



**Franklin City Council Agenda
April 25, 2022
Council Chambers
207 West Second Avenue
Franklin, Virginia 23851**

6:00 P.M.

Work session with the Virginia Municipal League

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. STAR Performer Award
- B. Approval of April 11, 2022 meeting minutes
- C. Fair Housing Resolution 2022-09

2. FINANCIAL MATTERS

- A. Budget Amendment 2022-18 and 2022-19
- B. Quarterly Financial Overview
- C. FY23 Budget Public Hearing

3. OLD/ NEW BUSINESS:

- A. Public Safety Radio System
- B. Public Hearing- Redistricting
- C. Utility Billing Policy Change Discussion
- 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, 1. discussion of appointments to boards and commissions, and discussion of performance of employees of the public body to discuss the following subject or subjects:, Industrial Development Authority and utility billing, 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 related to Langston Court.

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, Downtown Franklin, and Franklin Regional Airport.

2.2-3711-A-7, 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 specifically regarding, Sanford vs. City of Franklin.

Motion Upon Returning to Open Session- I move that the City of Franklin, Virginia City Council 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 April 25, 2022; (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

RECEIVED

APR 15 2022

CITY OF FRANKLIN
HR DEPARTMENT

FORM B

STAR PERFORMER AWARD
NOMINATION FORM

To be completed by a citizen, co-employee, a supervisor or department head to nominate
an employee for a STAR Performer Award
(type or print)

Name of Nominee: Tiffany Warren

Job Title: Account Clerk

Department: COR

Immediate Supervisor: Selenia Boone

I am nominating the above for the STAR Performer Award because:

Tiffany is always smiling and positive! Not only does she perform her job incredibly efficiently, she does so with such positivity! She is kind and cheerful and just really brightens up everyone's day - from the citizens she serves to her co-employees in the office.

I consider this employee's performance above the expectations of his or her job because:

Tiffany is always working and on the go! She always helps where and when she can.

Name of person making nomination Danielle Jones

Date of nomination 4-13-2022

Endorsing Signature and any comments Danielle Jones

This page is to be completed by the employee's supervisor or department head and attached to page 1 in order to provide information to the PEP Committee for its consideration of nominees for Employee of the Year.

In addition to providing the information on page 1, please rate numerically on a scale of 1-10 (10 being the highest) the degree to which this employee demonstrates the following traits:

Demonstrated Traits	Degree
A positive attitude	10
A cooperative spirit with fellow employees	10
Personal initiative	10
Excellent job performance	10

Also specify whether the employee made specific and notable contributions in one or more of the following areas (taking into consideration the limits of his or her job):

1. Improvement in the quality of service delivered to the public.
2. Improvement in productivity of city operations.
3. Enhancement of workplace safety.
4. Strengthening teamwork and cooperation among employees.
5. Accomplishment of stated City Council or departmental goals.
6. Development of innovative solutions to city problems or innovative approaches to job duties.

Tiffany has been an asset to the Commissioner of the Revenue's office. She has been in her current role since August and has been a "go-getter" from the start! She is eager to learn, not just her role but the role of other's in the office as well. She understands that we are a team and in order to be an effective & productive team you have to work together. She has taken it upon herself to learn aspects of other jobs in order to better assist our citizens. She has learned the basics of real estate so she could assist those citizens in need of help. She has worked with some of our elderly citizens that were in need of help with their taxes. She called multiple organizations throughout the Tidewater area and followed up with the citizens once she had an answer for them. Tiffany's customer service skills are top notch!!! She is able to help our citizens have a better understanding of our policies and procedures when it comes to personal property tax. She is also a member of our benefits team and ensures all employees have the most up-to-date information. Tiffany has been an asset in our department and we are thankful to have her!!

Selenia R. Boone

Department Head

MINUTES FROM THE APRIL 11, 2022 REGULAR CITY COUNCIL MEETING

The Franklin City Council held a regular City Council meeting on April 11, 2022, at 7:00 PM in the City Council Chambers located at 207 West Second Avenue, Franklin, VA 23851.

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

Staff in Attendance: Amanda Jarratt, City Manager and A'Risha Jones, Executive Assistant, recording minutes

Other Staff in Attendance: Steve Patterson, Chief of Police; Dinah Babb, City Treasurer; Selenia Boone, Commissioner of the Revenue; Sarah Rexrode, Director of Social Services; Chad Edwards, Director of Public Works; Zachary Wright, Director of Power & Light; Sammara Green-Bailey, Director of Parks & Recreation; Carson Blythe, Director of Tourism; Jennifer Maynard, Registrar

Call to Order

Mayor Frank Rabil called the April 11, 2022 City Council meeting to order at 7:00 PM

Citizen's Time

No citizen's signed up

Amendments to the Agenda

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

Councilman Gregory McLemore stated that he would like to amend the agenda to potentially have the Council vote this evening on the Redistricting maps following the public hearing.

Mayor Frank Rabil stated that this would be out of order due to the advertisement in the Tidewater News already taken place of two public hearings (4/11/2022 & 4/25/2022) at Councilman Gregory McLemore request. Mayor Frank Rabil stated that the amendment would not take place. Councilman Gregory McLemore wanted the record to show that there was a motion made by himself to amend the agenda, Mayor Frank Rabil did not entertain a motion for the amendment due to it being out of order. Councilman Linwood Johnson attempted to seconded the motion, however, Mayor Frank Rabil reminded Council that this was out of order.

No action was taken at this time.

Consent Agenda

Introduction of New Employees

Chief Steve Patterson was given the floor by City Manager Amanda Jarratt to introduce the new employees of the City of Franklin Police Department.

Chief Steve Patterson introduced Mia Blythe, Animal Attendant PT, Barbara Moodie, Communication Supervisor, Calli Kunkle, Communications Dispatcher, and Allie Jernigan, Communications Dispatcher.

Mayor Frank Rabil thanked the new employees.

Star Performer Award

City Manager Amanda Jarratt asked Sarah Rexrode, Director of Social Services to come forward and introduce the star performer Ms. Ronece Tyler. City Manager explained that individuals nominated for the Star Performer award are eligible to become employee of the year, Star Performers are nominated by their peers or supervisors and the employee of the year is selected by a committee.

Ms. Sarah Rexrode stated that Ms. Tyler has been with the City of Franklin almost a year and has already made a great impact handling the Department of Social Services foster care and adoption case. Ms. Tyler treats everyone with respect, she is pleasant and professional.

Approval of March 28, 2022 Minutes from Regular City Council Meeting

Mayor Frank Rabil asked if there were any additions or corrections to the minutes from the March 28, 2022 regular City Council meeting.

Mayor Frank Rabil entertained a motion to approve the minutes from the March 28, 2022 regular City Council meeting minutes. Councilman Mark Kitchen made a motion to approve the March 28, 2022 regular City Council meeting minutes. The motion was seconded by Councilwoman Wynndolyn Copeland.

The motion carried the vote by 5-1-0

Mayor Frank Rabil	Aye
Councilman Linwood Johnson	Aye
Councilman Mark R. Kitchen	Aye
Councilman Gregory McLemore	Abstain
Councilman Ray Smith	Aye
Councilwoman Wynndolyn Copeland	Aye

Mayor Frank Rabil stated the motion was carried.

Child Abuse Awareness Month Resolution #2022-06 (Read by Councilman Ray Smith)

VIRGINIA DEPARTMENT OF SOCIAL SERVICES

COMMONWEALTH OF VIRGINIA
STATE BOARD OF SOCIAL SERVICES

Child Abuse Prevention Month
Resolution of Recognition
Resolution # 2022-06

WHEREAS, every child has the right to safe, healthy, and nurturing environments, with equitable access to resources and opportunities to thrive in their communities; and

WHEREAS, during Child Abuse Prevention Month, the State Board of Social Services, recognizes the courage it takes to raise a child and that all parents and families have the right to be treated with dignity, to have economic stability and to receive the support and knowledge that child rearing demands; and

WHEREAS, child abuse is considered to be one of our nation's most serious public health problems, with scientific studies documenting the correlation between the abuse and neglect of children and a wide range of medical, emotional, psychological, and behavioral disorders; and

WHEREAS, child abuse affects 120,264 families in Virginia, documented through reports to the local departments of social services. During SFY 2021, there were 30,223 completed reports of child abuse accepted by local departments of social services involving 52,263 children; and

WHEREAS, the Virginia Department of Social Services and local departments of social services play an integral role in child abuse prevention, keeping children with their families in their communities, and supporting parents and families to successfully thrive in their communities and prevent entry into foster care; and

WHEREAS, Virginia's child welfare stakeholders, through pass thru funding to communities, deliver critical services and supports to strengthen familial protective factors to prevent child abuse through programs such as: home visiting services, primary prevention programs, parent support programs, and other evidence-based strategies;

NOW THEREFORE BE IT RESOLVED, on this 11th day of April, the City of Franklin does hereby recognize April 2022 as Child Abuse Prevention Month; and

BE IT FURTHER RESOLVED, the City of Franklin recognizes the critical role that the local family services workers play in supporting families in stress and protecting children at risk of child abuse and does commend and thank them for their service; and

BE IT FURTHER RESOLVED, the City of Franklin does hereby call on all local departments of social services and Community Action Agencies to plan with their partners to recognize April as Child Abuse Prevention Month by promoting and highlighting programs and actions in their own community that supports families and safeguard and nurture our children utilizing a variety of activities to include the Virginia child abuse prevention toolkit developed by Families Forward Virginia.

Frank M. Rabil, Mayor
City of Franklin, Virginia

Councilman Ray Smith made a motion to approve the Child Abuse Awareness Month Resolution #2022-06, the motion was seconded by Councilman Mark R. Kitchen.

The motion carried the vote by 6-0

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

Mayor Frank Rabil stated that the motion was carried unanimously.

National Animal Control Week Resolution #2022-07 (Read by Councilwoman Wynndolyn Copeland)

Proclamation
National Animal Care and Control Appreciation Week
April 10-16, 2022
Resolution # 2022-07

WHEREAS, as a vital part of the Franklin Police Department, the employees of Animal Control are instrumental in protecting the public from dangerous animals; and

WHEREAS, these valuable employees are also dedicated to the rescue of endangered animals, the return of lost animals to their homes and partner with other organizations to find animals loving new homes where appropriate; and

WHEREAS, the National Animal Care and Control Association is committed to the professional development of its members through training, advocacy and development of best practices; and

WHEREAS, the association has designated the second full week in April as an appropriate time to recognize these valued public safety servants.

NOW, THEREFORE BE IT RESOLVED, that the City Council of Franklin declares the week of April 10 through 16, 2022 to be National Animal Care and Control Appreciation Week in Franklin, Virginia, in honor of the men and women whose diligence and professionalism keep our city and citizens safe.

Signed this 11th day of April 2022

Frank M. Rabil, Mayor
City of Franklin, Virginia

Councilman Ray Smith made a motion to approve the National Animal Control Week Resolution #2022-07, the motion was seconded by Councilman Linwood Johnson.

The motion carried the vote by 6-0

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

Mayor Frank Rabil stated that the motion was carried unanimously.

National Telecommunicators Week Resolution #2022-08 (Ready by Councilman Mark Kitchen)

Proclamation

National Public Safety Telecommunications Week April 10-16, 2022

Resolution #2022-08

WHEREAS, emergencies can occur at any time that requires Police, Fire or Emergency Medical services; and,

WHEREAS, when an emergency occurs the prompt response of Police Officers, Firefighters and Paramedics is critical to the protection of life and preservation of property; and,

WHEREAS, the safety of our Police Offices and Firefighters is dependent upon the quality and accuracy of information obtained from citizens who telephone the City of Franklin Police, Fire, EMS communications center; and,

WHEREAS, Public Safety Telecommunications are the first and most critical contact our citizens have with emergency services; and,

WHEREAS, Public Safety Telecommunications are the single vital link for our Police Officers and Firefighters, by monitoring their activities by radio, providing the information and ensuring their safety; and,

WHEREAS, Public Safety Telecommunications of the City of Franklin have contributed substantially to the apprehension of criminals, suppression of fires and treatment of patients; and,

WHEREAS, each dispatcher has exhibited compassion, understanding and professionalism during the performance of their job in the past year;

NOW THEREFORE BE IT RESOLVED, that the City Council of Franklin, Virginia declares the week of April 10 through April 16, 2022 to be National Public Safety Telecommunications

Week in Franklin, Virginia, in honor of the men and women whose diligence and professionalism keep our City and citizens safe.

Signed this 11th day of April 2022

Frank M. Rabil, Mayor
City of Franklin, Virginia

Councilman Linwood Johnson made a motion to approve the National Telecommunicators Week Resolution #2022-08, the motion was seconded by Councilwoman Wynndolyn Copeland.

The motion carried the vote by 6-0

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

Mayor Frank Rabil stated that the motion was carried unanimously.

