



**Franklin City Council Agenda
September 26, 2022
Council Chambers
207 West Second Avenue
Franklin, Virginia 23851**

5:30 P.M.

Franklin City Council will meet in closed session pursuant to Virginia Code Section 2.2-3711.A.29 for the specific purpose of interviewing architectural firms for the City of Franklin Courthouse project.

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 September 12, 2022 meeting minutes
- B. Introduction of New Employees

2. FINANCIAL MATTERS

- A. FY 23 Financial Overview
- B. Budget Amendment 2023-4, 2023-5, 2023-6

3. OLD/ NEW BUSINESS:

- A. Blackwater Regional Library Update
- B. Isle of Wight County Enterprise Zone Expansion
- C. Memorandum of Understanding- Franklin City Public Schools
- D. Juneteenth Cultural Festival aka Virginia Mardi Gras
- E. City Manager's Report

4. COUNCIL/STAFF REPORTS ON BOARDS/COMMISSIONS

5. CLOSED SESSION

I move that the City of Franklin, Virginia City Council adjourn into a closed meeting pursuant to Virginia Code Section 2.2-3711-A-1, 1. discussion of appointments to boards and commissions, 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, 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 September 26, 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

Regular City Council Meeting Minutes September 12, 2022

Call to order

The Franklin City Council held a regular City Council meeting on September 12, 2022 at 7:00 P.M. in the City Council Chambers located at 207 West Second Avenue, Franklin, Virginia 23851.

Council Members in Attendance: Frank Rabil, Mayor; Robert “Bobby” Cutchins, Vice-Mayor; Councilman Linwood Johnson; Councilwoman Wynndolyn Copeland; 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, Director of EMS; Carlee Gurskiy, Director of Community Development; Sammara Bailey, Director of Parks & Recreation.

Citizen’s Time

No citizens signed up at this time.

Amendments to Agenda

Mayor Frank Rabil asked if there any amendments to the agenda. There are no amendments at this time.

Consent Agenda:

- A. Approval of August 22, 2022 Meeting Minutes.

Mayor Frank Rabil asked if there were any corrections or additions for the August 22, 2022 meeting minutes.

Mayor Frank Rabil entertained a motion to approve the August 22, 2022 meeting minutes as presented. Councilman Linwood Johnson made a motion to approve the August 22, 2022 meeting minutes with a second from Vice-Mayor Bobby Cutchins.

The motion carried the vote 6-1-0

The vote was as follows:

Councilman Linwood Johnson	Aye
Councilwoman Wynndolyn Copeland	Aye
Councilman Mark Kitchen	Abstained

Councilman Mark Kitchen	Aye
Councilman Ray Smith	Aye
Councilman Gregory McLemore	Aye
Vice Mayor Bobby Cutchins	Aye
Mayor Frank Rabil	Aye

Mayor Frank Rabil affirmed the motion carried unanimously.

Old/New Business:

A. Gold Star Veterans

City Manager Amanda Jarratt stated the Gold Star Veteran bill is a follow up from the previous meeting. This bill was adopted by the General Assembly in April 2022, it allows spouses of those who served in the military that were killed in the active duty. This determination was made by the U.S. Department of Defense and that individual must reside in the real property and does not remarry. Localities are now able to adopt an ordinance that gives them relief. This is slightly different than what the City can do for the disabled veterans, which is a sliding scale, this requires the Council to set a rate. If Council decides to move forward there will be two actions to take. (1) Adopting the ordinance that becomes a part of the City Code which allows this to exist and (2) the rate at which the Council will tax the real property. It may not be \$0.00 (zero), it may be as low as \$0.01, and the current real estate tax rate is \$1.03. The City currently has one resident that qualifies as a gold star veteran spouse. The ordinance was drafted straight from the State Code section.

Councilman Gregory McLemore made a motion to approve the Gold Star Veteran Ordinance 2022-03 with a second from Councilman Linwood Johnson.

Councilman Ray Smith asked what would be the estimated number of people that this may affect. City Manager Amanda Jarratt stated that right now the City is aware of one. The criteria are very specific because we are a heavy military region. From a longer budgetary perspective the Council may need to take that into account in the future.

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
Vice Mayor Bobby Cutchins	Aye
Mayor Frank Rabil	Aye

Mayor Frank Rabil affirmed the motion carried unanimously.

Mayor Frank Rabil thanked Ms. Selenia Boone, Commissioner of the Revenue and her staff for putting this together.

B. City Managers Report

City Manager Amanda Jarratt wanted to notify Council of the unfortunate news of Dallas Jones, Chairman of the Southampton County Board of Supervisor passed away. Many of the Council has worked alongside Mr. Jones for many years, he was the definition of a public servant.

The City recently had a review with one of the insurance policies with VRSA, and the City currently does not have an agreement Franklin City Public School regarding the parking of their school buses on the City property, which is a huge issues for both entities. If anything is to happen to the buses while on the City property, we need to make sure that everyone involved is covered properly from an insurance perspective. VRSA provided the City an example Memorandum of Understanding to enter into with the school system. It has been reviewed by legal and it has been shared with the Superintendent. The plan is to put this item on the September 26th agenda and the Superintendent will put on the following school board agenda, to ensure that everyone involved is covered. It's a time sensitive issues which the City needs to act on as quickly as possible.

Councilman Linwood Johnson asked if that would be on the City policy or the School Board policy. City Manager Amanda Jarratt stated that it is a hold harmless, if something happens to the buses, the school board will file under their insurance and vice versa if the buses damage City property. It holds everyone harmless.

City Manager Amanda Jarratt stated the City is working on a number of the capital projects, the City closed on financing today and drew down the first amount of money, which would be for the school roof project. The Superintendent will provide a timeline on when the projects will start.

General Updates

- Staff continues to work on the various capital projects approved by City Council. Interviews for the Franklin Courthouse project are scheduled for September 26th.
- Staff continues to work with DHCD and Summit Engineering on the Laurel Street CBDG Grant. Client intake and income verifications have begun.
- We received three proposals for the City of Franklin Transit Feasibility Study. Staff is in the process of working DRPT to score the proposals.
- Staff continues to meet with regional partners to discuss next steps on the regional radio system as well as violence and crime prevention.
- The City of Franklin collected 18 units of blood in the Mayor's Cup Blood Drive coming in third place. The next blood drive is scheduled for September 19th at the Franklin Business Center.

Community Events

- Fall Festival September 30th and October 1st
- Franklin Cruise In Finale October 8th
- Holiday Parade December 2nd

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-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: Industrial Development Authority, HRPDC Community Advisory Committee, Beautification Commission, Planning Commission, 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, Council vs. City of Franklin, Ferguson vs. City of Franklin.

Councilman Linwood Johnson made a motion to return to open session and certify the closed session with a second from Councilwoman Wynndolyn Copeland.

The motion carried the vote 7-0

The vote was as follows:

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

Mayor Frank Rabil affirmed the motion carried unanimously.

Councilman Gregory McLemore made a motion to appoint Alvin Jenkins to the Beautification Board 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
Vice Mayor Bobby Cutchins	Aye
Mayor Frank Rabil	Aye
Councilman Ray Smith	Aye
Councilman Gregory McLemore	Aye

Mayor Frank Rabil affirmed the motion carried unanimously.

Councilman Gregory McLemore made a motion to reappoint Lawyer Artis to the Planning Commission with a second from Councilwoman Wynndolyn Copeland.

The motion carried the vote 7-0

The vote was as follows:

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

Mayor Frank Rabil affirmed the motion carried unanimously.

Councilman Mark Kitchen made a motion to appoint Matthew Crowder to Ward 6 of the Planning Commission due to redistricting with a second from Councilwoman Wynndolyn Copeland.

The motion carried the vote 7-0

The vote was as follows:

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

Councilman Gregory McLemore **Aye**

Mayor Frank Rabil affirmed the motion carried unanimously.

Councilman Linwood Johnson made a motion to appoint Oscar Babb to Ward 4 of the Planning Commission due to redistricting with a second from Councilwoman Wynndolyn Copeland.

The motion carried the vote 7-0

The vote was as follows:

Councilman Linwood Johnson **Aye**

Councilwoman Wynndolyn Copeland **Aye**

Councilman Mark Kitchen **Aye**

Vice Mayor Bobby Cutchins **Aye**

Mayor Frank Rabil **Aye**

Councilman Ray Smith **Aye**

Councilman Gregory McLemore **Aye**

Mayor Frank Rabil affirmed the motion carried unanimously.

Councilman Mark Kitchen made a motion to appoint Anthony Rawlings to Ward 2 of the Planning Commission due to redistricting 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**

Vice Mayor Bobby Cutchins **Aye**

Mayor Frank Rabil **Aye**

Councilman Ray Smith **Aye**

Councilman Gregory McLemore **Aye**

Mayor Frank Rabil affirmed the motion carried unanimously.

Councilwoman Wynndolyn Copeland made a motion to appoint Henri Porter to the At-Large representative of the Planning Commission due to redistricting 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
Vice Mayor Bobby Cutchins	Aye
Mayor Frank Rabil	Aye
Councilman Ray Smith	Aye
Councilman Gregory McLemore	Aye

Mayor Frank Rabil affirmed the motion carried unanimously.

Adjournment

Councilman Gregory McLemore made a motion to adjourn the September 12, 2022 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
Councilwoman Wynndolyn Copeland	Aye
Councilman Mark Kitchen	Aye
Vice Mayor Bobby Cutchins	Aye
Mayor Frank Rabil	Aye
Councilman Ray Smith	Aye
Councilman Gregory McLemore	Aye

Mayor Frank Rabil stated the meeting stands adjourn.

The September 12, 2022 City Council meeting was adjourned at 7:45 P.M.

Mayor

Clerk to City Council

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 black, serif font in the center of the white paper. Two dark brown horizontal bars are positioned on either side of the white paper, appearing to hold it in place.

Financial Report

HIGHLIGHTS – GENERAL FUND ***For the period ending June 30, 2022***

Based on Unaudited Financial Data

Basis of Reporting

The information enclosed is the City's Financial Report for the General Fund for the period ending June 30, 2022.

The report contains provisions for revenue and expenditure accruals.

