of the information contained on this site or the information linked to on the state site. Please check official sources.



*Office of the City Manager  
Amanda C. Jarratt*

May 20, 2020

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: Regional Law Enforcement Mutual Aid Agreement

**Background Information**

The attached Mutual Aid Agreement was previously authorized by the previous City Council and executed by the previous City Manager in 2013. It provides for localities including Chesapeake, Franklin, Hampton, Newport News, Norfolk, Poquoson, Portsmouth, Suffolk, Virginia Beach, Williamsburg, Gloucester County, Accomack County, Northampton County, Surry County, York County, the Town of Smithfield, and Town of Windsor to assist each other from a law enforcement perspective as necessary. The City of Franklin has greatly benefited from this agreement over the last few months and years. The time has come to renew the attached agreement.

**Needed Action**

Authorize the City Manager to execute the attached Mutual Aid Agreement.

## Law Enforcement Mutual Aid Agreement

THIS AGREEMENT, made this 1<sup>st</sup> day of January, 2020, by and among the Cities of CHESAPEAKE, FRANKLIN, HAMPTON, NEWPORT NEWS, NORFOLK, POQUOSON, PORTSMOUTH, SUFFOLK, VIRGINIA BEACH and WILLIAMSBURG, each a municipal corporation of the Commonwealth of Virginia; the County of JAMES CITY, a political subdivision of the Commonwealth of Virginia; the Sheriff of the county of ACCOMACK; the Sheriff of the County of GLOUCESTER; the Sheriff of the County of ISLE OF WIGHT; the Sheriff of the County of NORTHAMPTON; the Sheriff of the County of SURRY; the Sheriff of the County of YORK; the Town of SMITHFIELD; and the Town of WINDSOR.

WHEREAS, Virginia law authorizes local governments and Sheriffs, in counties where no police department has been established, to enter into reciprocal agreements for mutual aid and for cooperation in the furnishing of law enforcement services; and

WHEREAS, the thirteen local governments and the Sheriffs of the counties of Accomack, Gloucester, Isle of Wight, Northampton, Surry and York have determined that the provision of law enforcement aid across jurisdictional lines will increase their ability to preserve the safety and welfare of the entire area; and

WHEREAS, it is deemed to be mutually beneficial to the parties hereto to enter into an agreement concerning mutual aid and cooperation with regard to law enforcement; and

WHEREAS, the parties hereto desire that the terms and conditions of this Law Enforcement Mutual Aid Agreement be established.

NOW THEREFORE, in consideration of the mutual benefits to be derived from a Law Enforcement Mutual Aid agreement, the parties hereto covenant and agree as follows:

1. Each party will endeavor to provide law enforcement support to the other parties to this Agreement within the capabilities available at the time the request for such support is made and within the terms of this Agreement.
2. Requests for assistance pursuant to the terms and conditions of this Agreement shall be made by the requesting jurisdiction's Chief of Police or Sheriff, whichever is applicable, or their respective designee.
3. The requesting party shall be responsible for designating a radio communications system for use by the requesting party.
4. The personnel of the requested party shall render such assistance under the direction of the Chief of Police or Sheriff of the requesting party, or their respective designee.
5. Law enforcement support provided pursuant to this Agreement shall include all such available resources ordinarily maintained by the requested party. All law enforcement officers and personnel shall be duly trained and currently certified for the position provided.
6. Subject to the terms of this Agreement, and without limiting in any way the other circumstances or conditions in which mutual aid may be requested and provided under this Agreement, the parties hereto agree to provide assistance to the requesting party in situations requiring the

mass processing of arrestees and transportation of arrestees. The parties to the Agreement further agree to assist the requesting party with security and operations of temporary detention facilities.