Old/new Business

Retirement of Canine Officer Jolene

City Manager Amanda Jarratt stated that Canine Officer Jolene has worked with the City of Franklin Police Department for the past 7.5 years. Due to medical issues Canine Officer Jolene can no longer perform her duties as a bloodhound, according to Code23.5-32, entitled Sale of Surplus Property, we requested a special dispensation be granted to allow Canine Officer Jolene to be gifted to Sgt. Brinkley at no cost. This would make Sgt. Brinkley responsible for all of her care (i.e. medical, food, housing, etc.).

Councilman Gregory McLemore made a motion to gift Canine Officer Jolene to Sgt. Brinkley, the motion was seconded by Councilwoman Wynndolyn Copeland.

The motion carried the vote by 6-0

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

Mayor Frank Rabil stated that the motion was carried unanimously.

Public Hearing – Redistricting

Mayor Frank Rabil stated that anyone in the public wanting to speak will be allotted five minutes.

City Manager Amanda Jarratt referred to the staff report regarding redistricting and, that the public hearing is required as a result of the census that occurs. There are three maps which has been made available to the public in various City buildings. Two public hearings have been advertised with the next public hearing being April 25, 2022.

City Manager Amanda Jarratt stated that the population losses were in Ward 4 and Ward 5, just to reiterate it does not mean the population was lost, rather the census perspective the numbers were lower, which is what required the change to the districts.

Councilman Gregory McLemore asked is there a deadline where this needs to be done by? City Manager Amanda Jarratt stated that we would refer to Ms. Jennifer Maynard, Registrar, for that question. It has been delayed significantly because of the state redistricting level. Mayor Frank Rabil stated that there is a self-imposed deadline that at the next meeting this month, a vote will be taken. Councilwoman Wynndolyn Copeland stated that the vote will be effective for the November election.

Mr. Barry Cheatham of 135 Bobwhite Lane, Franklin, Virginia, Map A is agreeable but see no reason for Ward 1 to take over the other side of Hunterdale and the railroad tracks by Hunterdale. Map B is similar to what the City currently has and this map flows very well with keeping the geographical communities together as well as balance census based population of representation. Map C makes the least sense of all, it makes zero sense as its layout and with consideration by Council it looks as if it is an abstract drawing rather than provide any substance. There is no consistency or arrangement to the Wards because the flows make no sense. Mr. Cheatham stated that Map C exemplified one thing and that is gerrymandering in the very worse level, this is something the City would not like to fall victim to, the courts have declared in numerous recent cases that the maps submitted had been unacceptable for gerrymandering and it was his strongest recommendation to the City Council that it supports the adoption of Map B which is slightly modified of the City's current districting. The City has a responsibility to ensure that there is no gerrymandering to appease a select few.

Mr. Michael Bradshaw of 101 Willis Road, Franklin, Virginia (Ward 2), during the last meeting Mr. Bradshaw attended, he viewed one motive regarding Map C was that of a racial motive of Councilman Gregory McLemore.

Mayor Frank Rabil stated to Mr. Bradshaw that we will only be speaking of the redistricting maps only.

Mr. Henry Porter of 711 Pretlow Street, Franklin, Virginia (Ward 4), asked if the Council could elaborate and explain the maps because he did not understand what the map that is voted on would mean. If he could get clarification on what will happen when either Map A, B, or C is voted on.

Mr. Bill Scott of Franklin, VA (Ward 2), Mr. Scott is not understanding the layout of Map C after looking at each map. Mr. Scott stated that he has concerns with his particular district and hopes that the Council will do what is best not only for the residents but for the City of Franklin.

Ms. Purlie Banks of 336 Robinhood Road, Franklin, Virginia, Ms. Banks thanked the Council and City Manager for the opportunity to speak. Ms. Banks asked if the Council would go to their perspective Wards and speak with their constituents and explain to them the what the redistricting entails. Not only redistricting but other things going on in the City.

No other citizens spoke at this time

Mayor Frank Rabil closed the public hearing and reminded the Council and citizens of the next public hearing on Monday, April 25, 2022.

Councilman Gregory McLemore stated that the floor should be opened up for Council discussion. Mayor Frank Rabil stated that the Council will have ample time after hearing everyone after the next public hearing. Councilman Gregory McLemore stated that the people attending this evening may not be at the next meeting and they deserve answers to their questions.

Councilman Gregory McLemore thanked the residents for coming to the public hearing and wanted to address some of the speakers. Councilman McLemore stated that the purpose of redistricting is to ensure that the population has accurate representation.

Mayor Frank Rabil asked if any other Councilmembers wanted to speak.

Councilman Mark Kitchen stated that he would like to take the advice of some of the speakers and go out into the community and speak with his constituents.

Councilwoman Wynndolyn Copeland stated that she has feels she knows what her constituents in Ward 5 wishes and feels that Map C is the vote they would like Councilwoman Copeland to vote on.

Councilman Linwood Johnson stated that Ward 4 was affected by the census as well as Ward 5, Ward 4 would be moved to downtown and part of Berkley. Councilman Linwood Johnson's main concern is what's right for the citizens of Franklin.

Councilwoman Wynndolyn Copeland needed clarification regarding Map C, if that would eliminate Ward 2. Councilman Ray Smith stated that he would not vote for a map that would vote him out of his own district.

City Manager Amanda Jarratt wanted to make sure there was an understanding that the same people were involved in the creation of all maps, there was no change, the Hampton Roads District Commission have always been involved in the creation of all three maps.

Jennifer Maynard, Registrar stated that for the last May election (May 2020) for Mayor, Wards 1, 2 and 4, in Ward 1 the turnout was 12.8%, Ward 2 turnout 16.1%, Ward 3 turnout 8.5%, Ward 4 turnout 13.4%, Ward 5 turnout 4.8%, and Ward 6 turnout 10.5%. Councilman Ray Smith asked if the percentage is the number of people that was eligible to vote, Ms. Maynard confirmed that the percentage is the number of people that was eligible to vote.

Councilman Ray Smith stated that the City does not have a redistricting problem, the issue is people not being concerned with the welfare of their City, either of the maps are fine, there should be a minimum of 35-50% of the residents voting. It is the responsibility of each candidate to get their constituents to vote and support. Councilman Smith stated that he will not support Map C, he will not vote himself out of office.

Councilman Gregory McLemore asked Ms. Maynard what the vote count in Ward 2 in the last election. Ms. Maynard stated that she only has the percentages at the moment. Councilman McLemore asked for clarification on who worked on all three maps. City Manager Amanda Jarratt stated that Hampton Roads Planning District Commission staff met with herself, Beverly Walkup, Interim Director of Community Development and Jennifer Maynard, Registrar for all three maps.

City Manager Amanda Jarratt stated that the specific request for City Council was to present an option that created four majority-minority districts, the law states that the City must maintain and cannot negatively impact the number of majority-minority districts that you have in a locality. The City of Franklin currently has three majority-minority districts, the Council in previous work session meeting after much discussion requested a map that created a fourth majority-minority district. The guidelines that staff must use are presented in the staff report, that the City must use the 2020 census and those numbers cannot be disputed, the City must have districts that are plus or minus 5% of each other, there has to be boundaries drawn as compact as possible, there has to be boundary lines that are clearly defined and identifiable lines and the racial demographic is not changed of the City.

Mayor Frank Rabil stated that public hearing and Council comments have been closed, further discussion will be had on the next public hearing on April 25, 2022.

City Manager Report

City Manager Amanda Jarratt gave the following updates:

General Updates:

- The City of Franklin staff continues to work with local, regional, and state partners to battle the impacts of COVID-19 and provide testing and vaccinations throughout the City.
- Anixter is in the process of installing meters to allow us to implement the AMI system.
- City staff is in the process of reviewing the policies of Dominion Energy and Community Electric. An update will be provided at an upcoming City Council meeting.
- City staff in collaboration with the Commissioner of Revenue are working with JD Powers regarding car values to lessen the burden on the taxpayer.

Community Events:

- Franklin Garden Club and Spring Fest April 23rd.
- Franklin Cruise In Kick Off May 7th.
- Lumberjack Festival May 7th.

City Manager Amanda Jarratt stated the recommendation for the Council to have second public hearing regarding personal property issues and the budget document. There will be a full budget public hearing on April 25, 2022 with the May 9, 2022 adoption, the Council will come back and have a separate public hearing and discussion/final decision on the personal property specifically in an effort to ensure that the citizens are not feeling that negative impact what the City believe will be a one-year flip.

Councilman Linwood Johnson asked if this will be an adjustment/amendment to the budget at a later date on the car tax. City Manager Jarratt stated that is correct. Mayor Frank Rabil reminded Council that

this is not a decision the Council makes but a decision from the Commissioner of Revenue on how that will be captured.

Council/Staff Reports on Boards/Commissions

Mayor Frank Rabil asked if any Council members had any items to report on Council Staff reports on Boards and Commissions.

Councilman Linwood Johnson reported that the Western Tidewater Jail Board meeting is upcoming, information to be given at a later date.

There being no further items 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-A1, 1. Discussion of appointments to boards and commissions, and discussion of performance of employees of the public body to discuss the following subject or subjects: Franklin Redevelopment and Housing Authority Board of Commissioners, Industrial Development Authority, Board of Zoning Appeals and

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, Armor Drive, Downtown Franklin, and Franklin Regional Airport.

2.2-3711-A-7, 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 litigation posture of the public body specifically regarding health insurance of a City retiree, and Sanford vs. City of Franklin.

A motion was made by Councilman Mark R. Kitchen with a second by Councilman Linwood Johnson to go into Closed Session.

The motion carried the vote 6-0

The vote was as follows:

Councilman Mark Kitchen	Aye
Councilwoman Wynndolyn Copeland	Aye
Councilman Linwood Johnson	Aye
Councilman Gregory McLemore	Aye
Mayor Frank Rabil	Aye
Councilman Ray Smith	Aye

Closed Session

A motion was made by Councilman Mark Kitchen to adjourn and certify the April 11, 2022 Closed Session. The motion was seconded by Councilwoman Wynndolyn Copeland.

The Closed Session was not certified by Franklin City Council.

Councilwoman Wynndolyn Copeland made a motion with a seconded from Councilman Linwood Johnson to appoint Antwan Hatch to the Franklin Redevelopment and Housing Authority Board of Commissioners.

The motion carried the vote 6-0

The vote was as follows:

Councilman Mark Kitchen	Aye
Councilwoman Wynndolyn Copeland	Aye
Councilman Linwood Johnson	Aye
Councilman Gregory McLemore	Aye
Mayor Frank Rabil	Aye
Councilman Ray Smith	Aye

Councilwoman Wynndolyn Copeland made a motion with a seconded from Councilman Linwood Johnson to appoint Pam Lease to the Blackwater Regional Library Board of Directors.

The motion carried the vote 6-0

The vote was as follows:

Councilman Mark Kitchen	Aye
Councilwoman Wynndolyn Copeland	Aye
Councilman Linwood Johnson	Aye
Councilman Gregory McLemore	Aye
Mayor Frank Rabil	Aye
Councilman Ray Smith	Aye

Adjournment

Councilwoman Wynndolyn Copeland adjourned the April 11, 2022 Closed Session with a seconded by Councilman Linwood Johnson

The motion carried the vote 6-0

The vote was as follows:

Councilman Mark Kitchen	Aye
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MINUTES FROM THE APRIL 11, 2022 REGULAR CITY COUNCIL MEETING

Councilwoman Wynndolyn Copeland Aye

Councilman Linwood Johnson Aye

Councilman Gregory McLemore Aye

Mayor Frank Rabil Aye

Councilman Ray Smith Aye

The April 11, 2022 Closed Session was adjourned at 8:54 PM

Mayor

Clerk to City Council



FAIR HOUSING MONTH

RESOLUTION # 2022-09

WHEREAS, the Congress of the United States has enacted the Federal Fair Housing Act of 1968, as amended; and

WHEREAS, April 11, 2022, marks the 54th anniversary of the enactment of said Act; and

WHEREAS, Federal and State law provides equal housing opportunity for all citizens regardless of race, color, religion, national origin, gender, age, familial status, or handicap; and

WHEREAS, the City of Franklin, Virginia, has provided programs to assist the development of decent, affordable housing for citizens of all incomes;

NOW, THEREFORE BE IT RESOLVED, that the City Council of Franklin, Virginia declares the month of April to be Fair Housing Month and calls upon the citizens of this locality and governmental officials, along with those in the banking and housing industries to join together in this observance and work together for free and equal housing treatment for all.

Duly affixed this 25th day of April 2022.

Frank Rabil, Mayor
City of Franklin

ATTEST:

Amanda C. Jarratt, City Manager
City of Franklin

BUDGET AMENDMENT 2022-18

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA that the 2021-2022 City Budget is hereby amended to recognize the School's supplemental appropriation of Federal and State revenue and to appropriate for use.