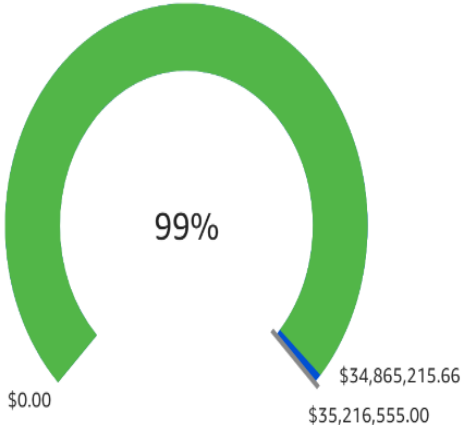
- *Reflects 12 months of revenues & expenditures in cases – modified accrual basis of accounting.*

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

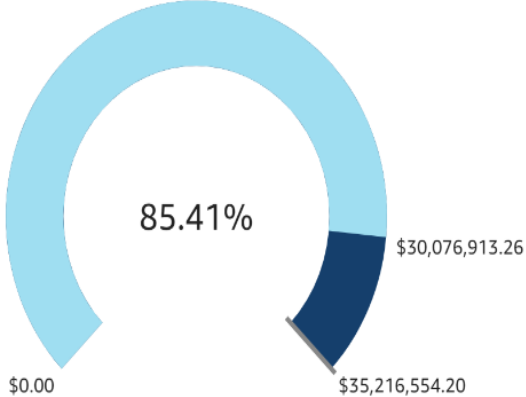
- *Report timely, relevant, understandable and accurate financial data*
- *Promote accountability through monitoring, assessment and reporting.*

FY22 General Fund Budget vs. Actual

2022 Anticipated (Blue) vs Revenue (Green)

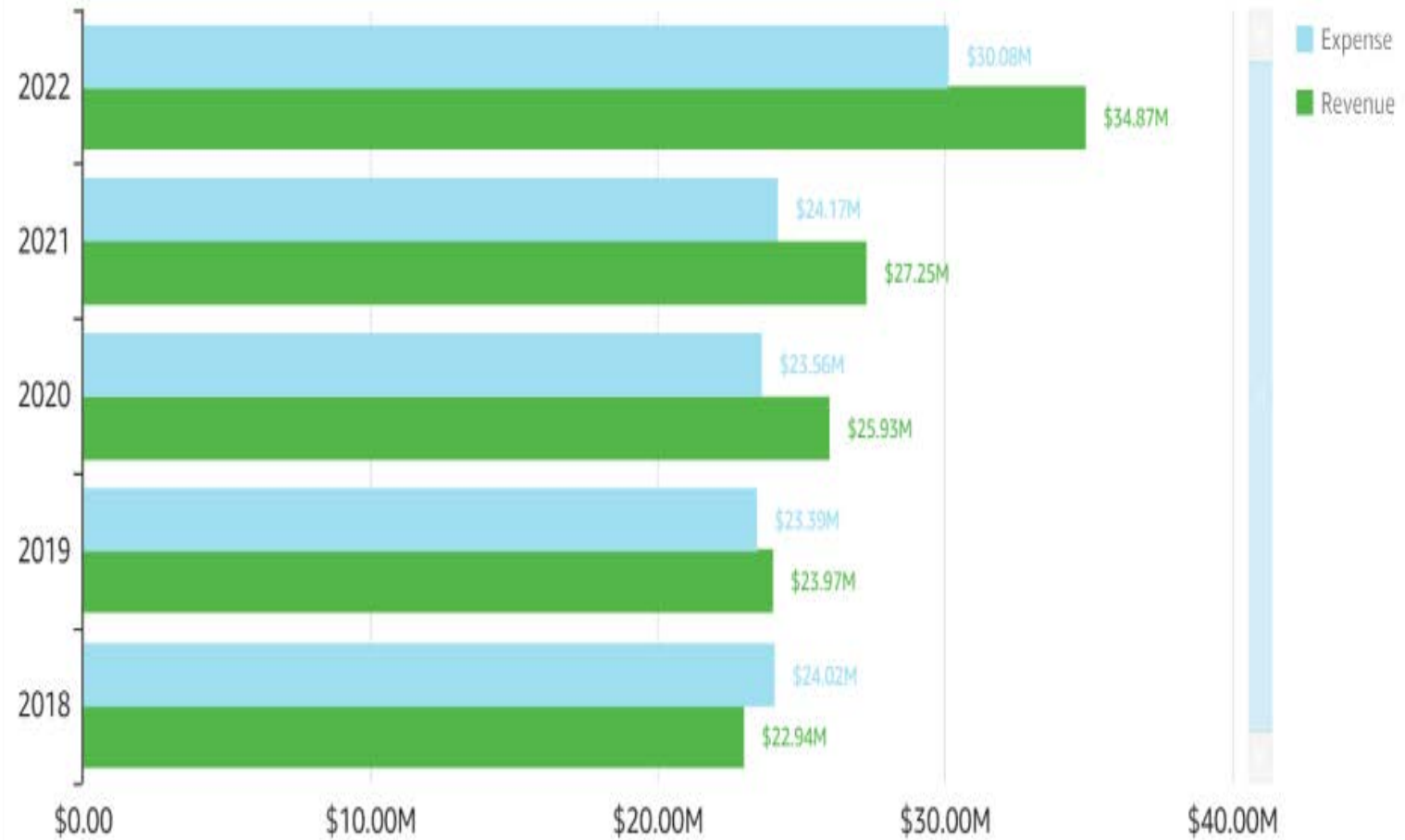


2022 Budget vs Expense (Enc/Req included based on above controls)



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

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



Positive Variances for FY22

General Fund FY22 Positive Variances:

Revenue:

Local Tax Revenue \$ 214,000

Vacancy Savings:

Vacancy Savings 774,000

Savings Due to Supply Chain Issues:

Open Purchase Orders at June 30, 2022 - Carryover to FY23	\$ 71,000	
Department Head Carryover Requests to FY23	205,000	
Council Approved Projects Not Completed at June 30, 2022 - Carryover to FY23	<u>2,782,000</u>	3,058,000

VDOT

Restricted for VDOT 588,000

\$ 4,634,000

Revenue & Expenditure Summary

General Fund - FY22 Net Change in Unassigned Fund Balance

Revenue	\$	34,865,216
Expenditures		(30,079,505)
<i>Excess of Revenues over Expenditures</i>	\$	4,785,711

Recommended Restricted Fund Balance:

Fire & Rescue-CIP (200,000)

Committed Fund Balance:

Purchase Orders - Outstanding contracts at June 30, 2022 (70,982)

Restricted Fund Balance by Previous Council Action:

Budget Amendment 2023-1 & 3: Council Approved Projects (2,782,581)

Restricted Fund Balance - VDOT: (588,123)

Recommended Additional Assigned Fund Balance:

*Recommended Budget Amendment 2023-4: Department Head
Carryover Requests from FY22* (226,876)

*Recommended Budget Amendment 2023-4: Department Head Request
from FY22 EMS Contract* (145,000)

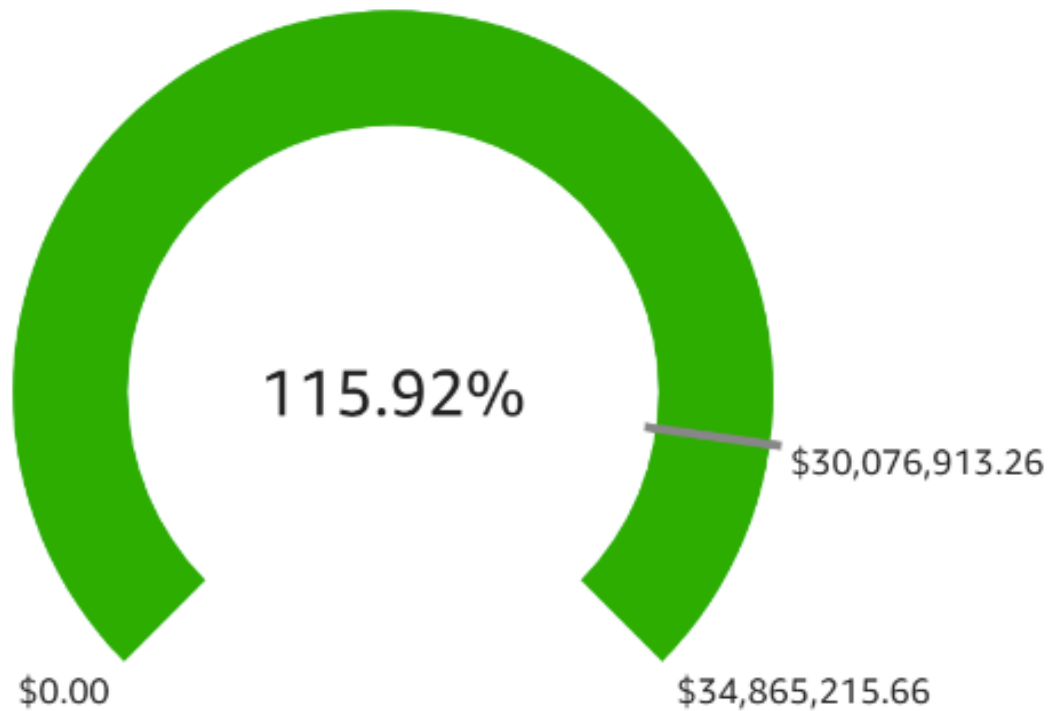
Increase in Unassigned Fund Balance, FY22 \$ **772,149**

Unassigned General Fund Balance

<i>FY22 Unaudited Unassigned Fund Balance</i>	\$	10,671,207
<i>General Fund Balance Policy Evaluation</i>		
<i>FY 21-22 Revised Budget</i>	\$	35,216,554
<i>Percentage of General Fund Balance</i>		30.30%
<i>Minimum Balance Needed for 15% Policy Compliance</i>	\$	5,282,483.10
<i>Minimum Balance Needed for 25% Policy Recommended</i>	\$	8,804,138.50
<i>Amount In Excess of Policy Minimum</i>	\$	5,388,724
<i>Amount In Excess of Policy Recommended</i>	\$	1,867,069

How Much of the City's FY22 General Fund's Revenues covered Expenses?

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



General Property Taxes- Overall BUDGET COMPARISON

	2021-2022	ACTUAL	BUDGET	2020-2021	ACTUAL	BUDGET
REVENUE SOURCE	BUDGET	Current Year	%	BUDGET	Prior Year	%
Real Estate Taxes-Current	\$ 5,663,617	\$ 5,393,419	95.2%	\$ 5,635,484	\$ 5,537,981	98.3%
Real Estate Taxes-Delinquent	220,000	265,305	120.6%	370,036	325,731	88.0%
Personal Property Taxes-Current	1,626,246	1,800,484	110.7%	1,398,200	1,776,840	127.1%
Personal Property Taxes-Delinquent	35,000	128,799	368.0%	35,000	1,336	3.8%
Machinery & Tools	24,020	24,466	101.9%	20,600	23,196.00	112.6%
Penalties & Interest Taxes	145,000	164,595	113.5%	117,000	213,577	182.5%
Public Service Corporation Taxes	86,200	75,817	88.0%	80,150	84,196	105.0%
GENERAL PROPERTY TAX	\$ 7,800,083	\$ 7,852,885	100.7%	\$ 7,656,470	\$ 7,962,857	104.0%

Current	\$7,852,885
Prior Year	<u>\$ 7,962,857</u>
Net Change \$	(109,972)
Net Change %	-1.38%

Local Tax Revenue Prior Year Comparison

	Meals Taxes	Lodging Taxes	Cigarette Taxes	Sales Taxes	Total
Jun-22	1,917,888	194,387	311,078	2,171,099	4,594,452
Jun-21	1,805,178	178,790	337,113	2,111,038	4,432,119
Prior Year \$	112,710	15,597	(26,035)	60,061	162,333
Prior Year %	6.24%	8.72%	-7.72%	2.85%	3.66%

