



**Franklin City Council Agenda
January 25, 2021
Council Chambers
207 West Second Avenue
Franklin, Virginia 23851**

6:00 P.M.

Agencies and Organizations Budget Work Session

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 11, 2021 minutes

2. FINANCIAL MATTERS

A. Budget Amendment, 2021-17 and 2021-18

3. OLD/ NEW BUSINESS:

- A. COVID-19 Update from the Western Tidewater Health District
- B. Abandon Alleyway
- C. Outside Employment Policy
- D. No Truck Discussion
- E. 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, 1. discussion of appointments to boards and commissions, to discuss the following subject or subjects: Franklin Southampton Economic Development, Inc. interview panel, Industrial Development Authority, and Social Services Advisory Board; and

2.2-3711-A-3, Discussion or consideration of the acquisition of real property for a public purpose, or 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 in Downtown Franklin and along Fairview Drive.

2.2-3711-A-5, Discussion concerning 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 specifically along Pretlow Industrial Park, Armory Drive, Fairview 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 25, 2021; (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

MINUTES FROM THE JANUARY 11, 2021 REGULAR CITY COUNCIL MINUTES

The Franklin City Council held a Regular City Council Meeting on January 11, 2021 at 7:00 p.m. in the City Council Chambers located at 207 West Second Avenue, Franklin, Virginia 23851.

Council Members in Attendance: Frank Rabil, Mayor; Bobby Cutchins, Vice-Mayor; Councilman Linwood Johnson; Councilwoman Wynndolyn Copeland, Councilman Gregory McLemore; Councilman Ray Smith and Councilman Mark R. Kitchen

Staff in Attendance: Amanda Jarratt, City Manager and Leesa Barnes, Executive Assistant, recording minutes

Other Staff in Attendance: Steve Patterson, Franklin Police Chief; Robert Porti, Deputy Police Chief; Steve Newsome, Information Technology Specialist; Vernie Francis, III, Chief of Emergency Services; Tracy Spence, Director of Finance (virtually attended)

Call to Order

Mayor Frank Rabil called the January 11, 2021 Regular City Council Meeting to order at 7:00 p.m.

Citizen's Time

1st Speaker

Sharon Spivey; resides at 500 Hunterdale Road, Franklin, Virginia 23851; complained about poor drainage at her residence. She has significant flooding in her yard that has increased in the last year and a half. There is constantly three inches of water in the main drain. She has consulted with a contractor and he will have to install six sump pumps and one humidifier to repair the problem. She has received the following estimates:

1st estimate - \$21,893.00

2nd estimate - \$22,496.00

Mrs. Spivey asked the City of Franklin to repair their portion of the property that leads up to her property.

2nd Speaker

Mr. Patel, resides at 1408 South Street, Franklin, Virginia 23851; Mr. Patel owns two businesses in town and is having difficulty acquiring business licenses for these businesses and requests some information as to why he cannot obtain the licenses.

Mayor Frank Rabil stated typically City Council does not entertain a discussion during citizen's time but will have the problem looked into and have staff reply back to Mr. Patel with the details.

Amendments to Agenda

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

There were no amendments to the agenda.

Consent Agenda

Approval of Minutes from November 23, 2020 Regular City Council Meeting, December 10, 2020 Joint Meeting with School Board and City Council & December 14, 2020 Regular City Council Meeting

November 23, 2020 Regular City Council Meeting

Mayor Frank Rabil asked if there were any additions or corrections to the minutes from the November 23, 2020 regular City Council Meeting.

There being no additions or corrections to the minutes from the November 23, 2020 regular City Council meeting, Mayor Frank Rabil asked for a motion of approval.

Councilman Linwood Johnson made a motion to approve the minutes from the November 23, 2020 regular City Council meeting. The motion was seconded by Councilwoman Wynndolyn Copeland.

The motion carried the vote by 7-0.

December 10, 2020 Joint Meeting with School Board and City Council

Mayor Frank Rabil asked if there were any additions or corrections to the minutes from the December 10, 2020 Joint Meeting between the School Board and City Council.

Councilman Ray Smith requested a correction on page 5, paragraph 9, sentence 1. The minutes read the following statement:

“Councilman Ray Smith stated the City School System is trying to maintain three different school buildings at some point and time the City needs to move forward and start thinking about combining all students into one school building.”

The sentence should read the following:

“Councilman Ray Smith stated the City School System is trying to maintain three different school buildings at some point and time the City needs to move forward and start thinking about combining all students into two school buildings.”

