



**Franklin City Council Agenda
April 24, 2023
Council Chambers
207 West Second Avenue
Franklin, Virginia 23851**

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

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

1. CONSENT AGENDA:

- A. Approval of April 10, 2023 minutes
- B. Introduction of New Employees
- C. Councilwoman Amelia Ross-Hammond- Virginia African American Center
- D. National Small Business Appreciation Week Resolution 2023-12

2. FINANCIAL MATTERS

- A. Quarterly Financial Overview
- B. FY 24 Budget Public Hearing

3. OLD/ NEW BUSINESS:

- A. Franklin Southampton Economic Development Inc. Update
- B. Utility Bill Change Discussion
- C. Juneteenth 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, Southview Cemetery Advisory Committee, Historic Preservation Commission, Blackwater Regional Library Board, FAPT Advisory Board, 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 Sandford vs. City of Franklin, Council vs. City of Franklin, Ferguson vs. City of Franklin.

Motion Upon Returning to Open Session- I move that the City of Franklin, Virginia City Council certify that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting held on April 24, 2023, 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

Regular City Council Meeting Minutes April 10, 2023

Call to order

The Franklin City Council held a regular City Council meeting on April 10, 2023 at 7:00 p.m. in the City Council Chambers located at 207 West Second Avenue, Franklin, Virginia 23851.

Council Members in Attendance: Robert “Bobby” Cutchins, Mayor; Wynndolyn Copeland, Vice-Mayor; Councilman Linwood Johnson; Councilwoman Jessica Banks; Councilman Mark Kitchen; Councilman Ray Smith; Councilman Gregory McLemore.

Council Members not in Attendance:

Staff in Attendance: Amanda Jarratt, City Manager; A’Risha Jones, Executive Assistant, recording minutes.

Other Staff in Attendance: Steve Patterson, Chief of Police; Vernie Francis; Chief of EMS; Sarah Rexrode, Director of Social Services; Carlee Gurskiy, Director of Community Development; Zach Wright, Director of Power & Light; Dinah Babb, Treasurer; Chad Edwards, Director of Public Works; Matthew Jezierski, Director of IT; Camara Jacobs, Director of Human Resources.

Citizen’s Time

No one signed up for Citizens Time.

Amendments to Agenda

Mayor Bobby Cutchins asked if there any amendments to the agenda. **No amendments at this time.**

Consent Agenda:

- A. Approval of March 27, 2023 Meeting Minutes

Mayor Bobby Cutchins asked if there were any corrections or additions for the March 27, 2023 meeting minutes. Mayor Bobby Cutchins entertained a motion to approve the March 27, 2023 meeting minutes as presented.

Councilman Ray Smith made a motion to approve the March 27, 2023 meeting minutes with a second from Councilman Mark Kitchen.

The motion carried the vote 6-1-0

The vote was as follows:

Councilman Linwood Johnson	Abstained
Councilman Mark Kitchen	Aye
Councilwoman Jessica Banks	Aye

Vice-Mayor Wynndolyn Copeland **Aye**
Mayor Bobby Cutchins **Aye**
Councilman Ray Smith **Aye**
Councilman Gregory McLemore **Aye**

Mayor Bobby Cutchins affirmed the motion carried.

A.1 Approval of March 30, 2023 Meeting Minutes

Mayor Bobby Cutchins asked if there were any corrections or additions for the March 30, 2023 meeting minutes. Mayor Bobby Cutchins entertained a motion to approve the March 30, 2023 meeting minutes as presented.

Councilman Mark Kitchen made a motion to approve the March 30, 2023 meeting minutes with a second from Vice-Mayor Wynndolyn Copeland.

The motion carried the vote 6-1-0

The vote was as follows:

Councilman Linwood Johnson **Abstained**
Councilman Mark Kitchen **Aye**
Councilwoman Jessica Banks **Aye**
Vice-Mayor Wynndolyn Copeland **Aye**
Mayor Bobby Cutchins **Aye**
Councilman Ray Smith **Aye**
Councilman Gregory McLemore **Aye**

Mayor Bobby Cutchins affirmed the motion carried.

B. Animal Control Week Resolution #2023-08 (Read by Councilman Mark Kitchen)



National Animal Care and Control Appreciation Week
 April 9th-15th, 2023
 Resolution #2023-08

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

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

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

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

NOW, THEREFORE BE IT RESOLVED, that the City of Franklin, Virginia City Council declares April 9th-15th, 2023 to be National Animal Care and Control Appreciation Week in Franklin, Virginia, in honor of the men and women whose diligence and professionalism keep our city and citizens safe.

Signed this 10th day of April 2023

Robert "Bobby" Cutchins, Mayor
City of Franklin, Virginia

Mayor Bobby Cutchins entertained a motion to approve National Animal Care & Control Appreciation Week Resolution #2023-08. Councilman Linwood Johnson made a motion to approve Resolution #2023-08 with a second from Councilwoman Jessica Banks.

City Manager Amanda Jarratt thanked Ms. Maria Vargo, Animal Control Officer, for her hard work and dedication.

The motion carried the vote 7-0

The vote was as follows:

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

Mayor Bobby Cutchins affirmed the motion carried.

C. Telecommunications Week Resolution #2023-09 (Read by Vice-Mayor Wynndolyn Copeland)



National Public Safety Telecommunications Week
April 9th-15th, 2023
Resolution #2023-09

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

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

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

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

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

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

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

NOW, THEREFORE BE IT RESOLVED, that the City of Franklin, Virginia City Council declares April 9th-15th, 2023 to be National Public Safety Telecommunicators Week in Franklin, Virginia, in honor of the men and women whose diligence and professionalism keep our City and citizens safe.

Signed this 10th day of April 2023

Robert "Bobby" Cutchins, Mayor
City of Franklin, Virginia

Mayor Bobby Cutchins entertained a motion to approve Resolution #2023-09. Councilman Mark Kitchen made a motion to approve Resolution #2023-09 with a second from Councilman Linwood Johnson.

City Manager Amanda Jarratt thanked the Dispatch team for their dedication and hard work, they are the heroes behind the scenes.

The motion carried the vote 7-0

The vote was as follows:

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

Mayor Bobby Cutchins affirmed the motion carried.

D. Child Abuse Prevention Month Resolution #2023-10 (Read by Councilwoman Jessica Banks)



Child Abuse Prevention Month
Resolution #2023-10

WHEREAS, regardless of who they are or the circumstances of their birth, all children have the right to safe, secure, and supportive environments, free from abuse and neglect.

WHEREAS, April is National Child Abuse Prevention Month; and

WHEREAS, during Prevention Month, Virginians are reminded of the courage it takes to raise a child and that all parents have the right to the support and knowledge which child rearing demands; and

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

WHEREAS, child abuse can disrupt early brain development, and serious chronic stress can impair the development of nervous and immune systems; and

WHEREAS, children are the foundation of a sustainable and prosperous society, and our prosperity as a state and nation is built on a foundation of healthy child development; and

WHEREAS, child abuse prevention creates a more compassionate society, one which places a high value on the welfare of children; and

WHEREAS, creating communities where families can access an array of supports and resources to address the social, emotional and physical health of their children is the best way to combat child abuse; and

WHEREAS, effective child abuse prevention programs succeed because of partnerships among families, social service agencies, schools, faith communities, civic organizations, law enforcement agencies, and the business community; and

WHEREAS, displaying a pinwheel during the month of April will serve as a positive reminder that together, we can prevent child abuse and neglect, and by doing so, keep children safe;

NOW, THEREFORE, I, Mayor Robert “Bobby” Cutchins, do hereby recognize April 2023 as Child Abuse Prevention Month in the City of Franklin, Virginia, and I call this observance to the attention of all of our citizens.

Signed this 10th day of April 2023

Robert “Bobby” Cutchins, Mayor
City of Franklin, Virginia

Mayor Bobby Cutchins entertained a motion to approve Resolution #2023-10. Councilman Mark Kitchen made a motion to approve Resolution #2023-10 with a second from Councilman Linwood Johnson.

The motion carried the vote 7-0

The vote was as follows:

Councilman Linwood Johnson	Aye
Councilman Mark Kitchen	Aye
Councilwoman Jessica Banks	Aye
Vice-Mayor Wynndolyn Copeland	Aye
Mayor Bobby Cutchins	Aye
Councilman Ray Smith	Aye
Councilman Gregory McLemore	Aye

Mayor Bobby Cutchins affirmed the motion carried.

E. Fair Housing Month Resolution #2023-11 (Read by Councilman Ray Smith)



FAIR HOUSING MONTH
RESOLUTION #2023-11

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

WHEREAS, April 11, 2023, marks the 55th anniversary of the enactment of said Act; and

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

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

NOW, THEREFORE, WE, the City Council of the City of Franklin, Virginia, do endorse the concept of Fair Housing by declaring April 2023 as Fair Housing Month and call upon the citizens of this locality and governmental officials along with those in banking and housing industries to join together in this observance and work together in this observance and work together for free and equal housing treatment for all.

Duly adopted on April 10th 2023

Robert Cutchins, Mayor, City of Franklin, Virginia

ATTEST:

Amanda Jarratt, City Manager, Clerk of Council

Mayor Bobby Cutchins entertained a motion to approve Resolution #2023-11. Councilman Linwood Johnson made a motion to approve Resolution #2023-11 with a second from Councilwoman Jessica Banks.

The motion carried the vote 7-0

The vote was as follows:

- | | |
|--------------------------------------|------------|
| Councilman Linwood Johnson | Aye |
| Councilman Mark Kitchen | Aye |
| Councilwoman Jessica Banks | Aye |
| Vice-Mayor Wynndolyn Copeland | Aye |
| Mayor Bobby Cutchins | Aye |
| Councilman Ray Smith | Aye |
| Councilman Gregory McLemore | Aye |

Mayor Bobby Cutchins affirmed the motion carried.

Old/New Business:

A. Electronic Participation Policy

City Manager Amanda Jarratt stated as discussed at the previous meeting, there is a possibility to have an electronic participation policy. There was discussion about the number of times which would make this sticker. Council can choose to adopt this policy or not, once the state of emergency ended, the policy that was in place expired.