General Fund Revenue – Prior Year Comparison

General Fund Account Description	FY21 Actual Revenue Thru 6.30.21	FY22 Budgeted Revenue	FY22 Actual Revenue Thru 6.30.22	FY22 Balance/Excess/ Deficit	% Realized	Prior Year Variance Good (Bad)
REAL PROPERTY TAXES	5,863,711	5,883,617	5,658,724	(224,893)	96.18%	(204,987)
PUBLIC SERVICE CORPORATION TAXES	84,196	86,200	75,817	(10,383)	87.95%	(8,379)
PERSONAL PROPERTY TAXES	1,801,372	1,661,246	1,929,283	268,037	116.13%	127,911
MACHINERY & TOOLS TAXES	-	24,020	24,466	446	101.86%	24,466
PENALTIES AND INTEREST	213,577	145,000	164,595	19,595	113.51%	(48,982)
OTHER LOCAL TAXES	2,111,038	2,087,462	2,171,099	83,637	104.01%	60,061
UTILITY TAXES	556,126	548,500	573,054	24,554	104.48%	16,928
BUSINESS LICENSE TAXES	1,020,193	1,016,060	1,171,365	155,305	115.29%	151,172
MOTOR VEHICLE LICENSES	227,080	220,400	199,297	(21,103)	90.43%	(27,783)
BANK STOCK TAXES	43,643	40,950	39,910	(1,040)	97.46%	(3,733)
TAXES ON RECORDATION AND WILLS	70,004	50,000	93,731	43,731	187.46%	23,727
CIGARETTE TAXES	337,113	340,000	311,078	(28,922)	91.49%	(26,035)
LODGING TAXES	178,791	180,000	194,387	14,387	107.99%	15,596
MEALS TAXES	1,805,178	1,700,000	1,917,888	217,888	112.82%	112,710
PROBATE TAXES	1,019	750	1,657	907	220.93%	638
PERMITS AND OTHER TAXES	108,891	42,050	142,031	99,981	337.77%	33,140
FINES AND FORFEITURES	30,157	19,750	32,313	12,563	163.61%	2,156
REVENUE FROM USE OF MONEY & PROPERTY	215,103	158,044	216,013	57,969	136.68%	910
CHARGES FOR CURRENT SERVICES	7,064	7,010	2,436	(4,574)	34.75%	(4,628)
CHARGES FOR OTHER PROTECTION	419,965	479,393	482,044	2,651	100.55%	62,079
MISC BILLING SERVICES	2,847	-	3,807	3,807	-	960
CHG FOR SANITATION & WASTE REMOVAL	18,109	8,000	30,490	22,490	381.13%	12,381
CHARGES FOR ADMIN-FUNDS	1,366,353	1,366,353	1,366,353	-	100.00%	-
RECREATIONAL FEES	4,746	14,300	11,723	(2,577)	81.98%	6,977
MISCELLANEOUS	1,615,065	3,427,535	3,566,760	139,225	104.06%	1,951,695
RECOVERED COSTS	2,250,142	2,195,423	2,226,658	31,235	101.42%	(23,484)
NON-CATEGORICAL AID STATE	1,528,752	1,485,297	1,490,981	5,684	100.38%	(37,771)
SHARED EXPENSES	197,522	206,704	226,817	20,113	109.73%	29,295
CATEGORICAL AID-STATE	2,907,058	2,811,783	2,834,915	23,132	100.82%	(72,143)
CATEGORICAL AID-FEDERAL GOV'T	193,749	5,180,490	5,199,176	18,686	100.36%	5,005,427
FUNDS TRANSFER	1,839,393	2,506,348	2,506,348	-	100.00%	666,955
Sub Total	27,017,957	33,892,685	34,865,216	972,531		7,847,259
APPROPRIATED FUND BALANCE BY COUNCIL	-	1,323,869	-	(1,323,869)		-
General Fund Revenue Total	27,017,957	35,216,554	34,865,216	(351,338)		7,847,259

General Fund Expenditures – Prior Year Comparison

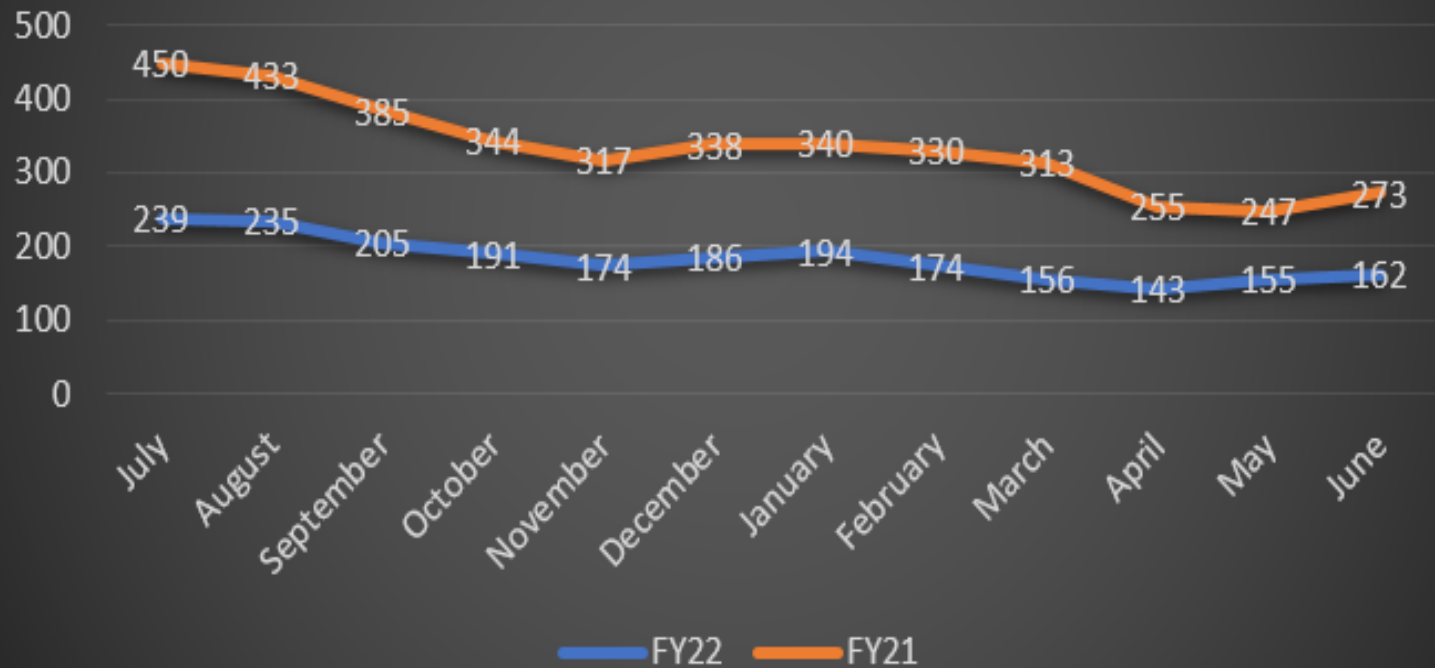
General Fund Department	FY21 Actual Expenditures Thru 6.30.21	FY22 Budgeted Expenditures	FY22 Actual Expenditures Thru 6.30.22	FY22 Balance/Excess/(Deficit)	% Expended	Prior Year Variance Good (Bad)
**CITY COUNCIL **	149,601	172,454	157,444	15,010	115.28%	(7,843)
CITY MANAGER *****	270,576	298,945	259,067	39,878	110.48%	11,509
CITY ATTORNEY *****	127,786	115,000	114,526	474	89.99%	13,260
MANAGEMENT SERVICES & HR*****	180,161	280,823	200,954	79,869	155.87%	(20,793)
COMMISSIONER OF THE REVENUE *****	287,309	312,082	276,387	35,694	108.62%	10,921
REAL ESTATE ASSESSOR *****	62,261	145,175	122,615	22,560	233.17%	(60,354)
CITY TREASURER *****	333,549	377,496	347,226	30,270	113.18%	(13,676)
ACCOUNTING *****	333,338	396,967	349,804	47,163	119.09%	(16,466)
PURCHASING & GENERAL SERVICES****	81,432	87,185	87,007	178	107.06%	(5,575)
UTILITY COLLECTIONS & BILLING ****	335,223	366,430	357,421	9,009	109.31%	(22,199)
INSURANCE *****	208,676	199,844	179,551	20,293	95.77%	29,124
INFORMATION TECHNOLOGY*****	326,922	604,752	231,094	373,658	184.98%	95,828
BOARD OF ELECTIONS *****	196,927	177,234	157,079	20,155	90.00%	39,848
CIRCUIT COURT ***	9,091	7,467	7,467	-	82.14%	1,624
GENERAL DISTRICT COURT ***	8,037	15,825	9,297	6,528	196.89%	(1,259)
CLERK OF CIRCUIT COURT ***	69,740	74,566	74,566	-	106.92%	(4,826)
SHERIFF'S OFFICE ***	146,813	138,882	138,882	-	94.60%	7,931
DISTRICT COURT SERVICE ***	77,164	272,400	226,153	46,247	353.01%	(148,988)
COMMONWEALTH'S ATTORNEY ***	72,821	72,195	72,195	-	99.14%	626
WESTERN TIDEWATER REGIONAL JAIL**	1,021,052	1,021,052	1,021,052	-	100.00%	-
POLICE ***	2,687,275	4,013,042	3,441,024	572,018	149.33%	(753,749)
E - 911 *****	468,886	839,556	664,090	175,466	179.05%	(195,204)
EMERGENCY MANAGEMENT SERVICES ***	3,938,969	5,513,226	4,857,383	655,843	139.97%	(918,415)
BUILDING INSP & CODE ENFORCEMENT***	332,194	623,537	320,422	303,115	187.70%	11,772
ANIMAL CONTROL*****	71,617	116,461	91,682	24,779	162.62%	(20,065)
PUBLIC WORKS-STREET MAINTENANCE****	1,024,906	3,116,308	1,598,254	1,518,054	304.06%	(573,348)
PUBLIC WORKS-SNOW REMOVAL****	3,735	15,000	10,447	4,553	401.66%	(6,713)
PUBLIC WORKS-GARAGE****	206,804	271,616	256,701	14,915	131.34%	(49,897)
BUILDING MAINTENANCE-GENERAL*****	821,220	1,241,954	1,133,027	108,927	151.23%	(311,807)
BUILDING MAINTENANCE-ARMORY***	1,291	3,000	1,012	1,988	232.35%	279
BUILDING MAINTENANCE-CITY HALL****	172,833	213,996	190,163	23,833	123.82%	(17,331)
BLDG MAINTENANCE-SOC SERVICES****	90,907	83,886	61,630	22,256	92.28%	29,277
BUILDING MAINTENANCE-HEALTH DEPT***	28,816	39,973	23,110	16,863	138.72%	5,706
HEALTH DEPARTMENT*****	110,000	110,000	103,461	6,539	100.00%	6,539
MENTAL HEALTH*****	678,229	874,024	874,024	-	128.87%	(195,795)
RECREATION*****	398,439	1,491,956	601,072	890,884	374.45%	(202,633)
CEMETERIES*****	89,832	1,000	150	850	1.11%	89,682
SENIOR CITIZENS TITLE III ***	5,993	-	-	-	0.00%	5,993
LIBRARY*****	257,029	309,344	299,077	10,267	120.35%	(42,048)
PLANNING AND ZONING****	95,491	105,308	97,649	7,659	110.28%	(2,159)
BEAUTIFICATION COMMISSION ****	4,155	26,535	20,996	5,539	638.66%	(16,841)
TOURISM *****	59,908	107,038	85,332	21,706	178.67%	(25,425)
PAYMENTS TO SOUTHAMPTON COUNTY ***	700,565	762,000	761,689	311	108.77%	(61,124)
NON-DEPARTMENT MISCELLANEOUS***	(144)	-	-	-	0.00%	(144)
TRANSFERS*****	7,374,684	10,165,707	10,162,007	3,700	137.85%	(2,787,323)
Sub Total	23,922,112	35,181,239	30,044,190	5,137,049		(6,122,078)
RESERVE BY COUNCIL	9,584	35,315	35,315	-	368.48%	(25,731)
General Fund Expenditure Total	23,931,696	35,216,554	30,079,505	5,137,049		(6,147,809)