		2021-2022 BUDGET	AMENDED BUDGET	INCREASE (DECREASE)
#1				
250 SCHOOL OPERATING FUND				
REVENUE				
250-3-33010-0271	NCLB Grant - Title I	\$ 1,288,664	\$ 1,288,907	\$ 243
250-3-33010-0225	Title VIB Special Education	898,253	895,908	(2,345)
250-3-33010-0224	Pre-school Grant	47,438	49,783	2,345
250-3-33010-0234	Race to GED Grant	1,500	5,487	3,987
250-3-33010-0025	VISSTA	-	150,975	150,975
250-3-33010-0219	RIPE Grant	-	35,000	35,000
250-3-33010-0408	CSLFRF Grant	-	119,000	119,000
				<u>\$ 309,205</u>
EXPENDITURES				
250-4-60000-0071	NCLB Grant - Title I Part A	\$ 1,288,664	\$ 1,288,907	\$ 243
250-4-60000-0008	Title VIB Special Education	898,253	895,908	(2,345)
250-4-60000-0015	Pre-school Grant	41,530	43,875	2,345
250-4-60000-0234	Race to GED Grant	1,500	5,487	3,987
250-4-60000-0025	VISSTA	-	150,975	150,975
250-4-60000-0019	RIPE Grant	-	35,000	35,000
250-4-60000-0048	CSLFRF Grant	-	119,000	119,000
				<u>\$ 309,205</u>
#2				
250 SCHOOL OPERATING FUND				
REVENUE				
250-3-24000-0202	State School Basic Aid	\$ 6,749,783	\$ 7,014,783	<u>\$ 265,000</u>
				<u>\$ 265,000</u>
EXPENDITURES				
250-4-60000-0001	Instruction	\$ 8,807,249	\$ 8,404,249	\$ (403,000)
250-4-60000-0002	Administration, Health & Attendance	1,211,305	1,621,305	410,000
250-4-60000-0003	Pupil Transportation	700,061	567,061	(133,000)
250-4-60000-0004	Operation and Maintenance Services	1,829,919	1,994,919	165,000
250-4-60000-0010	Facilities	-	345,000	345,000
250-4-60000-0011	Technology	1,211,549	1,092,549	(119,000)
				<u>\$ 265,000</u>

Certified copy of resolution adopted by Franklin City Council.

Clerk to the City Council

MEMORANDUM

TO: Amanda Jarratt
Franklin City Manager

FROM: Dr. Tamara Sterling
Division Superintendent

DATE: December 16, 2021

RE: Notice of Budget Adjustments

The Franklin City School Division requests that the first entry below budget funds be adjusted to balance with grants for FY 2022 that have been recently approved. The second entry is to re-allocate existing budget amounts to align with board goals.

<i>Accounting Use Only</i>	<i>School Account</i>	<i>Amount</i>	<i>City Account</i>
Title I – Revenue Increase	Fund 12	\$ 242.91	250-3-33010-0271
Title I – Expense Increase	Fund 12	\$ 242.91	250-4-60000-0071
SPED IDEA 611 – Rev Decrease	Fund 90	(\$ 2,344.95)	250-3-33010-0225
SPED IDEA 611 – Exp Decrease	Fund 90	(\$ 2,344.95)	250-4-60000-0008
PRE School – Expense Increase	Fund 95	\$ 2,344.95	250-4-60000-0015
PRE School – Revenue Increase	Fund 95	\$ 2,344.95	250-3-33010-0224
Race to GED – Increase Revenue	Fund 72	\$ 3,986.67	250-3-33010-0234
Race to GED – Increase Expense	Fund 72	\$ 3,986.67	250-4-60000-0234
RE-allocation of budgets			
Instruction		(\$ 178,000)	250-4-60000-0001
Administration, Health		\$ 210,000	250-4-60000-0002
Transportation		(\$ 133,000)	250-4-60000-0003
Operations & Maintenance		\$ 125,000	250-4-60000-0004
Technology		(\$ 24,000)	250-4-60000-0011
	NET EFFECT of entry	\$ 0	



Franklin City Public Schools

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: April 7, 2022

RE: Notice of Budget Adjustments

The Franklin City School Division requests that the reallocation and budget adjustment below be entered into April 2022 to pay for urgent repairs, cost overruns from providing Special Ed services, re-estimation of state revenue and approval of a new grant.

<i>Accounting Use Only</i>	<i>School Account</i>	<i>Amount</i>	<i>City Account</i>
RE-allocation of budgets			
Basic State Aid - Increase	10-240202000	\$ 265,000	250-3-24000-0202
Instruction – Decrease	Fund 10	(\$ 225,000)	250-4-60000-0001
Admin – Increase	Fund 10	\$ 200,000	250-3-24000-0002
Technology - Decrease	Fund 10	(\$ 95,000)	250-4-60000-0011
O & M - Increase	Fund 10	\$ 40,000	250-4-60000-0004
Facilities - Increase	Fund 10	\$ 345,000	250-4-60000-0010
NET REALLOCATION ENTRY		\$ 0	
Budget Adjustment			
Coronavirus State and Local Fiscal Recovery Funds (CSLFRF) Grant			
CSLFRF Grant Revenue- Increase	Reactivate Fund 6	\$119,000	New rev needed
CSLFRF Grant Expense - Increase	Reactivate Fund 6	\$119,000	New exp needed

City of Franklin
Fund 250 - FCPS
Facilities
Expenditures per School Vouchers

Facilities	250-4-60000-0010	Description	Amount
8/11/2021	372069 Moseley Architects	Architectural Services	\$ 6,689.52
9/23/2021	372200 Moseley Architects	Architectural Services	4,955.20
9/30/2021	372256 Sands Anderson	Legal Services	3,216.00
10/8/2021	372303 AR Chesson	SPM Refurbishment	451,920.03
10/8/2021	372317 K-Log	Furniture for SPM	-
10/8/2021	372321 Moseley Architects	Architectural Services	2,477.60
11/9/2021	372391 Moseley Architects	Architectural Services	1,344.60
12/16/2021	372525 Moseley Architects	Architectural Services	743.28
1/12/2022	372578 Matthew Burton Architect	Architectural Services	14,385.00
1/24/2022	372617 Moseley Architects	Architectural Services	495.52
2/10/2022	372638 AR Chesson	Bldg Improvements	66,213.92
12/30/2021		JE 1222 Move from Oper/Maint 0004	(50,442.52)
1/20/2022		JE 1245 Reclassify to CARES Stream 4	(313,715.22)
2/15/2022		JE 1290 Reclassify to Oper & Maint	(3,773.33)
			<u>\$184,509.60</u>
		Recap	Amount
		SPM Refurbishment	\$138,204.81
		Building Improvement	66,213.92
		Architectural Services	31,090.72
		Legal Services	3,216.00
		FCPS Journal Entries	(54,215.85)
			<u>\$184,509.60</u>

Range of Accounts: 250-4-60000-0010 to 250-4-60000-0010 Date Range: 07/01/21 to 04/15/22 Include Accounts with Zero Activity: No
Audit Report Type: Standard

Note: Transaction Beginning Balance includes all Adds/Changes occurring on or prior to the Transaction Ending Date.

* Transaction is included in Previous and/or Begin Balance

** Transaction is not included in Balance

En = PO Line Item First Encumbrance Date

BC = Blanket Control

BS = Blanket Sub

Account No	Description	Vendor/Reference	Trans Amount	Begin Balance	
Date	Transaction Data/Comment			Trans Balance	User
250-4-60000-0010	Facilities			0.00	
11/09/21	PO V2201249 5 Paid Ck372361 VCH 031	SCH00005 SCHOOL BOARD	En 11/08/21 1,344.60-	1,344.60-	NLAYMAN
11/16/21	Expenditure JE 1163 Reclassified from Oper/Maint	Reference 1281 946	469,258.35-	470,602.95-	NLAYMAN
12/16/21	PO V2201751 5 Paid Ck372504 VCH 041	SCH00005 SCHOOL BOARD	En 12/16/21 743.28-	471,346.23-	NLAYMAN
12/30/21	Expenditure JE 1222 Move from Oper/Maint 0004	Reference 1306 281	50,442.52	420,903.71-	NLAYMAN
01/12/22	PO V2202033 5 Paid Ck372558 VCH 046	SCH00005 SCHOOL BOARD	En 01/12/22 14,385.00-	435,288.71-	NLAYMAN
01/20/22	Expenditure JE 1245 Reclassify to CARES Stream 4	Reference 1316 6	313,715.22	121,573.49-	NLAYMAN
01/25/22	PO V2202151 5 Paid Ck372609 VCH 049	SCH00005 SCHOOL BOARD	En 01/25/22 495.52-	122,069.01-	NLAYMAN
02/10/22	PO V2202360 5 Paid Ck372638 VCH 053	SCH00005 SCHOOL BOARD	En 02/10/22 66,213.92-	188,282.93-	NLAYMAN
02/15/22	Expenditure JE 1290 Reclassify to Oper & Maint	Reference 1331 14	3,773.33	184,509.60-	NLAYMAN
*	Fund: 250 School Fund Total			184,509.60-	
*	Final Total			184,509.60-	

* Total lines reflect totals for the Accounts Printed Only.

BUDGET AMENDMENT 2022-19

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA that the 2021-2022 City Budget is hereby amended to recognize grant revenue from Byrne/Justice Assistance Grant Program for the Franklin Police Department and to appropriate such revenue for new use;

	2021-2022 BUDGET	AMENDED BUDGET	INCREASE (DECREASE)
100 GENERAL FUND			
REVENUE			
100-3-33010-0012 Justice Asst Grant Police	\$ 8,010	\$ 12,197	\$ 4,187
			\$ 4,187
EXPENDITURES			
100-4-31100-8010 Grant Dept of Justice -BYRNE	\$ -	\$ 4,187	\$ 4,187
			\$ 4,187

Certified copy of resolution adopted by Franklin City Council.

Clerk to the City Council



COMMONWEALTH of VIRGINIA

Department of Criminal Justice Services

Shannon Dion
Director

Megan Peterson
Chief Deputy Director

Washington Building
1100 Bank Street
Richmond, Virginia 23219
(804) 786-4000
www.dcjs.virginia.gov

March 22, 2022

Amanda Jarratt
City Manager
207 West Second Avenue
Franklin, Virginia 23851

RE: Local Law Enforcement Block ("LOLE") Grant Program- FFY 20

Dear Amanda Jarratt:

The Byrne Justice Assistance Grant Program (JAG) makes federal funds available to localities to help support their efforts to reduce crime and improve public safety. The Virginia Department of Criminal Justice Services has been designated to administer a portion of the JAG funds reserved for Virginia and to make those funds available to local units of government. I am pleased to advise you that we are awarding your locality **\$4187**, funded through federal grant **2020-MU-BX-0035**. Your DCJS grant award number will be determined once your eligibility application is submitted and approved. The project period for this program is **4/1/2022** through **9/30/2022**.

To indicate your acceptance of the award and conditions:

- 1. Sign the Statement of Grant Award/Acceptance ("SOGA") and return it electronically within the next 45 days to grantsmgmt@dcjs.virginia.gov.**
- 2. Localities wishing to accept the LOLE funds allocated for their jurisdiction will need to complete an "eligibility application" on DJCS's On-line Grant Management System ("OGMS") to ensure eligibility.** The eligibility application process will be open until **May 27, 2022**. To receive funds, localities must complete the eligibility application process through the DCJS On-line Grants Management System ("OGMS") no later than **5:00 pm on May 27, 2022**. Please note that although OGMS uses the words "application" throughout the system, this is not an application but an eligibility process. This is a six (6) month grant and there will be no continuation.
- 3. Your agency will need to fill out all the requested information in the OGMS eligibility application to include the budget and brief budget narrative outlining how your agency will utilize the awarded federal funds (additional information on the LOLE grant program and how to complete the OGMS eligibility application is provided with this award package).**

Amanda Jarratt
March 22, 2022
Page Two

The General Special Conditions and the Reporting Requirements and Projected Due Dates, are now referred to as **Conditions and Requirements** and will be posted online at <https://www.dcjs.virginia.gov/grants/grant-requirements> within the next two weeks. Please review your Special Conditions carefully as they include specific requirements about how your grant funds must be managed. DCJS is mandated to comply with applicable requirements regarding the System for Award Management (SAM), currently accessible at <https://www.sam.gov/SAM/>. Therefore, you must maintain a valid Data Universal Numbering System (DUNS) number (a unique nine-digit number used for identifying and keeping track of entities receiving federal funds) and be registered in SAM to receive an award. For SAM registration assistance, please contact Lacey Payne at (804) 786-8003 or via email at Lacey.Payne@dcjs.virginia.gov.