Councilman Linwood Johnson stated that things change every day, the State put this policy in place for those changes. Councilman Johnson does not believe a Councilmember would abuse this policy and agree that something should be in place. Councilman Gregory McLemore stated that he agrees with Councilman Linwood Johnson.

Mayor Bobby Cutchins asked if there was any other discussion from Council.

Councilman Linwood Johnson made a motion to adopt the State policy for electronic participation with a second from Councilman Gregory McLemore.

City Manager Amanda Jarratt wanted clarification on the motion. The motion is as the state allows which was previously presented, not with the limitation of two times per year. Mayor Bobby Cutchins confirmed.

City Manager Amanda Jarratt stated once the policy is signed a hard copy will be given to Council.

The motion carried the vote 4-3-0

The vote was as follows:

Councilman Linwood Johnson	Aye
Councilman Mark Kitchen	Aye
Councilwoman Jessica Banks	Nay
Vice-Mayor Wynndolyn Copeland	Nay
Mayor Bobby Cutchins	Aye
Councilman Ray Smith	Nay
Councilman Gregory McLemore	Aye

Mayor Bobby Cutchins affirmed the motion carried.

B. Utility Bill Change Discussion

City Manager Amanda Jarratt thanked Dinah Babb, Treasurer, Zach Wright, Director of Power and Light, Chad Edwards, Director of Public Works, and Rachel Trollinger, Director of Finance, for working on this for Council. After lengthy conversations with Edmonds, the City software company, they will be

able to make the changes at no charge to us. The annual cost, if we split the bills, will be about \$70,000.00 per year for postage and printing. The postage cost is dependent upon what it cost at the time, which can change at any time. Staff can implement the separating of the bills within sixty (60) days of approval, however, this would require a budget amendment for Fiscal Year 2023 to cover the costs for the remainder of the year and Fiscal Year 2024 as the budget document. We would also want to ensure that we have adequate time to communicate this change to the public to lessen any confusion. This can be done utilizing the newspaper, social media, placing notes on the current bills, etc.

Councilman Linwood Johnson asked when it comes time to pay both bills, if a person pays electrical but not water, sewer, and trash, what would happen. City Manager Amanda Jarratt stated the normal process would remain, the resident would get a delinquent notice.

Councilman Gregory McLemore stated that we could move to paperless to cut down on the postage cost. This is also a good time to remind the residents that they can go paperless. City Manager Amanda Jarratt stated that the City currently have e-billing and encourage it, a small percentage of customer base that has signed up.

Councilwoman Jessica Banks asked if the due date will be the same for both, or would it be split. City Manager Amanda Jarratt stated that staff is looking for direction for Council. It would be ideal to keep the meter reading date on the same schedule. Zach Wright stated that one bill would be smaller than the next month.

Councilman Ray Smith made a motion to table this discussion to gather more information from this meeting with a second from Councilman Linwood Johnson.

City Manager Amanda Jarratt stated that staff will look into what was discussed: changing due date to stager the bills, savings for using one envelope for both bills, texting capabilities/e-billing, possibility of printing both bills on one.

The motion carried the vote 7-0

The vote was as follows:

Councilman Linwood Johnson	Aye
Councilman Mark Kitchen	Aye
Councilwoman Jessica Banks	Aye
Vice-Mayor Wynndolyn Copeland	Aye
Mayor Bobby Cutchins	Aye
Councilman Ray Smith	Aye
Councilman Gregory McLemore	Aye

Mayor Bobby Cutchins affirmed the motion carried.

C. City Manager's Report

City Manager stated the Fair Housing Resolution was adopted earlier in the meeting, which is a part of our requirements with Laurel Street grant, the food truck draft is scheduled to be on the April Planning Commission agenda, they are also working on the residential district. Staff is working on code enforcement. Budget Books were given to Council during the meeting, the ad has been placed in the newspaper at \$1.05, the budget is balanced at \$1.03. The public hearing will be on the next meeting and are on track for the May 8th adoption. Staff has created an Instagram page to build communication with the residents. There is an analysis being done with everything in the Council Chambers to get things updated.

Wawa has submitted a site plan to install electric charging stations, there was discussion at the retreat to have an electric charging station Downtown. What is suggested is the Fire Department parking lot, it would take two spots. The charging station itself comes to a cost of \$20,000.00 for the maintenance contract. You have to option to charge the customer or not. If you choose a different location to place, the cost could jump significantly.

Councilman Gregory McLemore stated that solar power electricity could be an option to change the station. Mayor Bobby Cutchins asked to table the discussion to get further information (i.e., how long the station would last, the revenue, etc.).

City Manager Amanda Jarratt thanked everyone that came for Cleanup Day with the Franklin City Police Department.

General Updates

- Staff continues to work on the various capital projects approved by City Council.
 - The staff committee for the Armory Project consists of Chad Edwards, Sammara Green, and Lin Darden. Carlee Gurskiy will also be involved. Camp Community College and other community partners will offer feedback throughout the design process. Staff has now participated in three webinars with HUD about our grant award.
 - The staff committee for the courthouse renovation project will consist of Chief Steve Patterson, Chad Edwards, and Lin Darden. The judges, Clerk of Court, and Sheriff's Department in addition to other stakeholders will be consulted throughout the design process. Questionnaires are being completed by various stakeholders.
 - The staff committee met regarding Riverkwalk Park.
 - The kayak design is underway. Survey is complete for the kayak launch additional area. We will incorporate this into the site plans.
 - Kayak launch design underway.
 - Flood study (no-rise study) underway. Not all bridge crossings requested from City are available. Awaiting completion of kayak launch to update.
 - At the moment we're currently awaiting the final site plan and kayak launch design before we can move forward with the Joint Permit Application for the VMRC and Corps permits. Once we have the final design in hand, we can prepare the required impacts mapping and update details relating to the VMRC component of the application. It should take us around 2 weeks to finalize the application after the plans are received.
 - With the ongoing lag in Corps review timeframes, I believe we're likely looking at anywhere from 60-90 days to obtain the permits following submittal.
- Staff continues to work with DHCD and Summit Engineering on the Laurel Street CDBG Grant. Client intake and income verifications have begun.

- Staff continues to meet with regional partners to discuss next steps on the regional radio system as well as violence and crime prevention.
- Staff continues to work with Court Services and out other locality partners for both short and long term solutions to the juvenile detention situation.
- City Council held a retreat on March 2nd. The following topics were discussed and will be worked on by staff:
 - Food Trucks
 - A draft of updated regulations is being drafted by staff for review by the Planning Commission and Franklin City Council. An initial draft is schedule
 - Separation of City Utility Bills
 - Presented at City Council meeting. Waiting on direction from City Council.
 - Increased Code Enforcement
 - Staff is working on a demolition plan for the posted unsafe structures. We are putting a plan in place to prepare for high grass season. We are working with legal to draft updated ordinances for parking and vehicles.
 - Communication with Franklin City Public Schools
 - We held a joint meeting with Franklin City Public Schools on March 30th. Additional meetings are being scheduled to maintain communication.
 - Increased focus and investment in Public Safety
 - Additional positions are included in the FY24 budget. The updated radio system project is moving to Phase 2.
 - Historic District
 - Staff is reviewing the ordinance that is in place and providing a list of the individuals that need to be appoint. Staff is waiting on appointments from Franklin City Council.
 - Youth
 - Working on updated youth programming and additional partnerships.
 - Tethering
 - Completed, a press release is being drafted to inform the public.
 - Special Tax Districts
 - Under discussion and research ongoing.
 - Camp Community College Partnerships
 - Under discussion.
 - Improved Communication with the Public through various means
 - A review of the PEG Channel and necessary equipment purchases are underway. Staff is working to update City Clips. Staff is researching other best practices. An Instagram page has been created.
 - Electric Charging Stations
 - One charger with two plugs with a maintain contract for 5 years \$20,000
 - Gives you the option to charge the customers
 - Cloud based 24/7 support
 - One day response to request
 - Recurring cost after the first 5 years \$1,500-\$5,000 per year for maintain and service contract
 - Proposed location Emergency Services Building Municipal parking lot
 - Would lose one parking spot for transformer
 - Cut asphalt for wire to be ran from existing junction box
 - Install bollards and repair asphalt

- Cost of material and man hours \$25,000-\$50,000
- Should different location be chosen the cost could jump rapidly due to possibly having to bore the wire into a different location. Cost could jump to \$75,000-\$100,000 for installation of transformer

Upcoming Community Events

- April 21st-22nd – Circus & Spring Fest
- May 3rd – Franklin Cruise In
- May 6th – Lumberjack Festevent
- June 17th-19th – Juneteenth Cultural Festival aka Virginia Mardi Gras
- June 28th – Independence Day Celebration
- August 1st – National Night Out
- December 2nd – Elf Parade & Holiday Market

Council/Staff Reports on Boards/Commissions:

No reports at this time.

Closed Session:

Councilman Mark Kitchen moved that the City of Franklin, Virginia City Council adjourn into a closed meeting pursuant to Virginia Code Section 2.2-3711-A-1, 1. Discussion of appointments to boards and commissions, and discussion of performance of employees of the public body to discuss the following subject or subjects; Industrial Development Authority, HRPDC Community Advisory Committee, Southview Cemetery Advisory Committee, Historic Preservation Commission, Blackwater Regional Library Board; 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 Sandford vs. City of Franklin, Council vs. City of Franklin, and Ferguson vs. City of Franklin.

The motion was seconded by Councilwoman Wynndolyn Copeland.

The motion carried the vote 7-0

The vote was as follows:

Councilman Linwood Johnson	Aye
Councilman Mark Kitchen	Aye
Councilwoman Jessica Banks	Aye

Vice-Mayor Wynndolyn Copeland	Aye
Mayor Bobby Cutchins	Aye
Councilman Ray Smith	Aye
Councilman Gregory McLemore	Aye

Mayor Bobby Cutchins confirmed the motion carried the vote.