**City of Franklin, Virginia
Taxable Sales by Category**

	2019	2020	2021	2022	Increase from Prior Year
Merchant Wholesaler, Durable					
Merchant Wholesalers, Durable Goods	\$ 2,678,873	\$ 3,024,397	\$ 4,485,732	\$ 5,017,088	\$ 531,356
Merchant Wholesalers, Nondurable Goods	1,869,475	1,938,925	2,316,498	2,889,094	572,596
Motor Vehicle and Parts Dealers	5,408,868	5,429,051	5,697,229	5,854,760	157,531
Furniture and Home Furnishings	1,546,225	561,280	328,789	302,424	(26,365)
Food and Beverage Stores	13,157,798	14,414,547	17,247,516	17,128,166	(119,350)
Health and Personal Care Stores	2,756,299	2,866,890	3,270,815	3,170,130	(100,685)
Gasoline Stations	8,366,142	8,169,647	9,568,308	9,891,959	323,651
Clothing and Clothing Accessories Stores	1,466,197	1,322,567	1,499,367	1,595,020	95,653
Sporting Goods, Hobby, Book, and Music Stores	259,303	-	581,310	1,421,628	840,318
General Merchandise Stores	59,310,729	58,494,409	61,892,416	63,824,523	1,932,107
Miscellaneous Store Retailers	1,587,891	1,806,369	2,186,672	2,215,071	28,399
Nonstore Retailers	3,285,966	2,982,953	3,131,810	5,398,971	2,267,161
Rental and Leasing Services	143,103	176,987	185,575	141,755	(43,820)
Professional, Scientific, and Technical Services	428,204	1,130,741	-	16,861	16,861
Administrative and Support Services	-	-	35,879	-	(35,879)
Food Services and Drinking Places	20,159,158	19,625,591	23,340,965	24,106,439	765,474
Repair and Maintenance	2,708,919	2,244,478	3,716,193	2,837,598	(878,595)
Personal and Laundry Services	1,171,204	1,034,436	1,108,244	1,325,965	217,721
					-
All Other Businesses	17,396	14,583	26,112	5,012	(21,100)
Total	<u>\$ 126,321,750</u>	<u>\$ 125,237,851</u>	<u>\$ 140,619,430</u>	<u>\$ 147,142,464</u>	<u>\$ 6,523,034</u>

Source - Weldon Cooper Center for Public Service

City of Franklin Unemployment Cases



Source: <https://virginiaworks.com/Local-Area-Unemployment-Statistics-LAUS>

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. The graphic is framed by a white border with a thin green inner line. Two dark brown horizontal bars are positioned on the left and right sides of the white frame, resembling staples or clips.

Financial Report

HIGHLIGHTS – ENTERPRISE FUNDS
For the period ending June 30, 2022

Based on Unaudited Financial Data

Basis of Reporting

The information enclosed is the City's Financial Report for the Enterprise Funds for the period ending June 30, 2022.

The report contains provisions for revenue and expenditure accruals.

- *Reflects 12 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 \$188k are at below target with 49% of budget realized.

Fuel sales and airport rental fees of \$93k are below target with 76% of budgeted realized.

Expense Analysis

Expenses in the fund are \$479k and are below target at 42% of budget expended (excluding depreciation).

Expenses includes transfers of \$21k and depreciation expense of \$318k.

Cash Balance

Cash balance in the Airport Operating & Capital Fund is \$(82,021).

Water & Sewer Operating & Capital Fund



- ***Revenue Analysis***

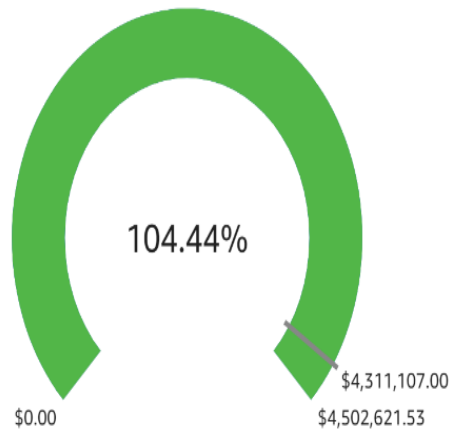
- *Revenue from the sale of water and sewer service charges of \$3.6m at the end of the period is above target at 105.6% of budget and is more than prior year period collections by \$317k. The fund also received \$876k from the General Fund for ARPA projects.*

- ***Expense Analysis***

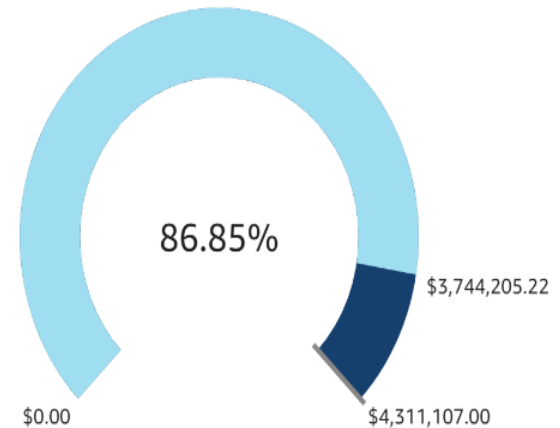
- *Expenses in the fund are \$3.7m and are below target at 87% of budget. Expenses includes transfers of \$628k, debt service of \$46k, depreciation expense of \$535k, and project expenses of \$524k. Expenses are \$179k higher than prior year in the water division due to filling of vacancies, repair costs & pro rata fees; \$123k higher than prior year in the sewer division due to increased repairs & maintenance costs & pro rata fees; and \$74k higher than prior year in the wastewater division due to chemical supplies & capital expenses.*