If you have not previously done so, you must register in our new On-line Grants Management System (OGMS) at <https://ogms.dcjs.virginia.gov/> in order to manage this grant online. The instructions on *Registering for a New Account* are posted here <https://www.dcjs.virginia.gov/grants/ogms-training-resources> along with other resources and training videos. All registrants will be approved within 3 – 5 business days.

We will be happy to assist you in any way we can to assure your project's success. If you have any questions regarding this award, please contact your Grant Monitor, **Nicole Phelps**, at **(804) 263-3388** or via email at Nicole.Phelps@dcjs.virginia.gov.

Sincerely,



Shannon Dion

Enclosures



HIGHLIGHTS – GENERAL FUND
For the period ending March 31, 2022

Based on Unaudited Financial Data

Basis of Reporting

The information enclosed is the City's Financial Report for the General Fund for the period ending March 31, 2022.

The report contains provisions for most revenue and expenditure accruals.

- Reflects 9 months of revenues & expenditures in most cases (where noted, the 9th month has been estimated) – modified accrual basis of accounting.

Financial Report presentation is consistent with the department's objectives to:

- Report timely, relevant, understandable and accurate financial data
- Promote accountability through monitoring, assessment and reporting.

General Property Taxes- Overall BUDGET COMPARISON-Cash Basis

	2021-2022	ACTUAL	BUDGET	2020-2021	ACTUAL	BUDGET	
REVENUE SOURCE	BUDGET	Current Year	%	BUDGET	Prior Year	%	
Real Estate Taxes-Current	\$ 5,663,617	\$ 2,798,856	49.4%	\$ 5,635,484	\$ 2,921,320	51.8%	
Real Estate Taxes-Delinquent	220,000	195,512	88.9%	370,036	414,158	111.9%	
Personal Property Taxes-Current	1,626,246	1,699,163	104.5%	1,398,200	1,589,313	113.7%	
Personal Property Taxes-Delinquent	35,000	133,277	380.8%	35,000	38,208	109.2%	
Machinery & Tools	24,020	24,466	101.9%	20,600	23,196	112.6%	
Penalties & Interest Taxes	145,000	115,791	79.9%	117,000	165,983	141.9%	
Public Service Corporation Taxes	86,200	75,817	88.0%	80,150	68,639	85.6%	
GENERAL PROPERTY TAX	\$ 7,800,083	\$ 5,042,882	64.7%	\$ 7,656,470	\$ 5,220,817	68.2%	

Current	5,042,882
Prior Year	\$ 5,220,817
Net Change \$	(177,935)
Net Change %	(3.41)%

Local Tax Revenue

Prior Year Comparison

Modified Accrual Basis

	Meals Taxes	Lodging Taxes	Cigarette Taxes	Sales Taxes	Total
Mar-22	1,388,930	135,472	233,025	1,597,674	3,355,101
Mar-21	1,292,793	126,785	257,850	1,531,608	3,209,036
Prior Year \$	96,137	8,687	(24,825)	66,066	146,065
Prior Year %	7.44%	6.85%	-9.63%	4.31%	4.55%

Local Tax Revenue Budget to Actual Comparison

Benchmark – 75%

	FY 21-22 Budget	3/31/2022	% of Budget Realized
Local Sales & Use*	\$ 1,952,907	\$ 1,597,674	81.8%
Cigarette Taxes	\$ 340,000	\$ 233,025	68.5%
Meals Taxes*	\$ 1,700,000	\$ 1,388,930	81.7%
Lodging Taxes*	<u>\$ 180,000</u>	<u>\$ 135,472</u>	<u>75.3%</u>
Total Local Tax Revenue	\$ 4,172,907	\$ 3,355,101	80.4%

*prepared on modified accrual
basis

At nine (9) months into the fiscal year, local tax revenue has exceeded targeted projections except for cigarette taxes. If revenue collections continue at current pace, there will be a \$300k excess at fiscal year end.

Revenue & Expenditure Summary – Cash Basis

General Fund revenue at the end of the period totaled \$21.6 mil and represented 75% of budget which is \$2.9m greater than the prior year. This is primarily attributable to the \$1.9m in real estate sale proceeds from Global Concentrate and \$493k in additional Federal & State revenue.

General Fund expenditures at the end of the period totaled \$18.6 mil and represented 62% of the total budget; when compared to the prior year period of \$17.2, this is a \$1.4m decrease.

FY22 Fund Balance Appropriated by Council for planned expenditures at March 31st: \$1,323,689

General Fund - Primary Expenditure Variances

Isle of Wight Revenue Sharing	\$ (350,000)	Timing of payment Salaries paid by CARES in FY20 in Q1 combined
Police Department	522,000	with costs of new positions Increase in Salaries due to filled vacancies & \$46k
E911	177,000	in Capital Outlay
Fire Department	794,000	Salaries paid by CARES in FY20 in Q1 & Q2
Buildings-Ground Maintenance	288,000	FY21 Ground Maintenance Program & Vehicles
District Court	120,000	Increase in Juvenile Detention Services
Children's Center	148,000	Timing of payment
Transfers to Other Funds	(418,000)	Decrease in Transfers per FY22 Budget
	<u>\$1,281,000</u>	

FY22 Projected General Fund Balance Evaluation

<i>FY 21-22 Revised Budget</i>	\$	30,194,784
<i>Percentage of General Fund Balance</i>		24.05%
<i>Minimum Balance Needed for 15% Policy Compliance</i>	\$	4,529,217.60
<i>Amount In Excess of Policy Minimum</i>	\$	2,731,492

General Fund Revenue – Prior Year Comparison – Cash Basis

General Fund Account Description	FY21 Actual Revenue Thru 3.31.21	FY22 Budgeted Revenue	FY22 Actual Revenue Thru 3.31.22	FY22 Balance/Excess/Deficit	% Realized	Prior Year Variance Good (Bad)
REAL PROPERTY TAXES	3,336,429	5,883,617	2,994,368	2,889,249	50.89%	(342,061)
PUBLIC SERVICE CORPORATION TAXES	68,639	86,200	75,817	10,383	87.95%	7,178
PERSONAL PROPERTY TAXES	1,652,561	1,661,246	1,832,440	(171,194)	110.31%	179,879
MACHINERY & TOOLS TAXES	-	24,020	24,466	(446)	101.86%	24,466
PENALTIES AND INTEREST	166,001	145,000	115,791	29,209	79.86%	(50,211)
OTHER LOCAL TAXES	1,191,250	1,952,907	1,242,636	710,272	63.63%	51,385
UTILITY TAXES	416,292	548,500	428,552	119,948	78.13%	12,260
BUSINESS LICENSE TAXES	963,885	1,016,060	1,110,222	(94,162)	109.27%	146,337
MOTOR VEHICLE LICENSES	182,447	220,400	170,702	49,698	77.45%	(11,745)
BANK STOCK TAXES	-	40,950	-	40,950	0.00%	-
TAXES ON RECORDATION AND WILLS	42,535	50,000	71,808	(21,808)	143.62%	29,273
CIGARETTE TAXES	257,849	340,000	233,025	106,975	68.54%	(24,824)
LODGING TAXES	112,698	180,000	120,420	59,580	66.90%	7,722
MEALS TAX	1,149,149	1,700,000	1,234,604	465,396	72.62%	85,455
PROBATE TAXES	414	750	1,368	(618)	182.37%	954
PERMITS AND OTHER LICENSES	76,422	42,050	98,423	(56,373)	234.06%	22,001
FINES AND FORFEITURES	14,537	19,750	18,973	777	96.07%	4,437
REVENUE FROM USE OF MONEY	1,204	1,500	2,263	(763)	150.84%	1,059
REVENUE FROM USE OF PROPERTY	166,386	156,544	173,264	(16,720)	110.68%	6,877
CHARGES FOR CURRENT SERVICES	6,555	7,010	1,780	5,230	25.39%	(4,775)
CHARGES FOR OTHER PROTECTION	320,630	479,393	352,680	126,713	73.57%	32,050
MISC BILLING SERVICES	2,023	-	2,365	(2,365)	-	342
CHG FOR SANITATION & WASTE REMOVAL	13,712	8,000	7,601	399	95.01%	(6,111)
CHARGES FOR ADMIN-FUNDS	1,024,765	1,366,353	1,024,765	341,588	75.00%	-
RECREATIONAL FEES	1,627	14,300	7,637	6,663	53.41%	6,010
MISCELLANEOUS	1,449,056	3,424,889	3,442,968	(18,079)	100.53%	1,993,912
RECOVERED COSTS	1,473,143	2,195,423	1,493,254	702,169	68.02%	20,111
NON-CATEGORICAL AID STATE	1,276,113	1,485,297	1,255,773	229,524	84.55%	(20,340)
SHARED EXPENSES	103,228	206,704	111,606	95,098	53.99%	8,378
CATEGORICAL AID - STATE	1,760,178	2,811,783	2,094,627	717,156	74.49%	334,449
CATEGORICAL AID -FEDERAL GOVERNMENT	149,453	295,921	308,879	(12,958)	104.38%	159,426
FUNDS TRANSFERS	1,379,545	2,506,348	1,571,245	935,103	62.69%	191,700
Sub Total	18,758,726	28,870,915	21,624,321	7,246,594		2,865,595
APPROPRIATED FUND BALANCE BY COUNCIL		1,323,869	-			
General Fund Revenue Total	18,758,726	30,194,784	21,624,321	7,246,594		2,865,595

General Fund Expenditures – Prior Year Comparison – Cash Basis

General Fund Department	FY21 Actual Expenditures Thru 3.31.21	FY22 Budgeted Expenditures	FY22 Actual Expenditures Thru 3.31.22	FY22 Balance/Excess/(Deficit)	% Expended	Prior Year Variance Good (Bad)
**CITY COUNCIL **	122,760	172,454	139,991	32,463	81.18%	(17,231)
CITY MANAGER *****	203,490	294,639	183,261	111,378	62.20%	20,230
CITY ATTORNEY *****	77,770	115,000	63,873	51,127	55.54%	13,897
MANAGEMENT SERVICES & HR*****	134,936	278,670	143,699	134,971	51.57%	(8,763)
COMMISSIONER OF THE REVENUE *****	209,059	305,623	193,885	111,738	63.44%	15,174
REAL ESTATE ASSESSOR *****	41,129	143,022	69,937	73,085	48.90%	(28,808)
CITY TREASURER *****	240,420	366,731	250,757	115,974	68.38%	(10,337)
ACCOUNTING *****	254,524	389,967	248,167	141,800	63.64%	6,357
PURCHASING & GENERAL SERVICES****	58,934	84,650	62,052	22,598	73.30%	(3,118)
UTILITY COLLECTIONS & BILLING *****	249,579	350,827	251,423	99,404	71.67%	(1,843)
INSURANCE *****	150,870	199,844	138,510	61,334	69.31%	12,360
INFORMATION TECHNOLOGY*****	194,618	271,556	177,698	93,858	65.44%	16,920
BOARD OF ELECTIONS *****	139,733	159,517	107,823	51,694	67.59%	31,910
CIRCUIT COURT ***	9,091	7,467	7,467	-	100.00%	1,624
GENERAL DISTRICT COURT ***	5,713	15,825	5,419	10,406	34.24%	294
CLERK OF CIRCUIT COURT ***	69,740	74,566	74,566	-	100.00%	(4,826)
SHERIFF'S OFFICE ***	146,813	138,882	138,882	-	100.00%	7,931
DISTRICT COURT SERVICE ***	48,805	222,400	169,287	53,113	76.12%	(120,482)
COMMONWEALTH'S ATTORNEY ***	72,821	72,195	72,195	-	100.00%	626
WESTERN TIDEWATER REGIONAL JAIL**	1,021,052	1,021,052	1,021,052	-	100.00%	-
POLICE ***	1,845,149	3,344,202	2,366,792	977,411	70.77%	(521,643)
E - 911 *****	302,622	776,660	479,773	296,887	61.77%	(177,151)
EMERGENCY MANAGEMENT SERVICES ***	2,534,722	5,331,761	3,329,435	2,002,327	62.45%	(794,712)
BUILDING INSP & CODE ENFORCEMENT***	209,529	369,231	241,695	127,536	65.46%	(32,165)
ANIMAL CONTROL*****	40,595	115,384	60,861	54,523	52.75%	(20,266)
PUBLIC WORKS-STREET MAINTENANCE****	740,361	1,853,390	764,759	1,088,631	41.26%	(24,397)
PUBLIC WORKS-SNOW REMOVAL****	3,735	15,000	8,897	6,103	59.32%	(5,163)
PUBLIC WORKS-GARAGE****	141,920	265,157	179,441	85,716	67.67%	(37,521)
BUILDING MAINTENANCE-GENERAL*****	564,038	1,232,555	852,531	380,023	69.17%	(288,493)
BUILDING MAINTENANCE-ARMORY***	837	3,000	767	2,233	25.56%	70
BUILDING MAINTENANCE-CITY HALL****	121,889	203,304	132,688	70,616	65.27%	(10,799)
BLDG MAINTENANCE-SOC SERVICES****	76,411	82,809	43,730	39,079	52.81%	32,681
BUILDING MAINTENANCE-HEALTH DEPT***	18,887	38,896	16,446	22,450	42.28%	2,441
HEALTH DEPARTMENT*****	110,000	110,000	77,596	32,404	70.54%	32,404
MENTAL HEALTH*****	-	33,262	33,262	-	100.00%	(33,262)
CHILDREN'S CENTER*****	483,714	784,075	631,746	152,329	80.57%	(148,032)
RECREATION*****	300,004	572,847	335,029	237,818	58.48%	(35,024)
CEMETERIES*****	71,584	1,000	150	850	15.00%	71,434
SENIOR CITIZENS NUTRITION ***	-	-	-	-	-	-
LIBRARY*****	193,079	303,600	224,083	79,517	73.81%	(31,005)
PLANNING AND ZONING*****	82,622	103,155	73,621	29,534	71.37%	9,001
BEAUTIFICATION COMMISSION ****	203	25,889	12,475	13,414	48.19%	(12,272)
DOWNTOWN DEVELOPMENT *****	41,439	62,044	49,769	12,275	80.22%	(8,330)
PAYMENTS TO SOUTHAMPTON COUNTY ***	350,000	700,000	-	700,000	0.00%	350,000
NON-DEPARTMENT MISCELLANEOUS***	914	-	12,529	(12,529)	-	(11,615)
NON-DEPARTMENT CAPITAL***	-	35,315	35,315	-	100.00%	(35,315)
TRANSFERS*****	5,559,731	9,147,363	5,141,061	4,006,302	56.20%	418,670
General Fund Expenditure Total	17,245,844	30,194,784	18,624,391	11,570,393		(1,378,548)