Motion Upon Returning to Open Session

Councilman Mark Kitchen move that the City of Franklin, Virginia City Council certify that, to the best of each member’s knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting held on April 10, 2023; (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the City of Franklin, Virginia City Council; and (iii) no action was taken in closed meeting regarding the items discussed.

The motion carried the vote 7-0

The vote was as follows:

Councilman Linwood Johnson	Aye
Councilman Mark Kitchen	Aye
Councilwoman Jessica Banks	Aye
Vice-Mayor Wynndolyn Copeland	Aye
Mayor Bobby Cutchins	Aye
Councilman Ray Smith	Aye
Councilman Gregory McLemore	Aye

Mayor Bobby Cutchins confirmed the motion carried the vote.

A. Southview Cemetery Advisory Committee

- a. Vice-Mayor Wynndolyn Copeland made a motion to appoint Waverly Lawrence with a second from Councilman Mark Kitchen.

The motion carried the vote 7-0

The vote was as follows:

Councilman Linwood Johnson	Aye
Councilman Mark Kitchen	Aye

Councilwoman Jessica Banks	Aye
Vice-Mayor Wynndolyn Copeland	Aye
Mayor Bobby Cutchins	Aye
Councilman Ray Smith	Aye
Councilman Gregory McLemore	Aye

Mayor Bobby Cutchins confirmed the motion carried the vote.

- b. Councilman Mark Kitchen made a motion to appoint Sandra Williams with a second from Vice-Mayor Wynndolyn Copeland.

The motion carried the vote 7-0

The vote was as follows:

Councilman Linwood Johnson	Aye
Councilman Mark Kitchen	Aye
Councilwoman Jessica Banks	Aye
Vice-Mayor Wynndolyn Copeland	Aye
Mayor Bobby Cutchins	Aye
Councilman Ray Smith	Aye
Councilman Gregory McLemore	Aye

Mayor Bobby Cutchins confirmed the motion carried the vote.

- c. Councilman Linwood Johnson made a motion to appoint Linda Malone with a second from Vice-Mayor Wynndolyn Copeland.

The motion carried the vote 7-0

The vote was as follows:

Councilman Linwood Johnson	Aye
Councilman Mark Kitchen	Aye
Councilwoman Jessica Banks	Aye
Vice-Mayor Wynndolyn Copeland	Aye
Mayor Bobby Cutchins	Aye
Councilman Ray Smith	Aye

- b. Councilwoman Jessica Banks made a motion to appoint Gwen Blue with a second from Vice-Mayor Wynndolyn Copeland.

The motion carried the vote 7-0

The vote was as follows:

Councilman Linwood Johnson	Aye
Councilman Mark Kitchen	Aye
Councilwoman Jessica Banks	Aye
Vice-Mayor Wynndolyn Copeland	Aye
Mayor Bobby Cutchins	Aye
Councilman Ray Smith	Aye
Councilman Gregory McLemore	Aye

Mayor Bobby Cutchins confirmed the motion carried the vote.

- c. Mayor Bobby Cutchins made a motion to appoint Kent Stephenson with a second from Councilman Linwood Johnson

The motion carried the vote 7-0

The vote was as follows:

Councilman Linwood Johnson	Aye
Councilman Mark Kitchen	Aye
Councilwoman Jessica Banks	Aye
Vice-Mayor Wynndolyn Copeland	Aye
Mayor Bobby Cutchins	Aye
Councilman Ray Smith	Aye
Councilman Gregory McLemore	Aye

Mayor Bobby Cutchins confirmed the motion carried the vote.

Adjournment

Councilman Gregory McLemore made a motion to adjourn the April 10, 2023 City Council meeting with a second from Councilman Mark Kitchen.

The motion carried the vote 7-0

The vote was as follows:

Councilman Linwood Johnson	Aye
Councilman Mark Kitchen	Aye
Councilwoman Jessica Banks	Aye
Vice-Mayor Wynndolyn Copeland	Aye
Mayor Bobby Cutchins	Aye
Councilman Ray Smith	Aye
Councilman Gregory McLemore	Aye

Mayor Bobby Cutchins stated the meeting stands adjourned.

The April 10, 2023 City Council meeting was adjourned at 8:05 P.M.

Mayor

Clerk to City Council



National Small Business Week
April 30, 2023 – May 6, 2023
Resolution #2023-12

WHEREAS, America’s strongest economic growth has been driven by the resilience of our small businesses who continue to pioneer innovative solutions to our country’s greatest challenges and create opportunities for families and workers; and,

WHEREAS, from the storefront shops that anchor Main Street to the high-tech startups that keep America on the cutting edge to the small manufacturers driving our competitiveness on the global stage, small businesses are the backbone of our economy and the cornerstones of our nation’s promise; and,

WHEREAS, when we support small business, jobs are created, and local communities preserve their unique culture and vibrancy; and,

WHEREAS, because this country’s 32.5 million small businesses create nearly two out of three new jobs in the United States, we cannot resolve ourselves to create jobs and spur economic growth in America without discussing ways to support our entrepreneurs; and,

WHEREAS, the President of the United States has proclaimed National Small Business Week every year since 1963 to highlight the programs and services available to entrepreneurs through the U.S. Small Business Administration and other government agencies; and,

WHEREAS, the City of Franklin Council hereby supports and joins in this national effort to help America’s small businesses do what they do best – grow their business, create jobs, and ensure that our local communities remain as vibrant tomorrow as they are today

NOW, THEREFORE, the City of Franklin City Council recognizes April 30th–May 6th, 2023, as **SMALL BUSINESS WEEK**, and we call this observance to the attention of our citizens in order to celebrate and support our City’s small businesses and entrepreneurs.

Signed this 24th day of April 2023.

Robert “Bobby” Cutchins, Mayor
City of Franklin, Virginia

A graphic of a piece of white paper with torn edges, set against a light brown background. The words "Financial Report" are printed in a bold, black, serif font across the center of the white paper. Two dark brown horizontal bars are positioned on either side of the paper, appearing to hold it in place.

Financial Report

HIGHLIGHTS – GENERAL FUND
For the period ending March 31, 2023

Based on Unaudited Financial Data

Basis of Reporting

The information enclosed is the City's Financial Report for the General Fund for the period ending March 31, 2023.

The report contains provisions for most revenue and expenditure accruals.

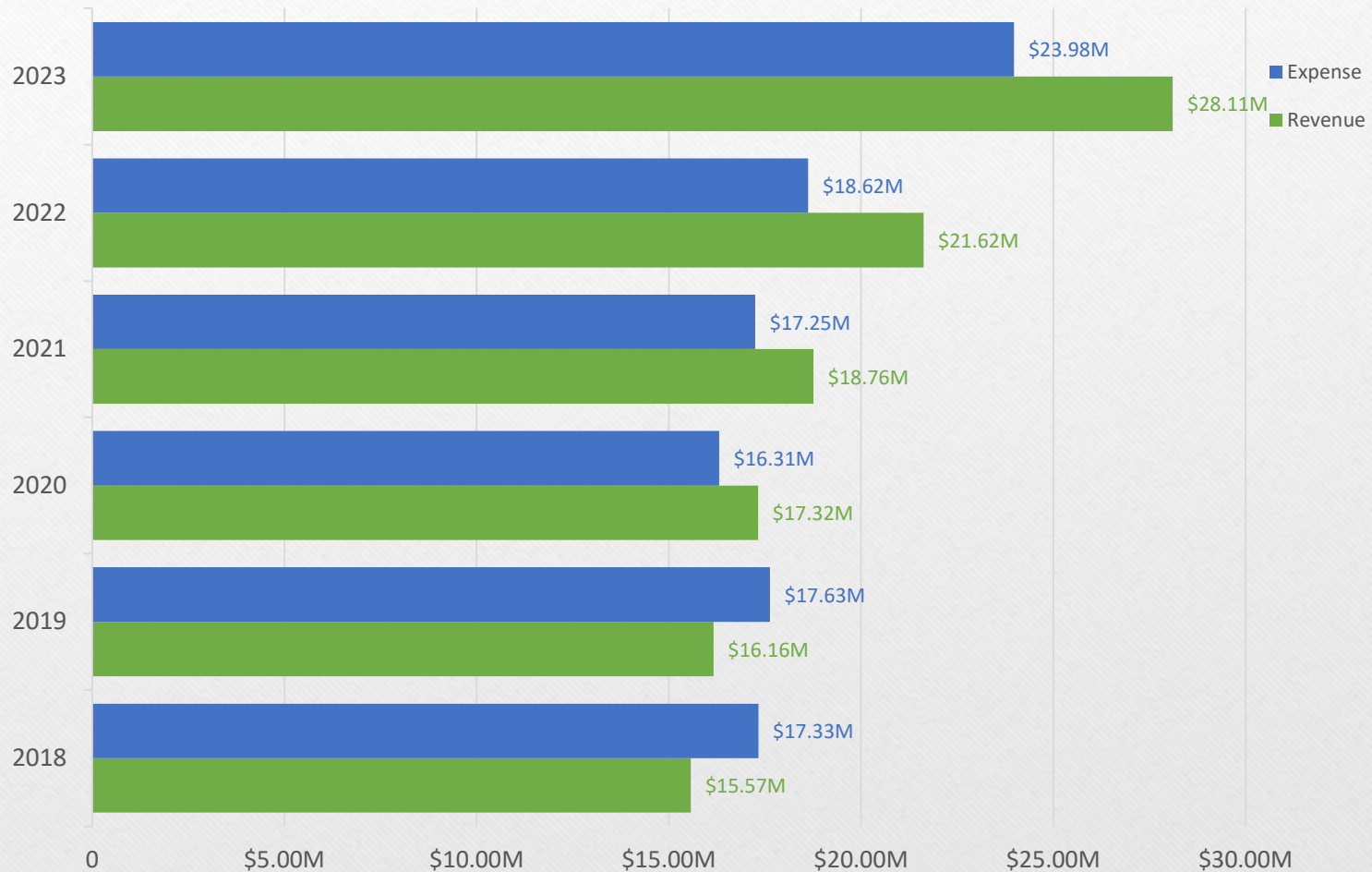
- *Reflects 9 months of revenues & expenditures in cases (where noted, the 9th month has been estimated) – modified accrual basis of accounting.*