FY22 Water & Sewer Fund Budget vs. Actual

2022 Anticipated (Blue) vs Revenue (Green)

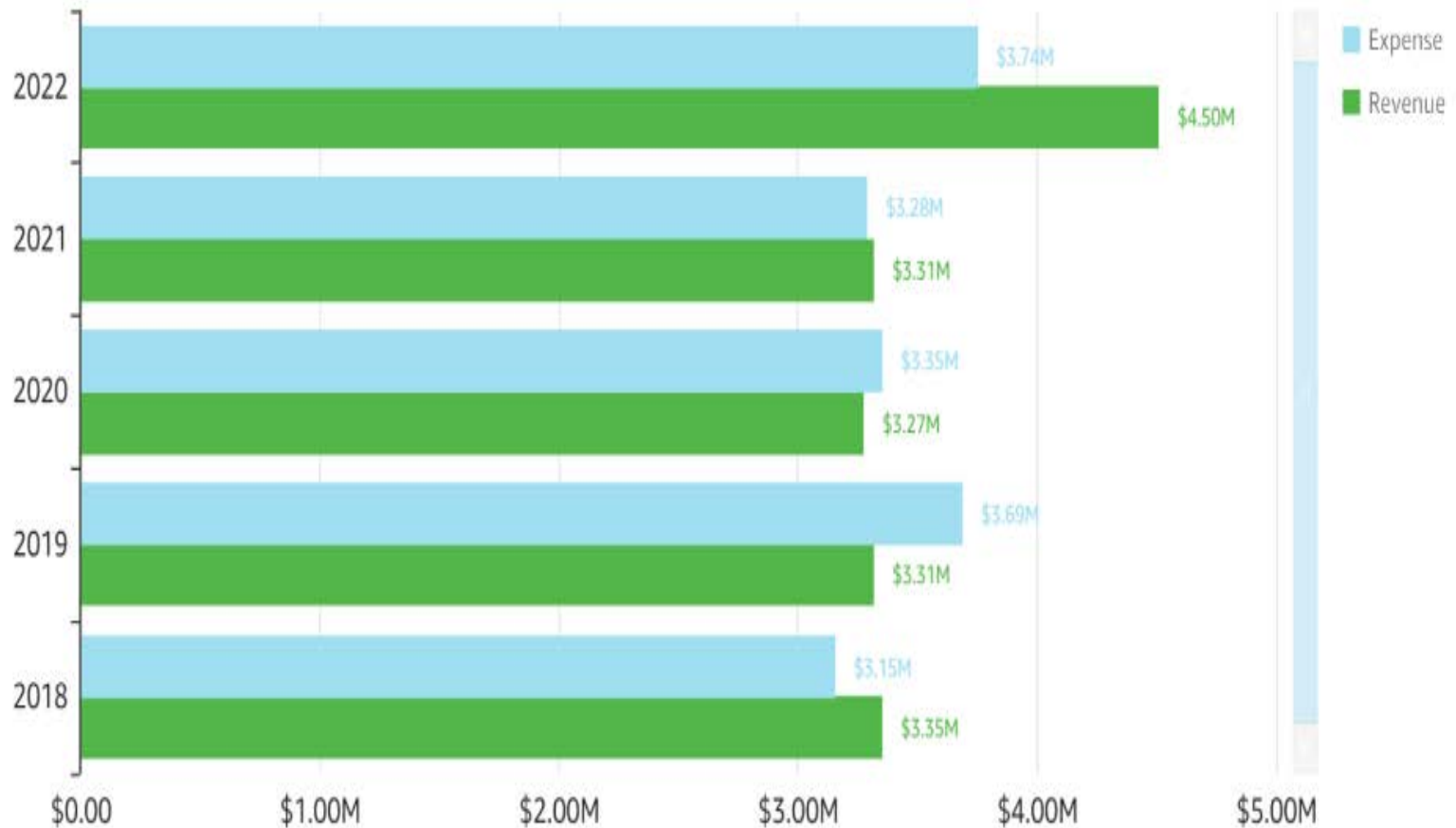


2022 Budget vs Expense (Enc/Req included based on above controls)



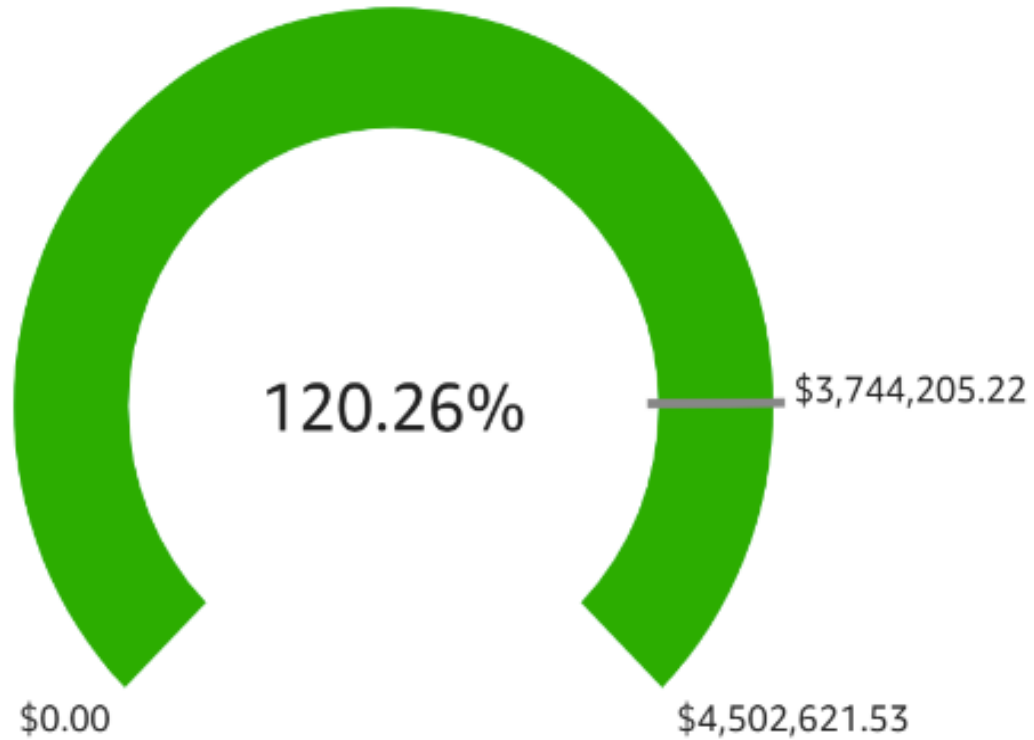
Yearly Comparison of Water & Sewer Fund Actual Expenses to Actual Revenues

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



How Much of the City's FY22 Water & Sewer Fund's Revenues covered Expenses?

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



Water & Sewer Fund - Operating & Capital Cash Balance

- *Cash balance - \$2,790,551*

Month	FY 20-21	FY 21-22
July	\$ 1,558,381	\$ 1,901,155
August	\$ 1,638,604	\$ 1,988,354
September	\$ 1,748,855	\$ 2,160,115
October	\$ 1,815,734	\$ 2,302,231
November	\$ 2,063,176	\$ 2,435,050
December	\$ 2,103,530	\$ 2,472,918
January	\$ 1,795,770	\$ 2,227,126
February	\$ 1,808,492	\$ 2,246,792
March	\$ 1,914,301	\$ 2,331,782
April	\$ 1,961,781	\$ 2,292,640
May	\$ 2,037,187	\$ 2,328,567
June	\$ 1,850,771	\$ 2,790,551

Solid Waste Operating & Capital Fund

Revenue Analysis

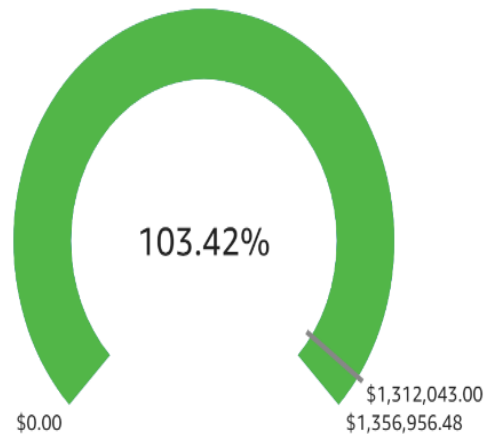
Revenue for the Solid Waste Fund is on target with revenue at \$1.3m and is comparable with prior year period collections.

Expense Analysis

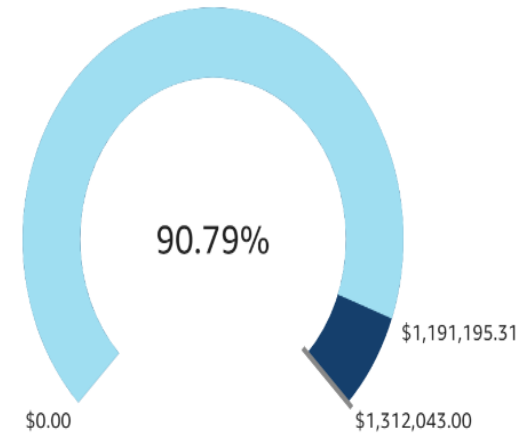
Expenses in the fund are \$1.2m and are below target at 91% of budget expended. This includes transfers of \$387k, debt service of \$14k and depreciation expense of \$133k.

FY22 Solid Waste Fund Budget vs. Actual

2022 Anticipated (Blue) vs Revenue (Green)

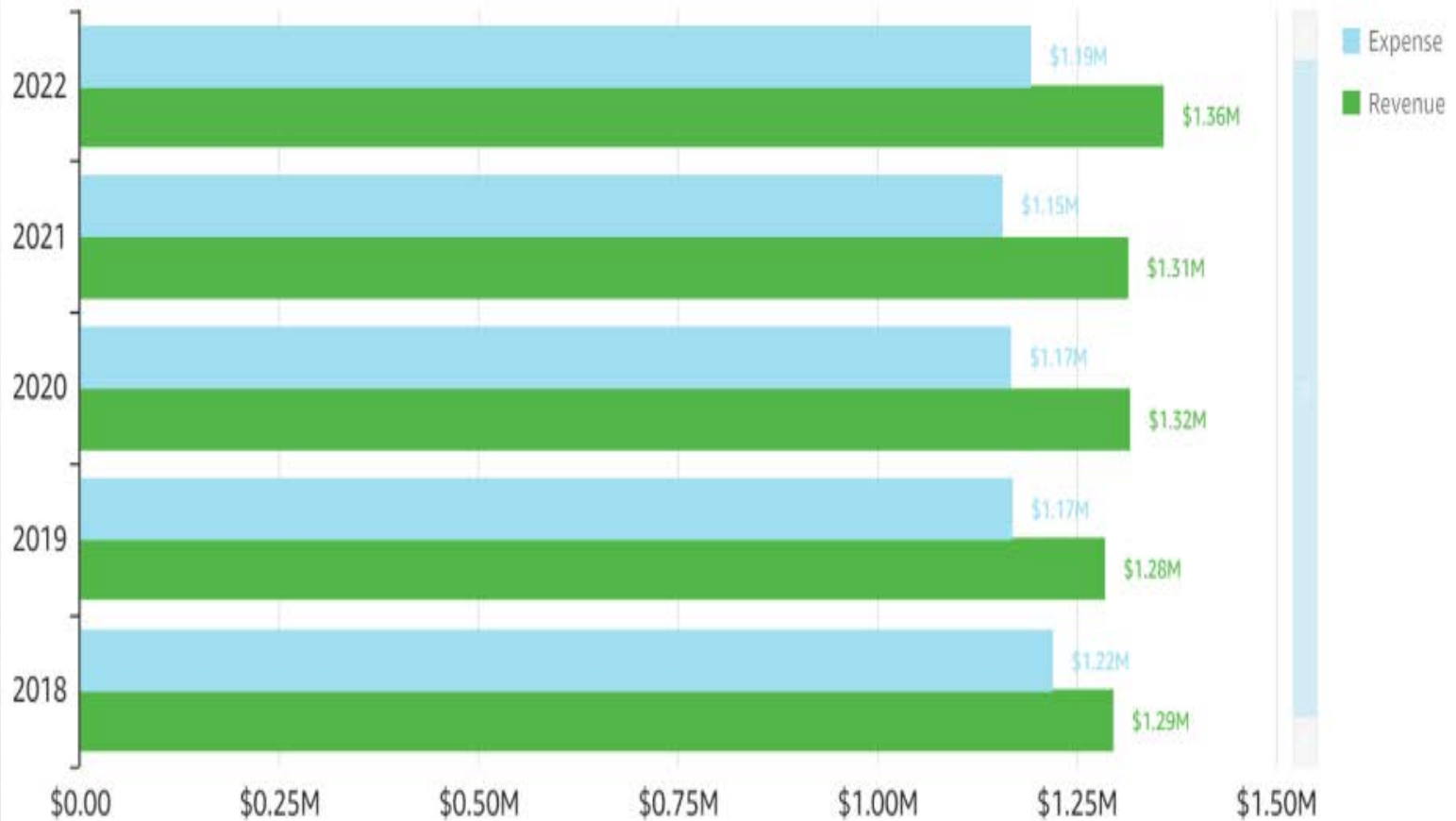


2022 Budget vs Expense (Enc/Req included based on above controls)



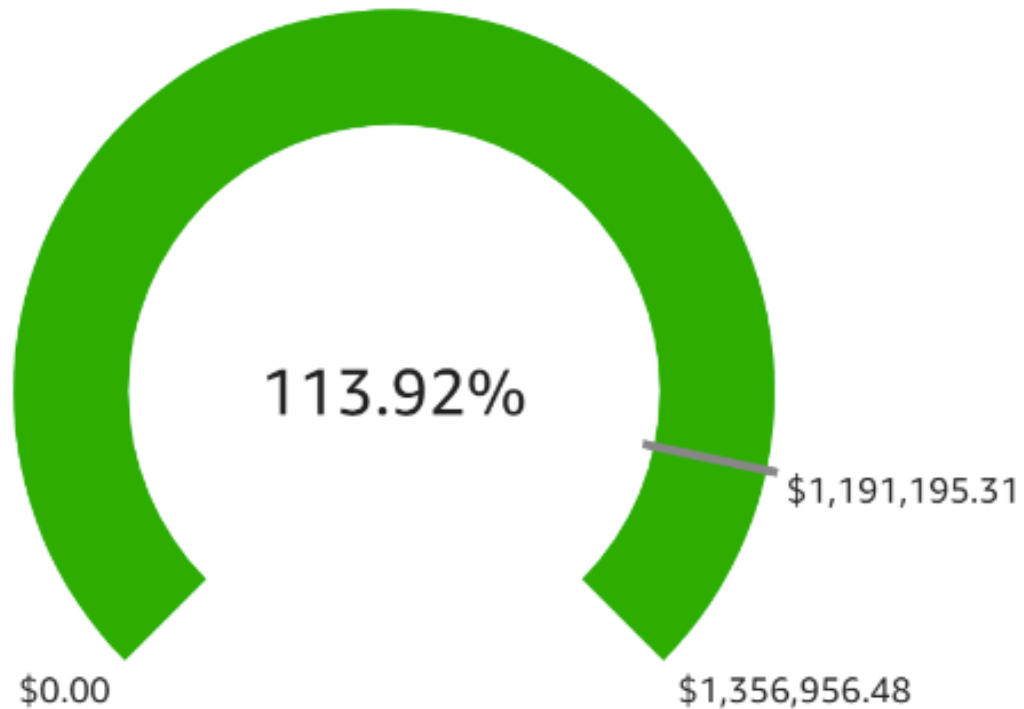
Yearly Comparison of Solid Waste Fund Actual Expenses to Actual Revenues

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



How Much of the City's FY22 Solid Waste Fund's Revenues covered Expenses?