Financial Reports

HIGHLIGHTS – ENTERPRISE FUNDS For the period ending March 31, 2022

Based on Unaudited Financial Data

Basis of Reporting

The information enclosed is the City's Financial Report for the Enterprise Funds for the period ending March 31, 2022.

The report contains provisions for revenue and expenditure accruals.

- Reflects 9 months of revenue & expenditures – full accrual basis of accounting.

Financial Report presentation is consistent with the department's objectives to:

- Report timely, relevant, understandable and accurate financial data
- Promote accountability through monitoring, assessment and reporting.

Airport Fund

Revenue Analysis

Fuel sales and airport rental fees are below target with 52% of budgeted realized.

Expense Analysis

Expenses in the fund are below target with 52% of budget expended (net of grant expenses, transfers and depreciation).

Cash Balance

Cash balance in the Airport Fund is \$(83,228).

Water & Sewer Fund

Revenue Analysis

Revenue from the sale of water and sewer service charges of \$2.7m at the end of the period is above target at 85.1% of budget and is \$443k greater than prior year period revenue.

Expense Analysis

Expenses in the fund are \$2.1m and below target at 62.4% of budget and \$418k less when compared to prior year expenses.

Water & Sewer Fund - Operating & Capital Cash Balance

- Cash balance - \$2,331,782

Month	FY 20-21	FY 21-22
July	\$ 1,558,381	\$ 1,901,155
August	\$ 1,638,604	\$ 1,988,354
September	\$ 1,748,855	\$ 2,160,115
October	\$ 1,815,734	\$ 2,302,231
November	\$ 2,063,176	\$ 2,435,050
December	\$ 2,103,530	\$ 2,472,918
January	\$ 1,795,770	\$ 2,227,126
February	\$ 1,808,492	\$ 2,246,792
March	\$ 1,914,301	\$ 2,331,782
April	\$ 1,961,781	
May	\$ 2,037,187	
June	\$ 1,850,771	

Solid Waste Fund

Revenue Analysis

Revenue for the Solid Waste Fund is slightly above target with revenue at \$1m or 78.7% of budget and is \$122k more than the prior year.

Expense Analysis

Expenses in the fund at \$777k are below target with 59.7% of budget expended and \$23k more when compared to prior year expenses.

Solid Waste Fund – Operating & Capital Cash Balance

Cash balance - \$1,050,416

Month	FY 20-21	FY 21-22
July	\$1,558,381	\$844,736
August	\$1,638,604	\$866,635
September	\$1,748,855	\$1,161,240
October	\$1,815,734	\$958,051
November	\$2,063,176	\$970,251
December	\$2,103,530	\$967,740
January	\$1,795,770	\$981,517
February	\$1,808,492	\$1,018,527
March	\$1,914,301	\$1,050,416
April	\$1,961,781	
May	\$2,037,187	
June	\$1,850,771	

Electric Fund

• Revenue Analysis

- Revenue from energy sales at \$11.7m is above target at 80% of budget; below is a snapshot of prior year billed service revenue, current year budget, actual and % of budget realized:

Account Description	FY21 Actual Mar 31	FY22 Budget	FY22 Actual Mar 31	% Realized
Sale of Electricity -Fuel Adj	\$ 135,538	\$ 1,094,629	\$ 1,029,319	94.0%
Sale of Electric Energy-Residential	5,835,996	8,183,433	6,465,209	79.0%
Sale of Electricity-Commercial	3,904,998	5,497,807	4,330,159	78.8%
Cycle & Save	(79,185)	(109,680)	(89,005)	81.1%
	\$ 9,797,347	\$ 14,666,189	\$ 11,735,682	80.0%

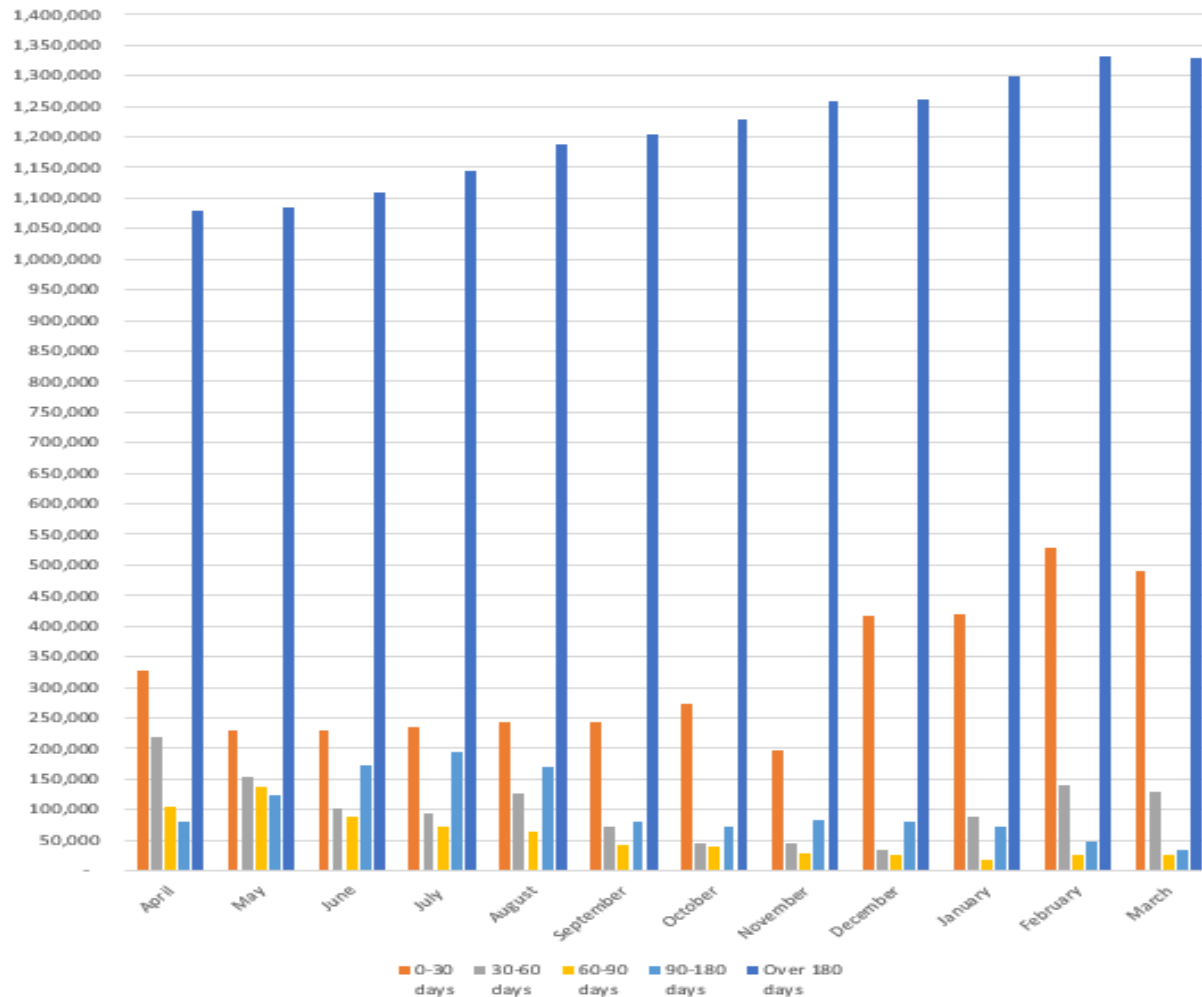
• Expense Analysis

- Expenses associated with the sale of energy for the fiscal year was \$10.9m and is below budget at 54.6% of the total budget.

ELECTRIC FUND - OPERATING & CAPITAL CASH ANALYSIS

	FY 2016-2017	FY 2017-2018	FY 2018-2019	FY 2019-2020	FY 2020-2021	FY 2021-2022
7/31	\$ 276,984	\$ 1,421,109	\$ 3,074,620	\$ 5,429,626	\$ 5,546,798	\$ 7,036,648
8/31	\$ 453,148	\$ 1,127,645	\$ 3,531,450	\$ 5,025,518	\$ 5,726,721	\$ 6,956,775
9/30	\$ 729,003	\$ 1,431,729	\$ 3,528,504	\$ 4,967,485	\$ 5,843,182	\$ 7,115,831
10/31	\$ 822,659	\$ 2,165,716	\$ 3,745,667	\$ 5,036,687	\$ 6,021,191	\$ 7,111,597
11/30	\$ 922,617	\$ 2,257,635	\$ 3,900,663	\$ 5,020,008	\$ 6,155,756	\$ 7,180,100
12/31	\$ 791,600	\$ 2,121,184	\$ 3,888,745	\$ 5,048,156	\$ 5,933,580	\$ 6,941,450
1/31	\$ 554,258	\$ 1,745,487	\$ 3,823,684	\$ 4,972,661	\$ 5,773,877	\$ 6,689,921
2/28	\$ 644,526	\$ 1,712,725	\$ 4,073,328	\$ 5,084,727	\$ 6,032,556	\$ 6,607,527
3/31	\$ 888,414	\$ 2,134,253	\$ 4,364,455	\$ 5,328,462	\$ 6,588,468	\$ 6,937,088
4/30	\$ 970,688	\$ 2,328,448	\$ 4,483,132	\$ 5,337,317	\$ 6,807,848	
5/31	\$ 990,559	\$ 2,648,506	\$ 4,672,671	\$ 5,399,142	\$ 6,962,327	
6/30	\$ 807,485	\$ 2,823,097	\$ 4,690,508	\$ 5,640,171	\$ 6,944,125	

Electric Accounts Receivable - Active and Inactive Customers
(includes Penalties & Interest)
Aged Report Chart



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

June 30, 2022, was the last large Utility Municipal Relief Funding disbursement to customers.



Office of the City Manager
Amanda C. Jarratt

April 25, 2022

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: FY 23 Budget Public Hearing

Background Information

In accordance with the budget calendar for FY 23 the public hearing on the budget is scheduled for this evening. The FY 23 budget maintains the City's tax rate of \$1.03. Evaluating ways to implement the priorities and needs of a community which can be challenging under normal circumstances, were even more difficult while trying to keep the citizenry and the workforce safe. In an effort to meet the challenges the City of Franklin is currently facing, the entire management team joined together to present a balanced budget that provides essential services to our citizens. City departments held the line in terms of requests and overall submitted flat budgets. The most valuable asset the City of Franklin has are its long-term dedicated employees that creatively do more with less each year to maintain City operations. The current budget includes frozen positions and as well as the delay of critical projects. Despite all of this, City staff has pulled together for the best interest of the citizens. I remain in awe of their commitment to presenting a realistic balanced budget that meets the needs of the City of Franklin citizens and maintains City operations. The entire management team has spent hours analyzing how expenditures can be cut and services maintained. Moving forward City Council will work to identify priorities for the City of Franklin and the services that are considered essential to work toward a sustainable balanced budget.