Mayor Frank Rabil asked for a motion of approval for the minutes from the December 10, 2020 Joint Meeting between the School Board and City Council as amended.

Councilwoman Wynndolyn Copeland made a motion to approve the minutes from the December 10, 2020 Joint Meeting between the School Board and City Council as amended. The motion was seconded by Councilman Linwood Johnson.

The motion carried the vote by 7-0.

December 14, 2020 Regular City Council Meeting

Mayor Frank Rabil asked if there were any additions or corrections to the minutes from the December 14, 2020 regular City Council meeting.

There being no additions or corrections to the minutes from the December 14, 2020 regular City Council meeting, Mayor Rabil asked for a motion of approval.

Councilman Linwood Johnson made a motion to approval the minutes from the December 14, 2020 regular City Council meeting. The motion was seconded by Councilwoman Wynndolyn Copeland.

The motion carried the vote by 7-0.

Recognition of the City of Franklin Employee of the Year

Mayor Frank Rabil stated the recognition of the City of Franklin Employee of the Year presentation would be delayed due to the COVID-19 pandemic outbreak.

Recognition of STAR Performers

Mayor Frank Rabil stated the recognition of the City of Franklin Employee of the Year presentation would be delayed due to the COVID-19 pandemic outbreak.

Presentation by Western Tidewater Free Clinic

Amanda Jarratt, City Manager introduced Steven Kirkpatrick, Chairman of the Western Tidewater Free Clinic Board to come forward and give the following update on the Western Tidewater Free Clinic:

Chairman Kirkpatrick thanked the City of Franklin for their support. Chairman Kirkpatrick informed Council the clinic sees about 1500 patients a year and 11% of them are from the City of Franklin. The clinic has received about \$12,000.00 in donations from residents of the City of Franklin. The clinic provides about \$200,000.00 in services to residents of the City of Franklin.

Financial Matters

Budget Amendment 2021-15, 2021-16

Budget Amendment 2021-15

Amanda Jarratt, City Manager called Tracy Spence, Director of Finance forward to give the following overview of Budget Amendment 2021-15:

- The 2020-2021 City Budget shall be amended to correct Budget Amendment 2021-9, 2021-13, and 2021-14 whereby Reserved-General Fund appropriation was reduced by \$574,059.00 when Unassigned Fund Balance should have been utilized as a funding source.
- The 2020-2021 City Budget shall be amended to adjust the Reserve General Fund to appropriate for Council approved projects:

City Manager Jarratt reminded City Council that these projects were all approved at the December 14, 2020 City Council meeting.

Mayor Frank Rabil opened the floor for questions. There being none he asked for a motion of approval.

Councilman Linwood Johnson made a motion to approve Budget Amendment #2021-15 as presented. The motion was seconded by Councilman Mark R. Kitchen.

The motion carried the vote by 7-0.

Budget Amendment 2021-16

Tracy Spence, Director of Finance gave a brief overview the following Budget Amendment #2021-16 which is the 2020-2021 City Budget shall be amended to recognize the School's supplemental appropriation of Federal and grant revenues in the amount of \$175,382.00.

Mayor Frank Rabil opened the floor for questions. There being none he asked for a motion of approval.

Councilman Linwood Johnson made a motion to approve Budget Amendment #2021-16. The motion was seconded by Councilwoman Wynndolyn Copeland.

The motion carried the vote by 7-0.

Franklin City Public Schools Carryover Request

Amanda Jarratt, City Manager informed City Council that the Franklin City School Board requested the following carryover funds be added to the current FY202-2021 Budget:

Description	Amount
Architect Fees for Bathroom Replacement	\$145,000.00
Alarm System Replacement for all Three Schools	\$150,000.00
Bell Schedule Alarms (Digital Clocks)	\$ 65,000.00
ABM Lease Payment	\$ 91,000.00

To correctly account for these funds, the 2020 – 2021 FY Revenue Budget must be increased by \$451,000.00 in City Account 250-3-41050-0100. Expense would be increased by the same amount in the following categories:

Description	Amount
General – O & M	\$360,000.00
General	\$ 91,000.00

City Manager Jarratt reminded City Council that the Franklin City Public Schools Carryover Request was discussed in the December 10, 2020 joint meeting between Franklin City Public Schools and City Council.

Mayor Frank Rabil opened the floor for discussion.

Councilwoman Wynndolyn Copeland stated that the Franklin City Public Schools needed the funds at this time and City Council should grant the request.

Councilman Linwood Johnson agreed with the above statement.