7. Nothing contained in this Agreement should in any manner be construed to compel any of the parties hereto to respond to a request for law enforcement support when the personnel of the party to whom the request is made, in the opinion of the requested party, needed or are being used within the boundaries of that party, nor shall any request compel the requested party to continue to provide law enforcement support to another party when its personnel or equipment, in the opinion of the requested party, are needed for other duties within the boundaries of its own jurisdiction.
8. In those situations not involving the provision of mutual aid upon request, law enforcement officers and personnel, and other employees of any city, county, town or Sheriff hereunder, may also enter any other jurisdiction in furtherance of law enforcement purposes, concerning any offense in which the entering law enforcement agency may have a valid interest; provided, that the entering personnel shall, as soon as practical, make such presence known to the Chief of Police or Sheriff of the entered jurisdiction, or his designated representative.
9. The responsibility for investigation and subsequent actions concerning any criminal offense shall remain with the law enforcement agency of the locality whose court has original jurisdiction over the offense. Entering law enforcement personnel shall promptly notify the law

enforcement agency of the entered locality upon discovery of a crime over which the court of the entered locality has original jurisdiction.

10. Officers acting pursuant to this Agreement shall be granted authority to enforce the laws of the Commonwealth of Virginia and to perform the other duties of a law enforcement officer; such authority shall be in conformance with §§ 15.2-1724; 15.2-1726; 15.2-1730; 15.2-1730.1 and 15.2-1736 of the Code of Virginia, as amended. Law enforcement officers of any party who might be casually present in any other jurisdiction shall have power to apprehend and make arrests only in such instances wherein an apparent immediate threat to public safety precludes the option of deferring action to the local law enforcement agency.
11. All law enforcement officers, agents and other employees of the parties to this Agreement who are acting pursuant to this Agreement shall have the same powers, rights, benefits, privileges and immunities in each other's jurisdiction, including the authority to make arrests in each other's jurisdiction.
12. The services performed and expenditures made under this Agreement shall be deemed to be for public and governmental purposes and all immunities from liability enjoyed by the parties within their boundaries shall extend to their participation in rendering assistance outside their boundaries pursuant to this Agreement. It is understood that for the purposes of this Agreement, the responding party is rendering aid once it has entered the jurisdictional boundaries of the party requesting assistance.

13. All pension, relief, disability, worker's compensation, life and health insurance and other benefits enjoyed by said law enforcement officers or personnel as employees of their respective jurisdictions shall extend to the services they perform under this Agreement outside their respective jurisdictions. Each party agrees that the provisions of these benefits shall remain the responsibility of the employing party.
14. Each party agrees that, in activities involving the rendering of assistance to another party pursuant to this Agreement, each party shall waive any and all claims against all other parties hereto which may arise out of their activities outside their respective jurisdiction.
15. The parties shall not be liable to each other for reimbursement for injuries to law enforcement officers or personnel, or damage to equipment incurred when going to or returning from another jurisdiction, except to the extent that reimbursement for such expenses may be or is received from the Federal Emergency Management Agency (FEMA) or another governmental agency. Neither shall the parties be liable to each other any other costs associated with, or arising out of, the rendering of assistance pursuant to this Agreement, except to the extent that reimbursement for such expenses may be or is received from FEMA or another governmental agency.
16. This Agreement rescinds and supersedes all previous written agreements and oral understandings relating to the provision of mutual law enforcement services between the parties.
17. Any of the parties hereto may withdraw from this Agreement by giving thirty (30) days written notice to that effect to the other parties.



IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their respective city manager, county administrator, town manager, or sheriff; the official seal of each city, county and town affixed hereto and attested by their respective city, county, or town clerk, and indicating thereafter the ordinance or resolution authorizing the execution. Sheriffs may attest by Notary Public.

CITY OF CHESAPEAKE

BY: \_\_\_\_\_  
City Manager

ATTEST:

\_\_\_\_\_  
City Clerk

Resolution/Ordinance #: \_\_\_\_\_

Adopted On: \_\_\_\_\_

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their respective city manager, county administrator, town manager, or sheriff; the official seal of each city, county and town affixed hereto and attested by their respective city, county, or town clerk, and indicating thereafter the ordinance or resolution authorizing the execution. Sheriffs may attest by Notary Public.

CITY OF FRANKLIN

BY: \_\_\_\_\_  
City Manager

ATTEST:

\_\_\_\_\_  
City Clerk

Resolution/Ordinance #: \_\_\_\_\_

Adopted On: \_\_\_\_\_

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their respective city manager, county administrator, town manager, or sheriff; the official seal of each city, county and town affixed hereto and attested by their respective city, county, or town clerk, and indicating thereafter the ordinance or resolution authorizing the execution. Sheriffs may attest by Notary Public.