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

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

Yearly Comparison of General Fund's Actual Expenses to Actual Revenues

Expense (Enc/Req included based on above controls) vs Revenue by Year



General Property Taxes- Overall BUDGET COMPARISON

	2022-2023	2022-2023	BUDGET	2021-2022	2021-2022	BUDGET
REVENUE SOURCE	BUDGET	ACTUAL	%	BUDGET	ACTUAL	%
Real Estate Taxes-Current	\$ 6,595,601	\$ 3,183,698	48.3%	\$ 5,663,617	\$ 2,798,856	49.4%
Real Estate Taxes-Delinquent	220,000	220,971	100.4%	220,000	195,512	88.9%
Personal Property Taxes-Curren	1,877,460	1,687,302	89.9%	1,626,246	1,699,163	104.5%
Personal Property Taxes-Delinq	35,000	107,327	306.6%	35,000	133,277	380.8%
Machinery & Tools	24,450	28,812	117.8%	24,020	24,466	101.9%
Penalties & Interest Taxes	145,000	122,997	84.8%	145,000	115,791	79.9%
Public Service Corporation Tax	70,593	39,540	56.0%	86,200	75,817	88.0%
GENERAL PROPERTY TAX	\$ 8,968,104	\$ 5,390,647	60.1%	\$ 7,800,083	\$ 5,042,882	64.7%

Current	\$	5,390,647
Prior Year	\$	5,042,882
Net Change \$	\$	347,765
Net Change %		6.90%

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

	Meals Taxes	Lodging Taxes	Cigarette Taxes	Sales Taxes	Total
Mar-23	1,636,714	137,265	309,517	1,555,826	3,639,322
Mar-22	1,388,930	135,472	233,025	1,597,674	3,355,101
Prior Year \$	247,784	1,793	76,492	(41,848)	284,221
Prior Year %	17.84%	1.32%	32.83%	-2.62%	8.47%

Local Tax Revenue

Budget to Actual Comparison

	FY 22-23 Budget	3/31/2023	Projected Excess (Deficit) at Fiscal Year End
Local Sales & Use*	\$ 1,950,000	\$ 1,368,913	\$ 103,370
Cigarette Taxes	\$ 310,000	\$ 309,517	\$ 102,689
Meals Taxes*	\$ 2,056,607	\$ 1,437,492	\$ 125,679
Lodging Taxes*	<u>\$ 180,000</u>	<u>\$ 123,553</u>	<u>\$ 3,020</u>
Total Local Tax Revenue	\$ 4,496,607	\$ 3,239,475	\$ 334,758

General Fund Revenue – Prior Year Comparison – Cash Basis

General Fund Account Description	FY22	FY23	FY23	FY23 Balance/ Excess/ Deficit	% Realized	Prior Year Variance Good (Bad)
	Actual Revenue Thru 3.31.23	Budgeted Revenue	Actual Revenue Thru 3.31.23			
REAL PROPERTY TAXES	2,994,367.85	6,815,601.00	3,404,669.36	-3,410,931.64	0.0000	410,301.51
PUBLIC SERVICE CORPORATION TAXES	75,816.98	70,593.00	39,540.34	-31,052.66	56.0100	-36,276.64
PERSONAL PROPERTY TAXES	1,832,440.24	1,912,460.00	1,794,629.49	-117,830.51	0.0000	-37,810.75
MACHINERY & TOOLS TAXES	24,466.46	24,450.00	28,811.88	4,361.88	117.8400	4,345.42
PENALTIES AND INTEREST	115,790.86	145,000.00	122,997.48	-22,002.52	84.8300	7,206.62
OTHER LOCAL TAXES	1,242,635.50	1,950,000.00	1,368,913.19	-581,086.81	70.2000	126,277.69
UTILITY TAXES	428,551.90	548,500.00	419,114.85	-129,385.15	87.7700	-9,437.05
BUSINESS LICENSE TAXES	1,096,842.88	1,020,000.00	1,240,692.36	220,692.36	121.6400	143,849.48
BUSINESS LICENSE TAXES - PENALTY	13,379.10	3,000.00	6,341.40	3,341.40	211.3800	-7,037.70
MOTOR VEHICLE LICENSES	150,094.88	197,400.00	148,102.56	-49,297.44	75.0300	-1,992.32
MOTOR VEHICLE LICENSES - PENALTY	20,607.19	25,000.00	20,644.43	-4,355.57	82.5800	37.24
BANK STOCK TAXES	0	43,000.00	0	-43,000.00	0.0000	0.00
TAXES ON RECORDATION AND WILLS	71,808.40	85,000.00	70,010.04	-14,989.96	82.3600	-1,798.36
CIGARETTE TAXES	233,024.96	310,000.00	309,516.52	-483.48	99.8400	76,491.56
LODGING TAXES	120,419.59	180,000.00	123,552.93	-56,447.07	68.6400	3,133.34
MEALS TAX	1,234,604.02	2,056,607.00	1,437,492.18	-619,114.82	69.9000	202,888.16
PROBATE TAXES	1,367.74	750.00	3,540.89	2,790.89	472.1200	2,173.15
PERMITS AND OTHER LICENSES	1,369.50	3,000.00	1,089.50	-1,910.50	36.3200	-280.00
PERMITS AND OTHER LICENSES	97,053.41	100,125.00	95,749.47	-4,375.53	87.7900	-1,303.94
FINES AND FORFEITURES	18,973.13	22,750.00	22,568.26	-181.74	125.7700	3,595.13
REVENUE FROM USE OF MONEY	2,262.64	2,500.00	51,130.14	48,630.14	2,010.7400	48,867.50
REVENUE FROM USE OF PROPERTY	173,263.51	156,744.00	153,912.64	-2,831.36	98.1600	-19,350.87
CHARGES FOR CURRENT SERVICES	1,480.00	6,050.00	2,349.36	-3,700.64	38.8300	869.36
CHARGES FOR CURRENT SERVICES	300.00	300.00	120.00	-180.00	40.0000	-180.00
CHARGES FOR OTHER PROTECTION	343,095.11	443,754.00	341,062.50	-102,691.50	76.8600	-2,032.61
CHARGES FOR OTHER PROTECTIONS	9,585.10	17,500.00	17,373.40	-126.60	94.0200	7,788.30
MISC BILLING SERVICES	2,365.23	0.00	3,721.05	3,721.05	0	1,355.82
CHG FOR SANITATION & WASTE REMOVAL	7,600.98	6,000.00	10,835.92	4,835.92	179.3600	3,234.94
CHARGES FOR ADMIN-FUNDS	1,024,764.78	1,366,353.00	1,024,764.78	-341,588.22	75.0000	0.00
RECREATIONAL FEES	7,637.46	9,000.00	12,950.54	3,950.54	143.8900	5,313.08
Expenditure Refunds	3,504.89	0.00	0	0.00	0	-3,504.89
MISCELLANEOUS	3,439,462.68	1,517,265.00	1,411,549.04	-105,715.96	92.7400	-2,027,913.64
RECOVERED COSTS	1,493,254.18	2,441,501.00	2,208,828.71	-232,672.29	66.9700	715,574.53
NON-CATEGORICAL AID STATE	1,255,772.91	1,478,097.00	1,230,127.01	-247,969.99	83.2100	-25,645.90
SHARED EXPENSES	57,368.74	81,100.00	55,664.36	-25,435.64	68.6400	-1,704.38
SHARED EXPENSES	54,237.23	71,100.00	57,283.09	-13,816.91	80.5700	3,045.86
SHARED EXPENSES	0	54,504.00	0	-54,504.00	0.0000	0.00
CATEGORICAL AID - STATE	2,094,626.78	3,162,021.00	2,281,516.38	-880,504.62	72.1500	186,889.60
CATEGORICAL AID -FEDERAL GOVERNMENT	308,879.22	5,279,858.00	5,090,470.75	-189,387.25	96.4100	4,781,591.53
FUNDS TRANSFERS	1,571,244.78	8,629,925.00	3,496,244.77	-5,133,680.23	40.5100	1,924,999.99
100 General Fund Revenue Total	21,624,320.81	40,236,808.00	28,107,881.57	-12,128,926.43		6,483,560.76