Mayor Rabil stated that one of the things that came out of the joint meeting between Franklin City Public Schools and City Council was the need for a capital improvement plan that will potentially look into doing a study on whether the City of Franklin needs to construct new schools. He also suggested setting up a designated fund for the study and any future capital projects.

City Manager Jarratt stated the City can have restricted funds in the Fund Balance for designated projects.

Councilwoman Wynndolyn Copeland made a motion to approve Franklin City Public Schools carryover request. The motion was seconded by Councilman Linwood Johnson.

The motion carried the vote by 7-0.

Old / New Business

Franklin Southampton Economic Development, Inc. (FSEDI) Update

Amanda Jarratt, City Manager introduced Ashley Covington, Interim President and CEO of Franklin Southampton Economic Development, Inc. to update City Council on recent and upcoming activities.

Interim President Covington informed City Council that FSEDI was in search of a recruiting firm and is waiting for RFP's which are due by January 20, 2021. She added she was waiting on City Council to complete appointing members to the stake holders group. Members currently serving are Alan Edwards, Megh an Council, Brian Hedgepeth and Warren Beale.

G-Max has started moving inventory into the warehouse located at the Pretlow Industrial Park.

The Business Center is currently 81% occupied.

Exhibit C-Public Safety Pay Scale

Amanda Jarratt, City Manager provided City Council with a Public Safety Salary Structure known as Exhibit C as a follow up to the Franklin City Council retreat. She added staff discovered a number of missteps that have occurred over the last five years and the official adoption of the attached salary structure corrects these errors and implements the actions of previous City Council's.

Councilman Linwood Johnson made a motion to adopt the Public Safety salary structure as presented. The motion was seconded by Councilwoman Wynndolyn Copeland.

The motion carried the vote by 7-0.

Golf Cart Legislation Discussion

Amanda Jarratt, City Manager stated that a member of the General Assembly has filed a bill that will allow individuals to drive golf carts in a thirty-five mile per hour zone in the Town of Smithfield. There is an opportunity to request to be added to this bill. Being added to these bill would remove the complications of having to potentially lower speed limits within the City.

Vice-Mayor Bobby Cutchins asked for clarification that if legislation did not pass golf carts could still cross over a thirty-five miles an hour zoned street. He then asked if there was a low speed Virginia license plate available.

Steve Patterson Chief of Police replied the definition of a low speed vehicle is different from a golf cart. A low speed vehicle has a license plate, registration, windshield wipers and headlights.

Councilman Mark R. Kitchen expressed concerns about safety about possible accidents and underage children driving the golf carts.

Councilman Ray Smith made a motion to allow that the City of Franklin to join with the town of Smithfield and any other locality to be added to the bill to allow individuals to drive golf carts in a thirty-five mile per hour zone. The motion was seconded by Councilman Linwood Johnson.

The motion carried the vote by 7-0.

Courthouse Update

Amanda Jarratt, City Manager reported to City Council that the design of the Southampton County Courthouse continues on schedule. Construction is anticipated to begin on July of 2021 with completion scheduled for January 2023. As has been discussed on numerous occasions the plan is for the Southampton County J&DR and General District Court to be conducted at the City of Franklin courthouse. The J&DR and General District judges have requested that the Clerk of that Court be placed in a modular trailer on site. There are two options available to Southampton County and the City of Franklin related to the temporary placement of the Commonwealth's Attorney office and the Circuit Court Clerk of Court. The first is to place them in modular trailers in front of the Southampton County Administration building. The other option is to rent them available space in the Franklin Business Center. The space under consideration is not truly a marketable space for a startup businesses but is adequate for this need. This would be the timeliest and most cost effective option.

Councilman Mark R. Kitchen asked if additional security would be required if the Commonwealth's Attorney office and the Circuit Court Clerk of Court chooses to rent space in the Franklin Business Center.

City Manager Jarratt replied a Southampton County Deputy would be assigned for security.

Councilman Linwood Johnson asked if the modular trailer option was chosen, would a fence be required.

City Manager Jarratt replied she would be meeting with Sheriff Josh Wyche about security concerns, but thought that a fence would be required.

MINUTES FROM THE JANUARY 11, 2021 REGULAR CITY COUNCIL MINUTES

Councilman Ray Smith stated he thought it would be advantageous if the Franklin Business Center was used.

Councilman Ray Smith made a motion to request to utilize the available space at the Franklin Business Center for use by the Commonwealth’s Attorney and General District Clerk of Court offices beginning in August of 2021 through January of 2023. The motion was seconded by Councilwoman Wynndolyn Copeland.