CITY OF HAMPTON

BY: \_\_\_\_\_  
City Manager

ATTEST:

\_\_\_\_\_  
City Clerk

Resolution/Ordinance #: \_\_\_\_\_

Adopted On: \_\_\_\_\_

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their respective city manager, county administrator, town manager, or sheriff; the official seal of each city, county and town affixed hereto and attested by their respective city, county, or town clerk, and indicating thereafter the ordinance or resolution authorizing the execution. Sheriffs may attest by Notary Public.

CITY OF NEWPORT NEWS

BY: \_\_\_\_\_  
City Manager

ATTEST:

\_\_\_\_\_  
City Clerk

Resolution/Ordinance #: \_\_\_\_\_

Adopted On: \_\_\_\_\_

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their respective city manager, county administrator, town manager, or sheriff; the official seal of each city, county and town affixed hereto and attested by their respective city, county, or town clerk, and indicating thereafter the ordinance or resolution authorizing the execution. Sheriffs may attest by Notary Public.

CITY OF NORFOLK

BY: \_\_\_\_\_  
City Manager

ATTEST:

\_\_\_\_\_  
City Clerk

Resolution/Ordinance #: \_\_\_\_\_

Adopted On: \_\_\_\_\_

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CITY OF POQUOSON

BY: \_\_\_\_\_  
City Manager

ATTEST:

\_\_\_\_\_  
City Clerk

Resolution/Ordinance #: \_\_\_\_\_

Adopted On: \_\_\_\_\_

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CITY OF PORTSMOUTH

BY: \_\_\_\_\_  
City Manager

ATTEST:

\_\_\_\_\_  
City Clerk

Resolution/Ordinance #: \_\_\_\_\_

Adopted On: \_\_\_\_\_

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CITY OF SUFFOLK

BY: \_\_\_\_\_  
City Manager

ATTEST:

\_\_\_\_\_  
City Clerk

Resolution/Ordinance #: \_\_\_\_\_

Adopted On: \_\_\_\_\_



IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their respective city manager, county administrator, town manager, or sheriff; the official seal of each city, county and town affixed hereto and attested by their respective city, county, or town clerk, and indicating thereafter the ordinance or resolution authorizing the execution. Sheriffs may attest by Notary Public.

CITY OF VIRGINIA BEACH

BY: \_\_\_\_\_  
City Manager

ATTEST:

\_\_\_\_\_  
City Clerk

Resolution/Ordinance #: \_\_\_\_\_

Adopted On: \_\_\_\_\_

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CITY OF WILLIAMSBURG

BY: \_\_\_\_\_  
City Manager

ATTEST:

\_\_\_\_\_  
City Clerk

Resolution/Ordinance #: \_\_\_\_\_

Adopted On: \_\_\_\_\_

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their respective city manager, county administrator, town manager, or sheriff; the official seal of each city, county and town affixed hereto and attested by their respective city, county, or town clerk, and indicating thereafter the ordinance or resolution authorizing the execution. Sheriffs may attest by Notary Public.

COUNTY OF ACCOMACK

BY: \_\_\_\_\_  
Sheriff

ATTEST:

\_\_\_\_\_  
County Clerk

Resolution/Ordinance #: \_\_\_\_\_

Adopted On: \_\_\_\_\_

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COUNTY OF JAMES CITY

BY: \_\_\_\_\_  
County Administrator

ATTEST:

\_\_\_\_\_  
County Clerk

Resolution/Ordinance #: \_\_\_\_\_

Adopted On: \_\_\_\_\_

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COUNTY OF GLOUCESTER

BY: \_\_\_\_\_  
Sheriff

ATTEST:

\_\_\_\_\_  
County Clerk

Resolution/Ordinance #: \_\_\_\_\_

Adopted On: \_\_\_\_\_

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COUNTY OF ISLE OF WIGHT

BY: \_\_\_\_\_  
Sheriff

ATTEST:

\_\_\_\_\_  
County Clerk

Resolution/Ordinance #: \_\_\_\_\_

Adopted On: \_\_\_\_\_

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COUNTY OF NORTHAMPTON

BY: \_\_\_\_\_  
Sheriff

ATTEST:

\_\_\_\_\_  
County Clerk

Resolution/Ordinance #: \_\_\_\_\_

Adopted On: \_\_\_\_\_

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their respective city manager, county administrator, town manager, or sheriff; the official seal of each city, county and town affixed hereto and attested by their respective city, county, or town clerk, and indicating thereafter the ordinance or resolution authorizing the execution. Sheriffs may attest by Notary Public.

