



**Franklin City Council Agenda  
June 13, 2022  
Council Chambers  
207 West Second Avenue  
Franklin, Virginia 23851**

**6:00 P.M.**

School Board Interviews

**7:00 P.M.**

**Regular Meeting**

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

**1. CONSENT AGENDA:**

A. Approval of May 23, 2022 meeting minutes

**2. FINANCIAL MATTERS**

- A. Budget Amendment 2022-21 and 2022-22
- B. Davenport Plan of Finance
- C. CDBG Public Hearing
  - a. Budget Amendment 2022-23
- D. City of Franklin Fee Schedule

**3. OLD/ NEW BUSINESS:**

- A. Personal Property Discussion
- B. Compensation Study Discussion
- C. Southampton County Courthouse Update
- D. City Manager's Report

**4. COUNCIL/STAFF REPORTS ON BOARDS/COMMISSIONS**

**5. CLOSED SESSION**

I move that the City of Franklin, Virginia City Council adjourn into a closed meeting pursuant to Virginia Code Section 2.2-3711-A-1, 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, HRPDC Community Advisory Committee, 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, 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 June 13, 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**

## MINUTES FROM THE MAY 23, 2022 REGULAR CITY COUNCIL MEETING

The Franklin City Council held a regular City Council meeting on May 23, 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; Bobby Cutchins, Vice Mayor; Councilman Linwood Johnson; Councilwoman Wynndolyn Copeland; Councilman Mark Kitchen; Councilman Ray Smith; Councilman Gregory McLemore

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

**Other Staff in Attendance:** Steve Patterson, Chief of Police; Vernie Francis, Direct of EMS; Dinah Babb, City Treasury; Selenia Boone, Commissioner of the Revenue; Sarah Rexrode, Director of Social Services; Zachary Wright, Director of Power & Light; Sammara Green-Bailey, Director of Parks & Recreation; Camara Jacobs, Director of Human Resources; Tracy Spence, Director of Finance; Chad Edwards, Director of Public Works; Gerry Griffith, Deputy Chief of EMS; Scott Halverson, Sargent of Police; Robert Porti, Deputy of Police; Leslie Pearce, Administrative Assistant Emergency Services

### **Call to Order**

Mayor Frank Rabil called the May 23, 2022 City Council meeting to order at 7:00 PM

### **Citizen's Time**

**Ms. Wydia Bailey of Franklin, Virginia,** came to nominate individuals for the School Board.

**Mayor Frank Rabil stated that the public hearing for nominations is to follow.**

### **Amendments to the Agenda**

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

Councilman Gregory McLemore asked to amend the agenda during closed session for personnel issues.

Mayor Frank Rabil stated that if there is a personnel issues, as discussed previously, there is only one employee.

Councilman Gregory McLemore stated that several members of the Council have questions. Councilman McLemore recognizes the information given from the representative from Virginia Municipal League, the Council would like to know what is going on, and Council deserves to know.

Mayor Frank Rabil stated if it regards personnel matters, it must be done during closed sessions.

**Councilman Gregory McLemore made a motion to amend the agenda to discuss personnel matters with a second from Councilman Linwood Johnson.**

Councilman Ray Smith stated unless it applies to the City Manager or City Attorney there is no need for discussion for personnel matter. The Council has no jurisdiction regarding personnel.

Mayor Frank Rabil stated the only discussion that he has is as Council has agreed that if someone wanted to put something on the agenda, it is done before the Council meeting.

**Mayor Frank Rabil commenced roll call**

**The motion carried the vote 4-3**

**The vote was as follows:**

<b>Councilman Linwood Johnson</b>	<b>Aye</b>
<b>Councilwoman Wynndolyn Copeland</b>	<b>Aye</b>
<b>Councilman Mark Kitchen</b>	<b>Aye</b>
<b>Councilman Ray Smith</b>	<b>Nay</b>
<b>Councilman Gregory McLemore</b>	<b>Aye</b>
<b>Mayor Frank Rabil</b>	<b>Nay</b>
<b>Vice Mayor Bobby Cutchins</b>	<b>Nay</b>

**Mayor Frank Rabil stated the motion carried.**

### **Consent Agenda**

#### **Introduction of New Employees**

City Manager Amanda Jarratt asked Ms. Haleigh Pinto to come forward.

City Manager Amanda Jarratt stated that Ms. Haleigh Pinto has recently joined the City of Franklin as the Administrative Assistant in City Administration suite. Ms. Pinto has grown up in the Holland area of Suffolk, she has been destined to serve her community since the age of 13 when Ms. Pinto first joined the Carrsville Volunteer Fire Department. Ms. Pinto has an extensive range of Administrative and Customer Service experience and plans to continue her education in Applied Science in Technology. Ms. Pinto has been very resourceful, managing multiple task and has hit the ground running from day one, with a strong attention to detail and looks forward to serving the residents and employees of the City of Franklin. Ms. Pinto has been a wonderful addition to the team, it is great to be fully staffed, Ms. A'Risha Jones, Executive Assistant and Ms. Camara Jacobs, Director of Human Resources are very thankful and thrilled to have Ms. Pinto on the team.

Mayor Frank Rabil stated welcome to the team, it is wonderful to have you board.

#### **Star Performer Awards**

City Manager Amanda Jarratt asked Steve Patterson, Chief of Police to come forward to recognize his Star Performers.

Chief Steve Patterson stated that one of the four Star Performers could not attend this evening due to training, the City of Franklin Police department would like to recognize this group of employees, Sgt. Scott Halverson, Sgt. Ian Isdanavage, Cpl. Robert Brown, III, and Deputy Chief Robert Porti. After recognizing a need for a second boat, the staff worked together to locate a 25 foot Boston Whaler Guardian with trailer. The department is ecstatic to have these gentlemen apart of the team, they have done a lot of work to help the department to save money, using their expertise and resources to get things done.

Mayor Frank Rabil stated that the City is grateful for these gentlemen to be a part of such a great team. There was a question earlier of why there were this many officers in attendance, and we certainly have our answer. Thank you for what you are doing, not just for this recognition but everything that you do. Thank you for your services.

**Approval of May 9, 2022 Minutes from Regular City Council Meeting**

Mayor Frank Rabil asked if there were any additions or corrections to the minutes from the May 9, 2022 regular City Council meeting.

**Mayor Frank Rabil entertained a motion to approve the minutes from the May 9, 2022 regular City Council meeting minutes. Councilwoman Wynndolyn Copeland made a motion to approve the May 9, 2022 regular City Council meeting minutes with a second from Council Mark Kitchen.**

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

**The vote was as follows:**

<b>Councilman Linwood Johnson</b>	<b>Aye</b>
<b>Councilwoman Wynndolyn Copeland</b>	<b>Aye</b>
<b>Councilman Mark Kitchen</b>	<b>Aye</b>
<b>Councilman Ray Smith</b>	<b>Aye</b>
<b>Councilman Gregory McLemore</b>	<b>Aye</b>
<b>Mayor Frank Rabil</b>	<b>Aye</b>
<b>Vice Mayor Bobby Cutchins</b>	<b>Aye</b>

**Mayor Frank Rabil stated the motion carried unanimously.**

**Resolution Recognizing the Retirement of Leslie Pearce #2022-13 (Read by Mayor Frank Rabil)**

City Manager Amanda Jarratt stated that she has known Ms. Pearce for years and she has been such a joy to the City of Franklin and doubt that anyone would find that the long tenure employees don't have something special to say regarding Ms. Pearce. The Resolution does not come close to capturing all that Ms. Pearce has done for the City. As the resolution states, Ms. Pearce has worked through many catastrophic and joyous events that she has been a part of. To say that she has a hand on numerous employees and man hours is an understatement. Ms. Pearce will be dearly missed and wish her nothing but the best in her retirement, which is well deserved. Not only is Ms. Pearce service to the City outstanding, but also her deserts, there has not been a City event that did not include some special treat or desert made by Ms. Pearce.

Mayor Frank Rabil stated that is truly an honor to read Resolution #2022-13.



**Resolution #2022- 13**

**Resolution of Appreciation to**

**Leslie S. Pearce**

**WHEREAS**, The City of Franklin would like to recognize the retirement of Leslie S. Pearce, who has served the City of Franklin for twenty-seven years; and

**WHEREAS**, Leslie S. Pearce served as a true Ambassador for the City of Franklin in the various roles she served in during her employment with the City of Franklin; and

**WHEREAS**, Leslie S. Pearce was instrumental in the success of the Local Emergency Planning Committee while coordinating meeting schedules, locations, and serving as the committee secretary; and

**WHEREAS**, Leslie S. Pearce planned and executed numerous blood drives giving local citizens an opportunity to donate a vital gift of love; and

**WHEREAS**, Leslie S. Pearce coordinated numerous fire prevention activities for the local schools in an effort to educate the vulnerable age groups of the hazards of fires and the importance of fire safety; and

**WHEREAS**, Leslie S. Pearce served in the Emergency Operations Center when activated during Hurricanes Floyd, Isabel, Irene, and the 2006 flood. She has played a vital role in the documentation and submission of storm related losses subsequently resulting in the reimbursement of millions of dollars; and

**WHEREAS**, Leslie S. Pearce assisted with the preparation, submission and award management of numerous Department of Homeland Security, VA Office of EMS, SAFER, and AFG grants leading to the successful award of millions in funding to help with the financial support of the Fire, EMS, and Emergency Management activities of the City of Franklin; and

**WHEREAS**, Leslie S. Pearce has been a contributing member of the ISO re-evaluation team. That organized records and prepared requested documents from ISO. Which resulted in the improvement of the City's ISO rating from a 6/9 to a 3/3; and

**WHEREAS**, Leslie S. Pearce played a key role in the City of Franklin's research and implementation of contract EMS billing and electronic EMS reporting software, which has resulted in millions of dollars of revenue recovered for billable EMS services provided; and

**WHEREAS**, Leslie S. Pearce served a pivotal role for the Fire Department to expand its EMS services throughout Southampton County; now

**THEREFORE, BE IT RESOLVED**, the Franklin City Council Honors the Exceptional Service of Leslie S. Pearce; and

**BE IT FURTHER RESOLVED**, that a copy of this Resolution be spread upon the minutes of this meeting of the Franklin City Council as visible evidence of the high esteem in which this Council and the citizens of the City of Franklin hold Leslie Pearce, thereby forever preserving and recording its gratitude

Signed this 23<sup>rd</sup> day of May 2022

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Frank Rabil, Mayor  
City of Franklin, Virginia

**Mayor Frank Rabil entertained a motion to approve the Recognition of Retirement of Leslie Pearce Resolution #2022-10. Councilwoman Wynndolyn Copeland made a motion to approve the Recognition of Retirement of Leslie Pearce Resolution #2022-10 with a second from Councilman Mark Kitchen.**

The motion carried the vote 7-0

The vote was as follows:

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

Mayor Frank Rabil stated that the motion carried unanimously.

Resolution in Honor of EMS Week #2022-14 (Read by Councilman Mark Kitchen)



EMS Week

May 15-21, 2022

Resolution #2022-14

**WHEREAS**, Emergency Medical Services is a vital public service; and

**WHEREAS**, the members of Emergency Medical Services teams are ready to provide lifesaving care to those in need 24 hours a day, seven days a week; and

**WHEREAS**, access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and

**WHEREAS**, Emergency Medical Services has grown to fill a gap by providing important, out of hospital care, including preventative medicine, follow-up care, and access to telemedicine; and

**WHEREAS**, the Emergency Medical Services system consists of first responders, Emergency Medical Technicians, Paramedics, Emergency Medical Dispatchers, Firefighters, Police Officers, Educators, Administrators, pre-hospital Nurses, Emergency Nurses, Emergency Physicians, trained members of the public, and other out of hospital medical care providers; and

**WHEREAS**, the members of Emergency Medical Services teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills; and

**WHEREAS**, it is appropriate to recognize the value and the accomplishments of Emergency Medical Services providers by designating Emergency Medical Services Week; now

**THEREFORE**, I, Frank Rabil, Mayor of the City of Franklin, Virginia in recognition of this event do hereby proclaim the week of May 15-21, 2022, as Emergency Medical Services week.

MINUTES FROM THE MAY 23, 2022 REGULAR CITY COUNCIL MEETING

Signed this 23<sup>rd</sup> day of May 2022

Frank Rabil, Mayor  
City of Franklin, Virginia

Mayor Frank Rabil entertained a motion to approve the Resolution in Honor of EMS Week #2022-14. Councilman Linwood Johnson made a motion to approve the Resolution in Honor of EMS Week #2022-14 with a second from Councilman Gregory McLemore.

The motion carried the vote 7-0

The vote was as follows:

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

Mayor Frank Rabil stated that the motion carried unanimously.

Mayor Frank Rabil stated that the City and the Council are very grateful for all the work the City EMS team do.

Resolution in Honor of Public Works Week #2022-15 (Read by Councilman Mark Kitchen)



**National Public Works Week Proclamation**  
**May 15–21, 2022**  
**Resolution #2022-15**

**WHEREAS**, Public Works Professionals focus on infrastructure, facilities, emergency management, and services that are of vital importance to sustainable and resilient communities and the public health, high quality of life, and well-being of the people of the City of Franklin, Virginia; and,

**WHEREAS**, these infrastructures, facilities, and services could not be provided without the dedicated efforts of Public Works Professionals, who are federally mandated first responders, and the engineers, managers, and employees at all levels of government and the private sector, who are responsible for rebuilding, improving, and protecting our nation’s transportation,



MINUTES FROM THE MAY 23, 2022 REGULAR CITY COUNCIL MEETING

water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,

**WHEREAS**, it is in the public interest for the citizens, civic leaders, and children in the City of Franklin, Virginia to gain knowledge and maintain ongoing interest and understanding of the importance of Public Works first responders and Public Works programs in their respective communities; and,

**WHEREAS**, the year 2022 marks the 62<sup>nd</sup> annual National Public Works Week sponsored by the American Public Works Association, be it now,

**THEREFORE**, I, Frank Rabil, Mayor of the City of Franklin, Virginia, do hereby designate the week May 15–21, 2022, as National Public Works Week; I urge all citizens to join with representatives of the American Public Works Association and government agencies in activities, events, and ceremonies designed to pay tribute to our Public Works Professionals, engineers, managers, and employees and to recognize the substantial contributions they make to protecting our national health, safety, and quality of life.

Signed this 23<sup>rd</sup> day of May 2022.

\_\_\_\_\_  
Frank Rabil, Mayor  
City of Franklin, Virginia

**Councilman Mark Kitchen stated under the direction of Mr. Chad Edwards, Director of Public Works, this is a hard working group and men and women, many times they have been working in the area, in 90 degree weather, will try to offer them Gatorade or water, and they will turn that down and state they are just happy to be of service, much appreciation to Mr. Chad Edwards and his team.**

**Mayor Frank Rabil stated how fortunate the City is to have dedicated employees to provide the services they provide to the City, it is much appreciated.**

**Mayor Frank Rabil entertained a motion to approve the Resolution in Honor of Public Works Week #2022-15. Councilwoman Wynndolyn Copeland made a motion to approve the Resolution in Honor of Public Works Week #2022-15 with a second from Councilman Linwood Johnson.**

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

**The vote was as follows:**

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

**Mayor Frank Rabil stated that the motion carried unanimously.**

**Old/New Business**

**Public Hearing Ward 2 and Ward 5 Franklin City School Board Nominations**

City Manager Amanda Jarratt stated the appointments for Ward 2 and Ward 5 of the Franklin City Public School Board, expires on June 30, 2022, the Public Hearing for tonight hearing was properly advertised in the Tidewater News per the State Code, no individual can be considered for the School Board unless they are nominated during the Public Hearing. Nominees do not have to be present, however, their name should be put forward during the Public Hearing. Council will conduct the Public hearing and then provide guidance to staff on whether Council would like to conduct interviews. Appointments would ideally be made before the expiring term, if not those individuals currently sitting now will remain in place until someone selected to fill their seat.

**Mayor Frank Rabil asked if anyone had questions.**

**No questions at this time.**

**Mayor Frank Rabil opened the Public Hearing for Ward 2 and Ward 5 Franklin City School Board Nomination**

**Mr. Bob Holt of 117 Hummingbird Lane, Franklin, Virginia,** would like to nominate Ms. Arwen Council for Ward 2 seat on the Franklin City School Board. Ms. Council currently has two sons enrolled in Franklin High School, she has taught at Franklin High School in the past (12 years of experience teaching). Ms. Council volunteers on numerous projects, she currently holds a Bachelors of Arts as well as a Law degree. Ms. Council has served on the board of the Franklin City Parks and Recreation, she speaks 5 languages. We strongly support the nomination of Ms. Council for Ward 2 seat.