City Manager Jarratt asked if Council would consider a roll-call vote.

The motion carried the vote by 7-0.

The vote was as follows:

Mayor Frank Rabil	Aye
Vice-Mayor Bobby Cutchins	Aye
Councilman Linwood Johnson	Aye
Councilwoman Wynndolyn Copeland	Aye
Councilman Gregory McLemore	Aye
Councilman Mark R. Kitchen	Aye
Councilman Ray Smith	Aye

City Manager’s Report

Amanda Jarratt, City Manager provided City Council with the following updates:

General Updates

- The COVID-19 cases in the City of Franklin continue to increase, the City currently has 715 cases, 37 hospitalizations and 18 deaths. The City of Franklin is averaging four new cases a day every seven days and the positivity rate for the Western Tidewater District stands at 21.4%. Precautions remain in place and we ask that all citizens continue to follow the recommendations of the Virginia Department of Health and Center for Disease Control. We continue to monitor the situation in the public as well as the City workforce.
- The City of Franklin employees will start receiving their COVID-19 vaccines next week and is one of the first municipalities to start receiving vaccines.
- Interviews for employees in Community Development, Power and Light, and Tourism are in the process of being scheduled.
- The installation of additional lighting throughout the City continues. The City needs 6' arms to continue and expect those to be delivered soon.
- 407 customers have been assisted via the Municipal Utility Arrearage Assistance Program at a total of \$92,102.74. There were a total of 4 checks delivered to the Treasurer – 3 on Monday totaling \$64,073.92 covering approximately 299 customers accounts and 1 check this morning totaling \$28,028.82 covering the remaining 108 customers. Of the 407 customers, 7 were commercial customers with \$8,840.00 in eligible assistance. There is \$665,694.26 remaining in these funds. No additional guidance has been provided form DHCD. We are anticipating more guidance mid-January.
- City offices will be closed on Monday, January 18, 2021 in observance of Martin Luther King Day. Trash collection normally scheduled for Monday will be collected on Tuesday, January 19, 2021.
- There will be a bill filed to allow gaming machines to continue to operate legally and she added she will be attending a committee hearing and will keep City Council posted on the legislation concerning gaming machines. The City has only collected \$13,000.00 from the July to December from the facilities that house these gaming machines.

Community Events

- The Department of Parks and Recreation will be sponsoring the following program:
 - Dr. King Sidewalk Art Show on Friday, January 15, 2021 at the Martin Luther King Center located at 683 Oak Street.
 - Build a Bird House event scheduled for Saturday, January 16, 2021 from 10:00 a.m. to 12:30 p.m. Advanced registration is required for this event.
 - Valentine's Day activity February 6, 2021 from 12:00 p.m. – 2:00 p.m.

Council / Staff Reports on Boards / Commissions

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

Councilman Linwood Johnson reported as of July 2021 the Hampton Roads Workforce Council will joining with the Peninsula Council as one Council.

Closed Session

There being nothing further to discuss, Mayor Frank Rabil entertained a motion to go into Closed Session.

Councilman Mark R. Kitchen moved that the City of Franklin, Virginia City Council adjourn into a closed meeting pursuant to Virginia Code Section 2.2-3711-A-1, 1. discussion of appointments to boards and commissions, to discuss the following subject or subjects: Franklin Southampton Economic Development, Inc. interview panel, Beautification Commission, Industrial Development Authority, Planning Commission, and Social Services Advisory Board; and

2.2-3711-A-3, Discussion or consideration of the acquisition of real property for a public purpose, or 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 in Downtown Franklin and along Fairview Drive.

2.2-3711-A-5, Discussion concerning 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 specifically along Pretlow Industrial Park, Armory Drive and Fairview Drive.

2.2-37-11-A-8, Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel specifically regarding a tax matter and a request for tax exempt status.

The motion was seconded by Councilman Linwood Johnson.

The motion carried the vote by 7-0.

City Council went into Closed Session at 8:10 p.m.

Motion Upon Returning to Open Session

Councilman Mark R. Kitchen 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, (1)only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting held on January 11, 2021; (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.

Other Actions of Council

Vice-Mayor Bobby Cutchins made a motion to reappoint Oscar Babb and Harvey Darden, Jr. to the City of Franklin's Planning Commission. The motion was seconded by Councilman Ray Smith.

The motion carried the vote by 7-0.

Adjournment

There being nothing further to discuss, Mayor Frank Rabil entertained a motion to adjourn the January 11, 2021 regular City Council meeting.