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



Solid Waste Fund – Operating & Capital Cash Balance

- *Cash balance - \$1,146,118*

Month	FY 20-21	FY 21-22
July	\$1,558,381	\$844,736
August	\$1,638,604	\$866,635
September	\$1,748,855	\$1,161,240
October	\$1,815,734	\$958,051
November	\$2,063,176	\$970,251
December	\$2,103,530	\$967,740
January	\$1,795,770	\$981,517
February	\$1,808,492	\$1,018,527
March	\$1,914,301	\$1,050,416
April	\$1,961,781	\$1,068,986
May	\$2,037,187	\$1,117,342
June	\$1,850,771	\$1,146,118

Electric Operating Fund

- **Revenue Analysis**

- *Revenue from total sales was \$15.9m. Revenue from energy sales was \$15.4m is above target at 100% of budget. Below is a snapshot of prior year billed service revenue, current year budget, actual and % of budget realized:*

Account Description	FY21 Actual June 30	FY22 Budget	FY22 Actual June 30	% Realized
Sale of Electricity -Fuel Adj	\$ 252,192	\$ 1,594,629	\$ 1,677,431	105.2%
Sale of Electric Energy-Residential	8,774,499	8,103,433	8,087,727	99.8%
Sale of Electricity-Commercial	5,171,503	5,637,807	5,705,396	101.2%
Cycle & Save	(108,863)	(109,680)	(118,599)	108.1%
	<u>\$ 14,089,331</u>	<u>\$ 15,226,189</u>	<u>\$ 15,351,955</u>	<u>100.8%</u>

- **Expense Analysis**

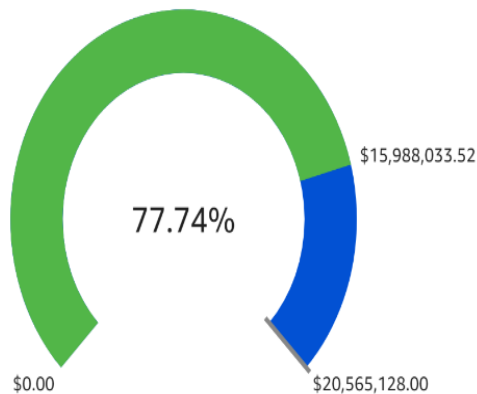
- *Expenses associated with the sale of energy for the fiscal year \$16.5m and are below target at 80% of budget expended. This includes transfers of \$2.5m, debt service of \$98k and depreciation expense of \$319k.*

ELECTRIC FUND - OPERATING & CAPITAL CASH BALANCE

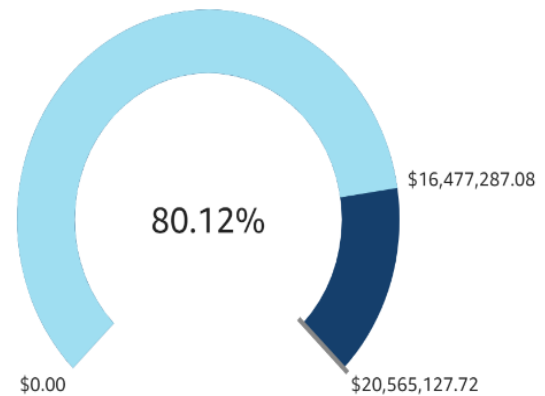
	FY 2016-2017	FY 2017-2018	FY 2018-2019	FY 2019-2020	FY 2020-2021	FY 2021-2022
7/31	\$ 276,984	\$ 1,421,109	\$ 3,074,620	\$ 5,429,626	\$ 5,546,798	\$ 7,036,648
8/31	\$ 453,148	\$ 1,127,645	\$ 3,531,450	\$ 5,025,518	\$ 5,726,721	\$ 6,956,775
9/30	\$ 729,003	\$ 1,431,729	\$ 3,528,504	\$ 4,967,485	\$ 5,843,182	\$ 7,115,831
10/31	\$ 822,659	\$ 2,165,716	\$ 3,745,667	\$ 5,036,687	\$ 6,021,191	\$ 7,111,597
11/30	\$ 922,617	\$ 2,257,635	\$ 3,900,663	\$ 5,020,008	\$ 6,155,756	\$ 7,180,100
12/31	\$ 791,600	\$ 2,121,184	\$ 3,888,745	\$ 5,048,156	\$ 5,933,580	\$ 6,941,450
1/31	\$ 554,258	\$ 1,745,487	\$ 3,823,684	\$ 4,972,661	\$ 5,773,877	\$ 6,689,921
2/28	\$ 644,526	\$ 1,712,725	\$ 4,073,328	\$ 5,084,727	\$ 6,032,556	\$ 6,607,527
3/31	\$ 888,414	\$ 2,134,253	\$ 4,364,455	\$ 5,328,462	\$ 6,588,468	\$ 6,937,088
4/30	\$ 970,688	\$ 2,328,448	\$ 4,483,132	\$ 5,337,317	\$ 6,807,848	\$ 6,984,982
5/31	\$ 990,559	\$ 2,648,506	\$ 4,672,671	\$ 5,399,142	\$ 6,962,327	\$ 6,579,486
6/30	\$ 807,485	\$ 2,823,097	\$ 4,690,508	\$ 5,640,171	\$ 6,944,125	\$ 6,712,977

FY22 Electric Fund Budget vs. Actual

2022 Anticipated (Blue) vs Revenue (Green)



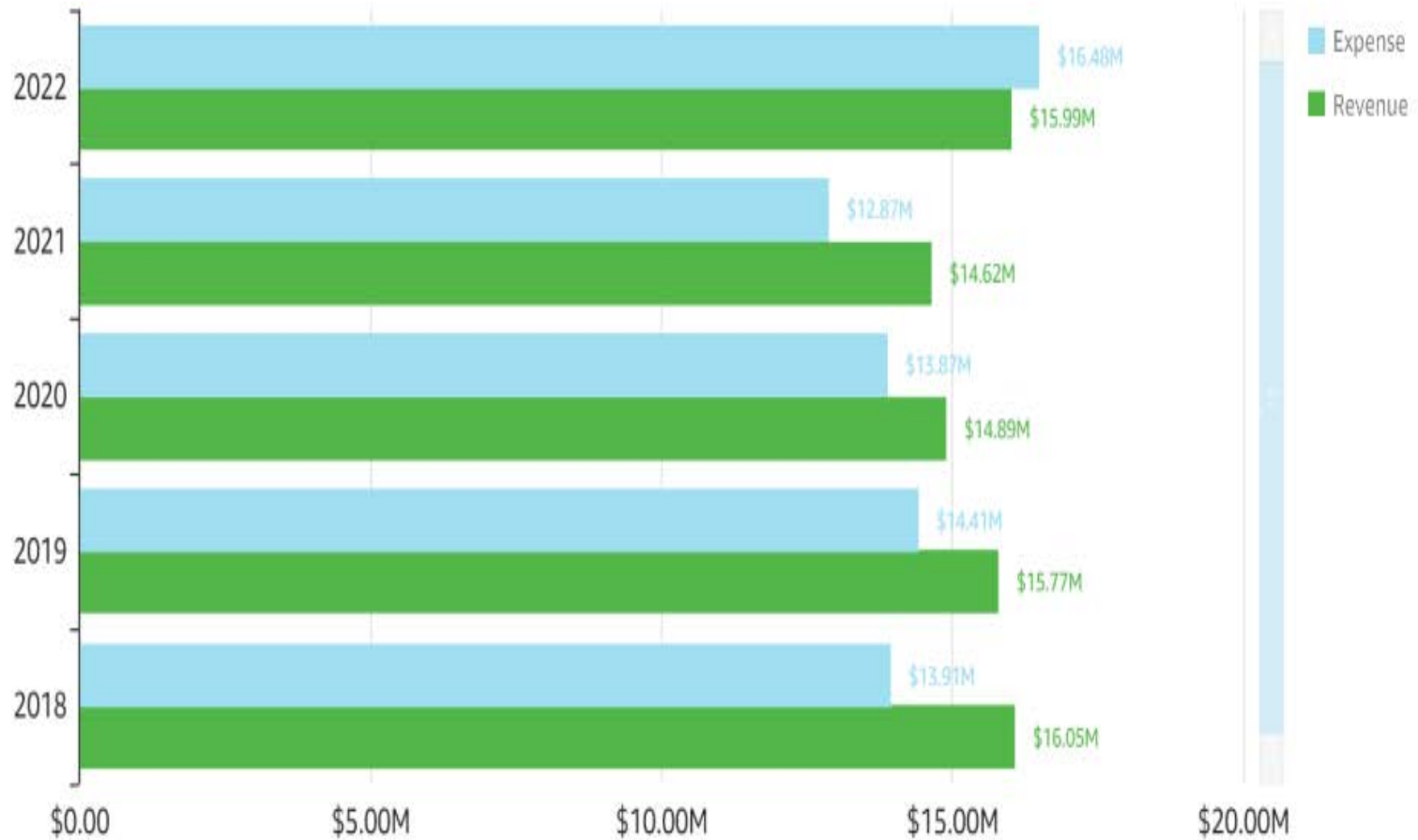
2022 Budget vs Expense (Enc/Req included based on above controls)



Note: Budgeted revenue includes
\$4.7m Use of Fund Balance

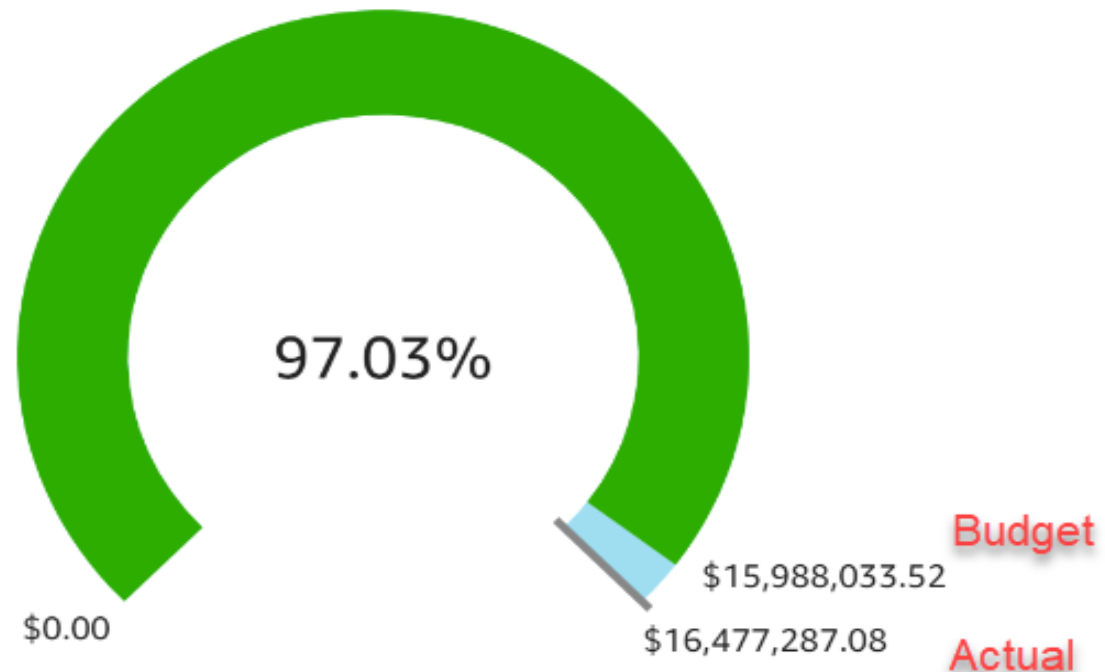
Yearly Comparison of Electric Fund Actual Expenses to Actual Revenues

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



How Much of the City's FY22 Electric Fund's Revenues covered Expenses?