**Ms. Wydia Bailey of Franklin, Virginia,** would like to nominate Dr. Scott for Ward 2 and Ms. Lockette Myrick for Ward 5.

**Ms. Brenda Peterson of Ward 2, Franklin, Virginia,** would like to nominate Dr. Scott for Ward 2 seat on the Franklin City School Board. Dr. Scott is an esteemed educator as well as served his country in the Air Force. Dr. Scott has worked at the Pentagon, serving all across the world. He is well traveled, the only place not visited is the country of Brazil. Dr. Scott speaks 4 languages, very gifted and talented. Dr. Scott would be an outstanding candidate to consider for the School Board, he has amazing ideas on how to work with students and special education students. This being a passion of his, being he has a special needs student of his own.

**Ms. Pearlie Banks of 336 Robinhood Road, Franklin, Virginia,** would like to nominate Dr. Scott for Ward 2, as well as nominate Lockette Myrick for Ward 5. Ms. Myrick currently has two Associates, one in Corrections with the other in Police. Ms. Myrick has a Bachelor of Science in Administration, a Masters in Adult Education and is currently getting her Doctorate in Christian Counseling (accepting in June). Ms. Myrick has a private business called Push and Pass, she is much innovated, attending the public school system in the City of Franklin. What is admired most about Ms. Myrick is that she was able to pull herself up from humble beginnings. Councilman Mark Kitchens knows Ms. Myrick and she credits him for helping her to stay out of trouble. She has become a great asset to this community and highly recommends her.

**Ms. Audrey of 507 Vaughans Lane, Franklin, Virginia,** would like to nominate Dr. Scott for Ward 2 and Ms. Lockette Myrick for Ward 5. They would be an asset to the Franklin City Schools Board.

**Mr. Alvin Harris of 1100 North High Street, Franklin, Virginia**, stated that it is very interesting to see an individual, we have traits that are fueled by hard work, and ethnic, we have a young lady who resides and works in Franklin, her grandparents lived in Franklin, her mother attended the Franklin City School systems, joined the military. Her mother would always tell me about her great daughter. Growing up this person exemplified hard work in the classroom and outside the classroom. She graduated first in her high school class, went to Old Dominion University, and was interested in the healthcare field. After graduating from Old Dominion with her first degree, while attending for her second degree, became the dorm resident assistant. She then went to East Virginia Medical School to pursue a degree in Public Health. She has since moved back to the City of Franklin working with the Franklin Health Department. Her name is Ms. Brittany Powell, she has a resume that is extensive and wonderful. Ms. Powell may have something to offer the City of Franklin School system. Mr. Harris nominates Ms. Brittany for Ward 5.

**Ms. Amy Phillips of 108 Robinhood Road, Franklin, Virginia**, would like to nominate Arwen Council for Ward 2. One of the things being on the School Board that Ms. Phillips has come to know is that a good mix of individuals on the board with various backgrounds, is very essential to being able to function. It helps the board to see things from different perspectives and different light. It also helps when you have parents on the School Board because those that actively engaged within the division, don't just look at it from the perspective of the community, they look at it from the perspective of the children. And that is what the School Board is there to do, serve the children of the community. With Ms. Phillips leaving the board that leaves one person serving that has children in the division currently. Ms. Council as you have heard has an extensive background, very educated, has worked in education previously, which is an asset, she is a degreed attorney, which brings another level to the Board.

**Mayor Frank Rabil asked if there were any other nominations for the Franklin City School board for Ward 2 or Ward 5.**

Mayor Frank Rabil stated much thanks for those that are willing to serve. Resumes will be needed from everyone nominated and given to City Manager Amanda Jarratt as soon as possible. Also, Council needs to look at interview schedules dates.

**Mayor Frank Rabil declared the Public Hearing closed being there are no other nominations.**

#### **School Roof Project Update**

City Manager Amanda Jarratt stated there was a joint work session in December and during that time the budget was discussed and in addition, several important Capital improvements that needed to be made within the school system. A Capital improvement plan was put for the Franklin City Schools. The most time sensitive Capital improvement project they have planned is the roof replacement at Franklin High School and S.P. Morton Elementary. There are pictures including in the agenda package showing the roof. The issue with the roof replacement is that it is now causing structural damage to the facilities. It is important that the Council protect the asset for years to come. Some areas of the roof are causing decaying and it is becoming a time sensitive issue.

City Manager Amanda Jarratt stated that conversations have been had between the Superintendent and herself, the goal is to move forward with conversations with the financial advisors. There is the upcoming borrowing that needs to incur for the City of Franklin Courthouse project, the Armory project.

We would like to start and include the approximate \$2 million for the roof replacement for both schools. The other situation that will have to incur regarding the roof replacement is the timing of instructional time, the goal would be to have the project done as to not negatively impact the students attending school, as well as not waiting too long that it causes other issues.

Mayor Frank Rabil stated that it is considered priority one of the school Capital improvement projects. Councilman Mark Kitchen wanted to know the age of the roof. Ms. Amy Phillips, Ward 2 Franklin City School Board stated that she would need to double check, estimate over 15 years, the roof is past warranty date.

Councilman Ray Smith stated that the estimate should have the cost by the square foot. City Manager Amanda Jarratt stated that moving forward on the borrowing and the strategy of this, is one portion of it and secondly, the school system would have to procure the construction of the project. Ms. Amy Phillips stated that an estimate was given to the School Board, it was two years ago, and the estimate at that time was \$400,000 per roof. There was another estimate done recently, that is where the \$900,000 estimate has come in.

City Manager Amanda Jarratt stated that what will happen now is the conversation with Davenport and have them come to a future meeting more than likely sooner than later. There is an opportunity that would be discussed with the Superintendent about the different avenues of borrowing for schools.

Councilman Linwood Johnson wanted clarification on the number of schools needed the roof repair. City Manager Amanda Jarratt confirmed that it is only the two schools needing the roof repair.

**No action was taken at this time.**

#### **HOME Loan Forgiveness**

City Manager Amanda Jarratt stated that the City is associated with a HOME Consortium, which includes the City of Franklin, City of Suffolk, Isle of Wight County, and Southampton County. This is a source of federal funding that allocated to each locality, which is typically used for new home construction, most recently the funds were utilized to construct a home at 206 Cobb Street. During the pandemic, the Department of Housing and Community Developments suspended the minimum payments for those individuals who were recipients of the DHCD funds.

City Manager Amanda Jarratt stated that the minimum payments were suspended due to the pandemic and remained suspended. What was not done by this action from the DHCD was the suspension of the minimum payment of those that were recipients of HOME funds. This is a recommendation from City staff to bring forward for Council consideration, that we treat those individuals that are HOME funds recipients the same way.

City Manager Amanda Jarratt stated the overall financial value comes to about \$2,500 and would impact 25 residents, the City staff recommendation is to again treat those individuals the DHCD CDBG recipients are being treated, and the Council suspends that minimum payment.

City Manager Amanda Jarratt stated that it is typed the way the DHCD language has it typed that the City apply the loan forgiveness policy to the HOME program, this ensure consistency, should anything change with DHCD, it will be presented back to Council. It is the \$25 minimum payment, which can be made at the local level.

Councilman Gregory McLemore stated that if it had not already been decided for the CDBG grants, he would have recused due to receiving one. Just make sure there is no conflict of interest.

**Councilman Gregory McLemore made a motion to approve the HOME loan forgiveness with a second from Councilman Mark Kitchen.**

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

**The vote was as follows:**

<b>Councilman Linwood Johnson</b>	<b>Aye</b>
<b>Councilwoman Wynndolyn Copeland</b>	<b>Aye</b>
<b>Councilman Mark Kitchen</b>	<b>Aye</b>
<b>Councilman Ray Smith</b>	<b>Aye</b>
<b>Councilman Gregory McLemore</b>	<b>Aye</b>
<b>Mayor Frank Rabil</b>	<b>Aye</b>
<b>Vice Mayor Bobby Cutchins</b>	<b>Aye</b>

**Mayor Frank Rabil stated that the motion carried unanimously.**

#### **Personnel Policy 202 Pay Administration**

City Manager Amanda Jarratt stated that as the Council is aware Human Resources is now working through a number of chapters of the City of Franklin Personnel Policy, the Compensation Study and again change in staff has put in a delay on that. This issue has been recognized over the past few years. We would like to make a correction and amendment to section 202 Personnel Policy Manual, the Pay Administration, currently if the City of Franklin grants a raise, currently those employees that are in a probationary period, which is a twelve month probationary period, aren't eligible to receive that raise. In some cases, that may make sense, due to the current market the City is in and with the disparity with pay, the City would like to amend the policy as follows:

*Annual salaries increases are depended upon availability of funding and employee performance. In special circumstances, employee salary adjustments and meritorious service may be increase in less than a year, on occasion, to address internal salary compression, external pressure in high demand areas, and/or retention issues per City Manager's approval.*

City Manager Amanda Jarratt stated that this year, the City recommend to grant both the 3% COLA and 2% merit increase for those employees that have worked for the City less than twelve months. The wording of the policy now, the employees currently on probationary period would only receive the 3% COLA adjustment and would not receive the 2% merit raise. They would have to wait the complete twelve months. The City staff is trying to correct an issues that was discussed with pay disparity, and would like to move forward with issuing the full 5% to all the employees, whether they've been with the City for the twelve month period or not.

City Manager Amanda Jarratt stated that this does not mean the City will always do this, but this would allow the City to make that change. Ms. Camara Jacobs, Director of Human Resources stated that the current policy actually states COLA and merit, so the current employees would not get either.

**Mayor Frank Rabil asked if there are currently any questions or desired action.**

Councilwoman Wynndolyn Copeland asked about the twelve months, before the employees were not allowed raises if on probationary period. City Manager Amanda Jarratt stated yes, the way the policy reads, if the employee has not worked for the City a full twelve months, the employee would not receive any raise. The raises that were just approved, if an employee has been with the City seven months, that person would not receive until they hit that twelve month mark. This policy would allow the City to give them that effective July 1<sup>st</sup>.

Councilman Linwood Johnson asked if this would be one time or continuous. City Manager Amanda Jarratt specified that it would allow the City to treat on a case by case bases, if the current financial state of the City doesn't allow this to happen, then we would stick with the twelve months, but this allows the City to make the change for recruitment and retention purposes.

**Councilman Gregory McLemore made a motion to approve the Personnel Policy 202 Pay Administration with a second from Councilwoman Wynndolyn Copeland.**

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

**The vote was as follows:**

<b>Councilman Linwood Johnson</b>	<b>Aye</b>
<b>Councilwoman Wynndolyn Copeland</b>	<b>Aye</b>
<b>Councilman Mark Kitchen</b>	<b>Aye</b>
<b>Councilman Ray Smith</b>	<b>Aye</b>
<b>Councilman Gregory McLemore</b>	<b>Aye</b>
<b>Mayor Frank Rabil</b>	<b>Aye</b>
<b>Vice Mayor Bobby Cutchins</b>	<b>Aye</b>

**Mayor Frank Rabil stated that the motion carried unanimously.**

#### **ICMA Code of Ethics**

City Manager Amanda Jarratt indicated this was a Council request to place this on the agenda. There was a previous work session discussing code of ethics. Guidance was taken from the ICMA Code of Ethics as well as looked at Code of Ethics adopted by other localities around the City of Franklin. It is widely done to adopt a Code of Ethics, some Councils do it during the organizational meetings, and some do it once every calendar year. This is just a draft and for discussion purposes, again staff was asked to put this on the agenda, material was pulled from various resource material. There are different ways to approach it, some adopt a broad Code of Ethics, and it is certainly up for Councils' approval.

City Manager Amanda Jarratt specified this is a starting point for discussion purposes. What is shown is referenced from the ICMA which is the International City/County Managers Association, their Code of Ethics which is the bases for this. Staff is seeking Council direction on where to proceed.

**Mayor Frank Rabil asked is there any questions or discussion.**

Councilman Mark Kitchen indicated that he brought it up to City Manager Amanda Jarratt's attention following the workshop, some members felt it unnecessary. Councilman Kitchen believes that it is important that Council sign a Code of Ethics, to ensure that members treat each other with respect, this is what the citizens see. The Virginia Municipal League (VML) came and spoke to Council during a work session about four weeks ago, and felt it was a good idea.

Councilman Linwood Johnson declared this Code of Ethics as given is against the first amendment and unconstitutional. Councilman Johnson would like to see something better than what was given. Councilman Johnson feels that the people don't need to be censured, essentially it would not do anything but cause public havoc. Ultimately, Councilman Johnson stated that everyone is working to bring the City together and work in peace and harmony, not cause conflict. We should treat everyone like human beings and respect one another, we shouldn't need something on paper.

Councilman Gregory McLemore stated that after being on Council for quite some time, there have been a number of things seen, in the midst of reading a book labeled the 1619 Project, it is amazing how many things the Commonwealth made laws that were directly specifically at certain individuals.

Mayor Frank Rabil reminded Council, this is being presented as a draft, in order to have a starting point. It is not intended to get Council to sign, City Manager Amanda Jarratt was tasked to present a draft to Council, and that is what she accomplished. It is important for Council to work together to draft something together. Councilman Mark Kitchen acknowledged this draft was presented to Council prior to this meeting in the City Manager updates.

Mayor Frank Rabil stated that there can be work sessions and see how Council will vote, not every point needs to be unanimously, everyone has a right to either sign or not. This is not an intent to shut anyone down or penalize anyone for anything.

Vice-Mayor Bobby Cutchins stated that the Council should be able to have their meetings and conclude those meetings in open and closed sessions with respect.

Mayor Frank Rabil addressed City Manager Amanda Jarratt stating that there needs to be a work session scheduled to discuss the Code of Ethics further. City Manager Amanda Jarratt stated it can be scheduled for the second June City Council meeting.

Vice-Mayor Bobby Cutchins stated that he agrees with Councilman Linwood Johnson to a point, however, it is an agreement that Council would be able to come together if something was to arise.

**No action taken at this time.**

### **City Manager Report**

General Update:



- Staff continues to work with the owners and Management Company of Berkley Court Apartment complex to resolve the remaining outstanding issues related to the recent explosion.
- Staff continues to work on the Laurel Street pre-contract activities for the CDBG grant.

Community Events:

- Independence Day Celebration June 29, 2022
- National Night Out August

City Manager Amanda Jarratt indicated after communication with the owners of the Berkley Court Apartments, the electrical contractor has filled for the business license and applied for permits for the electrical portion of the work that needs to be done. The mechanical contractor anticipates coming in for permits Tuesday, May 24<sup>th</sup>, anticipation of starting the work Wednesday, May 25<sup>th</sup> for the electrical. There will be a dumpster on site as well as a storage unit, this is for construction debris that will be removed from the apartments impacted by the construction. They are trying to tackle the apartments that have individuals staying in hotels and children first in order to have them back in their apartments sooner than later.

City Manager Amanda Jarratt stated the final CDBG grant contract for Laurel Street, the project sign will be going up soon. The committee met this past week, the contract was received from Kimberly-Horn for the engineering work and housing rehab specialist. Ms. Sarah Rexrode, Director of Social Services met with City Manager Amanda Jarratt regarding some emergency CBDG funds that are available for rent assistance and utilities assistance. More information will be coming soon about that, the funds are available for the City of Suffolk, City of Franklin, Isle of Wight County, and Southampton County.

Councilman Gregory McLemore stated that he requested an upcoming meeting with the Berkley management and the City, due to a portion of the Berkley being a part of his ward. City Manager Amanda Jarratt stated that there has been open communication, there has been a request made on the Council behalf to have a meeting for the residents. The management teams do feel that they have information for the Council to meet with, they wanted to get the construction portion started.

Councilman Gregory McLemore wanted to know if the infrastructure from the pole to the facility has been addressed. City Manager Amanda Jarratt stated the Bay Electric is the electrician hired to conduct the work, they are currently applying of all of the permits as well as conducting the analysis required to ensure the safe transition from hot water heaters that run on propane to now electric.

Councilman Linwood Johnson addressed the management company of Bruce Street housing, for the past two-three months, the light is not working, putting residents driving through the parking lots in danger of being attacked and robbed. City Manager Amanda Jarratt stated that she will follow up with Ms. Beverly Walkup, Interim Director of Community Development regarding the citations on those.

Councilman Gregory McLemore addressed the update on the use of the mobile showers with the monetarization after each use. City Manager Amanda Jarratt affirmed the monitoring and sanitation process of the mobile showers, stating that the use is limited.

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

Councilman Linwood Johnson stated that Hampton Roads Workforce Council is still working on advertising back to work programs, anyone that has a CDL license can get hired on quickly.