The City's General Fund has experienced significant challenges over the past several fiscal years. As was shared in previous budget work sessions, the 2022-2023 budget was balanced utilizing \$195,000 from the Water & Sewer Fund, \$344,708 in savings from freezing/delaying positions, and an additional \$360,600 from the Electric Fund above the normal transfer for operations. In prior years, there were valiant and concerted efforts aimed at maintaining the current tax rate. It is acknowledged, however, absent strategic and incremental tax increases paired with growth of the tax base maintaining the levels of services that the citizens of Franklin are accustomed to will not be possible.

Management is presenting a structurally balanced budget in the wake of fiscal challenges which are to a great extent, beyond the City's control. The City of Franklin is resilient even faced with what may appear as insurmountable challenges. Management remains optimistic about Franklin's future and knows that as a team we can move the City of Franklin forward.

The Proposed General Fund budget is \$26,270,037, an increase of \$219,288 or .8% above the FY 2020-2021 amended budget. During recent years, the City has evaluated programs and services and identified ways to improve efficiency without significantly reducing service levels directly impacting residents and customers. Efficiencies have been achieved across all departments and at this point, in order to maintain essential services, an increase in the revenue stream is necessary. The increases associated with this year's budget includes necessary capital projects and restoration of parks and recreation activities for the City of Franklin's youth.

RECOMMENDED TAX RATES

In consideration of the challenging days ahead, management recommends the real property tax rate remain the same at \$1.03 per \$100.00 of real property valuation for FY 2022-2023.

SCHOOL OPERATING FUND

Regarding essential City financial support for the Franklin City Public Schools, the proposed budget includes current year funding of \$4,330,237. The City Council for several years held the base funding level and only approved one-time carryover funds resulting from the School Division having unexpected funds in their budget at fiscal year-end. It is also noteworthy that Franklin City Public Schools has had several hundred thousand dollars in excess in instruction each year. The most recent carryover approved by Franklin City Council was in the amount of \$577,000.

Management will continue to communicate to the school system that carryover funds should be restricted and utilized only for capital items and thus avoid the use of “one-time” or non-recurring funds (carryover) for recurring operating expenditures. Given the limitations and uncertainties of future City funding described earlier, school system appropriations may likely be similarly limited to any future end-of-year carryover funds which can and will vary dramatically from year to year. With these qualifying comments, management believes the recommended level of school system funding illustrates the continued high priority that the City has for adequately funding the public schools as evidenced by the City’s favorable ranking among all Virginia cities in terms of per capita spending on education.

CAPITAL IMPROVEMENTS PROGRAM

An additional but integral consideration for analysis concerning all categories of City services is further refinement and ongoing evaluation of the City’s multi-year Capital Improvements Program (CIP) planning and funding strategies. Long-term capital needs remain on the horizon however staff successfully worked together to fund necessary capital improvements.

PERSONNEL

There is a 3% COLA increase included in the current FY 23 budget combined with a 2% merit increase for employees.

Personnel costs are by far the largest single expenditure category in the City’s budget as it is in practically any organization or enterprise. The FY 2022-2023 budget recommended total personnel costs is \$13,412,874 which comprises 48.2% of the General Fund budget. While there are several positions frozen in the FY 23 budget in the Police Department and Public Works, positions are being restored in, Parks and Recreation and the Fire Department. In addition, the City of Franklin is adding three new Fire and EMS positions to maintain our current level of service within the Franklin City limits.

Needed Action

Conduct the public hearing for FY 23.



*Office of the City Manager
Amanda C. Jarratt*

April 22, 2022

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: Public Safety Radio System

Background

In response to our joint RFP that was issued with Southampton County regarding the Public Safety Radio System, we received four (4) proposals for emergency communications consulting services. Copies of each proposal were distributed, reviewed, and ranked by our Technical Review Committee, which includes representatives from the Fire & Rescue Association, Sheriff's Office, and County Administrative staff. The technical review committee interviewed the two top-ranked officers on April 7th and conducted reference checks on each over the past 2 weeks since. The committee finalized its recommendation on Friday, April 22, 2022. We are seeking your approval to move forward with Phase 1 of the project, which includes an analysis of our existing communications infrastructure, a future needs assessment, and a conceptual design for a new system.

Needed Action

Authorize us to award the contract and move forward with Phase 1.



*Office of the City Manager
Amanda C. Jarratt*

April 20, 2022

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: Redistricting Map Proposals

Background

As you all are aware every ten years after the U.S. Census is conducted redistricting must occur for the six existing wards. Staff worked with the Hampton Roads Planning District Commission to prepare three options for your consideration. In preparing the various options staff was guided by the following requirements for drawing new boundaries:

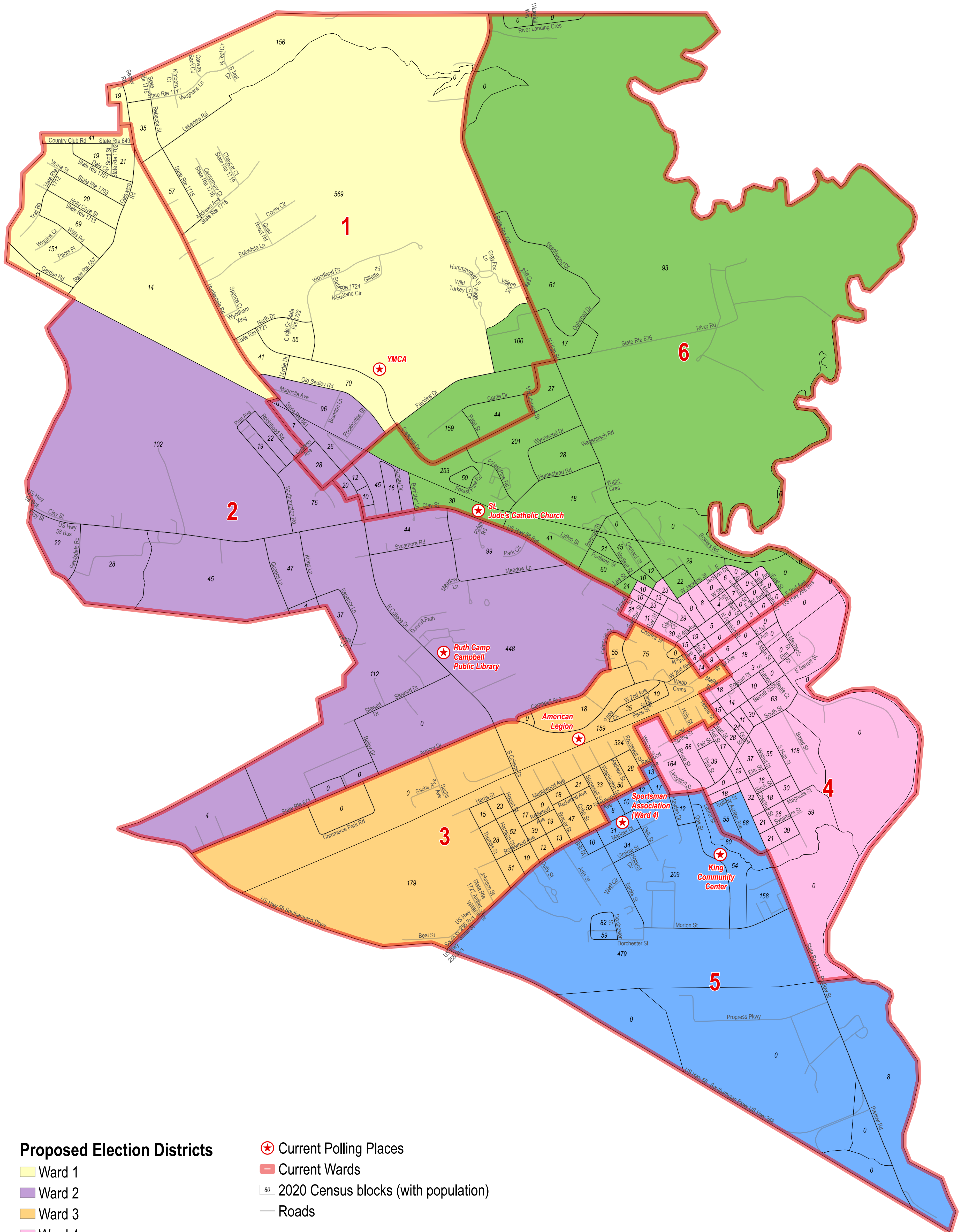
- A requirement that the 2020 Census date be used to determine the number of residents to be included in each district as new boundaries are drawn.
- A requirement that boundaries count not be drawn that would deviate from the ideal number of residents in a district by more than 5% or by less than 5%.
- A requirement that boundaries be drawn so as to be compact and contiguous.
- A requirement that boundaries be based on clearly defined and identifiable lines.
- A requirement that boundaries should not change the racial demographics of the City.

In the 2020 Census the population losses were in Ward 4 and Ward 5. Three options are being presented for consideration. It is important to note, that in both Options A and B the City of Franklin maintains three majority minority districts as is the current scenario under the 2010 final districts. In Option C there are four majority minority districts.

Needed Action

Conduct the second public hearing and consider action on one of the three maps.

Proposed Election Districts - Option A



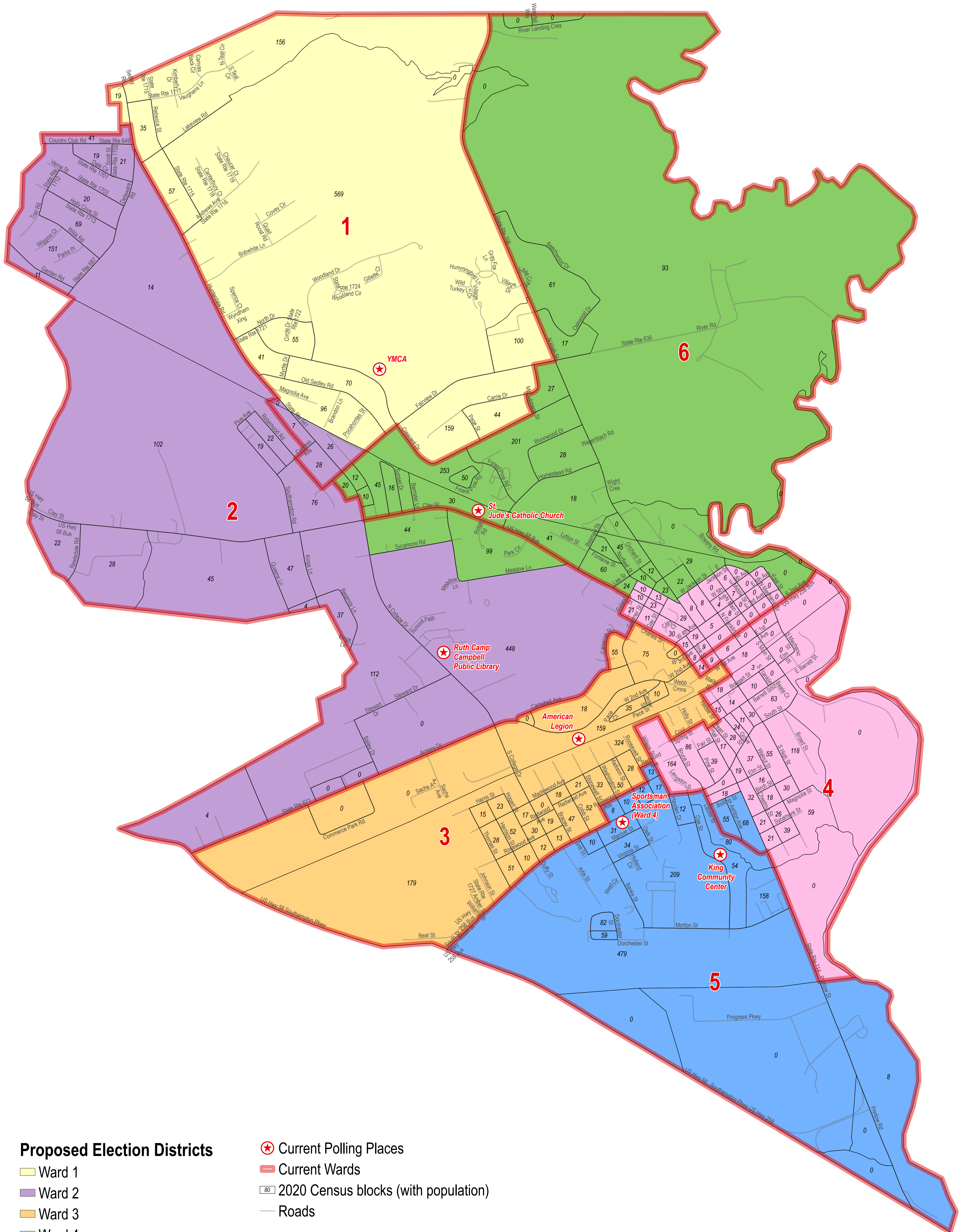
Proposed Election Districts

- Ward 1
- Ward 2
- Ward 3
- Ward 4
- Ward 5
- Ward 6

- ⊗ Current Polling Places
- Current Wards
- 2020 Census blocks (with population)
- Roads