General Fund Expenditures – Prior Year Comparison – Cash Basis

General Fund Account Description	FY22	FY23	FY23	FY23		Prior Year Variance Good (Bad)
	Actual Expenditures Thru 3.31.23	Budgeted Expenditures	Actual Expenditures Thru 3.31.23	Balance/ Excess/ Deficit	% Realized	
CITY COUNCIL	139,991.49	172,156.00	139,381.29	32,774.71	80.9600	-610.20
CITY MANAGER	183,260.65	282,476.00	211,597.17	70,878.83	74.9100	28,336.52
CITY ATTORNEY	63,872.64	115,000.00	126,935.43	-11,935.43	110.3800	63,062.79
MANAGEMENT SERVICES & HR	143,698.50	241,593.00	176,862.95	64,730.05	73.2100	33,164.45
COMMISSIONER OF THE REVENUE	193,884.98	324,730.41	240,467.33	84,263.08	74.0500	46,582.35
REAL ESTATE ASSESSOR	69,937.41	88,964.00	48,691.72	40,272.28	54.7300	-21,245.69
CITY TREASURER	250,756.95	431,461.34	268,802.45	162,658.89	62.3000	18,045.50
ACCOUNTING	248,167.03	407,615.00	321,512.79	86,102.21	78.8800	73,345.76
PURCHASING & GENERAL SERVICES	62,051.97	138,148.00	96,915.15	41,232.85	70.1500	34,863.18
UTILITY COLLECTIONS & BILLING	251,422.54	369,385.00	263,820.43	105,564.57	71.4200	12,397.89
INSURANCE	138,509.57	192,398.00	115,589.69	76,808.31	60.0800	-22,919.88
INFORMATION TECHNOLOGY	177,698.17	1,032,730.00	162,476.68	870,253.32	15.7300	-15,221.49
BOARD OF ELECTIONS	107,822.60	188,835.34	125,018.80	63,816.54	66.2100	17,196.20
CIRCUIT COURT	7,467.00	12,021.00	12,020.52	0.48	100.0000	4,553.52
GENERAL DISTRICT COURT	5,418.54	14,200.00	6,692.10	7,507.90	47.1300	1,273.56
CLERK OF CIRCUIT COURT	74,566.00	78,351.00	78,350.63	0.37	100.0000	3,784.63
SHERIFF'S OFFICE	138,882.00	132,263.00	132,263.00	0.00	100.0000	-6,619.00
DISTRICT COURT SERVICE	169,286.94	245,234.00	188,983.40	56,250.60	77.0600	19,696.46
COMMONWEALTH'S ATTORNEY	72,195.00	74,319.00	52,319.19	21,999.81	70.4000	-19,875.81
WESTERN TIDEWATER REGIONAL JAIL	1,021,052.00	953,052.00	952,982.00	70.00	99.9900	-68,070.00
POLICE	2,366,199.33	5,440,596.96	2,426,013.92	3,014,414.80	44.5900	59,813.99
E - 911	479,773.32	899,789.00	586,162.01	313,626.99	65.1400	106,388.69
EMS/FIRE/RESCUE	3,329,434.50	6,299,786.07	4,199,307.48	2,100,478.59	66.6600	869,872.98
BUILDING INSP & CODE ENFORCEMENT	241,694.81	871,542.63	212,670.50	658,872.13	24.4000	-29,024.31
ANIMAL CONTROL	60,861.47	124,351.00	86,116.76	38,234.24	69.2500	25,255.29
PUBLIC WORKS-STREET MAINTENANCE	764,758.75	4,929,384.43	2,530,376.41	2,399,008.02	51.3300	1,765,617.66
PUBLIC WORKS-SNOW REMOVAL	8,897.25	15,000.00	278.92	14,721.08	1.8600	-8,618.33
PUBLIC WORKS-GARAGE	179,441.03	334,162.00	241,577.95	92,584.05	72.2900	62,136.92
SOLID WASTE	63.57	0.00	0	0.00	0	-63.57
BUILDING MAINTENANCE-GENERAL	852,531.49	1,190,593.82	745,818.51	444,775.31	62.6400	-106,712.98
BUILDING MAINTENANCE-ARMORY	766.78	2,500.00	491.04	2,008.96	19.6400	-275.74
BUILDING MAINTENANCE-CITY HALL	132,687.75	209,018.00	166,650.08	42,315.22	79.7600	33,962.33
BLDG MAINTENANCE-SOC SERVICES	43,729.98	90,278.76	55,984.72	34,294.04	62.0100	12,254.74
BUILDING MAINTENANCE-HEALTH DEPT	16,445.76	43,747.16	30,029.81	13,717.35	68.6400	13,584.05
HEALTH DEPARTMENT	77,595.54	104,600.00	104,252.00	348.00	99.6700	26,656.46
MENTAL HEALTH	33,262.00	33,262.00	0	33,262.00	0.0000	-33,262.00
COMM ORGANIZATION****	631,746.00	727,540.00	568,170.00	159,370.00	78.0900	-63,576.00
PARKS & RECREATION	333,028.84	1,783,631.75	581,920.50	1,201,711.25	32.6300	248,891.66
CEMETERY PERPETUAL EXPENDITURES	150.00	2,500.00	0	2,500.00	0.0000	-150.00
LIBRARY	224,083.29	280,789.00	210,625.38	70,163.62	75.0100	-13,457.91
PLANNING AND ZONING	73,620.57	180,858.00	106,301.47	74,556.53	58.7800	32,680.90
BEAUTIFICATION COMMISSION	12,474.97	67,675.00	40,580.82	27,094.18	59.9600	28,105.85
TOURISM	49,768.69	146,775.00	74,194.08	72,580.92	50.5500	24,425.39
PAYMENTS TO SOUTHAMPTON COUNTY	0	700,000.00	350,000.00	350,000.00	50.0000	350,000.00
NON-DEPARTMENT MISCELLANEOUS	12,528.88	22,723.00	-169.49	22,892.49	-0.7500	-12,698.37
NON-DEPARTMENTAL CAPITAL	35,315.00	0.00	0	0.00	0	-35,315.00
TRANSFERS	5,141,061.28	10,312,336.00	6,936,192.75	3,376,143.25	67.2600	1,795,131.47
100 General Fund Expend Total	18,621,863.43	40,308,371.67	23,975,228.34	16,332,922.39		5,353,364.91

A graphic of a white rectangular piece of paper with a torn, deckled edge, set against a light brown background. The words "Financial Report" are printed in a bold, black, serif font across the center of the white paper. Two dark brown horizontal bars are positioned on the left and right sides of the white paper, appearing to hold it in place.

Financial Report

HIGHLIGHTS – ENTERPRISE FUNDS
For the period ending March 31, 2023

Based on Unaudited Financial Data

Basis of Reporting

The information enclosed is the City's Financial Report for the Enterprise Funds for the period ending March 31, 2023.

The report contains provisions for most revenue and expenditure accruals.

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

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

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

Airport Operating & Capital Fund

Revenue Analysis

Total revenues for the fund of \$300k are below target with 66% of budget realized.

Fuel sales and airport rental fees of \$107k are above target with 85% of budgeted realized.

Expense Analysis

Expenses in the fund are \$238k and are at 52% of budget expended.

Cash Balance

Cash balance in the Airport Operating & Capital Fund is \$(25,916).

Water & Sewer Operating & Capital Fund



- ***Revenue Analysis***

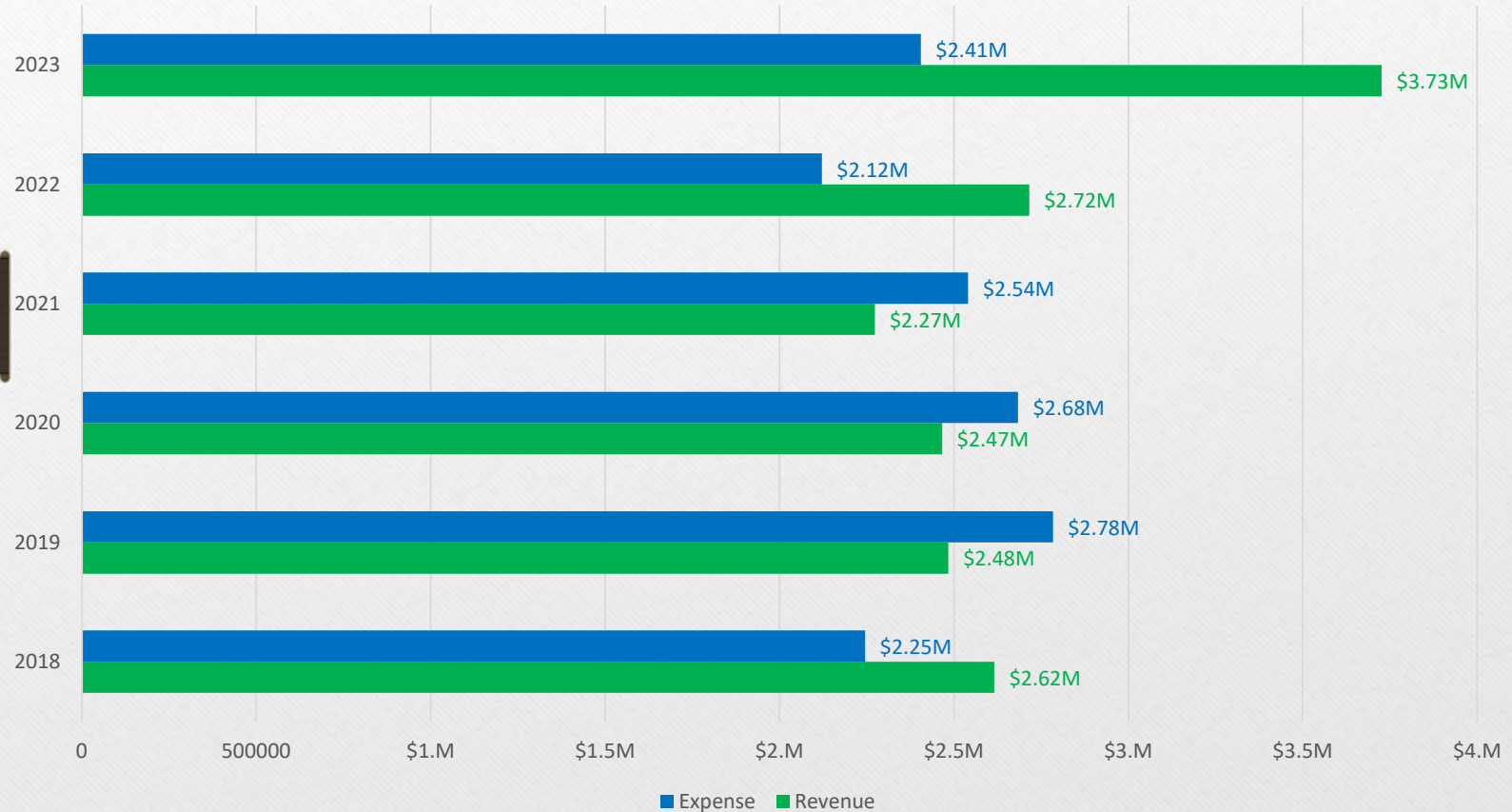
- *Revenue from the sale of water and sewer service of \$3.7m are above target at 85% of budget and are more than prior year period collections by \$75k.*

- ***Expense Analysis***

- *Expenses in the fund are \$2.4m and are below target at 54% of budget. Expenses includes transfers of \$471k and debt service payments of \$331k.*