Councilman Mark Kitchen stated there is a vacancy coming up on the Redevelopment Housing Authority.

**No further action at this time.**

Mayor Frank Rabil stated since there was an amendment to the agenda, it needs to be placed on there.

**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 7-0**

**The vote was as follows:**

<b>Councilman Linwood Johnson</b>	<b>Aye</b>
<b>Councilwoman Wynndolyn Copeland</b>	<b>Aye</b>
<b>Councilman Mark Kitchen</b>	<b>Aye</b>
<b>Councilman Ray Smith</b>	<b>Aye</b>
<b>Councilman Gregory McLemore</b>	<b>Aye</b>
<b>Mayor Frank Rabil</b>	<b>Aye</b>
<b>Vice Mayor Bobby Cutchins</b>	<b>Aye</b>

**Closed Session**

**A motion was made by Councilman Mark Kitchen to certify the May 23, 2022 Closed Session. Councilman Linwood Johnson seconded the motion.**

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

**The vote was as follows:**

MINUTES FROM THE MAY 23, 2022 REGULAR CITY COUNCIL MEETING

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

**Adjournment**

**Councilman Mark Kitchen adjourned the May 23, 2022 Closed Session with a seconded by Councilman Linwood Johnson**

**The motion carried the vote 5-2-0**

**The vote was as follows:**

**Councilman Linwood Johnson            Aye**  
**Councilwoman Wynndolyn Copeland   Aye**  
**Councilman Mark Kitchen                Aye**  
**Councilman Ray Smith                    Aye**  
**Councilman Gregory McLemore        Absent (left at 8:31)**  
**Mayor Frank Rabil                         Aye**  
**Vice Mayor Bobby Cutchins            Absent (left at 8:20)**

The May 23, 2022 City Council meeting was adjourned at 8:23 PM

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Mayor

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Clerk to City Council

## BUDGET AMENDMENT 2022-21

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA that the 2021-2022 City Budget is hereby amended to:

- 1.-7. to adjust FY22 expenditures based on projections; and
8. to appropriate funds to pay pro rata fees paid to the developer for the Riverwood Estates Subdivision pursuant to the City's Pro Rata Policy.

			2021-2022 BUDGET	AMENDED BUDGET	INCREASE (DECREASE)
<b>#1</b>					
<b>100 GENERAL FUND</b>					
<b>DEPARTMENT</b>	<b>EXPENDITURES</b>				
Police	100-4-31100-1200	Salaries and Wages - Overtime	\$ 330,000	\$ 398,500	\$ 68,500
Police	100-4-31100-1101	Salaries and Wages - Regular	1,528,628	1,516,928	(11,700)
Police	100-4-31100-1300	Salaries and Wages - Part Time	56,849	49	(56,800)
E911	100-4-31130-1200	Salaries and Wages - Overtime	35,000	121,000	86,000
E911	100-4-31130-1101	Salaries and Wages - Regular	296,442	210,442	(86,000)
					\$ -

			2021-2022 BUDGET	AMENDED BUDGET	INCREASE (DECREASE)
<b>#2</b>					
<b>100 GENERAL FUND</b>					
<b>DEPARTMENT</b>	<b>EXPENDITURES</b>				
Fire	100-4-32100-1101	Salaries and Wages - Regular	\$ 2,606,230	\$ 2,080,776	(525,454)
Fire	100-4-32100-1200	Salaries and Wages - Overtime	415,594	894,434	478,840
Fire	100-4-32100-1250	Salaries and Wages - Holiday Pay	132,038	110,753	(21,285)
Fire	100-4-32100-2100	FICA	200,836	223,121	22,285
Fire	100-4-32100-2310	Health Savings Plan	-	1,200	1,200
Fire	100-4-32100-2400	Group Life Insurance	34,928	24,502	(10,426)
Fire	100-4-32100-2810	Education and Uniforms Allowance	18,360	13,360	(5,000)
Fire	100-4-32100-2850	Adjustment Pay	-	6,166	6,166
Fire	100-4-32100-3110	Doctors & Phys Exam Fees	23,750	1,721	(22,029)
Fire	100-4-32100-3133	Contracted Services - IT	1,000	-	(1,000)
Fire	100-4-32100-3310	Repairs & Maint - Motor Vehicles	51,000	50,990	(10)
Fire	100-4-32100-3317	Repairs - Other	500	510	10
Fire	100-4-32100-5110	Utilities - Electrical Service	38,500	43,007	4,507
Fire	100-4-32100-5120	Utilities - Heating Service	800	1,508	708
Fire	100-4-32100-5135	Utilities - Hunterdale Fire	14,000	14,239	239
Fire	100-4-32100-5305	Insurance-Motor Vehicles	9,000	10,361	1,361
Fire	100-4-32100-5540	Education Expense	5,720	23,884	18,164
Fire	100-4-32100-6008	Vehicle Supplies - Fuel	21,500	28,435	6,935
Fire	100-4-32100-6009	Vehicle Supplies	1,750	2,042	292
Fire	100-4-32100-6011	Uniforms and Wearing Apparel	24,000	26,411	2,411
Fire	100-4-32100-6012	Books and Subscriptions	13,750	35,035	21,285
Fire	100-4-32100-8101	Fire Hose and Equipment	37,600	54,600	17,000
Fire	100-4-32100-8102	Office Furniture & Equipment	1,000	4,801	3,801
					\$ -

			2021-2022	AMENDED	INCREASE
			BUDGET	BUDGET	(DECREASE)
<b>#3</b>					
<b>100 GENERAL FUND</b>					
<b>DEPARTMENT</b>		<b>EXPENDITURES</b>			
Bldg Maint-General	100-4-43200-1101	Salaries and Wages - Regular	\$ 447,623	\$ 386,559	\$ (61,064)
Bldg Maint-General	100-4-43200-1200	Salaries and Wages - Overtime	10,000	33,500	23,500
Bldg Maint-General	100-4-43200-2850	Adjustment Pay	-	1,164	1,164
Bldg Maint-General	100-4-43200-3110	Professional Services	-	2,900	2,900
Bldg Maint-General	100-4-43200-3330	Contractual Grounds Maintenance	-	3,165	3,165
Bldg Maint-General	100-4-43200-5110	Utilities - Electric Service	108,000	121,000	13,000
Bldg Maint-General	100-4-43200-5303	Insurance -Flood	6,000	6,052	52
Bldg Maint-General	100-4-43200-6011	Uniforms and Wearing Apparel	10,800	13,800	3,000
Bldg Maint-General	100-4-43600-2300	Hospitalization/Medical Plans	8,400	12,445	4,045
Bldg Maint-City Hall	100-4-43600-2850	Adjustment Pay	-	108	108
Bldg Maint-City Hall	100-4-43600-5302	Insurance -Fire	4,300	4,710	410
Bldg Maint-City Hall	100-4-43600-5303	Insurance - Flood	2,200	2,454	254
Bldg Maint-City Hall	100-4-43600-6005	Housekeeping & Janitorial Supplies	5,000	8,722	3,722
Bldg Maint-Library	100-4-73100-5110	Utilities - Electric Service	18,000	23,600	5,600
Bldg Maint-Library	100-4-73100-5304	Property Insurance	1,333	1,477	144
					<u>\$ -</u>

<b>#4</b>					
<b>100 GENERAL FUND</b>					
		<b>REVENUE</b>			
	100-3-18990-3040	Donations Fireworks	\$ -	\$ 2,000	\$ 2,000
					<u>\$ 2,000</u>

<b>DEPARTMENT</b>		<b>EXPENDITURES</b>			
Parks & Recreation	100-4-71300-7001	Farmers' Market Expenses	\$ 6,355	\$ 11,355	\$ 5,000
Parks & Recreation	100-4-71300-8400	Capital Outlay	50,000	45,000	(5,000)
Parks & Recreation	100-4-71300-6017	Independence Day Celebration	7,350	-	(7,350)
Tourism	100-4-81600-6017	Independence Day Celebration	-	9,350	9,350
Tourism	100-4-81600-5892	Festival and Events	-	1,500	1,500
Tourism	100-4-81600-5810	Dues & Association Memberships	-	100	100
Tourism	100-4-81600-5230	Telecommunications	-	1,500	1,500
Tourism	100-4-81600-2850	Adjustment Pay	-	81	81
Tourism	100-4-81600-2300	Hospitalization/Medical Plans	8,400	5,219	(3,181)
					<u>\$ 2,000</u>

		2021-2022	AMENDED	INCREASE
		BUDGET	BUDGET	(DECREASE)
<b>#5</b>				
<b>100 GENERAL FUND</b>				
<b>EXPENDITURES</b>				
<b>DEPARTMENT</b>				
Building Inspector 100-4-34100-1101	Salaries and Wages - Regular	\$ 108,755	\$ 90,755	\$ (18,000)
Building Inspector 100-4-34100-1200	Salaries and Wages - Overtime	-	250	250
Building Inspector 100-4-34100-2100	FICA	15,970	7,970	(8,000)
Building Inspector 100-4-34100-2210	Retirement - VRS	14,633	10,633	(4,000)
Building Inspector 100-4-34100-2300	Hospitalization/Medical Plans	28,600	20,100	(8,500)
Building Inspector 100-4-34100-2310	Health Savings Plan	-	400	400
Building Inspector 100-4-34100-2400	Group Life Insurance	3,797	1,892	(1,905)
Building Inspector 100-4-34100-2850	Adjustment Pay	-	(270)	(270)
Building Inspector 100-4-34100-3160	Professional Services	110,000	143,000	33,000
Building Inspector 100-4-34100-3600	Advertising	1,500	6,700	5,200
Building Inspector 100-4-34100-5305	Insurance-Motor Vehicles	-	1,200	1,200
Building Inspector 100-4-34100-5560	Travel	-	50	50
Building Inspector 100-4-34100-5811	Va Code Assessment Fee	600.00	900	300
Building Inspector 100-4-34100-6001	Office Supplies	1,500.00	1,600	100
Building Inspector 100-4-34100-6007	Repairs & Maintenance Supplies	-	50	50
Building Inspector 100-4-34100-6012	Books and Subscriptions	-	125	125
				<u>\$ -</u>

<b>#6</b>				
<b>100 GENERAL FUND</b>				
<b>REVENUE</b>				
100-3-12010-0001	Local Sales and Use Taxes	\$ 1,952,907	\$ 2,087,462	\$ 134,555
				<u>\$ 134,555</u>
<b>EXPENDITURES</b>				
Electoral Board 100-4-13100-1101	Salaries and Wages - Regular	\$ 55,594	\$ 67,844	\$ 12,250
Electoral Board 100-4-13100-1300	Salaries and Wages - Part time	18,850	19,000	150
Electoral Board 100-4-13100-2100	FICA	6,035	6,610	575
Electoral Board 100-4-13100-2210	Retirement - VRS	6,560	8,060	1,500
Electoral Board 100-4-13100-2300	Hospitalization/Medical Plans	8,400	8,575	175
Electoral Board 100-4-13100-2400	Group Life Insurance	745	920	175
Electoral Board 100-4-13100-2850	Adjustment Pay	-	230	230
Electoral Board 100-4-13100-5810	Dues and Subscriptions	429	479	50
Utility Billing 100-4-12535-3100	Professional Services - Outsourcing	21,200	27,200	6,000
Utility Billing 100-4-12535-3320	Maintenance Service Contracts	17,404	18,154	750
Utility Billing 100-4-12535-5210	Postal Services	35,500	36,200	700
Juvenile Detention 100-4-21910-3163	Juvenile Detention & Group Home	210,000	260,000	50,000
Payment to SoCo 100-4-91300-5672	Industrial Corridor Revenue Sharing	700,000	762,000	62,000
				<u>\$ 134,555</u>

		2021-2022 BUDGET	AMENDED BUDGET	INCREASE (DECREASE)
	<b>#7</b>			
	<b>505 ELECTRIC FUND</b>			
	<b>REVENUE</b>			
505-3-16190-1200	Sale of Electricity - Fuel Adj	\$ 1,094,629	\$ 1,594,629	\$ 500,000
505-3-16190-1201	Sale of Electric Energy-Residential	8,183,433	8,103,433	(80,000)
505-3-16190-1202	Sale of Electricity-Commercial	5,497,807	5,637,807	140,000
505-3-16190-1207	Cut-On Fees and Penalties	200,000	280,000	80,000
			<u>\$ 640,000</u>	
	<b>EXPENDITURES</b>			
505-4-20010-1101	Salaries and Wages - Regular	\$ 1,088,446	\$ 618,446	\$ (470,000)
505-4-20010-1200	Salaries and Wages - Overtime	60,000	75,000	15,000
505-4-20010-2100	FICA	84,192	54,192	(30,000)
505-4-20010-2210	Retirement - VRS	129,864	73,864	(56,000)
505-4-20010-2300	Hospitalization/Medical Plans	147,576	86,576	(61,000)
505-4-20010-2400	Group Life Insurance	14,747	8,247	(6,500)
505-4-20010-3323	Generation Fuel	15,000	85,000	70,000
505-4-20010-5110	Utilities - Electric Service	19,100	23,600	4,500
505-4-20010-6008	Vehicle Supplies - Fuel	26,000	33,000	7,000
505-4-20010-6015	Energy For Resale	8,458,532	9,790,532	1,332,000
505-4-20010-6016	Energy for Resale-Fuel Adjustment	1,057,305	1,392,305	335,000
505-4-20010-6017	Energy for Resale - True Up	500,000.00	-	(500,000)
			<u>\$ 640,000</u>	

	<b>#8</b>			
	<b>501 WATER &amp; SEWER FUND</b>			
	<b>REVENUE</b>			
501-3-16190-1105	Water Connection Fees	\$ -	\$ 14,000	\$ 14,000
501-3-16190-1106	Sewer Connection Fees	-	18,000	18,000
			<u>\$ 32,000</u>	
	<b>EXPENDITURES</b>			
501-4-44112-3210	Pro Rata Connection Fees	\$ -	\$ 14,000	\$ 14,000
501-4-44113-3210	Pro Rata Connection Fees	-	18,000	18,000
			<u>\$ 32,000</u>	

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

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*Clerk to the City Council*



		2021-2022 BUDGET	AMENDED BUDGET	INCREASE (DECREASE)
<b>230 COVID 19/ARPA FUND</b>				
<b>REVENUE</b>				
230-3-33010-0500	Coronavirus Relief -Muni Utility Funds	\$ -	\$ 142,802	\$ 142,802
230-3-33010-0600	American Rescue Plan Act Revenue			4,823,696
230-3-41050-0150	Use of Restricted Fund Balance			(4,966,498)
				<u>\$ -</u>

<b>EXPENDITURES</b>				
230-4-81300-8100	Armory Park Bathroom Renovations	\$ 40,500	\$ -	(40,500)
230-4-81300-8102	College Drive Park Renovations	90,000	-	(90,000)
230-4-81300-8103	MLK Center Renovations	64,500	-	(64,500)
230-4-81300-8104	Riverwalk Park Project	500,000	-	(500,000)
230-4-81300-8105	City Pool Upgrade Project	75,000	-	(75,000)
230-4-81300-8106	Hayden Park Project-Yr 1	50,000	-	(50,000)
230-4-81300-8107	Armory Field Upgrade Project	100,000	-	(100,000)
230-4-81300-8108	Salaries/Benefits Two Police OfficersYr1	140,000	-	(140,000)
230-4-81300-8109	Salaries/Benefits One Dispatcher	45,000	-	(45,000)
230-4-81300-8110	Police Vehicles	180,000	-	(180,000)
230-4-81300-8111	Surveillance Cameras	150,000	-	(150,000)
230-4-81300-8112	Body Cameras	53,500	-	(53,500)
230-4-81300-8113	Police Truck	75,000	-	(75,000)
230-4-81300-8114	Police Helmets	15,000	-	(15,000)
230-4-81300-8115	Premium Pay	377,852	-	(377,852)
230-4-81300-8116	Tourism Interpretive Panels	25,000	-	(25,000)
230-4-81300-8117	Train Depot Painting	8,491	-	(8,491)
230-4-81300-8118	Salaries/Benefits DSS Overtime	35,000	-	(35,000)
230-4-81300-8119	Demolition of Blighted Properties-Yr 1	250,000	-	(250,000)
230-4-81300-8120	Bullet Proof Vests	8,862	-	(8,862)
230-4-81300-8121	EMS Helmets	4,459	-	(4,459)
230-4-81300-8122	Emergency Operations Software	50,000	-	(50,000)
230-4-81300-8123	Automated Gates	25,000	-	(25,000)
230-4-81300-8124	WWTP Sludge Removal	300,000	-	(300,000)
230-4-81300-8125	Dewatering Equipment	250,000	-	(250,000)
230-4-81300-8126	Sewer CIPP-Yr 1	305,000	-	(305,000)
230-4-81300-8127	Stormwater Pojects-Yr 1	250,000	-	(250,000)
230-4-81300-8128	Paving Projects QCT-Yr 1	1,000,000	-	(1,000,000)
230-4-81300-8129	City-Wide Wireless/Broadband Improvement	333,196	-	(333,196)
230-4-81300-8130	COVID Public Health Mitigation Expenses	22,336	-	(22,336)
230-4-93100-0105	Transfer to General Fund	-	3,805,352	3,805,352
230-4-93100-0106	Transfer to DSS Fund	-	80,213	80,213
230-4-93100-0107	Transfer to Water & Sewer Fund	-	876,530	876,530
230-4-93100-0108	Transfer to Electric Fund	-	48,000	48,000
230-4-93100-0109	Transfer to Solid Waste Fund	-	8,612	8,612
230-4-93100-0110	Transfer to Airport Fund	-	2,153	2,153
230-4-93100-0111	Transfer to Economic Development	-	2,836	2,836
				<u>\$ -</u>