Proposed Election Districts - Option B



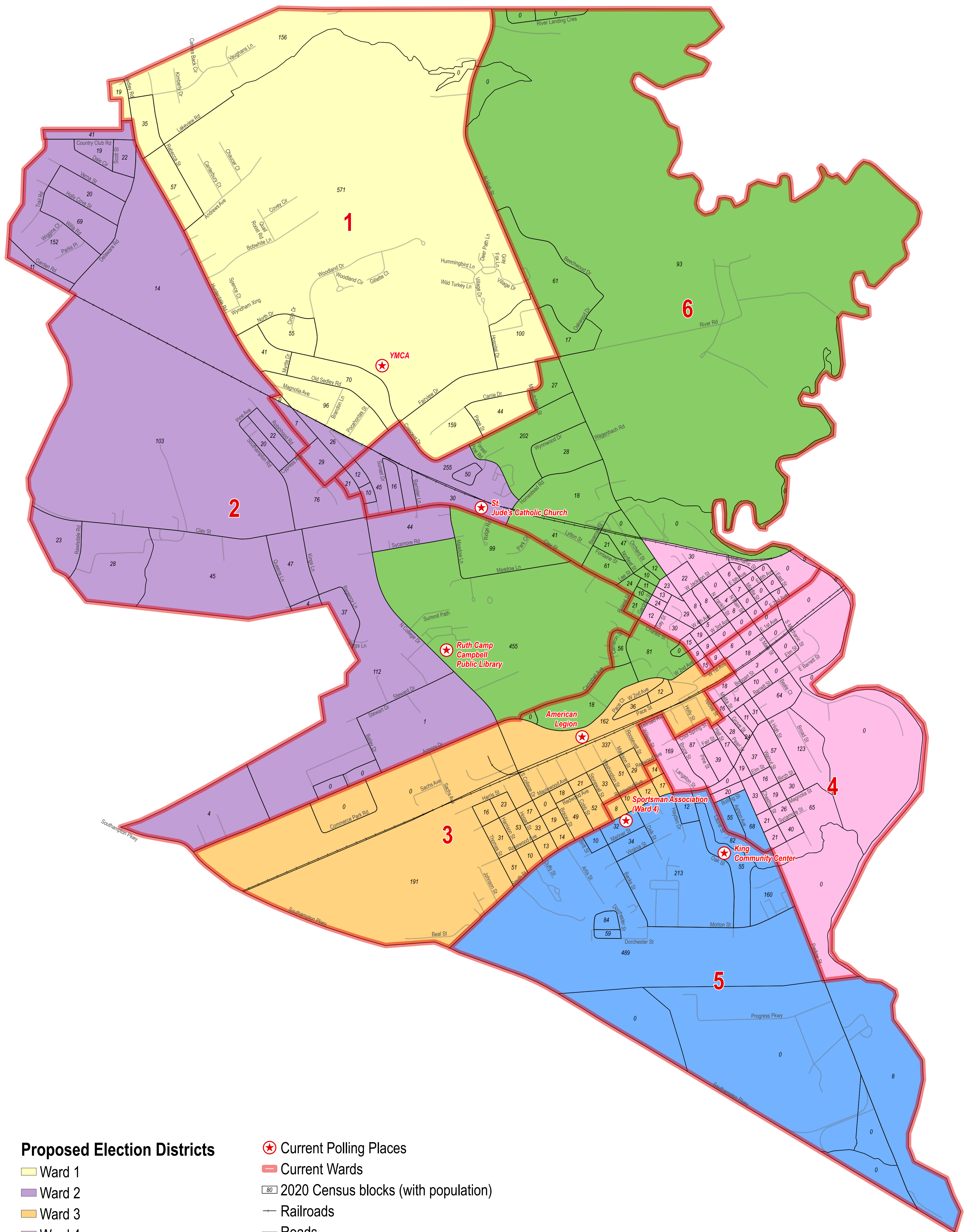
Proposed Election Districts

- Ward 1
- Ward 2
- Ward 3
- Ward 4
- Ward 5
- Ward 6

- ★ Current Polling Places
- Current Wards
- 2020 Census blocks (with population)
- Roads



Proposed Election Districts - Option C



Proposed Election Districts

- Ward 1
- Ward 2
- Ward 3
- Ward 4
- Ward 5
- Ward 6

- ⊗ Current Polling Places
- Current Wards
- 80 2020 Census blocks (with population)
- Railroads
- Roads



	Existing Districts			Option A			Option B			Option C		
	2020 Population*	Deviation from Goal	% Deviation from Goal	2020 Population*	Deviation from Goal	% Deviation from Goal	2020 Population*	Deviation from Goal	% Deviation from Goal	2020 Population*	Deviation from Goal	% Deviation from Goal
Ward 1	1,465	80	5.78%	1352	-33	-2.38%	1,403	18	1.30%	1,403	18	1.30%
Ward 2	1,468	83	5.99%	1382	-3	-0.22%	1,387	2	0.14%	1,415	30	2.17%
Ward 3	1,426	41	2.96%	1426	41	2.96%	1,426	41	2.96%	1,332	-53	-3.83%
Ward 4	1,214	-171	-12.35%	1377	-8	-0.58%	1,354	-31	-2.24%	1,387	2	0.14%
Ward 5	1,299	-86	-6.21%	1422	37	2.67%	1,422	37	2.67%	1,361	-24	-1.73%
Ward 6	1,439	54	3.90%	1352	-33	-2.38%	1,319	-66	-4.77%	1,413	28	2.02%

Goal = 1,385 per ward

* 2020 Census population totals adjusted to reflect home residences of incarcerated persons (VA Division of Legislative Services)

City of Franklin
2020 Redistricting Demographics

2010 Final Districts	Ward	Total 2010 Population	2010 White Pop	% White	2010 Black Pop	% Black	2010 Other Races Pop	% Other Races
	1	1,451	1,201	82.8%	186	12.8%	64	4.4%
	2	1,476	945	64.0%	426	28.9%	105	7.1%
	3	1,388	96	6.9%	1,257	90.6%	35	2.5%
	4	1,374	175	12.7%	1,169	85.1%	30	2.2%
	5	1,398	32	2.3%	1,328	95.0%	38	2.7%
	6	1,495	884	59.1%	501	33.5%	110	7.4%
TOTAL	8,582	3,333			4,867		382	

Current election district demographics with 2010 census data

2020 w/ Existing Districts	Ward	Total 2020 Population*	2020 White Pop	% White	2020 Black Pop	% Black	2020 Other Races Pop	% Other Races
	1	1,465	1,127	77.1	224	15.3	111	7.6%
	2	1,468	815	56.0	562	38.6	78	5.4%
	3	1,426	132	9.6	1,183	86.1	59	4.3%
	4	1,214	151	12.7	965	81.3	71	6.0%
	5	1,299	44	3.5	1,158	90.8	74	5.8%
	6	1,439	739	51.8	547	38.4	140	9.8%
TOTAL	8,311	3,008			4,639		533	

Option A	Ward	Total 2020 Population*	2020 White Pop	% White	2020 Black Pop	% Black	2020 Other Races Pop	% Other Races
	1	1,352	1,052	78.0%	194	14.4%	102	7.6%
	2	1,382	766	56.0%	531	38.8%	72	5.3%
	3	1,426	132	9.6%	1,183	86.1%	59	4.3%
	4	1,377	274	20.4%	941	70.0%	130	9.7%
	5	1,422	58	4.2%	1,265	90.4%	76	5.4%
	6	1,352	726	54.0%	525	39.0%	94	7.0%
TOTAL	8,311	3,008			4,639		533	

Option B	Ward	Total 2020 Population*	2020 White Pop	% White	2020 Black Pop	% Black	2020 Other Races Pop	% Other Races
	1	1,403	1,094	78.1%	203	14.5%	104	7.4%
	2	1,387	740	53.9%	551	40.1%	82	6.0%
	3	1,426	132	9.6%	1,183	86.1%	59	4.3%
	4	1,354	262	19.8%	938	71.0%	122	9.2%
	5	1,422	58	4.2%	1,265	90.4%	76	5.4%
	6	1,319	722	55.1%	499	38.1%	90	6.9%
TOTAL	8,311	3,008			4,639		533	

Option C	Ward	Total 2020 Population*	2020 White Pop	% White	2020 Black Pop	% Black	2020 Other Races Pop	% Other Races
	1	1,403	1,094	78.0%	203	14.5%	104	7.4%
	2	1,415	834	58.9%	465	32.9%	106	7.5%
	3	1,332	116	8.7%	1,115	83.7%	55	4.1%
	4	1,387	278	20.0%	942	68.0%	135	9.7%
	5	1,361	55	4.0%	1,216	89.4%	68	5.0%
	6	1,413	631	44.7%	698	49.4%	65	4.6%
TOTAL	8,311	3,008			4,639		533	

Proposed election district demographics with 2020 census data

*Total population adjusted for prison population by VA Div. of Legislative Services.

Population by race is not adjusted.



*Office of the City Manager
Amanda C. Jarratt*

April 21, 2022

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: Utility Billing Policies

Background

As a result of discussions at recent Council meetings attached are amendments to the City of Franklin billing policies. The changes include the following:

- Removal of the Cycle and Save participation requirement for those that utilize the budget billing option.
- A long term payment plan option in line with Dominion Virginia Power. This allows a balance to be paid over a 12 month period.
- The addition of a second extension to be used within a 12 month period.

Needed Action

Provide direction to staff on whether or not to proceed with the attached changes.



Utility Customer Service

207 West Second Avenue Franklin, VA 23851

BUDGET BILLING PAYMENT POLICY

PURPOSE

The purpose of the budget billing payment policy is to allow a residential and commercial customer to pay equal amounts for their utilities' services each month.

PROCEDURE

- Customers must be enrolled in the budget billing payment plan by July 1st of each year. The budget billing period is July 1st through June 30th. Open enrollment for the plan will begin May 1st of each year. Applications are available at the City's Utility Department and the City's website.
- The budget amount is based on the past 12 full months of actual bills for all utility services, divided by 12, then this amount will be your monthly budget bill amount for the next 11 months.
- The 12th month of the plan is considered a "true-up" month where by any outstanding utility liability or credit based on your actual use during the past 12 months will be due or credited on the 12th month's bill.
- Once the account is at zero balance, the budget billing payment plan will resume the following month with a newly calculated budget billing amount based on the most previous year's actual utility usage.
- If a customer wishes to cancel, written notice must be given one (1) month prior to effective date. In addition, the customer will have to pay any outstanding utility liability at date of termination. If a credit exists at the date of termination, the credit will be applied to the next month's utility bill.
- No other City payment arrangements related to utility bills will be available to budget billing payment plan customer.

ELIGIBILITY-ELECTRIC CUSTOMERS

The requirements set forth, in order that a customer may be placed on a budget billing payment plan for their utility service(s), are listed below.

- _____ Must have been on the City electrical service for one year at the current location;
- _____ Utilize SGS rated service and below;
- _____ Payment history must be current (no cut-offs and no more than two penalty notices in last 12 months)

ELIGIBILITY – NON-ELECTRIC CUSTOMERS

The requirements set forth, in order that a customer may be placed on a budget billing payment plan for their utility service(s), are listed below.

- ____ Must have been on the applicable City service for one (1) year at the current location; and
- ____ Payment history must be current (no cut-offs and no more than two (2) penalty notices in last 12 months)

FOR CITY USE ONLY

Name: _____

Address: _____

Acct# _____ Telephone # _____

12 Month Average Billing _____

BUDGET BILLING PAYMENT AMOUNT \$ _____

BUDGET BILLING PAYMENT PLAN YEAR _____

THE ELIGIBILITY REQUIREMENTS HAVE BEEN MET ____ YES ____ NO

_____ **NAME**

_____ **DATE**

_____ **APPROVED BY**

-
- NOTES



207 West Second Avenue
Franklin, Virginia 23851
757-562-8518
Fax: 757-516-8481

Administrative Policy - Utility Service
Terms and Conditions of Service

Revision Date: April 25, 2022

Application for Service	Deposits	Payments for Service
Discontinuance of Service	Reconnection of Services	Meter Tampering

I. APPLICATION FOR SERVICE

- 1) Application for service is made in writing at the Utility Services Office. Application must be made in person and picture identification must be presented before an application can be approved. A deposit is required on all new accounts unless a written statement reflecting good credit experience is received from a previous utility.

When a deposit is required, the regulations as outlined in Section II determine the amount of the deposit.