Yearly Comparison of Water & Sewer Fund Actual Expenses to Actual Revenues

Expense (Enc/Req included based on above controls) vs Revenue by Year



Water & Sewer Fund - Operating & Capital Cash Balance

- *Cash balance - \$3,695,386*

Month	FY 21-22	FY 22-23
July	\$ 1,901,155	\$ 2,690,909
August	\$ 1,988,354	\$ 2,695,631
September	\$ 2,160,115	\$ 2,808,766
October	\$ 2,302,231	\$ 2,892,903
November	\$ 2,435,050	\$ 2,885,446
December	\$ 2,472,918	\$ 3,040,483
January	\$ 2,227,126	\$ 3,742,272
February	\$ 2,246,792	\$ 3,659,766
March	\$ 2,331,782	\$ 3,695,386
April	\$ 2,292,640	
May	\$ 2,328,567	
June	\$ 2,790,551	

Solid Waste Operating & Capital Fund

Revenue Analysis

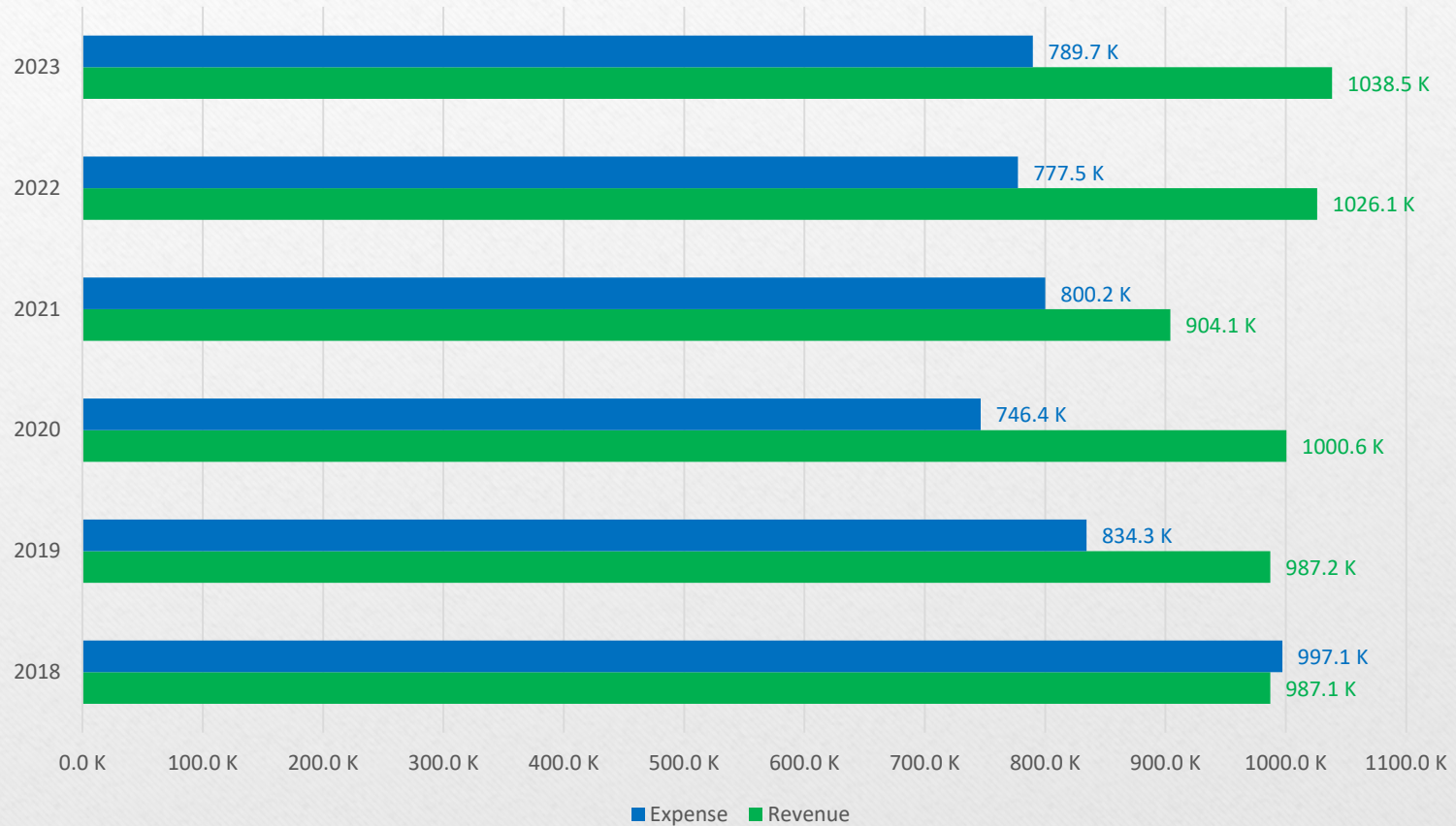
Revenue for the Solid Waste Fund of \$1.04m are slightly below target at 71% and are \$12k more than prior year period collections.

Expense Analysis

Expenses in the fund are \$790k and are below target at 54% of budget expended. This includes transfers of \$216k and debt service payments of \$22k.

Yearly Comparison of Solid Waste Fund Actual Expenses to Actual Revenues

Expense (Enc/Req included based on above controls) vs Revenue by Year



Solid Waste Fund – Operating & Capital Cash Balance

- *Cash balance - \$1,333,809*

Month	FY 21-22	FY 22-23
July	\$844,736	\$1,180,717
August	\$866,635	\$1,219,433
September	\$1,161,240	\$1,246,536
October	\$958,051	\$1,266,634
November	\$970,251	\$1,287,768
December	\$967,740	\$1,311,493
January	\$981,517	\$1,277,445
February	\$1,018,527	\$1,303,386
March	\$1,050,416	\$1,333,809
April	\$1,068,986	
May	\$1,117,342	
June	\$1,146,118	

Electric Operating Fund

- **Revenue Analysis**

- *Revenue from total sales are \$14.2m. Revenue from energy sales are \$13.6m are above target at 83% of budget. Below is a snapshot of prior year billed service revenue, current year budget, actual and % of budget realized:*

Account Description	FY22 Actual Mar 31	FY23 Budget	FY23 Actual Mar 31	% Realized
Sale of Electricity - Fuel Adj	\$ 1,029,319	\$ 1,968,964	\$ 2,876,576	146.10%
Sale of Electric Energy - Residential	6,465,209	8,338,163	6,418,599	76.98%
Sale of Electricity - Commercial	4,330,159	6,191,202	4,437,411	71.67%
Cycle & Save	-89,005	-103,260	-88,588	85.79%
	<u>\$ 11,735,682</u>	<u>\$ 16,395,069</u>	<u>\$ 13,643,998</u>	<u>83.22%</u>

- **Expense Analysis**

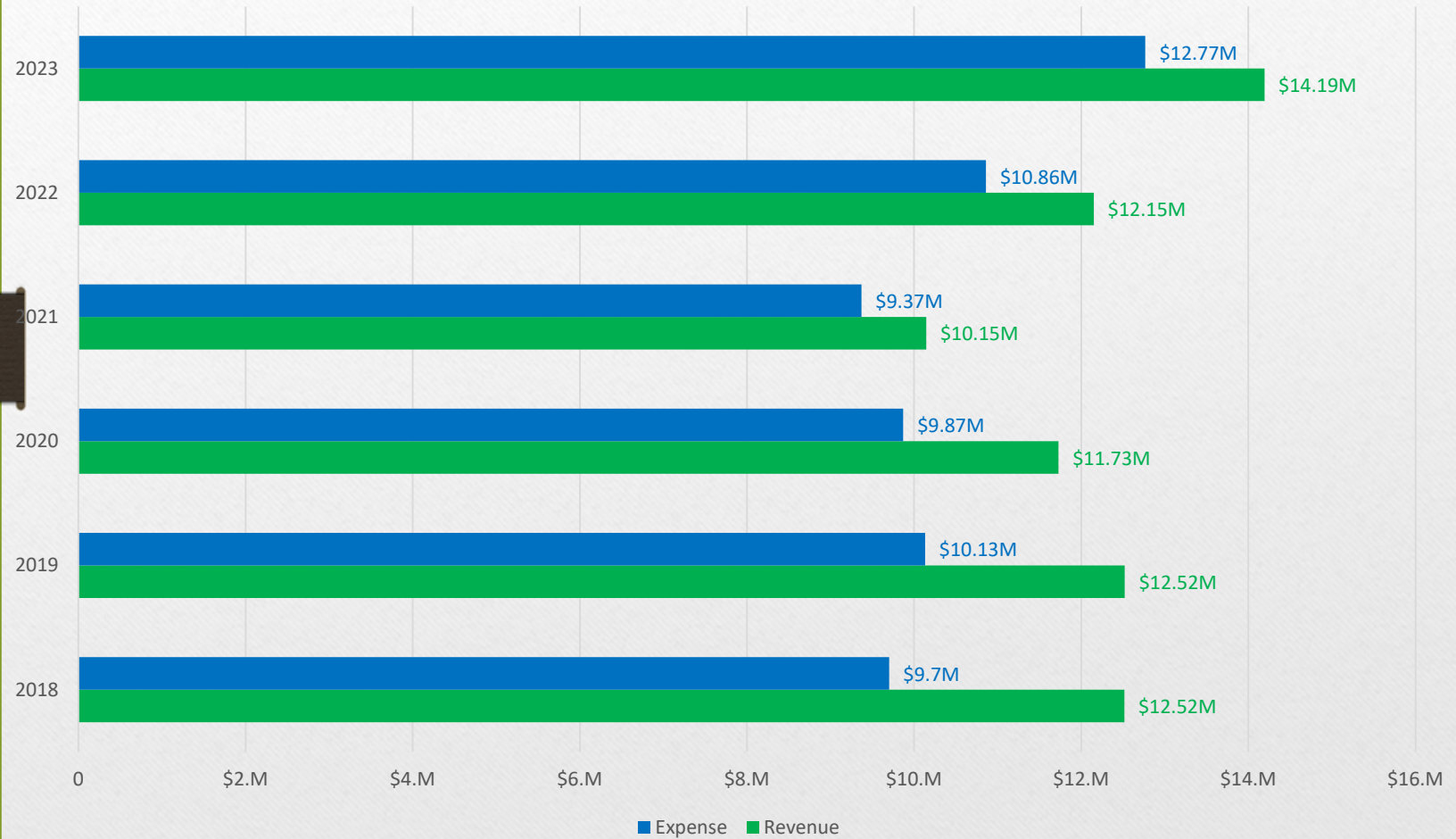
- *Expenses for the fund are \$12.8m and are on target at 75% of budget expended. This includes transfers of \$1.9m and debt service payments of \$336k.*