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



This was anticipated. During FY22, Council appropriated fund balance to cash fund various Electric Fund projects.

BUDGET AMENDMENT 2023-4

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA that the 2022-2023 City Budget is hereby amended to:

1. *appropriate General Fund's unassigned fund balance for FY22 unspent funds for goods and services primarily related to delay in performance due to the pandemic;*
2. *appropriate General Fund's unassigned fund balance for 10 SCBAs and a shed for the City's disaster response trailers;*
3. *adjust use of General Fund's restricted fund balance to align with FY22 final budget related to College Drive Park Renovations;*
4. *appropriate FY22 VDOT carryover budget for Street Improvements;*
5. *appropriate Restricted Fund Balance & ARPA funding related to the Engine 2 replacement in the FY23 CIP; and*
6. *adjust use of Foundation Grant Fund's restricted fund balance to align with FY22 final budget related to Camp Foundation Grant Police operations.*

		2022-2023 BUDGET	AMENDED BUDGET	INCREASE (DECREASE)
		#1		
100 GENERAL FUND				
REVENUE				
	100-3-41050-0150 Use of Unassigned Fund Balance	\$ -	\$ 226,876	\$ 226,876
				<u>\$ 226,876</u>
EXPENDITURES				
Comm of Revenue	100-4-12310-5540 Travel-Convention and Education	\$ 4,000	\$ 7,000	\$ 3,000
Real Estate Assessor	100-4-12320-3190 Contract Services-Equalization Bd	1,500	3,500	2,000
Real Estate Assessor	100-4-12320-3132 Professional Services - Assessor	1,750	4,750	3,000
Board of Elections	100-4-13100-1700 Special Payments-Election Officers	18,370	19,008	638
Tourism	100-4-81600-5410 Lease/Rental of Equipment	1,500	1,874	374
Parks & Rec	100-4-71300-3334 Day Care Scholarships Field Trips	2,000	4,693	2,693
Parks & Rec	100-4-71300-5859 Parks & Rec. - Arbor Tree Planting Grant	-	3,633	3,633
Parks & Rec	100-4-71300-6001 Office Supplies	6,000	7,328	1,328
Parks & Rec	100-4-71300-6005 Housekeeping & Janitorial Supplies	4,000	6,859	2,859
Police	100-4-31100-6110 C.C.T.V. Security	-	6,100	6,100
Police	100-4-31100-7210 Police Dept Council Approved Projects	-	31,210	31,210
Police	100-4-31100-7300 National Night Out	2,000	2,818	818
Police	100-4-31100-8010 Grant Dept of Justice -BYRNE	-	4,187	4,187
E911	100-4-31130-8107 Computer Equipment	-	10,165	10,165
E911	100-4-31130-9007 PSAP Grant	-	30,116	30,116
Fire	100-4-32100-7210 Fire Dept Council Approved Projects	-	37,889	37,889
Fire	100-4-32100-8400 Capital Outlay	-	86,866	86,866
				<u>\$ 226,876</u>

		#2		
100 GENERAL FUND				
REVENUE				
	100-3-41050-0150 Use of Unassigned Fund Balance	\$ 226,876	\$ 371,876	\$ 145,000
				<u>\$ 145,000</u>
EXPENDITURES				
Fire	100-4-32100-8101 Fire Hose and Equipment	\$ 20,400	\$ 115,400	\$ 95,000
Fire	100-4-32100-8400 Capital Outlay	86,866	136,866	50,000
				<u>\$ 145,000</u>

#3

100 GENERAL FUND

REVENUE

	100-3-41050-0100	Use of Restricted Fund Balance	\$	2,803,935	\$	2,782,581	\$	(21,354)
							\$	<u>(21,354)</u>

EXPENDITURES

Parks & Rec	100-4-71300-8702	College Drive Park Renovations	\$	90,000	\$	68,646	\$	(21,354)
							\$	<u>(21,354)</u>

#4

100 GENERAL FUND

REVENUE

	100-3-41050-0100	Use of Restricted Fund Balance	\$	2,782,581	\$	3,370,704	\$	588,123
							\$	<u>588,123</u>

EXPENDITURES

PW-Streets	100-4-41200-8333	Reserve for Street Imp Paving	\$	350,000	\$	938,123	\$	588,123
							\$	<u>588,123</u>

#5

100 GENERAL FUND

REVENUE

	100-3-41050-0100	Use of Restricted Fund Balance	\$	3,370,704	\$	3,870,245	\$	499,541
	100-3-33010-0600	American Rescue Plan Act Revenue	\$	-		150,459	\$	150,459
							\$	<u>650,000</u>

EXPENDITURES

	100-4-93100-9380	Transfers to Capital Projects	\$	-	\$	650,000	\$	650,000
							\$	<u>650,000</u>

200 CAPITAL PROJECTS FUND

REVENUE

	200-3-41050-9480	Transfer from General Fund	\$	-	\$	650,000	\$	650,000
							\$	<u>650,000</u>

EXPENDITURES

	200-4-94000-8606	Engine 2 Replacement	\$	-	\$	650,000	\$	650,000
							\$	<u>650,000</u>

#6

220 FOUNDATION GRANT FUND

REVENUE

	220-3-41050-0150	Use of Restricted Fund Balance	\$	99,239	\$	97,344	\$	(1,895)
							\$	<u>(1,895)</u>

EXPENDITURES

	220-4-31100-5848	Camp Foundation Grant Police		15,997		14,102		(1,895)
							\$	<u>(1,895)</u>

Certified copy of resolution adopted by Franklin City Council.

Clerk to the City Council

Franklin Fire and Rescue



100 South Main Street • Franklin, Virginia 23851
Office (757) 562-8582 • Fax (757) 562-8592 • Cell (757) 651-8228
Email: vfrancis@franklinva.com

September 8, 2022

Amanda C. Jarratt
City Manager
207 W. Second Ave
Franklin, VA 23851

Re: FY22 Carryover Request

Dear Mrs. Jarratt,

Franklin Fire & Rescue would like to formally request items listed below for carryover from FY22 budget to the current FY23 budget.

Over the last fiscal year we have been working to renovate the Emergency Services Building that was constructed in 1979 and was remodeled after the flood of 2001. Our Firefighters have conducted much of the remodel themselves in between answering calls for service and their yearly ISO training requirements. This is a big savings to the City, but there are additional items that we need to finish. We are requesting the remaining funds as a carryover to finish the renovation project in the amount of \$65,000.

Additionally, we would like to continue with our sustainability program by moving remaining unused funds that pertain to our EMS billing and contract to the Department's fund balance. The fund balance was created to assist with our capital needs while taking the burden off the City and its citizens. Due to inflation and supply chain issues, manufacturers have increased their apparatus cost substantially and maintaining a sustainable funding program will be a key moving forward. We request \$200,000.00 of remaining FY22 funds to be moved in the Fire Department fund balance.

Over the last several years the City has received federal relief funds which Council has approved for the Departments to purchase disaster response trailers and upgrades to key facilities that will be used in the event of a disaster. We have completed shower upgrades at the Armory Field House, but we are still trying to determine an affordable alternative power source. We are working with an electrical contractor to identify our options. I am requesting the remaining funds from this project in the amount of \$37,889.00. Additionally, the disaster response trailers we have purchased are sitting outside enduring the elements of the weather. These trailers are very expensive and need to be housed under a shelter to maximize their life. I am requesting carryover funds to purchase an enclosed shed large enough to house our response trailers in the amount of \$50,000.00.

Lastly, our Department is in need of replacing the remaining 10 Survive Air Self-Contained Breathing Apparatus (SCBA). These packs are no longer serviceable and are certified to the 2002 NFPA standard. The packs are not compatible with our current SCBAs which poses a significant safety risk. Currently, we are operating under the 2018 NFPA standard. I am requesting carryover funds to replacement the remaining SCBAs in the amount of \$95,000.00

I would like to thank you in advance for considering our proposal request for FY22 carryover.

Sincerely,

A handwritten signature in black ink, appearing to read 'V. Francis III', written over a horizontal line.

Vernie W. Francis III
Chief of Emergency Services
Franklin Fire & Rescue

**CITY OF FRANKLIN, VIRGINIA
RESOLUTION OF CITY COUNCIL
TRANSFER OF FUNDS FOR FIRE AND EMERGENCY MEDICAL SERVICES**

WHEREAS, the City Council of the City of Franklin, Virginia ("City Council") has committed to the expenditure of certain funds for fire and emergency medical services in the City of Franklin; and

WHEREAS, for this purpose, City Council desires to transfer to the Capital Projects Funds (Fund 200) and to restrict the use of a designated amount of funds; and

WHEREAS, sufficient funds exist in the general fund (Fund 100) to transfer to the Capital Projects Fund to accomplish this objective.

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

That the transfer of funds in the amount of Two Hundred Thousand Dollars (\$200,000) from the General Fund (Fund 100) to the Capital Projects Fund (Fund 200) is hereby APPROVED, and that the use of the said funds is restricted for the purpose of funding fire and emergency medical services projects and expenditures for the City of Franklin, Virginia.

CERTIFICATION OF ADOPTION OF RESOLUTION

The undersigned Clerk of the City Council of the City of Franklin, Virginia hereby certifies that the Resolution set forth above was adopted during an open meeting on September 26, 2022, by the City Council with the following votes:

Mayor Frank Rabil
Councilmember Mark Kitchen
Councilmember Ray Smith
Councilmember Gregory McLemore
Councilmember Linwood Johnson
Councilmember Wynndolyn Copeland
Councilmember Robert Cutchins

Signed this ___ day of _____, 2022.

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

BUDGET AMENDMENT 2023-5

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA that the 2022-2023 City Budget is hereby amended to:

1. appropriate the Series 2022 General Obligation Line of Credit Note proceeds of \$2,000,000 received in September for the Franklin Public City Schools for the Roofing Projects;
2. appropriate General Fund's unassigned fund balance for FY23 debt service on the \$2,000,000 proceeds; and
3. appropriate future proceeds from the Series 2022 General Obligation Line of Credit Note in the amount of \$2,000,000 and \$180,000 from the Series 2019B Bonds to fund the Franklin JDR/District Court Design & Renovation and the National Guard Armory Gym Design & Renovation. This is combining the FY23 & FY24 CIP project costs all to FY23 so RFPs can be issued.