- 2) An application by an Applicant-tenant must reflect the full name(s), previous name(s) and aliases and social security number(s) of person(s) liable to property owner. The Applicant-tenant must present at time of application written evidence (lease) that permission has been granted by the owner to occupy the premises.
- 3) Services is denied when one of the conditions below applies:
 1. The Applicant has an outstanding balance owed from a previous utility account in the applicant’s name or spouse’s name.
 2. The Applicant is a prospective tenant but presents no written evidence that grants authority to occupy the property.
 3. The Applicant is unable to pay the required deposit or supply a letter of good credit standing from a utility company with whom they have maintained good credit.
- 4) **New Account Set-up Fee-** A setup fee is required for each utility service established electric, water & sewer, garbage). Reconnection services will be performed Monday to Friday during normal business hours. Request for services received after 2:00 p.m. may not be performed until the next business day.

II. DEPOSITS

Franklin City Code Section 8-16 authorizes Franklin Utility Billing to require a security deposit as a guarantee of payment for utility services to be used by a residential or business customers. The deposit covers potential losses resulting from a customer's failure to pay Utility bills.

A. When Are Deposits Required:

1. For all new Utility accounts unless the applicant for services supplies a letter of credit from their immediately preceding Utility supplier verifying that the customer met good payment requirements. Good payment record is defined as not having incurred penalties/late fees, returned check fees and not having services disconnected for non-payment during the most recent (12 months for residential and 36 months for commercial services).
2. On an existing account if services have been disconnected for non-payment of the utility account once in a twelve (12) month period.
3. From all customers whom have had two (2) checks returned for insufficient funds during the previous twelve (12) months.
4. From all customers, on whose premises the City's meter, wires or other apparatus have in any manner been tampered with or damaged in such a way as to prevent a meter from recording the amount of utility service supplied; the cash deposit shall be reasonable as to ensure payment for repairs in the event of future tampering or damage.

B. Deposits Amounts:

Residential – (See Attached Fee Schedule)

Basis for Deposit: The deposit is based on an average two (2) months of residential electric service.

Commercial – Deposit based on two (2) months' facilities estimated usage. When the customer can show that the circumstances have changed so that the consumption of electricity will be considerable more or less than the consumption of the most recent occupant, the Director of Finance or his/her designee shall establish a deposit for said facility utilizing information available.

Water & Sewer Customers Only – (See Attached Fee Schedule)

Basis for Deposit: The deposit is based on an average of two (2) months of residential water and sewer service.

All deposits must be made in the form of cash, debit card, credit card, money order certified check or surety bond and is due in full prior to connection of services.

C. Deposit Refunds:

1. Deposits will be refunded on active accounts, upon customer request, after five (5) years of good standing with the City (i.e. no disconnections or late fees).

2. For **inactive** accounts, when service is terminated by the Customer or the City, the Customer's deposit will be applied to any outstanding charges for utility service, for any damages to City equipment, or for **any other payment owed to the City (i.e. delinquent taxes)** after which the deposit or the credit balance thereof will be paid to the Customer. Deposits are returned at the address on file within 45 days after the account is finalized.

D. Transfer/Return of Deposits.

1. In the event services are transferred from one service location to another inside the City of Franklin, the deposit is transferred to the new location.
2. If services are transferred from a location outside the City (i.e. Southampton, Suffolk or Isle of Wight County), a new account is established and any deposit on the account from the old location will be applied towards any balance due on the account. Any credit balance remaining after the account is closed will be returned to the customer within 45 days. Any account balances due from the customer to the City from the old location will be combined with the first bill for services at the new location.

III. PAYMENTS FOR SERVICE

- A.** The City renders bills to the Customer during the first week of each month. Bills are due and payable upon presentation and become past due at the close of business on the 20th day of the month. The bill due date is shown on the bill and payment must be received by the 20th of the month to avoid a late penalty charge.
 - a) An administrative fee will be charged for duplicating or reprinting bills once they have been mailed.
 - b) Long term payment plans are available for residential and commercial customers. A long term payment plan will spread out the total balance up to twelve (12) months allowing you to pay a portion of your balance in addition to your current monthly charges. Failure to pay the amount agreed upon will break the arrangement and will prohibit a payment plan from being offered again for a period of twelve (12) months. The total amount of the past due balance will be due in full immediately.
- B.** A late payment charge of 1 ½ percent per month, but not less than \$2.00, is imposed on all past due balances on the City's books, on the 21st day of the month in addition to a late fee. If services are disconnected as a result of non-payment, a reconnection fee will be assessed.
- C.** Bills are payable at the Office of the Treasurer. Payments must be made without regard to any counterclaim. The following forms of payments are accepted: Cash, credit card, debit card, money order, check automatic bank draft. An after-hours secured drop box is also available.
- D.** The City reserves the right to apply any payments made by a Customer in whole or in part to any utility account due the City by the Customer.
- E. Return Check Fee.** The Customer is charged a service charge for each check received by the City upon which the City is initially unable to collect. Upon receipt of a bad check, the Treasurer reserves the right to refuse acceptance of personal checks for future services.

- F. Payments made as a condition of the reconnection of utility service are made at the Treasurer's Office in cash or by debit or credit card, money order, certified check or cashier's check. No personal checks will be accepted. Field representatives of the City are not permitted to accept payments.

IV. REQUEST FOR AN EXTENSION

A utility bill is payable when received and is past due after the due date. If not paid by the end of the month, an account is subject to disconnection. If a customer is unable to make payment by the end of the month, an extension may be requested by calling Utility Billing or by appearing in person to the Utility Billing Department. If calling, account verification is required. Requests for an extension must be made prior to the end of the month. An extension request is limited as follows:

- (1) **No more than one extension allowed during a six (6) month period for a total of two (2) per calendar year.**
- (2) **No extensions are granted on accounts more than 30 days past due or on terminated accounts.**
- (3) **No extension can be for more than 30 days.**

V. DISCONTINUANCE OF A UTILITY SERVICE

- A. The City reserves the right to discontinue a utility service to a Customer at any time without notice upon the occurrence of any one or more of the following events:
 - i) Whenever the City has reasonable cause to believe that the Customer is receiving a utility service without paying therefore, or its meters, wires, or other apparatus have in any manner been tampered with, damaged, or appear to be damaged, in such a way as to prevent the meter from recording the amount of utility service supplied to the Customer.
 - ii) Whenever, in the opinion of the City, the condition of the Customer's wiring, equipment, appliance or appurtenance is either unsafe or unsuitable for receiving utility service, or when the Customer's use of a utility service or equipment interferes with or may be detrimental to the supply of a utility service by the City to any other Customer.
 - iii) Where electricity is being furnished over a line which is not owned or leased by the City and such line, in the opinion of the City, is either not in a safe and suitable condition or is inadequate to receive electricity.
 - iv) Whenever the Customer has denied a City representative access to the City's meter, wires or other apparatus installed on the Customer's premises.
 - v) Whenever, in the opinion of the City, it is necessary to prevent fraud upon the City.
- B. The City reserves the right to discontinue furnishing a utility service to a Customer, after 10 days' notice by mail, upon the occurrence of either one or both of the following events:
 - 1. Nonpayment of past due bill, regardless of any amount of money on deposit with the City.
 - 2. Failure to comply with the City's ordinances, administrative policies or terms and conditions of any agreement governing the provision of utility service to Customers.
 - 3. Whenever requested or ordered to do so by a public authority having legal authority to do so.

- C. The City reserves the right to discontinue furnishing a utility service under any of the above conditions irrespective of any claims a Customer has pending against the City, or any amounts of money the Customer has on deposit with the City.
- D. Notice of discontinuance is considered given to a Customer when copy of such notice is posted in the U.S. mail addressed to the Customer's last post office address shown on the records of the City.
- E. Whenever the supply of a utility service is discontinued in accordance with this policy, the City is not liable for any damages, direct or indirect, that may result from such discontinuance.
- F. Utility service disconnections are made Monday through Thursday during normal business hours unless such a weekday precedes a City holiday.

VI. RECONNECTION OF A UTILITY SERVICE

- A. When a utility service is discontinued for any reasons stated in Section IV above, the City has a reasonable period of time in which to reconnect the Customer's service after the conditions causing discontinuance have been corrected.
- B. When a utility service is discontinued for nonpayment of a past due utility bill, **all amounts due at the time of payment** must be paid in full before a utility service is restored in addition to the reconnection fee. No personal checks will be accepted.
- C. When a utility service has been discontinued by the City at the request or order of any public authority having authority to do so (as prescribed in Section V-B-3), the Customer's service is not reconnected until authorization to do so has been obtained from said public authority.
- D. Hours of Reconnection & Fees:
 - 1. If services are reconnected Monday through Friday during the hours of 8:30 a.m. to 4:00 p.m. (except holidays), a standard reconnection fee will apply.
 - 2. If service is reconnected **Monday through Friday, after 4:00 p.m. until 8:00 p.m.** (except holidays), an after-hours service fee will apply *in addition to the standard reconnection fee*. **Field representatives of the City are not permitted to accept payments.**
 - 3. If utility service is disconnected for non-payment, the customer should be present at the service location in order to have services restored; a second trip charge will be assessed if any Utility Department makes two (2) trips out to the service location to reconnect services unless the customer signs a waiver of liability.

VII. METER TAMPERING

IT IS UNLAWFUL FOR ANY PERSON TO REMOVE, TAMPER WITH, OR DAMAGE ANY METER (WATER OR ELECTRIC), POLE, TRANSFORMER OR OTHER APPARATUS OR EQUIPMENT BELONGING TO OR USED BY THE CITY OF FRANKLIN IN CONNECTION WITH ITS UTILITY SYSTEMS AS DEFINED IN THE CODE OF VIRGINIA VIOLATORS CAN BE PROSECUTED WITH A FELONY OFFENSE.

When, in the City's opinion, its meter, wires or other apparatus have been tampered with or reconnected without authority in order to obtain utility service without paying therefore, the City will conduct an investigation to determine whether utility service was obtained improperly and, if so, the amount of same. If it is determined that utility service was obtained improperly, the City will only reconnect the utility service on the following conditions:

1. The Customer must pay all delinquent utility bills.
2. The Customer must pay to the City an amount estimated by the City to be sufficient to cover the utility service used but not recorded by a meter and not previously paid for.
3. The Customer must pay an investigation fee for the investigation of whether and how the Customer obtained utility service without payment therefore and the amount thereof;
4. The Customer must make or pay for any changes in wiring or equipment that the City feels necessary for the protection of its utility system.



UTILITY FEE SCHEDULE

FISCAL YEAR 2013-2014

Fees	Current	Adopted
New Account Installation-Electric	20.00 (administrative fee)	\$10.00
New Account Installation – Water & Sewer		\$10.00
New Account Installation – Refuse Collection		\$10.00
Deposit – Residential Gas Heat	\$200	\$450 (Gas or Electric)
Deposit – Residential Electric Heat	\$400	
Deposit – Commercial	Average 2 months of usage at facility	Average 2 months of usage at facility
Late Fee if Not Paid on the 20 th	\$50.00 (Cut off list)	\$15.00
Business Hours /Standard Reconnection Fee	\$50.00	\$75.00
After Hours Reconnection Fee	\$75.00	\$100.00 (\$75+\$25)
2 nd Trip Charge	\$0.00	\$50.00
Meter Tampering Investigation	\$100.00	\$250.00
Return Check Charge	\$35.00	\$35.00
Reprinting of Bill	\$0.00	\$5.00



*Office of the City Manager
Amanda C. Jarratt*

April 21, 2022

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: City Manager's Report

General Updates

- Heavy exterior demolition is now complete and interior demolition in the remaining parts of the structures is ongoing. Site work continues with storm sewer piping currently being installed. Interior framing and layout, rough-in electrical and rough-in plumbing will proceed in the 1960's addition over the next several weeks. The general contractor encountered a conflict with the primary electrical cable feeding the electrical transformer at the rear of the property, which serves both the Sheriff's Office/Jail and Courthouse. Dominion Energy is in the process of redesigning and relocating the primary, but because it conflicts with the new building foundation, the overall project schedule is being readjusted. Construction is currently 6 days behind schedule. At this writing, Southampton County has processed the contractor's first five pay applications and paid them roughly \$2.4 million thus far.
- City staff wishes to thank Franklin Fire and Rescue, the Franklin Police Department including the Communications Center, Virginia State Police, Hunterdale, Courtland, Carrsville Volunteer Fire Department, Isle of Wight County Department of Emergency Services, Courtland Volunteer Fire Department, Courtland Volunteer Rescue Squad, Bon Secours Southampton Medical Center Staff, Nightingale Air Ambulance, and LifeEvac Air Medical Transport for their assistance with the explosion at Berkley Court on Friday April 15th.

Community Events

- Franklin Cruise In Kick Off May 7th.
- Lumberjack Festival May 7th.