ELECTRIC FUND - OPERATING & CAPITAL CASH BALANCE

	FY 2016-2017	FY 2017-2018	FY 2018-2019	FY 2019-2020	FY 2020-2021	FY 2022-2023
7/31	\$ 1,421,109	\$ 3,074,620	\$ 5,429,626	\$ 5,546,798	\$ 7,036,648	\$ 6,569,894
8/31	\$ 1,127,645	\$ 3,531,450	\$ 5,025,518	\$ 5,726,721	\$ 6,956,775	\$ 6,481,238
9/30	\$ 1,431,729	\$ 3,528,504	\$ 4,967,485	\$ 5,843,182	\$ 7,115,831	\$ 6,770,380
10/31	\$ 2,165,716	\$ 3,745,667	\$ 5,036,687	\$ 6,021,191	\$ 7,111,597	\$ 6,942,189
11/30	\$ 2,257,635	\$ 3,900,663	\$ 5,020,008	\$ 6,155,756	\$ 7,180,100	\$ 6,849,698
12/31	\$ 2,121,184	\$ 3,888,745	\$ 5,048,156	\$ 5,933,580	\$ 6,941,450	\$ 6,353,566
1/31	\$ 1,745,487	\$ 3,823,684	\$ 4,972,661	\$ 5,773,877	\$ 6,689,921	\$ 6,028,363
2/28	\$ 1,712,725	\$ 4,073,328	\$ 5,084,727	\$ 6,032,556	\$ 6,607,527	\$ 6,238,914
3/31	\$ 2,134,253	\$ 4,364,455	\$ 5,328,462	\$ 6,588,468	\$ 6,937,088	\$ 5,862,791
4/30	\$ 2,328,448	\$ 4,483,132	\$ 5,337,317	\$ 6,807,848	\$ 6,984,982	
5/31	\$ 2,648,506	\$ 4,672,671	\$ 5,399,142	\$ 6,962,327	\$ 6,579,486	
6/30	\$ 2,823,097	\$ 4,690,508	\$ 5,640,171	\$ 6,944,125	\$ 6,712,977	

Yearly Comparison of Electric Fund Actual Expenses to Actual Revenues

Expense (Enc/Req included based on above controls) vs Revenue by Year





*Office of the City Manager
Amanda C. Jarratt*

April 18, 2023

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: FY 24 Budget Public Hearing

Background Information

In accordance with the budget calendar for FY 24 the public hearing on the budget is scheduled for this evening. The FY 24 budget maintains the City's tax rate of \$1.03 however, the rate was advertised at \$1.05. Evaluating ways to implement the priorities and needs of a community which can be challenging under normal circumstances, but given the current climate of instability it is even more difficult. In an effort to meet the challenges the City of Franklin is currently facing, the entire management team joined together to present a balanced budget that provides essential services to our citizens. . The most valuable asset the City of Franklin has are its long-term dedicated employees that creatively do more with less each year to maintain City operations. The current budget includes frozen positions and as well as the delay of critical projects. Despite all of this, City staff has pulled together for the best interest of the citizens. I remain in awe of their commitment to presenting a realistic balanced budget that meets the needs of the City of Franklin citizens and maintains City operations. The entire management team has spent hours analyzing how expenditures can be cut and services maintained. Moving forward City Council will work to identify priorities for the City of Franklin and the services that are considered essential to work toward a sustainable balanced budget.

As was shared in previous budget work sessions, the 2023-2024 budget was balanced utilizing \$195,000 from the Water & Sewer Fund, and an additional \$360,600 from the Electric Fund above the normal transfer for operations. In prior years, there were valiant and concerted efforts aimed at maintaining the current tax rate. It is acknowledged, however, absent strategic and incremental tax increases paired with growth of the tax base maintaining the levels of services that the citizens of Franklin are accustomed to will not be possible. These are non-sustainable sources of funds.

The Proposed General Fund budget is \$29,482,277.00 an increase of \$2,298,942 or .5.9% above the FY 2022-2023 amended budget. During recent years, the City has evaluated programs and services and identified ways to improve efficiency without significantly reducing service levels directly impacting residents and customers. Efficiencies have been achieved across all departments and at this point, in order to maintain essential services, an increase in the revenue stream is necessary. The increases associated with this year's budget includes necessary capital projects and new positions in Franklin Fire and Rescue, Franklin Police, and Social Services.

The Electric Fund proposed budget of \$18,926,759 is an increase of \$2,014,425 or 12.1% higher than the FY 2022-2023 adopted budget. No increase is proposed in the rates. No increase in the basic monthly charge.

RECOMMENDED TAX RATES

In consideration of the challenging days ahead, management recommends the real property tax rate remain the same at \$1.03 per \$100.00 of real property valuation for FY 2023-2024.

SCHOOL OPERATING FUND

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

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

CAPITAL IMPROVEMENTS PROGRAM

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

PERSONNEL

There is a 5% COLA increase included in the current FY 24.

Personnel costs are by far the largest single expenditure category in the City’s budget as it is in practically any organization or enterprise. While there are several positions frozen in the FY 24 budget in the Police Department and Public Works, positions are being restored in the Police Department, Fire Department, and Social Services. In addition, the City of Franklin is adding three new Fire and EMS positions to maintain our current level of service within the Franklin City limits.

Needed Action

Conduct the public hearing for FY 24.



*Office of the City Manager
Amanda C. Jarratt*

April 19, 2023

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: Franklin Southampton Economic Development, Inc. Update

Background Information

Mr. Heck will provide a brief update about Franklin Southampton Economic Development, Inc.

Needed Action

None at this time.



Office of the City Manager
Amanda C. Jarratt

April 18, 2023

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: Utility Bill Separation

Background Information

Currently the City of Franklin sends one bill for electric, water, sewer, and garbage fees to the account holders. There has been discussion over the previous weeks about splitting the utility bills into two different bills. One bill would be for electric usage, and the other for the remaining three utilities. The meter reading and due dates would remain the same.

Staff has been working with Edmonds and BMS our third party vendor. Edmonds is capable of making the changes to our billing format to separate the bills and there will be no charge. The additional cost that will be incurred by the City will be the printing and postage cost which will be a cost each year on an annual basis. The estimated cost based on the current number of accounts is \$70,000.00 per year. As postage increases this amount will increase.

Staff has researched multiple options with BMS and Edmonds to determine how best to accomplish City Council's goals.

- There is not the ability to have one bill with two payment coupons.
- BMS is not able to put two bills in one envelope via their current system. They may have a way to do it with a PDF input for both files but that would require setting them up in our new BillztrackPro portal (\$600 charge for each file) plus quite a bit of programming to test and setup at \$150/hr. This would also take BMS 3-5 weeks to complete based on our current programming schedule. Otherwise the bills would have to be manually stuffed into the envelopes.
- Billing due dates will need to remain the same. The staggering is not possible based on current staffing levels across multiple departments.

Currently ten percent of our total customer base utilizes the online billing option. Staff will make a concerted effort to increase awareness about this option and reduce the number of accounts receiving paper bills.

Needed Action

Provide direction to staff on next steps.

Utility Account:	
Instt/Dc-Bilk/Lot:	
Property Location:	
Service Location:	
Owner Name/Address:	

Water/Sewer/Garbage **Electric**

[Make a Payment](#)

[View Current Bill](#)

Last Payment: 03/08/23

Delinquent Charges:

Service	Due Date	Billed	Balance	Interest	Total Due	Status	Reading	Read Date	Usage
Electric	03/20/2023	1,161.15	1,161.15	17.42	1,178.57	OPEN	55445	02/20/2023	7905
Total		1,161.15	1,161.15	17.42	1,178.57				

Prior Paid Charges:

Service	Due Date	Billed	Balance	Interest	Total Due	Status	Reading	Read Date	Usage
Electric	02/20/2023	1,506.28	0.00	0.00	0.00	PAID	47540	01/20/2023	10280
Electric	01/20/2023	1,224.08	0.00	0.00	0.00	PAID	37260	12/20/2022	7822
Electric	12/20/2022	589.45	0.00	0.00	0.00	PAID	29438	11/20/2022	3971
Total		3,319.81	0.00	0.00	0.00				

[Return to Home](#)

Utility Account:
Instrt/Dc-Bllk/Lot:
Property Location:
Service Location:
Owner Name/Address:

Water/Sewer/Garbage **Electric**

[Make a Payment](#)

[View Current Bill](#)

Last Payment: 03/08/23

Delinquent Charges:

Service	Due Date	Billed	Balance	Interest	Total Due	Status	Reading	Read Date	Usage
Water	03/20/2023	51.42	51.42	0.55	51.97	OPEN	181	02/10/2023	6
Sewer	03/20/2023	45.59	45.59	0.68	46.27	OPEN	181	02/10/2023	6
Garbage	03/20/2023	38.00	38.00	0.57	38.57	OPEN			
Total		135.01	135.01	1.80	136.81				

Prior Paid Charges:

Service	Due Date	Billed	Balance	Interest	Total Due	Status	Reading	Read Date	Usage
Water	02/20/2023	54.62	0.00	0.00	0.00	PAID	175	01/12/2023	7
Sewer	02/20/2023	50.02	0.00	0.00	0.00	PAID	175	01/12/2023	7
Garbage	02/20/2023	38.00	0.00	0.00	0.00	PAID			
Water	01/20/2023	54.62	0.00	0.00	0.00	PAID	168	12/15/2022	7
Sewer	01/20/2023	50.02	0.00	0.00	0.00	PAID	168	12/15/2022	7
Garbage	01/20/2023	38.00	0.00	0.00	0.00	PAID			
Water	12/20/2022	67.42	0.00	0.00	0.00	PAID	161	11/15/2022	11
Sewer	12/20/2022	67.74	0.00	0.00	0.00	PAID	161	11/15/2022	11
Garbage	12/20/2022	38.00	0.00	0.00	0.00	PAID			
Total		458.44	0.00	0.00	0.00				