<b>100 GENERAL FUND</b>				
<b>REVENUE</b>				
100-3-41050-0014	Transfer from COVID 19 Fund	\$ -	\$ 3,805,352	\$ 3,805,352
				<u>\$ 3,805,352</u>

<b>EXPENDITURES</b>				
100-4-12110-8715	Premium Pay	\$ -	\$ 4,306	\$ 4,306
100-4-12220-8715	Premium Pay	-	2,153	2,153
100-4-12310-8715	Premium Pay	-	6,459	6,459
100-4-12320-8715	Premium Pay	-	2,153	2,153
100-4-12410-8715	Premium Pay	-	10,765	10,765
100-4-12430-8715	Premium Pay	-	7,000	7,000
100-4-12470-8715	Premium Pay	-	2,535	2,535
100-4-12535-8715	Premium Pay	-	8,153	8,153
100-4-13100-8715	Premium Pay	-	2,612	2,612
100-4-31100-8715	Premium Pay	-	51,153	51,153



		2021-2022	AMENDED	INCREASE
		BUDGET	BUDGET	(DECREASE)
100-4-31130-8715	Premium Pay	-	15,901	15,901
100-4-31130-8715	Premium Pay	-	1,995	1,995
100-4-32100-8715	Premium Pay	-	95,808	95,808
100-4-34100-8715	Premium Pay	-	4,306	4,306
100-4-35100-8715	Premium Pay	-	1,077	1,077
100-4-41200-8715	Premium Pay	-	12,918	12,918
100-4-41500-8715	Premium Pay	-	6,459	6,459
100-4-43200-8715	Premium Pay	-	23,683	23,683
100-4-43600-8715	Premium Pay	-	2,153	2,153
100-4-43700-8715	Premium Pay	-	1,077	1,077
100-4-43800-8715	Premium Pay	-	1,077	1,077
100-4-71300-8715	Premium Pay	-	6,459	6,459
100-4-81100-8715	Premium Pay	-	2,153	2,153
100-4-81600-8715	Premium Pay	-	2,153	2,153
100-4-12560-8729	City-Wide Wireless/Broadband Improvement	-	333,196	333,196
100-4-31100-8710	Police Vehicles	-	180,000	180,000
100-4-31100-8711	Surveillance Cameras	-	150,000	150,000
100-4-31100-8712	Body Cameras	-	53,500	53,500
100-4-31100-8713	Police Truck	-	75,000	75,000
100-4-31100-8714	Police Helmets	-	15,000	15,000
100-4-31300-8709	Salaries/Benefits One Dispatcher	-	45,000	45,000
100-4-32100-8720	Bullet Proof Vests	-	8,862	8,862
100-4-32100-8721	EMS Helmets	-	4,459	4,459
100-4-32100-8722	Emergency Operations Software	-	50,000	50,000
100-4-32100-8730	COVID Public Health Mitigation Expenses	-	22,336	22,336
100-4-34100-8719	Demolition of Blighted Properties-Yr 1	-	250,000	250,000
100-4-41200-8727	Stormwater Projects-Yr 1	-	250,000	250,000
100-4-41200-8728	Paving Projects QCT-Yr 1	-	1,000,000	1,000,000
100-4-71300-8700	Armory Park Bathroom Renovations	-	40,500	40,500
100-4-71300-8702	College Drive Park Renovations	-	90,000	90,000
100-4-71300-8703	MLK Center Renovations	-	64,500	64,500
100-4-71300-8704	Riverwalk Park Project	-	500,000	500,000
100-4-71300-8705	City Pool Upgrade Project	-	75,000	75,000
100-4-71300-8706	Hayden Park Project-Yr 1	-	50,000	50,000
100-4-71300-8707	Armory Field Upgrade Project	-	100,000	100,000
100-4-71300-8708	Salaries/Benefits Two Police OfficersYr1	-	140,000	140,000
100-4-81600-8716	Tourism Interpretive Panels	-	25,000	25,000
100-4-81600-8717	Train Depot Painting	-	8,491	8,491
				<u>\$ 3,805,352</u>

**201 DSS FUND**

**REVENUE**

201-3-41050-0014	Transfer from COVID 19 Fund	\$	-	\$	80,213	\$	80,213
						<u>\$</u>	<u>80,213</u>

**EXPENDITURES**

201-4-41050-8715	Premium Pay	\$	-	\$	45,213		45,213
201-4-53110-8718	Salaries/Benefits DSS Overtime		-		35,000		35,000
						<u>\$</u>	<u>80,213</u>

**501 WATER & SEWER FUND**

**REVENUE**

501-3-41050-0014	Transfer from COVID 19 Fund	\$	-	\$	876,530	\$	876,530
						<u>\$</u>	<u>876,530</u>

**EXPENDITURES**

501-4-44112-8715	Premium Pay	\$	-	\$	10,765		10,765
501-4-44113-8715	Premium Pay		-		2,153		2,153
501-4-44120-8715	Premium Pay		-		8,612		8,612
501-4-44112-8725	Dewatering Equipment		-		250,000		250,000
501-4-44113-8726	Sewer CIPP-Yr 1		-		305,000		305,000
501-4-44120-8724	WWTP Sludge Removal		-		300,000		300,000
						<u>\$</u>	<u>876,530</u>

		2021-2022	AMENDED	INCREASE
		BUDGET	BUDGET	(DECREASE)
<b>502 SOLID WASTE FUND</b>				
<b>REVENUE</b>				
502-3-41050-0014	Transfer from COVID 19 Fund	\$ -	\$ 8,612	\$ 8,612
				<u>\$ 8,612</u>
<b>EXPENDITURES</b>				
502-4-42300-8715	Premium Pay	\$ -	\$ 8,612	8,612
				<u>\$ 8,612</u>
<b>504 AIRPORT FUND</b>				
<b>REVENUE</b>				
504-3-41050-0014	Transfer from COVID 19 Fund	\$ -	\$ 2,153	\$ 2,153
				<u>\$ 2,153</u>
<b>EXPENDITURES</b>				
504-4-20010-8715	Premium Pay	\$ -	\$ 2,153	2,153
				<u>\$ 2,153</u>
<b>505 ELECTRIC FUND</b>				
<b>REVENUE</b>				
505-3-41050-0014	Transfer from COVID 19 Fund	\$ -	\$ 48,000	\$ 48,000
				<u>\$ 48,000</u>
<b>EXPENDITURES</b>				
505-4-20010-8715	Premium Pay	\$ -	\$ 23,000	23,000
505-4-20010-8723	Automated Gates	-	25,000	25,000
				<u>\$ 48,000</u>
<b>510 ECONOMIC DEVELOPMENT FUND</b>				
<b>REVENUE</b>				
510-3-41050-0014	Transfer from COVID 19 Fund	\$ -	\$ 2,836	\$ 2,836
				<u>\$ 2,836</u>
<b>EXPENDITURES</b>				
510-4-20010-8715	Premium Pay	\$ -	\$ 2,836	2,836
				<u>\$ 2,836</u>



*Office of the City Manager  
Amanda C. Jarratt*

June 6, 2022

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: Davenport Update

**Background Information**

Staff from Davenport and Company will be present to talk about a plan of finance for the school roof replacement project, the City of Franklin Courthouse, and the Armory.

**Needed Action**

Provide direction to staff.



*Office of the City Manager  
Amanda C. Jarratt*

June 8, 2022

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: Public Hearing Franklin Community Development Block Grant

**Background Information**

As you may recall when funds are received in excess of one percent of the City of Franklin's operating budget a new budget public hearing must be held. As previously discussed, the City of Franklin was awarded \$1.3M from the Department of Housing and Community Development for the Laurel Street area.

**Needed Action**

Conduct the public hearing regarding the Community Development Block Grant. At the conclusion of the public hearing consider Budget Amendment 2022-23.

## BUDGET AMENDMENT 2022-23

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA that the 2021-2022 City Budget is hereby amended to appropriate funding in the amount of \$1,360,000 in Community Development Block Grant (CDBG) Funds awarded by the Commonwealth of Virginia’s Department of Housing and Community Development for the Laurel Street Neighborhood Revitalization Project.

		2021-2022 BUDGET	AMENDED BUDGET	INCREASE (DECREASE)
<b>297 LAUREL STREET REVITALIZATION</b>				
<b>REVENUE</b>				
297-3-33000-0100	Federal Aid - MY1	\$ -	\$ 1,360,000	\$ 1,360,000
				<u>\$ 1,360,000</u>
<b>EXPENDITURES</b>				
297-4-85000-3142	Execution of DHCD Contract	\$ -	\$ 15,000	\$ 15,000
297-4-85000-3143	Contract Monitoring	-	33,700	33,700
297-4-85000-3144	Execution of Project Contracts	-	18,250	18,250
297-4-85000-3146	Satisfactory Compliance Reviews	-	5,750	5,750
297-4-85000-3147	Fair Housing & Section 3 Activities	-	2,000	2,000
297-4-85000-3148	Administrative Project Closeout	-	5,500	5,500
297-4-85000-3149	Construction Completion	-	17,800	17,800
297-4-85000-3150	Labor Standards	-	12,000	12,000
297-4-85000-4303	Rehab Specialist	-	21,000	21,000
297-4-85000-4305	Temporary Relocation	-	10,000	10,000
297-4-85000-4307	Home Maintenance Education Program	-	1,300	1,300
297-4-85000-4308	Owner-Occupied Housing Rehabilitation	-	209,800	209,800
297-4-85000-4503	Rehab Specialist	-	36,500	36,500
297-4-85000-4505	Temporary Relocation	-	20,000	20,000
297-4-85000-4507	Home Maintenance Education Program	-	2,500	2,500
297-4-85000-4508	Investor-Occupied Housing Rehabilitation	-	364,800	364,800
297-4-85000-7604	Storm Sewer Construction	-	503,400	503,400
297-4-85000-7607	Inspection	-	30,300	30,300
297-4-85000-7608	Engineering	-	50,400	50,400
				<u>\$ 1,360,000</u>

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

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*Clerk to the City Council*

**CONTRACT NEGOTIATION RECORD**  
 2021 Community Development Block Grant Program  
***Laurel Street Neighborhood Revitalization Project – Phase I***

**INTRODUCTIONS**

**LOCALITY:** City of Franklin

**CDBG CONTRACT #21-21-01**

**PROJECT TYPE:** Comprehensive Community Development

**PROJECT LOCATION:** The Laurel Street Neighborhood Revitalization Project Phase I is located on the following streets: Laurel Street, Oak Street

**DATE OF CONTRACT NEGOTIATION:** August 9, 2021

**SCOPE/OUTCOME:** To improve the living conditions of fifteen (15) total households, which are all low and moderate income (LMI) households, through the provision of housing rehabilitation activities. Five (5) owner-occupied housing rehabs and ten (10) investor-owned housing rehabs are to be completed. Additionally, sewer system improvements will be made throughout the project area, which will benefit a total of 47 households, 29 of which are low and moderate (LMI) households.

**BENEFITS:**

<b>69</b>	<b>Total Persons – Infrastructure</b>	<b>47</b>	<b>Total LMI Persons</b>
<b>20</b>	<b>Total Persons - Housing Rehab</b>	<b>20</b>	<b>Total LMI Persons</b>
<b>47</b>	<b>Total Households – Infrastructure</b>	<b>29</b>	<b>Total LMI Households</b>
<b>15</b>	<b>Total Households – Housing Rehab</b>	<b>15</b>	<b>Total LMI Households</b>

**NATIONAL OBJECTIVE**

<input checked="" type="checkbox"/> Low – and Moderate – Income Benefit	\$1,360,000.00
<input type="checkbox"/> Slum and Blight	\$
<input type="checkbox"/> Urgent Need	\$

**PROJECT BUDGET**

<b>PROJECT BUDGET</b>			
<b>CDBG REQUESTED:</b>	<b>CDBG OFFERED:</b>	<b>LEVERAGE FUNDS</b>	<b>TOTAL PROJECT COSTS:</b>
\$1,360,000.00	\$1,360,000.00	\$387,500.00	\$1,747,500.00

## PROJECT ACTIVITIES:

1. Administration: Administration of this project in a timely and compliant manner (CDBG funds);  
*General Program Administration 24 CFR 570.206 or 24 CFR 570.489(a)(3)*
2. Interim Assistance/Neighborhood Cleanup: Clearance of all junk, debris, weeds, and inoperable vehicles from the project area, including annual neighborhood cleanups, to assist residents to dispose of outside debris (CDBG funds);  
*Neighborhood Cleanups 24 CFR 570.201(e) or 42 USC 5305(a)(8) + 24 CFR 570.482(c)(2)*
3. Rehabilitation of five (5) LMI single-family owner-occupied housing units to DHCD Housing Quality Standards (HQS) (CDBG funds and non-CDBG funds);  
*Rehabilitation: Single-Unit Residential 24 CFR 570.202(a)(1) or 42 USC 5305(a)(4)*
4. Rehabilitation of ten (10) LMI investor-owned housing units to DHCD Housing Quality Standards (HQS) (CDBG funds and non-CDBG funds);  
*Rehabilitation: Single-Unit Residential 24 CFR 570.202(a)(1) or 42 USC 5305(a)(4)*
5. Design, inspection and installation of sanitary sewer system through lateral upgrades and improvements to the sanitary sewer force main. The sewer improvements will eliminate the current sewer backups and odor, as well as eliminate standing water due to inadequate storm water drainage, reducing the health risk to the people living in the area (CDBG funds and non-CDBG funds);  
*Sewer Improvements 24 CFR 570.201(c) or 42 USC 5305(a)(2)*



## CONDITIONS, REVISIONS AND UNRESOLVED ISSUES PER DHCD REVIEW

**ALL ACTIVITIES MUST BE COMPLETED AS CONTRACTED. NO INCREASE IN PROJECT SCOPE IS ALLOWED. NO DECREASE IN LMI BENEFITS IS ALLOWED. NO FURTHER CDBG FUNDS ARE ALLOWED OR WILL BE PROVIDED FOR THESE ACTIVITIES.**

- 1. Project Management Team (PMT):** The Virginia Department of Housing and Community Development (DHCD) requires the formation of a PMT to oversee the implementation of the project. The PMT is made up of stakeholders who have direct responsibility or oversight of specific activities necessary for the successful completion of the project. Stakeholders would include the Chief Administrative Official, a local governing body representative, Financial Manager, Grant Manager, Building Official, Rehab Specialist, Public Works Director, Project Engineer/Architect, a Community Sparkplug, and others deemed appropriate.
- 2. Pre-Contract Period:** The pre-contract period for this project is one hundred twenty (120) days. All pre-contract requirements must be met within 120 days of the date of today's contract negotiation meeting.
- 3. Environmental Review Record:** An Environmental Review Record (ERR) must be completed and submitted before the pre-contract period expires. Has it been started? Is the locality proposing to use one required by another funding agency? If so, which one? If acceptable to DHCD, it will have to be adopted by the locality governing body. – Application indicates ERR has been started and notices have been mailed to the appropriate agencies for comment.
- 4. Consultants:** The consultants were procured during the planning grant phase and the contracts will be amended to include the implementation phase of the projects. No agreements should be executed without CDBG consent or prior to executing the CDBG contract. Confirm who will serve as the grant manager and as the federal contract compliance officer for federal labor standards. Confirm who will perform and document inspections for housing rehabilitation and infrastructure activities. – Application indicates a Grants Management Consultant, Rehab Specialist and Project Engineer would be procured between application submission and award notification.
- 5. Prior Authorizations:** Will the grantee be requesting prior authorization to incur costs? Will the grantee be requesting to conduct periodic inspections of infrastructure activities? Will the grantee be requesting to conduct geo-technical activities or any other additional engineering work?
- 6. Project Budget:** The grantee must review and update the project budget in the Centralized Application and Management System (CAMS). This must be done in consultation with the assigned Community Development Specialist (CDS). A performance measure for implementation of the annual Fair Housing activity will be included in the Administration activity.