Councilman Mark R. Kitchen made a motion to adjourn the January 11, 2021 regular City Council meeting. The motion was seconded by Councilwoman Wynndolyn Copeland.

The motion carried the vote by 7-0.

The January 11, 2021 regular City Council meeting adjourned at 8:30 p.m.

Mayor

Clerk to City Council

BUDGET AMENDMENT 2021-17

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA that the 2020-2021 City Budget is hereby amended to:

1. recognize the School's supplemental appropriations of Federal and grant revenues and to appropriate for use; and
2. appropriate funds from FY20 restricted fund balance in the School Operating Fund to spend on one-time capital expenditures as approved in the January 11, 2021 Council meeting.

		2020-2021	AMENDED	INCREASE
		BUDGET	BUDGET	(DECREASE)
	#1			
250	<u>SCHOOL OPERATING FUND</u>			
	REVENUE			
33010-0253	21 st Century Grant	\$159,646	\$159,647	\$1
33010-0402	CARES ACT Grant	91,928	130,726	<u>38,798</u>
				\$38,799
	EXPENDITURES			
60000-0053	21 st Century Grant	\$159,646	\$159,647	\$1
33010-0402	CARES ACT Grant	91,928	130,726	<u>38,798</u>
				\$38,799
	#2			
250	<u>SCHOOL OPERATING FUND</u>			
	REVENUE			
41050-1000	Funds from Restricted Fund Balance	\$252,158	\$703,158	<u>\$451,000</u>
				\$451,000
	EXPENDITURES			
60000-0004	Operation & Maintenance Services	1,718,114	2,169,114	<u>\$451,000</u>
				\$451,000

Certified copy of resolution adopted by Franklin City Council.

Clerk to the City Council



FRANKLIN CITY PUBLIC SCHOOLS

OFFICE OF THE
SUPERINTENDENT

207 West Second Avenue
Franklin, Virginia 23851-1713
(757) 569-8111 • Fax (757) 516-1015

MEMORANDUM

TO: Amanda Jarratt
Franklin City Manager

FROM: Dr. Tamara Sterling
Division Superintendent

DATE: January 14, 2021

RE: Notice of Budget Adjustment

The Franklin City School Division requests that the following budget funds be adjusted to balance with grants for FY 2021 that have been recently approved.

<i>Accounting Use Only</i>	<i>School Account</i>	<i>Amount</i>	<i>City Account</i>
Revenue Decrease (21 st Century)	FUND 74	\$ 1.00	250-3-33010-0253 W21
Expense Decrease (21 st Century)	FUND 74	\$ 1.00	250-4-6000-0053
Revenue Increase (ESSR/GEER)	FUND 14	\$ 38,798.00	250-3-33010-0402 WCG
Expense Increase (ESSR/GEER)	FUND 14	\$ 38,798.00	250-4-60000-0032



FRANKLIN CITY PUBLIC SCHOOLS

OFFICE OF THE
SUPERINTENDENT

207 West Second Avenue
Franklin, Virginia 23851-1713
(757) 569-8111 • Fax (757) 516-1015

MEMORANDUM

TO: Amanda Jarratt, City Manager
Franklin City

FROM: Dr. Tamara Sterling
Division Superintendent

DATE: December 9, 2020

RE: Request of Carryover from FY 2020

The Franklin City School Board request that the following carryover funds be added to the current FY 2020-2021 Budget.

Description	Amount
Architect Fees for Bathroom Replacement	\$145,000
Alarm System Replacement for All 3 Schools	\$150,000
Bell Schedule Alarms (Digital Clocks)	\$65,000
ABM Lease Payment	\$91,000
Total Requested	\$451,000

To correctly account for these funds, the 2020-2021 FY Revenue Budget must be increased by \$451,000 in City Account 250-3-41050-0100. Expense would be increased by the same amount in the following categories:

Description	Amount
General – O&M	\$360,000
General	\$91,000

BUDGET AMENDMENT 2021-18

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA that the 2020-2021 City Budget is hereby amended:

1. *to recognize grant revenues from “599” Law Enforcement Funds and to appropriate such revenue for new use;*
2. *to recognize grant revenues from Franklin Southampton Charities for the Franklin Fire Department and Hunterdale Fire Department and to appropriate such revenue for new use; and*
3. *to recognize grant revenues from the Camp Foundation for Franklin Fire & Rescue, Franklin Police Department, Franklin Parks & Recreation Department and the Hunterdale Volunteer Fire Department and to appropriate such revenue for new use.*