COUNTY OF SURRY

BY: \_\_\_\_\_  
Sheriff

ATTEST:

\_\_\_\_\_  
County Clerk

Resolution/Ordinance #: \_\_\_\_\_

Adopted On: \_\_\_\_\_



IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their respective city manager, county administrator, town manager, or sheriff; the official seal of each city, county and town affixed hereto and attested by their respective city, county, or town clerk, and indicating thereafter the ordinance or resolution authorizing the execution. Sheriffs may attest by Notary Public.

COUNTY OF YORK

BY: \_\_\_\_\_  
Sheriff

ATTEST:

\_\_\_\_\_  
County Clerk

Resolution/Ordinance #: \_\_\_\_\_

Adopted On: \_\_\_\_\_

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their respective city manager, county administrator, town manager, or sheriff; the official seal of each city, county and town affixed hereto and attested by their respective city, county, or town clerk, and indicating thereafter the ordinance or resolution authorizing the execution. Sheriffs may attest by Notary Public.

TOWN OF SMITHFIELD

BY: \_\_\_\_\_  
Town Manager

ATTEST:

\_\_\_\_\_  
Town Clerk

Resolution/Ordinance #: \_\_\_\_\_

Adopted On: \_\_\_\_\_

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their respective city manager, county administrator, town manager, or sheriff; the official seal of each city, county and town affixed hereto and attested by their respective city, county, or town clerk, and indicating thereafter the ordinance or resolution authorizing the execution. Sheriffs may attest by Notary Public.

TOWN OF WINDSOR

BY: \_\_\_\_\_  
Town Manager

ATTEST:

\_\_\_\_\_  
Town Clerk

Resolution/Ordinance #: \_\_\_\_\_

Adopted On: \_\_\_\_\_



*Office of the City Manager  
Amanda C. Jarratt*

May 18, 2020

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: Courthouse Update

**Background**

**Southampton County Courthouse**

A conference call was held on Friday May 15, 2020 for Glave and Holmes to present their initial conceptual design. The conceptual design followed the direction of the subcommittee and maintained the existing footprint of the current Southampton County Courthouse. The plan is schedule a presentation to the judges for their review the week of May 26<sup>th</sup>. Once that presentation has occurred we will schedule presentations of the conceptual plan for Franklin City Council and the Southampton Board of Supervisors.

**City of Franklin Courthouse**

The secure parking project is proceeding nicely and should be completed within the next two weeks.

**Needed Action**

None at this time.



*Office of the City Manager  
Amanda C. Jarratt*

May 20, 2020

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: City Manager's Report

### **General Updates**

- City staff continues to closely monitor and respond to the COVID-19 pandemic and Governor Northam's Executive Orders.
- As of the writing of this report three citizens and no businesses are enrolled in the payment plan permitted by City Council. Residents and businesses that are in need of the payment plan should request to enroll prior to June 10, 2020. They may do so by calling utility billing at (757) 562-8518 or (757) 516-1001.
- The City of Franklin was informed we are scheduled to receive \$695,000.00 in CARES Act money to assist with costs associated with COVID-19. There remains a significant number of questions of what these funds can and can't be used for. All Virginia localities are working closely with Secretary Layne to fully understand what the limitations on the funding are. We are working on a plan for how to utilize the funds once we understand what is allowed.

### **Community Events**

- City of Franklin Independence Day Celebration July 1, 2020. – We are closely monitoring the phased reopening of the Commonwealth per Governor Northam's Executive Order.
- National Night Out has been rescheduled for October 6, 2020 as a result of COVID-19. The planning process will continue throughout the summer into the fall.