7. **Leverage Funds:** All required financing must be secured, in addition to the CDBG funds, and must be committed before the pre-contract period expires. Furthermore, proper documentation of availability of all leverage funds must be provided prior to contract execution. Discuss the status of the accepted leverage funding.
8. **Remittance Requests:** DHCD expects remittance requests *for each CDBG-funded budget activity* to be submitted at least quarterly. Requests for partial payment of an administrative task will be denied. Please discuss with consulting parties and plan accordingly.
9. **Required Training:** Throughout the life of the project, the Grantee will ensure that the appropriate staff attends all required DHCD training, including the 2021 Grant Management Workshop. Depending upon the training being offered, the individuals who must attend may include the grant manager, the rehabilitation specialist, the federal labor standards contract compliance officer and/or the financial manager.
10. **Progress Reports:** DHCD expects monthly progress reports to be submitted within twenty (20) days of the end of the month. These reports must document CDBG and non-CDBG funds expended and obligated to date and the actions taken on key benchmarks that support the successful completion of the project. Monthly progress reports submitted late may not be eligible for reimbursement. Monthly progress reports are not to be submitted in batches.
11. **Project Promotion:** Public announcement of this grant award and subsequent project milestones should be made to the local press in conjunction with stakeholders as appropriate. DHCD's logo must be prominently displayed on all promotional information.
12. **Benefit Tracking:** Discuss methodology for tracking and verifying benefits.
13. **Benefit Confirmation:** Confirm the number of housing units/facades/persons to benefit from CDBG assistance. At this point, is the grantee anticipating that any participants in the VIDA program will also be beneficiaries of this project?
14. **Monitoring:** As with all CDBG projects, this project will be monitored. Upon request, the grantee will make available to DHCD staff all records pertaining to this project, including those documenting benefits and expenditures related to other funders.
15. **Project Sign:** DHCD requires that a project sign be installed within ninety (90) days of the execution of the CDBG Agreement. See Appendix 22 of the 2017 *Grant Management Manual* for details.
16. **Housing Rehab Loan Structure:** Income eligibility must be documented via either the HUD Household Income Report or the HUD income calculator. All housing rehabilitation loans are to be 100% forgiven, monthly.

17. **Title Searches:** Grantee understands that title searches for all properties to receive assistance will need to be completed. What is the status of the title searches?
18. **Lead Hazards:** What are the ages of the homes in the project area? If any are pre-1978 construction, are there any children under 6 years of age with elevated blood lead levels or pregnant women? Will the locality use a risk assessor or a LBP inspector to do the clearance testing? How will the locality braid this project with DHCD's Lead Hazard Reduction Program?
19. **Materials Costs:** Construction material costs have skyrocketed this year. How will the locality address potential funding shortfalls that would negatively impact the number of units to be completed?
20. **Substantial Reconstructions:** Although not in the budget, any housing unit substantially reconstructed will need to be demolished (i.e. the dismantling, razing, and deconstruction of stick-built houses and mobile homes so that the demolished house cannot be reused in any way). Demolished materials must be disposed appropriately and properly documented.
21. **Housing Rehab Program Design:** Please describe the proposed Rehab Program Design. Anyone on the local governing body or the Oversight Board who will want to have their unit rehabbed? The Program Design must prioritize owner-occupied units over investor-owned units.
22. **Preliminary Work:** Discuss the status of any preliminary housing rehab or façade work write ups and cost estimates.
23. **LMI Households:** All LMI households must be connected to sewer or water improvements at no cost; tap fees must be waived and no availability fees may be charged to LMI households. Any LMI home lacking indoor plumbing in the project area must be rehabilitated.
24. **Construction Delays:** Anticipate and notify DHCD of issues that would delay or suspend construction.
25. Tell us about any planned future phases in the general project area.

## CDBG CONTRACT NEGOTIATION PUNCH LIST

**Grant activities known as the Pre-contract Activities must be completed prior to the execution of the CDBG Agreement. These activities are listed below. They must be completed in consultation with the project's assigned Community Development Specialist (CDS). FAILURE ON THE PART OF THE GRANTEE TO COMPLETE PRE-CONTRACT ACTIVITIES BY DECEMBER 9, 2021 MAY RESULT IN THE REVOCATION OF THE GRANT OFFER.**

PRE-CONTRACT ACTIVITY	Date Approved by DHCD
1. Project Management Team (PMT): Finalize the membership.	Completed - Application
2. DHCD requires a facilitated management session (FMS) to be conducted by the CDS. A Project Management Plan and Timeline (including anticipated expenditure timeline) will be drafted at the FMS. (Appendix #13)	<u>3/3/2022</u>
3. Environmental Review Record/Request for Release of Funds (Appendix #2)	<u>3/14/2022</u>
4. Revised Project Budget/Pay-for-Performance Budget in CAMS (Appendix #3)	<u>3/14/2022</u>
5. Adopted Section 3 Business And Employment Plan (Appendix #4)	<u>11/8/2021</u>
6. Advertisements soliciting (1) Minority- and Female-Owned Businesses and (2) Section 3 County Businesses And Employees (Appendices #4 & #5)	(1) ?? (2) <u>2/23/2022</u>
7. Adopted Non-Discrimination Policy (Appendix #6)	<u>11/8/2021</u>
8. Section 504: (1) Adopted Section 504 Self-Evaluation Plan/Checklist(s), (2) Adopted Grievance Procedures, (3) 504 Coordinator Designation and (4) Section 504 Advertisement (Appendix #7)	(1) <u>11/8/2021</u> (2) <u>11/8/2021</u> (4) <u>11/8/2021</u> (4) <u>2/23/2022</u>
9. Adopted Anti-Displacement Plan Certification (Appendix #8)	<u>11/8/2021</u>
10. Executed Certification of Yearly Action to Affirmatively Further Fair Housing <b>uploaded</b> in CAMS (Appendix #9)	<u>11/8/2021</u>
11. Completion of Procurement (Appendix #10): Engineering and Inspection Services Rehabilitation Specialist and/or Risk Assessor Services Grant Management Services	_____ _____ <u>3/17/2022</u>
12. Approval of Contracts/Agreements: Engineering and/or Inspection Services	

Rehabilitation Specialist Services Grant Management Services	<u>sent 3/23/2022</u>										
13. Completion/Approval of Programmatic Documents: Program Design URA Plans Blight Identification Plan	<u>pending 3/28/2022</u> <u>pending 3/28/2022</u> <u>??</u>										
14. Documentation of 2 Public Hearings (Minutes and Sign-in Sheets) – Minutes provided in Application	<u>1/14/21 &amp; 3/22/21</u>										
15. Executed Certification of Signatures and Address <b>uploaded</b> in CAMS (Appendix #27)	<u>pending</u> <u>appointment</u> <u>of new</u> <u>Director</u>										
16. Completion of Unresolved Issues	_____										
17. Local Government Attendance At All Appropriate Workshops	<u>GM 1/19-21/2022</u> <u>HR 2/8-10/2022</u> <u>ERR 2/23-24/2022</u>										
18. Clearance Of Findings On Previous PAAO Projects And Audit Submittals Up To Date CIG and PG Projects ARC Projects IPR Projects FY 2021 Audit Submitted 3/8/2022	<u>Complete</u> <u>N/A</u> <u>N/A</u> <u>Accepted 3/15/2022</u>										
19. Documentation of Availability and/or Expenditure of All Funds Accepted as Leverage:  <table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: left;"><u>Amount</u></th> <th style="text-align: left;"><u>Source</u></th> </tr> </thead> <tbody> <tr> <td>\$283,800.00</td> <td>City of Franklin</td> </tr> <tr> <td>\$37,000.00</td> <td>USDA/Rural Development</td> </tr> <tr> <td>\$66,700.00</td> <td>Investor-Owner Contributions</td> </tr> <tr> <td><b>\$387,500.00</b></td> <td><b>ACCEPTED TOTAL</b></td> </tr> </tbody> </table> <b>Additional Information:</b>	<u>Amount</u>	<u>Source</u>	\$283,800.00	City of Franklin	\$37,000.00	USDA/Rural Development	\$66,700.00	Investor-Owner Contributions	<b>\$387,500.00</b>	<b>ACCEPTED TOTAL</b>	
<u>Amount</u>	<u>Source</u>										
\$283,800.00	City of Franklin										
\$37,000.00	USDA/Rural Development										
\$66,700.00	Investor-Owner Contributions										
<b>\$387,500.00</b>	<b>ACCEPTED TOTAL</b>										
20. Full Pre-Contract Review	_____										
<b>CONTRACT EXECUTION APPROVAL RECOMMENDED</b>											

Community Development Specialist	Date
<p><b>ACTIVITIES MUST BE COMPLETE WITHIN 120 DAYS OF TODAY OR DECEMBER 9, 2021 TO ASSURE THE FUTURE AVAILABILITY OF CDBG FUNDS FOR THIS PROJECT.</b></p>	
<p style="text-align: center;">DHCD Project Administration and Assistance Office 600 East Main Street, Suite 300 Richmond, Virginia 23219</p>	<p><b>Amanda Healy</b>, Associate Director e-mail: <a href="mailto:amanda.healy@dhcd.virginia.gov">amanda.healy@dhcd.virginia.gov</a> PH: (804) 314-1002 FAX: (804) 371-7093</p> <p><b>Joanne Peerman</b>, Program Manager e-mail: <a href="mailto:joanne.peerman@dhcd.virginia.gov">joanne.peerman@dhcd.virginia.gov</a> PH: (804) 371-7071 FAX: (804) 371-7093</p> <p><b>Kirsten Vroman</b>, CD Specialist e-mail: <a href="mailto:Kirsten.vroman@dhcd.virginia.gov">Kirsten.vroman@dhcd.virginia.gov</a> PHONE: (804) 385-6583 FAX: (804) 371-7093</p>

**NOTES:**



*Office of the City Manager  
Amanda C. Jarratt*

June 7, 2022

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: City of Franklin Fee Schedule FY 23

**Background Information**

Attached is the fee schedule for FY 23. The fees for Community Development have not been increased since 2016. The FY 23 budget was based on the proposed fee schedule.

**Needed Action**

Adopt the fee schedule as presented.



# Schedule of City Fees & Charges

Effective

July 1, ~~2021~~

2022



**CITY OF FRANKLIN, VIRGINIA**  
**SCHEDULE OF CITY FEES & CHARGES**

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PARKS & RECREATION SERVICES	<del>11</del> <u>12</u>
RENTAL OF PARKS	<del>11</del> <u>12</u>
CONCERTS	<del>11</del> <u>12</u>
ARMORY DRIVE FOOTBALL STADIUM	<del>11</del> <u>12</u>
ARMORY FIELD, P.D. CAMP & HAYDEN SPORTS COMPLEX	<del>12</del> <u>13</u>
FIELD SIGNS	<del>12</del> <u>13</u>
PUBLIC WORKS SERVICES	<del>12</del> <u>13</u>
SOLID WASTE COLLECTION FEES	<del>12</del> <u>13</u>
WATER RATES	<del>12</del> <u>13</u>
SEWER RATES	<del>12</del> <u>13</u>
STAGE RENTAL	<del>12</del> <u>13</u>
CEMETERY FEES	<del>12</del> <u>13</u>
CITY ADMINISTRATION SERVICE FEES	<del>13</del> <u>14</u>
FIRE & RESCUE AMBULATORY FEES	<del>13</del> <u>14</u>
UTILITY BILLING & COLLECTION SERVICES FEES	<del>13</del> <u>14</u>

**City of Franklin  
Planning & Community Development**

**Building and Other Permits Fee Schedule  
Effective Date: July 1, 2024 2022**

<b>PLAN REVIEW FEES</b>	
<b>Plan reviews are conducted by the local building department; the fees shall be as follows based on gross floor area. Gross floor area shall be the floor area within the perimeter of the outside walls of the building under construction without deduction for hallways, floor openings, closets, and thickness of walls, columns or other features.</b>	
Accessory structures (including but not limited to garages, carports, sheds, swimming pools, spas and decks).	\$25.00
2,499 or less sq. ft.	\$50.00
2,500-5,000 sq. ft.	\$75.00
5,001 to 10,000 sq. ft.	\$100.00
10,001 to 30,000 sq. ft.	\$200.00
30,001 to 40,000 sq. ft.	\$300.00
Every additional 10,000 sq. ft. or a portion thereof	\$100.00
Repeated Reviews: Plans requiring a 3 <sup>rd</sup> review due to missing construction documents will be charged a new review fee	Fee based on above schedule
<b>BUILDING PERMIT FEES</b>	
<b>Based on gross square feet of floor area. Includes manufactured (HUD) homes, modular industrialized building units, garage sheds, decks and porches, etc.</b>	
0 – 500 sq. ft.	\$50.00
501-1,000 sq. ft.	\$85.00
1,001-1,500 sq. ft.	\$110.00
1,501-2,000 sq. ft.	\$160.00
2,001-2,500 sq. ft.	\$200.00
2,501-3,000 sq. ft.	\$250.00
3,001-3,500 sq. ft.	\$290.00
3,501-4,000 sq. ft.	\$340.00
4,001-4,500 sq. ft.	\$380.00
4,501-5,000 sq. ft.	\$430.00
5,001 sq. ft.	\$450.00
For each 500 sq. ft or fraction thereof in excess of \$5,000 sq. ft	\$40.00
<b>Alteration/repair to any building structure; construction of piers, bulkheads, towers, pools or pool systems; fire alarm, security, energy system or site illumination installations; asbestos removal; and any other additional or alternation of similar structures. Fee is based on current value of all service, labor and materials:</b>	
\$0-\$1,000	\$25.00
\$1,001 to \$5,000	\$45.00

Greater than \$5,000	\$50.00
For each \$5,000 or fraction thereof, of value in excess of \$5,000	\$20.00
Tents or Movable Structures	\$25.00
Annual Permit as defined in the Virginia Uniform State Building Code	\$50.00 plus \$50.00 for each inspection conducted
Building Demolition or Razing	\$25.00
Building Relocation to Outside City Limits	\$50.00
Building Relocation within City Limits	Same as for New Construction
Installation of Walls or Fencing	\$25.00
Automatic Fire Protection Systems	
\$0 to \$1,000	\$25.00
\$1,001 to \$2,000	\$40.00
Over \$2,000	\$40.00
Each additional \$2,000 or fraction thereof, of value in excess of \$2,000	\$5.00
Construction Not Covered By Any of the Above	<del>1.0%</del> <u>2.0%</u> of the retail or current market value of work - minimum - \$25.00
<b>PLUMBING PERMIT FEES</b>	
New residential for R-4 and R-5 Use Classifications	\$50.00
Additions, Alterations & Repairs for R-4 and R-5 Use Classifications	\$25.00
New Commercial & Industrial (including additions)	<del>\$50.00</del> <u>\$55.00</u> Plus \$15.00 Per bathroom group as defined in the VA Plumbing Code
Alterations and Repairs for Commercial and Industrial (all use classifications)	<del>\$25.00</del> <u>\$30.00</u> plus \$5.00 for each additional \$500 or fraction thereof, of value in excess of \$2,000
Installation of water lateral, sewer lateral, backflow prevention for landscape irrigation system and natural or LP gas lines (R-4 and R-5)	\$25.00 plus \$20.00 if a septic tank is abandoned
Site Utility systems located outside building (all use classifications except R-4 and R-5) for commercial and industrial development	A rate of <del>1.0%</del> <u>2.0%</u> of the current retail or market value of the work being done Minimum \$50.00 fee
<b>ELECTRICAL PERMIT FEES RESIDENTIAL (R-4 AND R-5)</b>	
Temporary Service for construction (temporary pole)	<del>\$25.00</del> <u>\$30.00</u>
Greater than 200 amperes per dwelling unit	<del>\$50.00</del> <u>\$55.00</u>
For each additional 100 amperes, or fraction thereof, in excess of 200 amperes	<del>\$25.00</del> <u>\$30.00</u>
<b>ELECTRICAL PERMIT FEES (COMMERCIAL &amp; INDUSTRIAL)</b>	
0-200 amperes per dwelling unit	<del>\$50.00</del> <u>\$55.00</u>
Greater than 200 amperes	<del>\$50.00</del> <u>\$60.00</u>