		2020-2021	AMENDED	INCREASE
		BUDGET	BUDGET	(DECREASE)
	<i>#1</i>			
100	GENERAL FUND			
	REVENUE			
24040-0001	CJS Grants for Law Enforcement	\$432,992	\$444,423	<u>\$11,431</u>
				\$11,431
	EXPENDITURES			
31100-3600	Advertising	\$3,500	\$13,931	\$10,431
31100-5540	Travel-Convention & Education	6,500	7,500	<u>1,000</u>
				\$11,431
	<i>#2</i>			
220	FOUNDATION GRANTS FUND			
	REVENUE			
18990-3001	Franklin/Southampton Charities	\$42,000	\$52,000	<u>\$10,000</u>
				\$10,000
	EXPENDITURES			
91450-4009	Hunterdale Volunteer Fire Dept	\$10,000	\$15,000	\$5,000
32100-8117	Fire Prevention-Other Grants	18,146	23,146	<u>5,000</u>
				\$10,000

	<i>#3</i>			
100	<u>GENERAL FUND</u>			
	REVENUE			
18990-3000	Revenue for Camp Family Grants	\$0	\$78,650	<u>\$78,650</u>
				\$78,650
	EXPENDITURES			
31100-5848	Police Camp Grant	\$24,423	\$45,673	\$21,250
32100-5848	Fire Camp Grant	5,449	28,449	23,000
71300-5848	Recreation Camp Grant	0	32,400	32,400
91450-4009	Hunterdale Fire Dept Pass Thru	15,000	17,000	<u>2,000</u>
				\$78,650

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

Clerk to the City Council

Franklin Southampton Charities

Post Office Box 276 • 403½ North Main Street • Franklin, Virginia 23851
Phone: 757/569-1611 • Fax: 757/569-1615 • email: fsc@franklinsouthamptoncharities.com

December 15, 2020

Ms. Amanda C. Jarratt
City Manager
City of Franklin
P. O. Box 179
Franklin, VA 23851

Dear Amanda:

I am pleased to enclose a grant check in the amount of \$10,000, to be distributed to each of the 2 Fire and Rescue Units as follows. The Board of Directors of Franklin Southampton Charities is happy to be able to support this worthy program.

Franklin Fire Department	\$5,000
Hunterdale Fire Department	\$5,000

Please remember that we ask for a report on the usage of these funds prior to April 1 of next year. If you have any questions, please do not hesitate to contact our office.

Sincerely,



G. Elliott Cobb, Jr.
Chair, Grants Committee

Enclosures

CAMP FOUNDATION
Post Office Box 813
Franklin, Virginia 23851
Telephone (757) 562-3439

December 11, 2020

City of Franklin
207 West Second Avenue
Franklin, VA 23851
Attn: Amanda Jarratt

Dear Amanda:

The members and directors of the Camp Foundations met in November to give final consideration to grant requests.

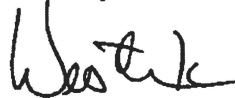
I am pleased to forward with this letter a total of \$78,650. These funds come from the following sources:

- | | |
|---|-----------|
| 1) Camp Foundation | \$ 34,400 |
| 2) Ruth Camp Campbell Foundation | \$ 31,000 |
| 3) Camp-Younts Foundation (Hal S. Atkinson, Jr., Trustee) | \$ 12,000 |
| 4) Camp-Younts Foundation (Gil B. Walker, Trustee) | \$ 1,250 |

Of the total, \$23,000 is designated for Franklin Fire & Rescue, \$21,250 is designated for the Franklin Police Department, \$32,400 is designated for the Franklin Recreation Department and \$2,000 for Hunterdale Volunteer Fire Department. Thank you for taking time to distribute these funds to the appropriate departments.

The Board of Directors and I wish you a happy and rewarding New Year.

Sincerely,



Westbrook J. Parker
Executive Director

Enclosures



*Office of the City Manager
Amanda C. Jarratt*

January 20, 2021

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: Western Tidewater Health District – COVID-19 Update

Background Information

Staff from the Western Tidewater Health District will be present to provide us with the latest information on COVID-19 and an update on the vaccination rollout within the Health District.

Needed Action

None at this time.