[Return to Home](#)

Utility Account:
 Insert/De-Bill/Lot:
 Property Location:
 Service Location:
 Owner:

Utility Payment

Select service to pay:

Water/Sewer/Electric/Garbage

Water/Sewer/Garbage

Electric

Water/Sewer/Garbage **Electric**

Last Payment: 03/08/23

Delinquent Charges:

Service	Due Date	Billed	Balance	Interest	Total Due	Status	Reading	Read Date	Usage
Water	03/20/2023	51.42	51.42	0.55	51.97	OPEN	181	02/10/2023	6
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Garbage	02/20/2023	38.00	0.00	0.00	0.00	PAID			
Water	01/20/2023	54.62	0.00	0.00	0.00	PAID	168	12/15/2022	7
Sewer	01/20/2023	50.02	0.00	0.00	0.00	PAID	168	12/15/2022	7
Garbage	01/20/2023	38.00	0.00	0.00	0.00	PAID			
Water	12/20/2022	67.42	0.00	0.00	0.00	PAID	161	11/15/2022	11
Sewer	12/20/2022	67.74	0.00	0.00	0.00	PAID	161	11/15/2022	11
Garbage	12/20/2022	38.00	0.00	0.00	0.00	PAID			
Total		458.44	0.00	0.00	0.00				

Utility Payment

1. Select payment method:

- Credit/Debit Card
- Checking Account

2. Select payment amount:

- Pay Current Charges: \$1,315.38
- Pay Other Bill Periods:
 - Delinquent Charges \$19.22
 - Water/Sewer/Garbage Charges Due 03/20/2023 \$135.01
 - Electric Charges Due 03/20/2023 \$1,161.15

Pay Other Amount

Payment Amount:

Interest as of: 03/28/2023

Water/Sewer/Garbage

Delinquent Charges:

Service	Due Date	Usage
Water	03/20/2023	6
Sewer	03/20/2023	6
Garbage	03/20/2023	6
Total		

Prior Paid Charges:

Service	Due Date	Billed	Balance	Interest	Total Due	Status	Reading	Read Date	Usage
Water	02/20/2023	54.62	0.00	0.00	0.00	PAID	175	01/12/2023	7
Sewer	02/20/2023	50.02	0.00	0.00	0.00	PAID	175	01/12/2023	7
Garbage	02/20/2023	38.00	0.00	0.00	0.00	PAID			
Water	01/20/2023	54.62	0.00	0.00	0.00	PAID	168	12/15/2022	7
Sewer	01/20/2023	50.02	0.00	0.00	0.00	PAID	168	12/15/2022	7
Garbage	01/20/2023	38.00	0.00	0.00	0.00	PAID			
Water	12/20/2022	67.42	0.00	0.00	0.00	PAID	161	11/15/2022	11
Sewer	12/20/2022	67.74	0.00	0.00	0.00	PAID	161	11/15/2022	11
Garbage	12/20/2022	38.00	0.00	0.00	0.00	PAID			
Total		458.44	0.00	0.00	0.00				

Utility Payment

1. Select payment method:

- Credit/Debit Card
- Checking Account

2. Select payment amount:

Pay Current Charges: \$1,178.57

Pay Other Bill Periods:

Delinquent Charges \$17.42

Electric Charges Due 03/20/2023 \$1,161.15

Pay Other Amount

Payment Amount:

Interest as of: 03/28/2023

Water/Sewer/Garbage

Delinquent Charges:

Service	Due Date	Balance	Interest	Total Due	Status	Reading	Read Date	Usage
Electric	03/20/2023	1,161.15	17.42	1,178.57	OPEN	55445	02/20/2023	7905
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Electric	01/20/2023	1,224.08	0.00	0.00	0.00	PAID	37260	12/20/2022	7822
Electric	12/20/2022	589.45	0.00	0.00	0.00	PAID	29438	11/20/2022	3971
Total		3,319.81	0.00	0.00	0.00				

[Return to Home](#)



*Office of the City Manager
Amanda C. Jarratt*

April 20, 2023

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: Juneteenth AKA Virginia Mardi Gras

Background Information

Councilman Mclemore will provide an update on Juneteenth aka Virginia Mardi Gras.

Needed Action

None at this time.



Office of the City Manager
Amanda C. Jarratt

April 5, 2023

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: City Manager's Report

General Updates

- Staff continues to work on the various capital projects approved by City Council.
 - The staff committee for the Armory Project consists of Chad Edwards, Sammara Green, and Lin Darden. Carlee Gurskiy will also be involved. Camp Community College and other community partners will offer feedback throughout the design process. Staff has now participated in three webinars with HUD about our grant award.
 - The staff committee for the courthouse renovation project will consist of Chief Steve Patterson, Chad Edwards, and Lin Darden. The judges, Clerk of Court, and Sherriff's Department in addition to other stakeholders will be consulted throughout the design process. Questionnaires are being completed by various stakeholders.
 - The staff committee met regarding Riverwalk Park.
 - The kayak design is underway. Survey is complete for the kayak launch additional area. We will incorporate this into the site plans.
 - Kayak launch design underway.
 - Flood study (no-rise study) underway. Not all bridge crossings requested from City are available. Awaiting completion of kayak launch to update.
 - At the moment we're currently awaiting the final site plan and kayak launch design before we can move forward with the Joint Permit Application for the VMRC and Corps permits. Once we have the final design in hand, we can prepare the required impacts mapping and update details relating to the VMRC component of the application. It should take us around 2 weeks to finalize the application after the plans are received.
 - With the ongoing lag in Corps review timeframes, I believe we're likely looking at anywhere from 60-90 days to obtain the permits following submittal.
- Staff continues to work with DHCD and Summit Engineering on the Laurel Street CDBG Grant. Client intake and income verifications have begun.
- Staff continues to meet with regional partners to discuss next steps on the regional radio system as well as violence and crime prevention.
- Staff continues to work with Court Services and our other locality partners for both short and long term solutions to the juvenile detention situation.
- The Literary Loan process continues with Franklin City Public Schools. A new contractor has been selected to assist the schools. The project estimates originally provided are not accurate and the project is estimated

to cost an additional \$3M. We are working with the school system to phase the project and Davenport to develop a plan of finance.

- A new fuel adjustment factor of \$0.01852 per kilowatt-hour became effective with the billing month of April 2023 and has been used to calculate the enclosed bill. This fuel factor replaces the previous factor of \$0.03364 that became effective with the billing month of October 2022, and will remain in effect through March 2024.
- City Council held a retreat on March 2nd. The following topics were discussed and will be worked on by staff:
 - Food Trucks
 - A draft of updated regulations is being drafted by staff for review by the Planning Commission and Franklin City Council. An initial draft is scheduled
 - Separation of City Utility Bills
 - Presented at City Council meeting. Waiting on direction from City Council.
 - Increased Code Enforcement
 - Staff is working on a demolition plan for the posted unsafe structures. We are putting a plan in place to prepare for high grass season. We are working with legal to draft updated ordinances for parking and vehicles.
 - Communication with Franklin City Public Schools
 - We held a joint meeting with Franklin City Public Schools on March 30th. Additional meetings are being scheduled to maintain communication.
 - Increased focus and investment in Public Safety
 - Additional positions are included in the FY 24 budget. The updated radio system project is moving to Phase 2.
 - Historic District
 - Staff is reviewing the ordinance that is in place and providing a list of the individuals that need to be appointed. Staff is waiting on appointments from Franklin City Council.
 - Youth
 - Working on updated youth programming and additional partnerships.
 - Tethering
 - Completed. A press release is being drafted to inform the public.
 - Special Tax Districts
 - Under discussion and research ongoing.
 - Camp Community College Partnerships
 - Under discussion.
 - Improved Communication with the Public through various means
 - A review of the PEG Channel and necessary equipment purchases are underway. Staff is working to update City Clips. Staff is researching other best practices. An Instagram page has been created.
 - Electric Charging Stations
 - One charger with two plugs with a maintain contract for 5 years \$20,000
 - Gives you the option to charge the customers
 - Cloud based 24/7 support
 - One day response to request
 - Recurring cost after the first 5 years \$1,500-\$5000 per year for maintain and service contract
 - Proposed location Emergency Services Building Municipal parking lot
 - Would lose one parking spot for transformer
 - Cut asphalt for wire to be ran from existing junction box
 - Install bollards and repair asphalt

- Cost of material and man hours \$25,000-\$50,000
- Should different location be chosen the cost could jump rapidly due to possibly having to bore the wire into a different location. Cost could jump to \$75,000-\$100,000 for installation of transformer.

Upcoming Community Events

- April 21st & 22nd - Circus & Spring Fest
- May 3rd - Franklin Cruise In
- May 6th - Lumberjack Festevent
- June 17-19th - Juneteenth Cultural Festival aka Virginia Mardi Gras
- June 28th - Independence Day Celebration
- August 1st - National Night Out
- Dec 2nd - Elf Parade & Holiday Market

DELINQUENT MEALS & LODGING TAX REPORT AS OF APRIL 18, 2023

FOR FEBRUARY 2023

(DUE MARCH 20, 2023)

MEALS TAX

BUSINESS NAME:	MONTH DELINQUENT:	TOTAL MONTHS
FRANKLIN'S SEAFOOD & STEAK HOUSE	FEB 2023	1
TIERS TO YOU	OCT & DEC 2022, JAN & FEB 2023	4
OUR TREE	JAN & FEB 2023	2
THE GRACEFUL BAKER	FEB 2023	1
BARRY'S SOUTHERN KITCHEN	FEB 2023	1

**** CAPT J IS NO LONGER OPERATING- THE TREASURER HAS TAKEN COLLECTION MEASURES****

LODGING TAX

BUSINESS NAME:	MONTH DELINQUENT:	TOTAL MONTHS

ALL LODGING TAX RETURNS ARE CURRENT