For each additional 50 amperes, or fraction thereof, in excess of 200 amperes	<del>\$25.00</del> <u>\$30.00</u>
<b>SERVICE UPGRADES INCLUDING PANEL CHANGE OUT</b>	
0-200 amperes per dwelling unit	<del>\$50.00</del> <u>\$55.00</u>
Greater than 200 amperes per dwelling unit	<del>\$50.00</del> <u>\$60.00</u>
For each additional 100 amperes, or fraction thereof, in excess of 200 amperes	<del>\$25.00</del> <u>\$30.00</u>
Electrical additions and alterations of branch circuits, provides however that no additional fee shall be assessed where service has been upgraded	<del>\$25.00- \$30.00</del> plus \$5.00 for each additional \$500.00 or fraction thereof, of value in excess of \$2,000
<b>MECHANICAL PERMIT FEES</b>	
New residential (R-4 & R-5) per dwelling unit	\$50.00
Alterations, repairs or additions (R-4 & R-5) per dwelling unit	\$25.00 plus \$5.00 for each additional \$500 or fraction thereof, of value in excess of \$2,000
New commercial & industrial and additions	
0-1,000 sq. ft.	<del>\$25.00</del> <u>\$30.00</u>
1,001-3,000 sq. ft.	<del>\$50.00</del> <u>\$55.00</u>
Greater than 3,000 sq. ft.	<del>\$50.00- \$55.00</del> plus \$10.00 for each additional \$500 or fraction thereof, of value in excess of \$2,000
<b>L.P.G. TANKS AND ASSOCIATED PIPING</b>	
0-500 (total water capacity in gallons)	<del>\$25.00</del> <u>\$30.00</u>
501-2,000	<del>\$30.00</del> <u>\$35.00</u>
Greater than 2,000	<del>\$40.00</del> <u>\$45.00</u>
<b>TANKS AND ASSOCIATED PIPING FOR FLAMMABLE AND COMBUSTIBLE LIQUIDS</b>	
0-10,000 gallons	<del>\$25.00</del> <u>\$30.00</u>
10,001 -20,000 gallons	<del>\$30.00</del> <u>\$35.00</u>
20,001 to 50,000 gallons	<del>\$40.00</del> <u>\$45.00</u>
Over 50,000 gallons	<del>\$50.00</del> <u>\$55.00</u>
Removal and Abandonment of Underground Storage Tanks	<del>\$25.00- \$35.00</del> minimum \$15.00 each for multiple tanks
Commercial Cooking Hoods	<del>\$25.00- \$30.00</del> ea.
Commercial Cooking Hoods-Fire Suppression System	<del>\$25.00- \$30.00</del> ea.
Annual Operating Permits for Other than Landscape irrigation systems for R-4 and R-5 (backflow devices, elevators, fire suppression systems)	\$40.00 annually

**PLANNING & ZONING FEES**

Land Use Zoning Clearance	\$25.00
Board of Zoning Appeals - decision of the Zoning Administrator	\$300.00
Interpretation of zoning map, variance and special exception	\$500.00
Conditional rezoning application	\$600.00
Rezoning Application	\$500.00
Site Plan Submittal and Review	<del>\$150.00</del> <u>\$175.00</u> plus \$25.00 per acre or portion thereof of the site
Erosion & Sedimentation Control Application (land disturbance > 5,000 sq. ft)	<del>\$300.00</del> <u>\$350.00</u> Application Fee Inspection Fee: \$50 per inspection based on approved construction schedule assuming 2 inspections per month as required by DEQ. Adjustments to the inspections fees will me made prior to the release of E & S surety guarantee.
Erosion & Sediment Agreement in lieu of a Plan (Residential)	<del>\$100.00</del> <u>\$125.00</u>

**SUBDIVISION PLAT REVIEW**

Plat-minor subdivision or boundary line adjustments	<del>\$100.00</del> <u>\$125.00</u> plus \$5.00 for each lot
Plat – major subdivision	<del>\$100.00</del> <u>\$150.00</u> plus <del>\$5.00</del> <u>\$10.00</u> for each lot
Review of construction plans and specs by 3 <sup>rd</sup> party engineer	The review rate is established under contract with the City
Inspection fees for subdivision inspections by City forces and all off-site appurtenances	\$35.00 per hour
Inspection fees for subdivision inspections by City’s consulting engineering firm	Applicable fees and costs incurred for inspection

## STORMWATER MANAGEMENT PLAN APPLICATION

FEE TYPE	Fee Paid By Applicant (includes both VSMP authority and DEQ portions where applicable)	DEQ Portion of "total fee to be paid by Applicant" (based on 28% of total fee paid*)
General Stormwater Management – <b>Small Construction Activity</b> /Land clearing (Areas within common plans of development or sale with land disturbance acreage less than 1 acre).	\$290.00	-\$0-
General Stormwater Management-Small Construction Activity/Land clearing ( <b>Single Family</b> sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 1 acre and less than 5 acres)	\$290.00	-\$0-
General Stormwater Management-Small Construction Activity/Land clearing ( <b>Non-Single Family</b> sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 1 acre and less than 5 acres)	\$2,700.00	\$756.00
General Stormwater Management- <b>Large Construction Activity</b> /Land clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than <b>5 acres and less than 10 acres</b> )	\$3,400.00	\$952.00
General Stormwater Management- <b>Large Construction Activity</b> /Land clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than <b>10 acres and less than 50 acres</b> )	\$4,500.00	\$1,260.00
General Stormwater Management- <b>Large Construction Activity</b> /Land clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than <b>50 acres and less than 100 acres</b> )	\$6,100.00	\$1,708.00
General Stormwater Management- <b>Large Construction Activity</b> /Land clearing (Sites or		

areas within common plans of development or sale with land disturbance acreage equal to or greater than <b>100 acres</b> )	\$9,600	\$2,688
<b>Fees for the Modification or Transfer of Registration Statements for the General Permit for Discharges of Stormwater from Construction Activities</b>		
General / Stormwater Management – Small Construction Activity/Land Clearing (Areas within common plans of development or sale with land disturbance acreage less than 1 acre)		\$20
General / Stormwater Management – Small Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 1 and less than 5 acres)		\$200
General / Stormwater Management – Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 5 acres and less than 10 acres)		\$250
General / Stormwater Management – Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 10 acres and less than 50 acres)		\$300
General / Stormwater Management – Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 50 acres and less than 100 acres)		\$450
General / Stormwater Management – Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 100 acres)		\$700

**STORMWATER PERMIT MAINTENANCE FEES**

General / Stormwater Management – Small Construction Activity/Land Clearing (Areas within common plans of development or sale with land disturbance acreage less than 1 acre)	\$50
General / Stormwater Management – Small Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance equal to or greater than 1 acre and less than 5 acres)	\$400
General / Stormwater Management – Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 5 acres and less than 10 acres)	\$500
General / Stormwater Management – Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 10 acres and less than 50 acres)	\$650
General / Stormwater Management – Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 50 acres and less than 100 acres)	\$900
General / Stormwater Management – Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater 100 acres)	\$1,400



**ADMINISTRATIVE FEES FOR CONSTRUCTION PERMITS PER VUSBC**

Administrative Fee for all permits in addition to permit fee	\$25.00
Appeal from Decision of Building Official	\$100.00
Application for Modification of Provisions of the Building Code	\$100.00
Administrative Fee – applicant request to amend permit after work has begun	<del>\$50.00</del> <u>\$75.00</u>
Special Plan Review-Non City Staff	Fee charged by ICC or other reviewing agency
Stop Work Order Penalty	<del>\$50.00</del> <u>\$200.00</u>
Re-inspection fee	\$50.00
Permit Extension and Suspension	<del>\$100.00</del> <u>\$125.00</u>
Refunding of fees and permits – written cancellation <b>prior to</b> start of construction or request for inspection	Permit fee less \$50.00 service charge
Refunding of fees and permits – written cancellation <b>after</b> start of construction or request for inspection	Permit fee less \$50.00 service charge, \$25.00 for each inspection and less plan review fee
<u>State Levy</u>	<u>2% of cost of building permit fees as follows: Building, plumbing, mechanical &amp; electrical</u>
<u>Fine for work started prior to receiving a permit</u>	<u>\$100.00</u>

<b>SIGN PERMIT FEES (Base fee plus area fee)</b>	
Base Fee	\$35.00
0-50 sq. ft.	Base Fee Plus <del>\$10.00</del> <u>\$15.00</u>
51-100 sq. ft.	Base Fee Plus <del>\$20.00</del> <u>\$25.00</u>
101-300 sq. ft.	Base Fee Plus <del>\$30.00</del> <u>\$35.00</u>
Over 300 sq. ft.	Base Fee Plus <del>\$40.00</del> <u>45.00</u>

<b>CERTIFICATE OF OCCUPANCY</b>	
Temporary Certificate of Occupancy (excludes R-4 and R-5)	\$100.00
Final Certificate of Occupancy (excludes R-4 and R-5)	\$100.00
Final Certificate of Occupancy if obtained temporary certificate	\$50.00
Certificate of Occupancy – Existing Buildings	\$100.00

<b>CONNECTION TO CITY WATER MAINS</b>	
Type of Connection	Fee
¾" Tap	\$3,500.00 per unit
1" Tap	\$4,500.00 per unit
1 ½ " Tap	\$5,500.00 per unit
2" Tap	\$7,000.00 per unit
More than 2" tap	\$7,000.00 plus \$1,000.00/inch > 2" per unit
For master metered townhomes, businesses, hotels or motels	The cost of the line set forth above plus \$450.00 per unit

All apartments, motels, hotels and townhomes (unless townhomes are under separate ownership) shall be master metered to City specifications. All water meters shall be selected by the City, paid for by the person or company connecting and installed by the City. The City shall install service lines from the City main to the owner's property line and install water meters at the property lines for single-family houses (except for those in major subdivisions created after July 1, 2000), but not for businesses, townhouses, apartments, motels or hotels.

<b>CONNECTION TO CITY SEWER MAINS</b>	
Type of Connection	Fee
4" Line	\$4,500.00 per unit
6" Line	\$5,500.00 per unit
8" Line	\$6,500.00 per unit
Line larger than 8"	\$6,500.00 per unit plus \$250/inch > 8"
For townhouses, apartments, hotels or motels which have master metered water taps	Cost of line as set forth above plus \$450.00 per unit

The City shall install gravity sewer lines only from the owner's property line to the City main for single houses (except for those in major subdivisions created after July 1, 2000), but not for commercial and industrial businesses, townhouses, apartments, motels or hotels.

<b>AMUSEMENT DEVICES</b>	
Ride Annual inspection	\$35.00 each ride
Operation inspection – 3 <sup>rd</sup> party inspector	\$75.00 administrative fee
*Kiddie ride fee	\$25.00
*Major ride fee	\$35.00
*Spectacular ride fee	\$55.00
Coasters > 30 ft. in height	\$150.00
<b>PARKS &amp; RECREATION SERVICES</b>	
<b>SWIMMING POOL</b>	
Ages 0 – 5 years	\$1.25 per swim Season Pass - \$25.00
Ages 6-17	\$2.00 per swim Season Pass - \$35.00
Ages 18 and Older	\$3.00 per swim Season Pass - \$45.00
Family Season Pass	\$70.00
Swimming Class	\$30.00 per session
<b>RENTAL OF PARKS (EXCEPT ARMORY DRIVE FOOTBALL STADIUM)</b>	
Groups up to 100	\$50.00
Security Deposit	\$100.00
Groups from 101-200	\$75.00
Security Deposit	\$200.00
Groups over 200	\$100.00
Security Deposit	\$400.00
<b>All rental rates are based on a five hour rental period. Each additional hour over five hours is \$25.00 per hour.</b>	
<b>CONCERTS/SPECIAL EVENTS RENTAL</b>	
Event	\$200.00
Security Deposit	\$400.00
<b>All rental rates are based on a five hour rental period. Each additional hour over five hours is \$50.00 per hour.</b>	
<b>ARMORY DRIVE RECREATIONAL PARK FOOTBALL STADIUM</b>	
Sporting Event	\$400.00
Security Deposit	\$200.00
<b>All rental rates are based on a five hour rental period. Each additional hour over five hours is \$50.00 per hour.</b>	

<b>ARMORY FIELD OR HAYDEN SPORTS COMPLEX (Baseball or Softball Field Rental)</b>	
Non Admission Games	\$25.00
Admission Games	\$50.00
Tournaments – Armory Drive	\$200.00 per field
Tournaments – Hayden Sports Complex	\$25.00 per field
Use of Lights – Armory Drive	\$75.00 per day/night
Armory Park or Portable Concession	\$75.00 per day
<b>FIELD SIGNS – Rental Space on Ball Field Fences (Design Requires Approval by Department)</b>	
14 oz Nylon Signs reinforced vinyl not exceeding 36"x48"	\$100.00
<b>PUBLIC WORKS – SOLID WASTE SERVICES</b>	
Refuse Collection – Single Family Dwelling	\$38.00 per month
Business – one container	\$52.61 per month
Business – two containers	\$61.90 per month
<b>Monthly fee for customers outside the City are twice the monthly rates as described</b>	
<b>PUBLIC WORKS – WATER RATES</b>	
Metered Service Inside City	\$14.22 plus \$3.20 per 1,000 gallons
Metered Service Outside City	\$17.98 plus \$3.96 per 1,000 gallons
Unmetered Service Inside City	\$30.25 per month
Unmetered Service Outside City	\$37.57 per month
<b>PUBLIC WORKS – SEWER RATES</b>	
Metered Service Inside City	\$19.01 plus \$4.43 per 1,000 gallons
Metered Service Outside City	\$22.94 plus \$5.67 per 1,000 gallons
Unmetered Service Inside City	\$41.00 per month
Unmetered Service Outside City	\$50.95 per month
<b>Service when meter is in disrepair is an average bill for the last six months of metered service</b>	
<b>PUBLIC WORKS STAGE RENTAL*</b>	
Non Profit organizations	\$50.00
Non-resident organizations	\$100.00
*Liability insurance required	
<b>PUBLIC WORKS CEMETERY FEES</b>	
Southview Cemetery	\$330.00 per burial space
Poplar Springs Cemetery	\$1,500 per burial space
Record transfer of a burial lot or space by a person other than a devisee or heir at law of the owners	\$25.00

<b>CITY ADMINISTRATION – SERVICE FEES</b>	
<b>TREASURER</b>	
Return Check Fee	\$50.00
Set off debt	\$25.00
Administrative Fee for Collection	\$30.00
Yard Sale Permit	\$5.00
DMV Stop (\$25 submitted to DMV)	<del>\$45.00</del> <u>\$55.00</u>
<b>COMMISSIONER OF THE REVENUE</b>	
Copies	\$0.25 per page
Assessment cards	\$0.25 per card
Tax Maps (legal size)	\$1.00 per sheet
<b>FIRE &amp; RESCUE – AMBULATORY SERVICES</b>	
Treatment- Without Transport (A0998)	\$380.00
Basic Life Support (BLS) (A0428)	<del>\$542.00</del> <u>\$560.00</u>
Basic Life Support Emergent (A0429)	<del>\$630.00</del> <u>\$700.00</u>
Advanced Life Support 1 (ALS1) (A0426)	<del>\$704.00</del> <u>\$741.00</u>
Advanced Life Emergent (A0427)	<del>\$809.00</del> <u>\$850.00</u>
Advanced Life Support 2 (ALS2) (A0433)	\$974.00
Mileage Rate to Hospital	<del>\$14.30</del> <u>\$17.00</u> per mile
<b>UTILITY BILLING &amp; COLLECTION SERVICES</b>	
Deposit on New Accounts-Residential	\$450.00
Deposit on Commercial Accounts	Average 2 months of usage at facility
Administrative Fee for New Electric Service	\$10.00
Administrative Fee for New Water& Sewer Service	\$10.00
Administrative Fee for New Garbage Service	\$10.00
Late Fee if not paid by the 20 <sup>th</sup>	\$15.00
Reconnection Fee – 8:30-4:00 p.m.	\$75.00
Reconnection Fee – 4:01-:800 p.m.	\$100.00
Meter Tampering Fee	\$250.00
Reprinting of Bill	\$5.00
Second Trip Charge	\$50.00



## MEMORANDUM

**TO:** Mayor Rabil & Franklin City Council

**FROM:** Selenia R. Boone  
Commissioner of the Revenue  
Amanda C. Jarratt  
City Manager

**DATE:** June 2, 2022

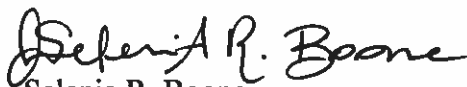
**SUBJECT:** 2022 Personal Property

As you, all know we saw an increase in the City of 19% for vehicle valuations in 2021. So far this year we are trending to see an increase of 25%. Typically, vehicles depreciate however due to COVID we now have a limited market of vehicles, which has caused them to appreciate. The option that I suggest which has to be decided on by City Council would be to offer a one-time discounted assessment ratio for 2022. Our current methodology requires a 100% valuation of assessment however State Code Section 58.1-3503(B) allows the local governing body to set the percentage of the assessed value which, if lowered will result in a lower bill.