**CITY OF FRANKLIN, VIRGINIA
RESOLUTION OF CITY COUNCIL
ABANDON PUBLIC RIGHT OF WAY**

WHEREAS, the City of Franklin, Virginia (the "City") owns, in addition to other public rights of way, various alleyways in the City of Franklin; and

WHEREAS, many of the alleyways are not utilized by the City or by the public and consequently serve little, if any, public purpose; and

WHEREAS, it is incumbent upon the City to maintain any properties it owns, including public rights-of-way; and

WHEREAS, if a public property or right-of-way is not benefitting the public but constitutes an obligation and a duty to the City unnecessarily, it is in the best interest of the City to dispose of that property; and

WHEREAS, one such alleyway owned by the City but not utilized by the City or by the public generally is located near Clay Street and North College Drive; and

WHEREAS, one or more adjoining property owners have requested that the City vacate its interest in the said alleyway; and

WHEREAS, Va. Code § 15.2-2006 permits localities to vacate interests in public rights-of-way; and

WHEREAS, City Council believes it to be in the best interest of the City to vacate the right-of-way located near Clay Street and North College Drive and desires to complete the process to do so.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA:

That staff is instructed to schedule such public hearings and provide such notices as are required by Va. Code § 15.2-2006, and to take such further actions as may be necessary, to vacate the public right-of-way located near Clay Street and North College Drive as shown on the attached map.

CERTIFICATION OF ADOPTION OF RESOLUTION

The undersigned Clerk of the City Council of the City of Franklin, Virginia hereby certifies that the Resolution set forth above was adopted during an open meeting on January 25, 2021, by the City Council with the following votes:

Signed this ___ day of _____, 2021.

By: _____
Clerk, City Council of the City of Franklin, Virginia



*Office of the City Manager
Amanda C. Jarratt*

January 19, 2021

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: Outside Employment Policy

Background Information

As has been discussed the City of Franklin is in the process of updating our Personnel Policy's. Attached for your review and consideration is an updated Outside Employment Policy. This provides guidelines and requirements for those seeking secondary employment in addition to their role with the City of Franklin.

Needed Action

Adopt the policy as presented.

CITY OF FRANKLIN

Effective Date: 7/1/97

Revision Date: TBD

111 OUTSIDE EMPLOYMENT

I. PURPOSE

This policy provides guidelines for employees who seek to engage in authorized outside employment.

II. DEFINITION

Outside (Secondary) Employment – Employment in any capacity other than the employee's primary City job.

III. GUIDELINES

A. Subject to the limitations set forth in Section III. B. and C. below an employee may hold a secondary job outside of City government as long as the employee satisfactorily performs their City job responsibilities. All employees holding such secondary jobs will be evaluated by the same performance standards and will be subject to the City's scheduling demands, regardless of any existing outside work requirements.

B. City employees shall not engage in secondary (outside) employment during regularly scheduled work hours, while at the City's facilities or when using the City's supplies, equipment, materials or personnel. This employment must not interfere with the performance of one's job or one's conduct or responsibilities to the City.

C. City employees shall not engage in any employment, activity or enterprise, which has been or may foreseeably be determined to be inconsistent, incompatible, in conflict with or have the appearance of conflict of interest with the duties, functions or responsibilities of City employment.

D. Employees should reference their Departmental policies and ensure that they are in compliance with the City policy as well as an additional procedures and requirements at the Departmental level.

IV. REQUEST AND APPROVAL

A. Prior to accepting outside employment, City employees shall notify their Department Head in writing by submitting the designated outside employment form to their immediate supervisor. The request shall be sent to the City Manager for written approval. Applicants offered employment by the City shall also notify the hiring officer of any existing outside employment they will seek to maintain after hire and seek approval consistent with the requirements of this policy for current employees.

- B. If an employee's request for outside employment is denied, they will be provided with a written notification of the reason of the denial.
- C. Employees found in violation of this policy may be subject to disciplinary action up to and including dismissal.

VI. RECORDKEEPING

The request and decision will be noted and maintained in the employee's file located in the Human Resources Department.

APPLICABLE POLICIES

701 Ethical Standards

Approved:

Amanda Jarratt, City Manager

Signed: _____ Date: _____



To: Amanda Jarratt, City Manager
From: Steve Patterson, Chief of Police
Ref: Proposed No Truck Ordinance
Date: August 31, 2020

The Franklin Police Department receives numerous complaints about trucks coming down Clay Street, Lee Street, and High Street apparently going through the city using the Route 58 Business route. This has been observed personally by me and it appears the trucks are cutting through these residential areas to get from Route 258 back over to 58 without going all the way out to 58 using 258.

With this proposed city ordinance, all trucks would be diverted from these streets unless making a delivery. Whereas now we have to follow a truck from one end of the city to the other to enforce a no through truck ordinance, if we delineate these streets as "No Trucks" we can stop them and determine whether they are making a delivery or not.