As a team, we have worked with the finance department and JD Power to pull in the valuations for 2022. It is our suggestion to lower the methodology from 100% to 75%. This will lessen the burden on our citizens while still providing the necessary funds needed for day-to-day operations in the City.

Attached are some examples of current vehicles in the City with the 2021 values and 2022 values. I have also attached the JP Power update for January 2022 and their most current update.

Thanks for your hard work for the citizens of Franklin.

  
Selenia R. Boone  
Commissioner of the Revenue

Amanda C. Jarratt  
City Manager

Cost	2021 Value (CT)	2022 Value (CT)	Year	Make	Model	Body
\$ 50,892.00	\$ 46,000.00	\$ 52,625.00	2020	ACURA	MDX	4D
\$ -	\$ 5,350.00	\$ 6,025.00	2007	ACURA	MDX	4D
\$ 46,713.00	\$ 32,025.00	\$ 40,375.00	2019	BUICK	ENCLAVE	4D
\$ 46,684.00	\$ 16,475.00	\$ 19,225.00	2016	BUICK	LACROSSE	4D SDN
\$ -	\$ 11,050.00	\$ 13,550.00	2013	CHEVROLET	CAMARO	2D
\$ 45,520.00	\$ 31,864.00	\$ 34,075.00	2021	CHEVROLET	CAMARO	2D
\$ -	\$ 4,425.00	\$ 4,825.00	2006	CHEVROLET	COLORADO	PU
\$ 34,532.00	\$ 29,875.00	\$ 37,000.00	2019	CHEVROLET	COLORADO	PU
\$ -	\$ 1,550.00	\$ 1,850.00	2005	CHEVROLET	MALIBU	4D SDN
\$ 23,995.00	\$ 16,800.00	\$ 24,500.00	2020	CHEVROLET	MALIBU	4D SDN
\$ -	\$ 2,975.00	\$ 4,800.00	2005	DODGE	RAM 1500	PU
\$ 24,682.00	\$ 34,150.00	\$ 41,450.00	2020	DODGE	RAM 1500	PU
\$ 22,920.00	\$ 4,350.00	\$ 5,775.00	2009	HONDA	ACCORD	4D SDN
\$ 27,857.00	\$ 20,850.00	\$ 27,275.00	2018	HONDA	ACCORD	4D SDN
\$ 20,039.00	\$ 7,050.00	\$ 9,450.00	2014	KIA	OPTIMA	4D SDN
\$ 21,240.00	\$ 15,900.00	\$ 23,225.00	2020	KIA	OPTIMA	4D SDN
\$ 35,721.00	\$ 5,300.00	\$ 6,575.00	2012	NISSAN	MAXIMA	4D SDN
\$ 39,291.00	\$ 20,100.00	\$ 26,000.00	2019	NISSAN	MAXIMA	4D SDN
\$ 19,719.00	\$ 12,575.00	\$ 18,125.00	2017	TOYOTA	CAMRY	4D SDN
\$ 33,780.00	\$ 27,024.00	\$ 38,050.00	2021	TOYOTA	CAMRY	4D SDN
\$ 32,313.00	\$ 16,300.00	\$ 18,800.00	2012	TOYOTA	TACOMA	PU
\$ 32,683.00	\$ 35,200.00	\$ 39,600.00	2020	TOYOTA	TACOMA	PU

## JANUARY 2022 WHOLESALE MARKET UPDATE

### USED VEHICLE PRICE INDEX

Wholesale prices softened a bit from December 2021, which brought the Valuation Services Used Vehicle Price Index down approximately four points to 217.3. January 2022 marked the first time the index declined since the summer of 2021. Wholesale values experienced steady weekly declines in January that accelerated ever so slightly over the second half of the month. Additionally, older vehicles saw more price stability, while newer units experienced slightly larger declines. Despite the small pullback, used prices remain exceptionally strong, and ended the period 59% higher than they were in January 2021.

Wholesale prices at the industry level fell 2% in January, which was one of the softer performances for the industry since 2000. The only time in recent years in which used-vehicle prices declined by more than 2% from the previous month was in January 2019 due to the polar vortex and the government shutdown. During that period, prices fell 2.2%. On the retail side of the market, according to J.D. Power PIN data, used sales at franchised dealers were down approximately 7% from January 2021 and used retail prices fell on a month-over-month basis by nearly 0.5%, which is the first-time used retail prices declined since March 2021. Days to turn for used vehicles held steady at 41 days, which remains very quick and up only one day from its lowest point in the fourth quarter of 2021.

J.D. Power Valuation Services Used Vehicle Price Index (seasonally adjusted)



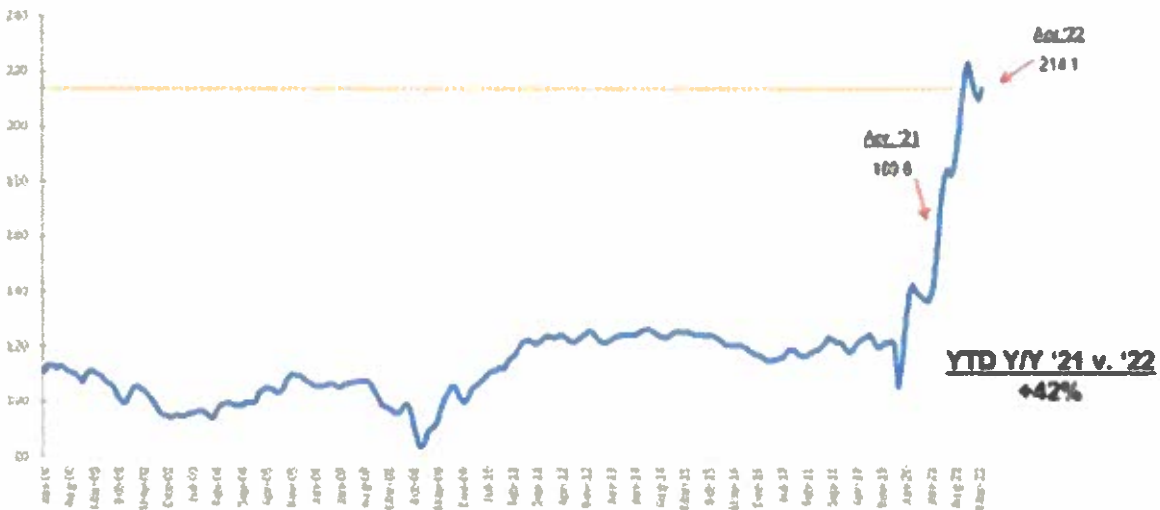


## APRIL 2022 WHOLESALE MARKET UPDATE

### USED VEHICLE PRICE INDEX

The used vehicle market remains exceptionally strong, wholesale prices grew slightly for the second consecutive month, which helped elevate the Valuation Services Used Vehicle Price Index by 4.2-points to 214.1. April's increase helped keep the index and used prices near December 2021's all-time high of 223.6. As a result, used prices ended the period 42% higher than they were through the first four months of 2021.

J.D. Power Valuation Services Used Vehicle Price Index (seasonally adjusted)



Wholesale prices at the industry level grew by 1.3% in April, which was the strongest performance for the period in the past 20+ years. Generally, wholesale prices are flat to down slightly in the April period. For example, in the five years leading to 2020, wholesale prices in April fell by an average of 0.4%. On the retail side, used prices at franchised dealers grew in April to reach an all-time high of nearly \$31,300 per unit. Additionally, on the retail side, the used-to-new ratio remains elevated at 114.8%, as dealers continue to rely on used units to help meet consumer demand. Used days to turn increased by one day to a still lean 40 days, as used vehicles continue to sell very quickly.



*Office of the City Manager  
Amanda C. Jarratt*

June 8, 2022

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: Compensation Study Follow Up

**Background Information**

As was previously discussed at a work session the City of Franklin recently completed a Compensation Plan. This is the first plan that has been conducted since 2006. The history of raises for City employees have only been in the one to two percent range causing the City to fall egregiously behind where they should be in terms of minimum compensation.

In addition, as discussed, the majority of localities around us have moved to a Step plan for their employees. The advance of this is that it provides assistance with budgeting, recognizes years of service for recruitment purposes, and provides certainty to City employees.

The cost to the General Fund is estimated at \$413,221 and the cost to the Enterprise Funds is \$138,172. The increased revenue from the personal property tax increase and projected end of year surpluses can pay for these expenses for this fiscal year. It is critical that the City of Franklin remain competitive in terms of hiring in order to maintain City operations.

**Needed Action**

Consider action on the Compensation Plan which would consist of two different actions. The first of which would be to move all employees to the recommended minimum salary. The second would be to implement the Step plan for future years. To provide assistance with budgeting, recognize years of service for recruitment purposes



# Compensation and Classification Study



# Methodology

- ✓ Captured key employee data;
- ✓ Identified jobs where recruitment and retention are concerns;
- ✓ Conducted interviews with top management and selected staff;
- ✓ Gathered salary and compensation data from competitor organizations;
- ✓ Reviewed current job descriptions and organizational information;
- ✓ Recommended changes to support a competitive compensation system; and
- ✓ Developed implementation/transition costs.





# Market Survey Results

- ✓ Pay ranges for 21 “benchmark” positions (common in the market) were captured.
- ✓ Market data shows that the City is 11.19% behind the market at the pay grade Minimum; 19.60% at Midpoint and 26.90% at the Maximum pay levels on average.
- ✓ Actual salaries assigned to City positions (staff) are, for the most part, non-competitive compared to the recommended pay ranges. Even after the 5% increase, the majority of employees still need an additional adjustment to get to the proposed minimums of new proposed pay grades.







# Regional Influences

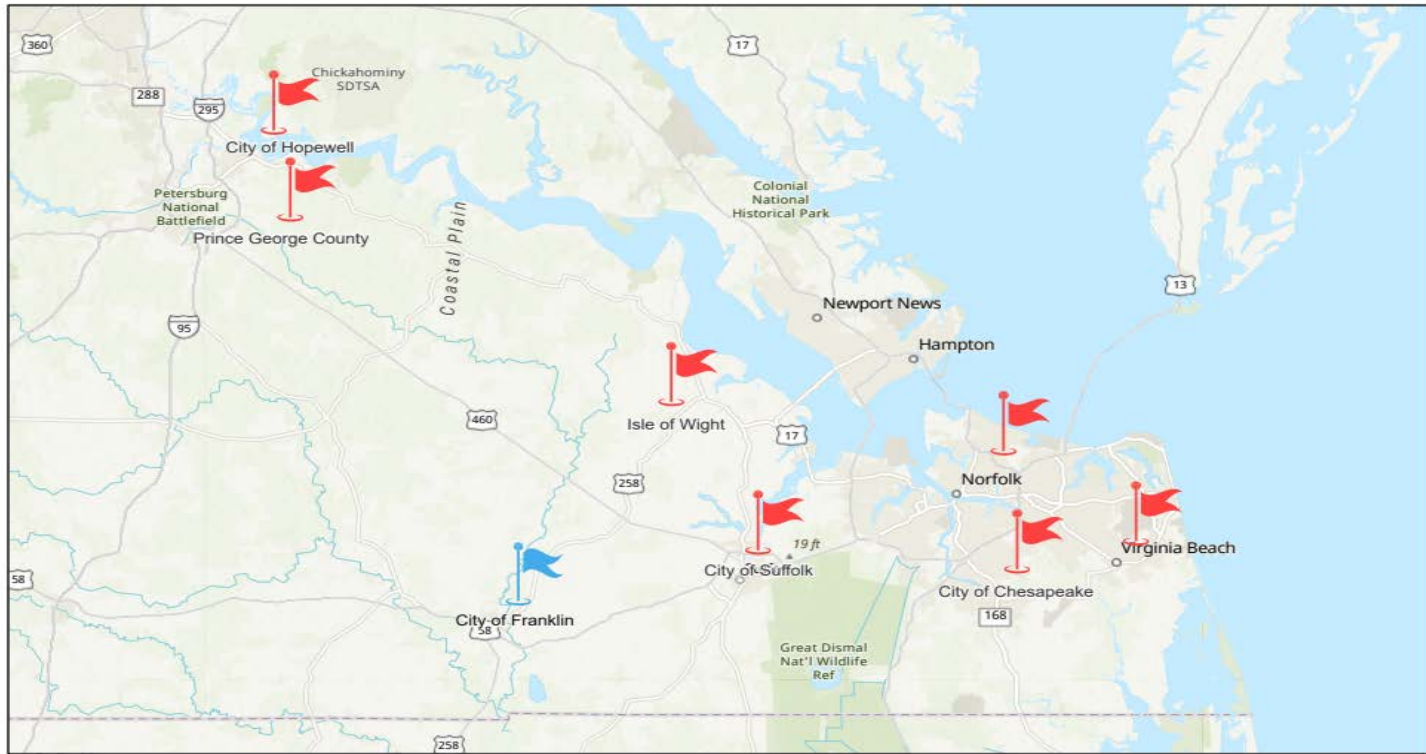
- ▶ Our region is seeing significant changes to the relevant labor market values. Which poses significant challenges for recruitment and retention moving forward.
- ▶ Regional and surrounding localities have either conducted a compensation market analysis, actively in the middle of an analysis, or adopted/implemented their new compensation plan.
- ▶ The compensation analysis identified key marketable components.
  - ▶ Relevant Labor Market Values (Base Salaries)
  - ▶ Compensation Step Plan (with yearly increases of 2%, 2.5%, or 3.5%)
  - ▶ Years of Service Adjustment for Employees (Methodology of 100%, 60%, 65%, or 50% longevity)
  - ▶ Adjustments for New Hires with previous experience (Methodology of 2%, 2.5% for each year of experience for a max number of years)

# Regional Influences

- ▶ The City must continue to attract and retain well-qualified personnel who exemplify our departments values.
- ▶ Fiscally responsible is identifying what the City of Franklin can afford and what risk management factors could affect our service.
- ▶ The implementation of these localities compensation plan components poses a significant risk to our service.
- ▶ Localities that have increased Public Safety in FY22's budget
  - ▶ IOW 7% public safety increase as of March 2022, planning an market value (base salary) adjustment with a step plan, and years of experience incentives for FY23 Budget adoption. Their proposed budget reflects a 9.6% public safety increase with a 4% general wage increase.
  - ▶ City of Suffolk increase April 2022, included market value (base salary) adjustments, a step plan, and methodology of 60% years of service.
  - ▶ City of Chesapeake increase Jan 2022 to include market value (base salary) adjustments, a step plan, and methodology of 100% years of service.
  - ▶ City of Virginia Beach potential increases in FY23 budget for Market Salary adjustments, COLA, and a Step plan
  - ▶ City of Hopewell increase to include market value (base salary) adjustments, a step plan, and prior years of experience incentives.
  - ▶ Prince George County Summer 2021, included market value (base salary) adjustments, a step plan, methodology of 65% years of service, and prior years of experience incentives.
    - ▶ Additionally Prince George is proposing a 5% or 7.5% increase in the adoption of FY23's budget.



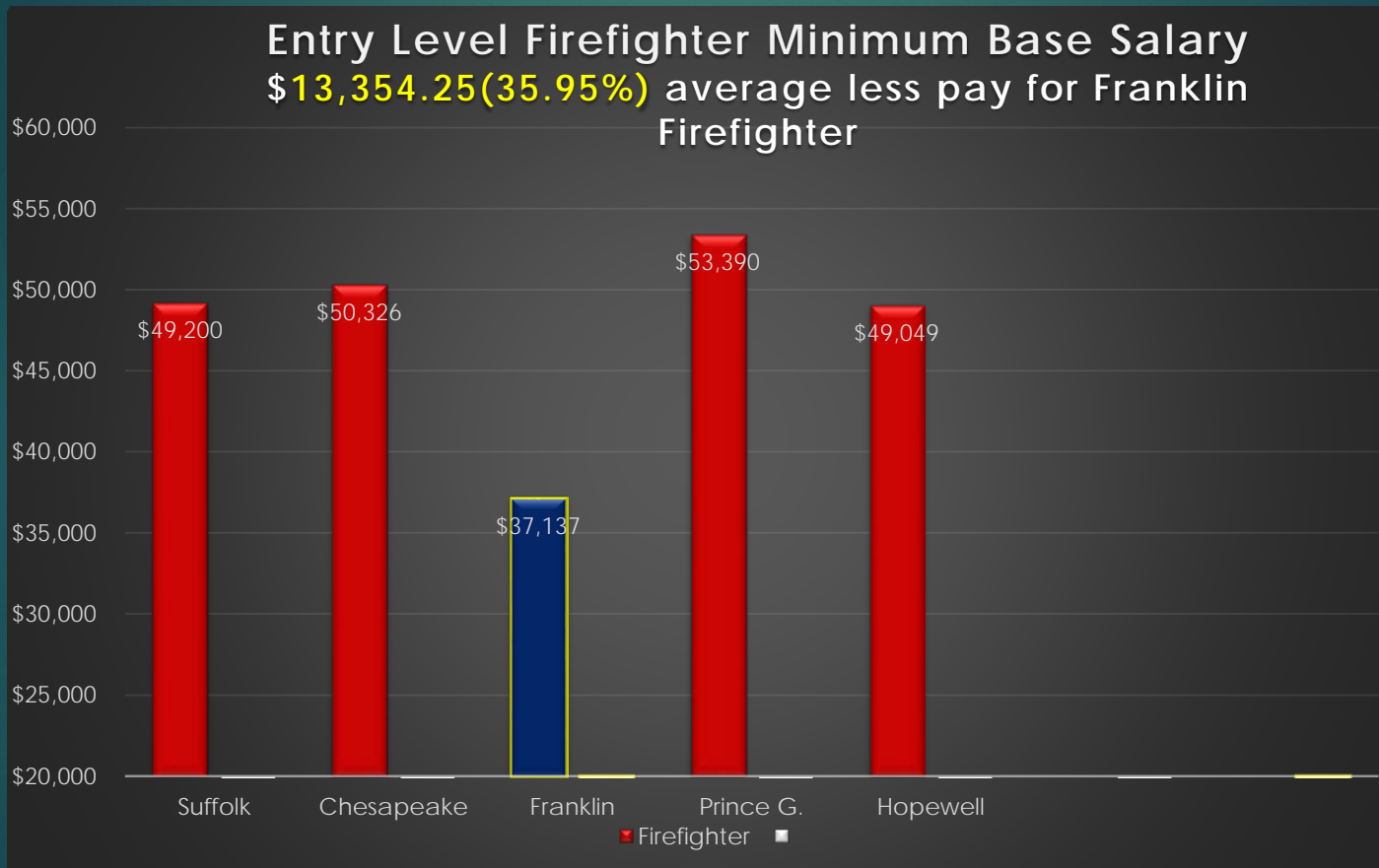
# Regional Labor Pool



4/26/2022

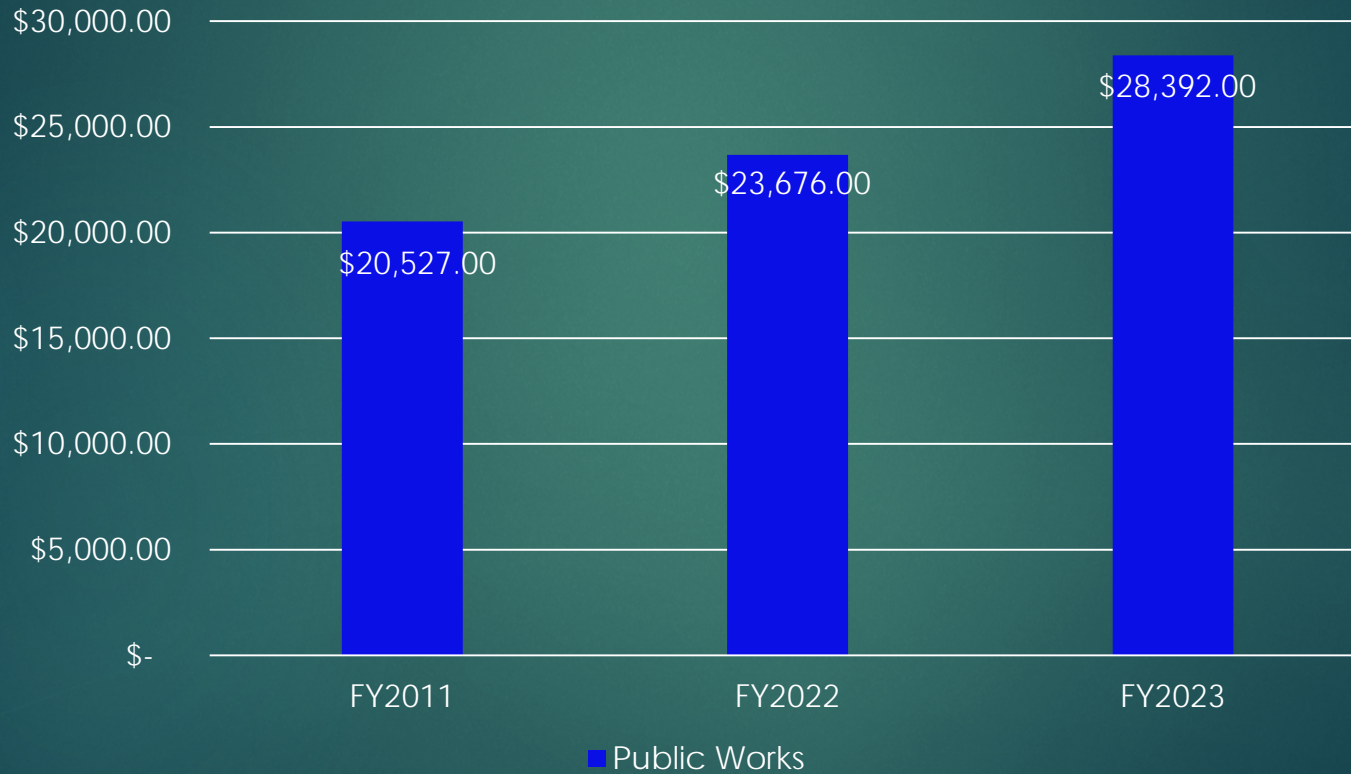
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# Franklin Fire & Rescue



# Franklin Public Works

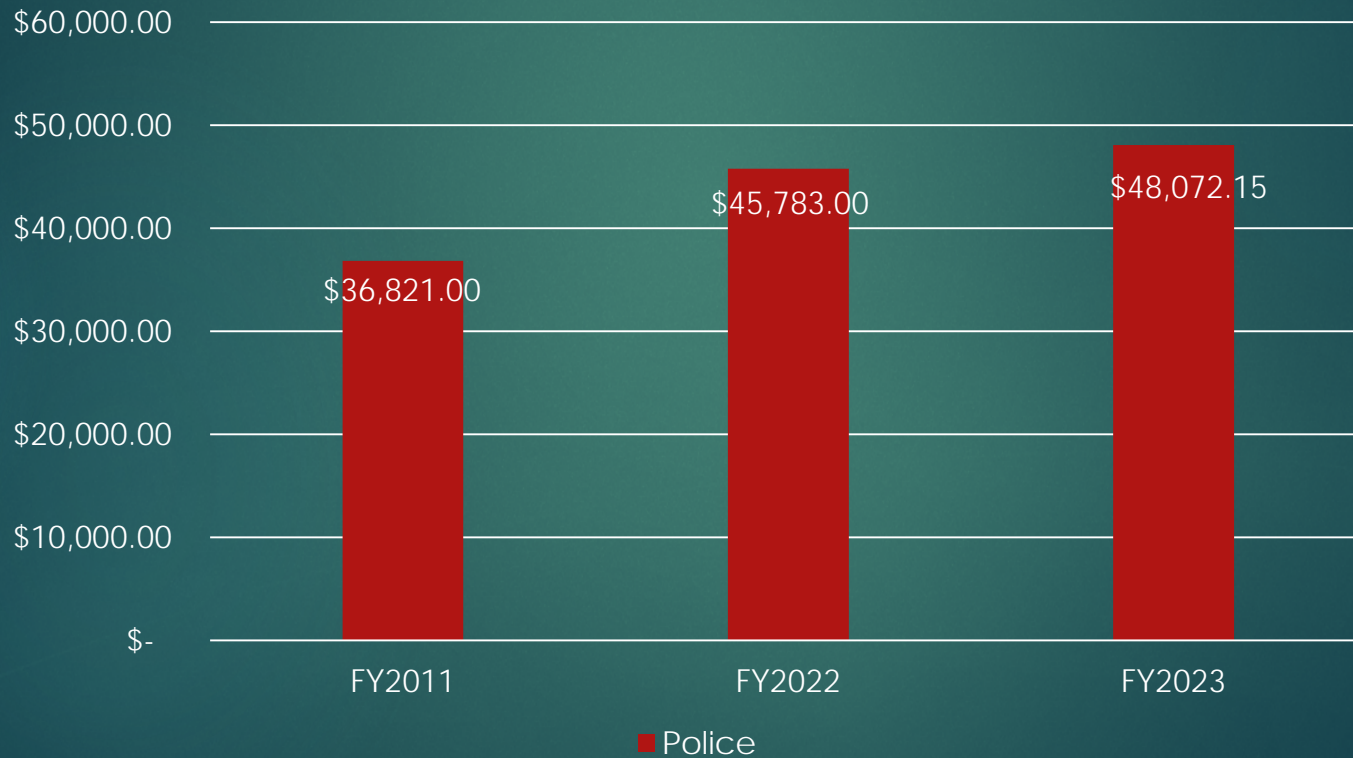
## Minimum Base Salaries





# Franklin Police

## Police



# Estimated Annualized Costs

	Annualized Costs
Flat 5% Adjustment	\$ 474,400
Adjustment to Minimums	\$ 413,221
Enterprise Funds	\$138,172



# Conclusion

- ▶ Two potential items for Council's consideration:
  - ▶ Appropriate funds necessary to move all employees to the suggested new minimum salary.
  - ▶ Consider implementation of a step plan:
    - ▶ Provides consistency to the City for budgeting purposes
    - ▶ Provides reassurance to City employees on anticipated raises
    - ▶ Assists with recruitment and retention of employees
- ▶ To remain competitive and provide consistent City services, some action must be taken.



*Office of the City Manager  
Amanda C. Jarratt*

June 6, 2022

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: Southampton County Courthouse Update

### **Background Information**

The following is the latest information shared with the Southampton County Board of Supervisors regarding the status of the Southampton County Courthouse renovation:

- Interior framing and layout, rough-in electrical and rough-in plumbing continues in the 1960's addition. Excavation of the new elevator pit in the 1960's addition is now complete. A storm sewer installation continues at the front of the site.
- As previously shared Heartland encountered a conflict with the primary electrical cable feeding the electrical transformer at the rear of the property and the elevator pit in the new basement. This conflict requires Dominion Energy to redesign and relocate its primary and associated transformers. It has taken them six weeks to complete the redesign and is further expected to take them an additional six weeks to schedule relocation of the cable. This has pushed the project to be three months behind schedule. The contractor has tried to stay busy with other activities, but this has caused a significant delay.
- Excavation of the 1834 portion of the facility has revealed deteriorating masonry on the back corners of the building. Temporary stabilization has been provided and historic masonry was salvaged during the demotion from the permanent repairs. This is not expected to adversely impact project cost or schedule.
- To date, Southampton County has processed the first six pay applications and paid them roughly \$3.2 million.

### **Needed Action**

None at this time.





*Office of the City Manager  
Amanda C. Jarratt*

June 6, 2022

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: City Manager's Report

### **General Updates**

- Staff continues to work with the owners and management company of the Berkley Court Apartment complex to resolve the remaining outstanding issues related to the recent explosion.
- Staff continues to work on the Laurel Street precontract activities for the CDBG grant.
- Staff had a call with the Department of Rail and Public Transit about moving forward with the Feasibility Study for the City of Franklin. The Department of Rail and Public Transit will be covering 100% of the cost for the Feasibility Study. We are in the process of communicating with Isle of Wight County and Southampton County regarding their participation.
- The time frame for citizens to apply for tax relief for the elderly/disabled begins July 1st and they must be submitted to the Commission of the Revenue by August 1st.

### **Community Events**

- Independence Day Celebration June 29, 2022
- National Night Out August 2, 2022
- Mayoral Cup Blood Drive June 22, 2022





**American  
Red Cross**

# MAYOR'S CUP

*Save Lives. Support your City. Donate Blood.*



**🩸 BLOOD DRIVE 🩸**

## **The Franklin Business Incubator Conference Room**

601 N. Mechanic St., Franklin, VA 23851

**Wednesday, June 22, 2022  
11:00 a.m. to 3:00 p.m.**

To schedule an appointment, visit [RedCrossBlood.org](https://RedCrossBlood.org)  
and enter sponsor code: **Franklin**

Give June 1-30 and receive a \$5 e-gift card and a chance to win a VIP  
trip to Memphis and Graceland for two!



1-800-RED CROSS | [RedCrossBlood.org](https://RedCrossBlood.org) | Download the Blood Donor App

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# Adult Summer Basketball League



## LEAGUE DATES

AUG. 1ST  
AUG. 8TH  
AUG. 15TH  
AUG. 22ND  
AUG. 29TH  
SEPT. 5TH [PLAYOFF]  
SEPT. 7TH [PLAYOFF]



## League Details

Registration - June 2nd - July 15th

6 Teams / 10 Players Max Per Team

\$400 per Team or \$50 Individually

\*Must have full Team Roster when signing up  
as a team!\*

\*Individual Sign-Ups will be added to a team\*

## Location

TBA- FCPS Gym



Register at the MLK Center (683 Oak Street) or online via  
[www.franklinva.com](http://www.franklinva.com)->online payments-> parks and rec link

FOR FURTHER DETAILS CONTACT ANDREW LOWE AT (757)-647-9565



IN PARTNERSHIP WITH THE  
FRANKLIN DEPARTMENT OF PARKS AND RECREATION



# *Camp25* 4th Annual **Soccer League**

Price  
**\$60**

if you register for  
summer camp, soccer  
fee is **\$55**



Camp 25 T shirt Included!

**Kids Ages 4-15**

**Limited slots in an effort to keep everyone safe**

## **Game Dates**

**6/9, 6/16, 6/23, 6/30, 7/7**

Games are at 6:15, 7:00 and 7:45

## **Practice Dates**

**6/6, 6/13, 6/20, 6/27**

**Make up dates - 7/11, 7/14**

**Location: Armory Field**  
Franklin VA, 23851

**REGISTER @ [WWW.CAMP25.ORG](http://WWW.CAMP25.ORG)**

**QUESTIONS? 757-653-1667**

**COVID PROTOCOLS WILL BE IN PLACE.**

**ALL CAMPERS MUST WEAR A MASK WHEN THEY ARE NOT IN THE GAME. SLOTS WILL BE LIMITED TO KEEP EVERYONE SAFE**





**FRANKLIN DEPARTMENT OF PARKS & RECREATION**



**FREE**

**SNO-CONES**

**Every Wednesday in July from 2pm-4pm**

**683 OAK STREET, FRANKLIN, VA 23851**







Franklin Market on Main

# Out of School Luau



## Join Us At The Market For:

**Pig Roast, Polynesian dancing, Tropical Smoothies, Blackwater Library Bookmobile, Panda Homestead Food Truck, Flippin' Chicken Food Truck, Farm Fed Food Truck, Hines Food Truck, CMOS Snax-Ice Cream Truck, Anthony Williams Hot Dog Cart, Lawn Games, Vendors, Lou Vinateri (Music), and VDH Covid Clinic.**

## Vendors:

**Up In Smoke-Smoked Cheese, Dorothy's Baked Goods, Linda Rose-Jellies/Jams/Breads, David Ciboroski-Nursery, Howell Farms, Heritage Farms, Five Fish-Fish and Seafood, Sexy Nana's Crafts and Sweet Treats, Oma's Craft Rooms, The Lighthouse Project- Fresh Smoothies, Cold Pressed Juices, and Overnight Oats, Joys Jemz, Morning Glory Farms, Drew's Food Forest, Shelly Ball's Crafts, Joanne's Goat Milk Soaps, and Bea's Kustom Creations-Designer T-shirts.**



June 8, 2022

4:00 pm-8:00 pm

210 South Main Street

Franklin, Virginia 23851



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For More Information Contact:  
Robert Campbell 757-613-0104





# Super Summer Jam

Annual membership: \$20  
Summer Registration: \$25  
Summer session fee: \$60



Great Futures Start Here...



Dates for Summer Camp:

June 20th - Aug 26th

Times and days:

7:30AM-5:30PM  
M-F



## Our Activities

- Daily Recreational
- Swim Times
- Computer times
- Field trips
- Sports Activities
- Educational programs
- Art and Crafts
- Outside Activities



For more information please contact us at:  
757-562-2475 or 757-620-8346

Applications can be picked up at  
683 Oak Street Franklin VA 23851

Space is limited