All trucks coming in from IOW would cross the bridge, make a left on South Mechanic Street, right on Elm Street, left on South Main Street, right on South Street, left on Pretlow Street back out to 58.

Trucks coming in from North High Street would make a right on Fairview Drive, left on Hunterdale Road and either turn right to go west on Clay Street or take North College Drive to either Armory Drive or South College Drive to South Street to turn right and head west to get back to 58.

Trucks coming in from Hunterdale Road would follow the above guidance for North High Street.

Trucks coming in from Armory Drive would have to turn off North or South at College Drive or stay on 58 and take the Pretlow Street exit or Papermill exit to get to downtown or Route 258 to Smithfield.

Trucks coming in from South Street would have to turn off at South College Drive or stay on 58 and take the Pretlow Street exit to get downtown or the Papermill exit to get to Route 258 to Smithfield.

The proposed ordinance is listed below.



Trucks and carriers operating on certain streets.

(a) It shall be unlawful for any person to operate, or cause to be operated, any "tractor truck" or "truck," as defined in Code of Virginia, § 46.2-100, except for the purpose of receiving loads or making deliveries, on the following streets:

(1) Clay Street from North College Drive to West 4th Avenue.

(2) North High Street from Fairview Dr. through South High Street.

(3) Beamon Street, Lytton Street, Fontaine Street, Norfleet Street, Orchard Street, Lee Street, Ryland Street, Gardner Street, Gay Street, Charles Street, Vine Street.

(4) East Street, North Mechanic Street, Middle Street, North Main Street, North Franklin Street, South Franklin Street, South Main Street from East 2nd Avenue to Elm Street.

(5) East 2nd Avenue from Mechanic Street through West 2nd Avenue through Armory Drive to College Dr., East and West 5th Avenue, East and West 4th Avenue, East and West 3rd Avenue, East and West 1st Avenue, Bogart St., West Barrett Street, East and West Jackson Street, Bowers Road,

(6) South Street from South College Drive to Pretlow Street.

(7) Broad Street, Walnut Street, Chestnut Street, Elm Street, Birch Street, Sycamore Street, Magnolia Street, Ashton Avenue, Bolling Street, Lauren Street, Oak Street, Morton Street, Hayden Drive, Delk Street, Banks Street, Britt Street, Artis Street, Mariner Street, Virginia Street, Duffy Street, Holland Circle, West Circle, Oak Street.

(8) Edwards Street, Grove Street, Pearl Street, Hall Street, Malita Street, Yeidee Street, Hall Street, Fair Street, Pine Street, Holly Street, Coll Springs Street, Bruce Street, Railroad Avenue, Wilson Street, Roosevelt Street, Rosewood Avenue, Maplewood Avenue, Madison Street, Washington Street, Stonewall Street, Redwood Avenue, Cobb Street, Bracy Street, Hogart Street, Harrison Street, Thomas Street, Johnson, Street, Amber Street,

(9) Meadow Lane, Sycamore Road, Sunset Drive, Crescent Drive from Fairview Drive to North High Street, Forest Pine Road, Page Street, Carrie Drive, Wynnwood Drive, Homestead Road, Barristers Lane, McCutcheon Street, Park Circle, Ridge Road,



(b) This section does not apply to the use of any vehicle owned, operated by, or controlled by any fire, rescue or governmental agency.

State Law reference— Authority of city to adopt truck routes, Code of Virginia, § 46.2-1304



*Office of the City Manager
Amanda C. Jarratt*

January 20, 2021

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: City Manager's Report

General Updates

- The COVID-19 cases in the City of Franklin continue to increase. Precautions remain in place and we ask that all citizens continue to follow the recommendations of the Virginia Department of Health and Center for Disease Control. We continue to monitor the situation in the public as well as the City workforce. We are also working closely with the Virginia Department of Health of the rollout of vaccines in the community.
- The installation of additional lighting throughout the City continues.
- 10 additional customers were assisted on January 8th totaling \$3,049.71. This brings the total number of customers that have been assisted via the Municipal Utility Arrearage Assistance Program to 417 at a total of \$95,152.45. The covered period has been extended from March 1, 2020 to December 31, 2021. The criteria of a onetime payment still apply.
- City offices will be closed on Monday February 15, 2021 in observance of Presidents Day. Trash collection for the Monday route will occur on Tuesday February 16, 2021.

Community Events

- The Department of Parks and Recreation will be sponsoring the following programs:
 - Valentine's Day activity February 6th from 12:00 p.m. – 2:00 p.m.