#1

402 SCHOOL DEBT FUND			
REVENUE			
402-3-41050-0201	Line of Credit Proceeds	\$ -	\$ 2,000,000
			\$ 2,000,000
			<u>\$ 2,000,000</u>
EXPENDITURES			
402-4-40950-9550	Transfer To General Fund	\$ -	\$ 2,000,000
			\$ 2,000,000
			<u>\$ 2,000,000</u>
100 GENERAL FUND			
REVENUE			
100-3-41050-0008	Transfer from Other Funds	\$ -	\$ 2,000,000
			\$ 2,000,000
			<u>\$ 2,000,000</u>
EXPENDITURES			
100-4-93100-9265	Transfer to School-Restrict to Roof Project	\$ -	\$ 2,000,000
			\$ 2,000,000
			<u>\$ 2,000,000</u>

#2

100 GENERAL FUND			
REVENUE			
100-3-41050-0150	Use of Unassigned Fund Balance	\$ 371,876	\$ 392,969
			\$ 21,093
			<u>\$ 21,093</u>
EXPENDITURES			
100-4-93100-9262	Transfers to School Debt Fund	\$ 433,109	\$ 454,202
			\$ 21,093
			<u>\$ 21,093</u>
402 SCHOOL DEBT FUND			
REVENUE			
402-3-41050-0100	Transfers from General Fund	\$ 433,109	\$ 454,202
			\$ 21,093
			<u>\$ 21,093</u>

#3

200 CAPITAL PROJECTS FUND

REVENUE

200-3-41040-0005	Proceeds from 2019B Bonds	\$	-	\$	180,000	\$	180,000
200-3-41040-0006	Proceeds from 2022 Line of Credit		-		2,000,000		<u>2,000,000</u>
							<u>\$ 2,180,000</u>

EXPENDITURES

200-4-94002-8100	Franklin JDR/District Court Design/Reno	\$	-	\$	1,080,000	\$	1,080,000
200-4-94002-8101	National Guard Amory Gym Design/Reno		-		1,100,000		<u>1,100,000</u>
							<u>\$ 2,180,000</u>

Certified copy of resolution adopted by Franklin City Council.

Clerk to the City Council

BUDGET AMENDMENT 2023-6

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA that the 2022-2023 City Budget is hereby amended to:

1. recognize grant revenue from VRSA and to appropriate such revenue for new use;
2. appropriate General Fund's unassigned fund balance to hire a part time Parks & Recreation staff for a Friday day camp as well as assist in evening hours, weekends, spring/winter break camps; and
3. recognize grant revenue from Virginia Part C Early Intervention and to appropriate such revenue for new use.

#1

100 GENERAL FUND					
REVENUE					
	100-3-18990-0103	VRSA Grant	\$ -	\$ 4,000	\$ 4,000
					\$ 4,000
EXPENDITURES					
Human Resources	100-4-12220-3133	Contracted Services - IT	\$ 7,880	\$ 12,230	\$ 4,350
Human Resources	100-4-12220-5850	Misc. - Employee Events	7,000	6,650	(350)
					\$ 4,000

#2

100 GENERAL FUND					
REVENUE					
	100-3-41050-0150	Use of Unassigned Fund Balance	\$ 392,969	\$ 409,777	\$ 16,808
					\$ 16,808
EXPENDITURES					
Parks & Rec	100-4-71300-1101	Salaries and Wages - Regular	\$ 205,753	\$ 222,561	\$ 16,808
Parks & Rec	100-4-71300-2100	FICA	\$ 20,474	21,760	\$ 1,286
					\$ 16,808

#3

100 GENERAL FUND					
REVENUE					
	100-3-24040-0300	State Infant & Toddler	\$ 567,563	\$ 569,727	\$ 2,164
	100-3-33010-0300	Federal Part C Infant & Toddler	\$ 193,601	187,813	\$ (5,788)
					\$ 2,164
EXPENDITURES					
Mental Health	100-4-71300-1101	Contributions - Comm Organizations	\$ 731,164	\$ 733,328	\$ 2,164
					\$ 2,164

Certified copy of resolution adopted by Franklin City Council.

Clerk to the City Council



*Office of the City Manager
Amanda C. Jarratt*

September 19, 2022

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: Blackwater Regional Library Update

Background Information

The Director of the Blackwater Regional Library system will be present to provide an update and overview of their programs and activities.

Needed Action

None at this time.



*Office of the City Manager
Amanda C. Jarratt*

September 22, 2022

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: Isle of Wight County Enterprise Expansion

Background Information

The City of Franklin, Southampton County, and Isle of Wight County have shared a joint Enterprise Zone since 2011. Isle of Wight county has 2,438 acres within its three subzones and has the capability of expanding these subzones to include as many as 1,402 acres. As a result of the joint Enterprise Zone the City Manager's signature is required on the expansion application. The Franklin Regional Airport remaining property is proposed to be included in the Camptown Subzone expansion. Mr. Keaton's letter outlines their request in greater detail.

Needed Action

Authorize the City Manager to sign the expansion application for the Isle of Wight County Enterprise Zones expansion.



Local Roots, Global Reach
ISLE OF WIGHT
COUNTY, VIRGINIA

September 15, 2022

Ms. Amanda C. Jarratt
City Manager
City of Franklin
207 W. 2nd Ave.
Franklin, VA 23851

Dear Ms. Jarratt:

Isle of Wight County has been a proud partner in our joint Enterprise Zone with the City of Franklin and Southampton County since 2011. The County has 2,438 acres within its three strategically-located subzones and has the capability of expanding these subzones to include as many as 1,402 more acres.

Together we've experienced more than a decade of success across our respective jurisdictions in attracting new businesses and expansions into Enterprise Zones. Isle of Wight's subzones have leveraged over \$320 million in capital investment and have sustained thousands of jobs, and the County desires to significantly expand two subzones to create more opportunities that will bring jobs and investments. The County proposes to preserve the same incentive opportunities that already exist in all its subzones (enclosed) to attract investments and job creation in the proposed expansion.

Background

Over the last year, our Economic Development Department has been in consultation with the Virginia Department of Housing and Community Development (DHCD) and FSEDI staff to ensure good communication and coordination prior to making an application for an expansion these subzones this fall. DHCD's application package requires two documents, signed by the chief administrative officer of the jurisdiction, to demonstrate that the joint-zone localities support the other member's desire to change their zone(s).

These are the "Local Assurances" and the "Joint Zone Amendment Agreement" documents (both enclosed). Isle of Wight County is required to hold a public hearing, but there is no requirement to inform property owners of expansion plans, nor for your jurisdiction to hold a public hearing or enact a resolution, etc., to endorse these expansions.

Camptown Subzone Expansion

The existing 335-acre Camptown Subzone, which is adjacent to the City of Franklin's subzone, includes the International Paper campus and other important industrial properties. Isle of Wight would like to expand this

P.O. Box 80
17090 Monument Circle
Isle of Wight, VA 23397
(757) 365-6204

www.co.isle-of-wight.va.us

subzone by over 518 acres, taking in properties such as the former Airway Shopping Center, Franklin Regional Airport and the nearly 60 acres that comprise the Industrial Air Park adjacent to the airport. The expanded subzone has been drawn in consultation with FSEDI staff and includes properties that are either currently or have the potential to be zoned commercial/industrial, but excludes residentially-zoned property or property that will likely remain agricultural over the long term. Importantly, both the existing and the proposed subzone expansion are fully within the Revenue Sharing District.

Windsor Subzone 1 Expansion

The existing 411-acre Windsor Subzone, which covers the entirety of Phase II of the Shirley T. Holland Intermodal Park, includes the Keurig Dr. Pepper and Safco facilities. Isle of Wight would like to expand this subzone by over 151 acres, taking in three (3) parcels in their entirety and one property, owned by the County's Economic Development Authority (EDA), partially. On advice from DHCD, because this EDA property (54-01-086J) has approximately 62.5 acres deemed "developable" due to environmental conditions, the county will be submitting only the 62.5 developable acres as part of the proposed subzone expansion. This helps maximize the remainder acreage allotted to the county for future expansions in any of the subzones.

The Windsor Subzone Expansion has been drawn to include properties that are desirable, large tracts potentially capable of holding larger-scale light industrial developments in response to the current market demand and diminishing supply of similar properties, especially with such excellent transportation access.

Isle of Wight County Public Hearing on the Expansions

DHCD has requested an earlier-than-typical application this year in light of their workload and the number of applications expected this year, and we are striving to accommodate that request. The Isle of Wight County Board of Supervisors is scheduled to hold a public hearing at its regular meeting on Thursday, October 20, 2022, and adopt a resolution that authorizes application for the expansions with DHCD. This date is reflected on the documents mentioned above which require your signature upon the County's expected action in October. Please feel free to use this letter and background information to inform your City Council at its scheduled meeting on September 26, 2022. If you desire any more information during the Council meeting, Economic Development Director Chris Morello will be pleased to attend to answer questions. In the meantime, feel free to contact him at (757) 356-1969 / cmorello@iwus.net if you need any assistance on this matter.

Sincerely,



Randy R. Keaton

Enclosures

cc: Christopher A. Morello, Economic Development Director

THE VIRGINIA ENTERPRISE ZONE



STATE INCENTIVES

The Virginia Enterprise Zone (VEZ) program is a partnership between state and local government that encourages job creation and private investment. VEZ accomplishes this by designating Enterprise Zones throughout the state and providing two grant-based incentives, the Job Creation Grant (JCG) and the Real Property Investment Grant (RPIG), to qualified investors and job creators within those zones, while the locality can also provide local incentives.

REAL PROPERTY INVESTMENT GRANT //

The RPIG is based on qualified investments made to commercial, industrial, and mixed-use buildings located within the boundaries of an Enterprise Zone. Grants are available for up to 20% of the real qualified property investment.

BENEFITS

Up to \$100,000 per building or facility for qualifying real property investments of less than \$5 million

Up to \$200,000 per building or facility for qualifying real property investments of \$5 million or more

ELIGIBILITY REQUIREMENTS

Commercial, industrial, or mixed-use buildings or facilities

For rehabilitation and expansion, at least \$100,000 incurred in qualified real property investments

For new construction, at least \$500,000 incurred in qualified real property investments

JOB CREATION GRANT //

The JCG is based on permanent full-time job creation over a 4 job threshold, with wage rates at least 175 percent of the Federal minimum wage and availability of health insurance.

BENEFITS

Up to \$500/year per net new permanent, full-time position earning at least 175% of the Federal minimum wage with health benefits

Up to \$800/year per net new permanent full-time position earning at least 200% of federal minimum wage with health benefits

ELIGIBILITY REQUIREMENTS

Net new permanent full-time positions, created over the four-job threshold, that meet wage and health benefit requirements

Excludes retail, personal service, or food and beverage positions



THE VIRGINIA ENTERPRISE ZONE

Isle of Wight County has approximately 2,438 designated acres of enterprise zone, including Shirley T. Holland Intermodal Park Phases II and III and the Camptown area adjacent to the City of Franklin. Along with the state incentives, Isle of Wight offers the following benefits for investments made within the enterprise zones.

MACHINERY & TOOLS TAX REBATE

Receive a 25% rebate on machinery & tools taxes paid for a period of five years for new businesses or expansions that invest \$1 million or more in new machinery and tools.



JOB CREATION GRANT

Receive \$500 per new full-time equivalent positions (requiring minimum of 35 hours worked per week) up to a maximum of 20 positions a year. Businesses must pay 150% of the federal minimum wage or \$10.88 to receive grants.



WAIVER OF PLAN REVIEW FEES

Waivers include site plan, subdivision and zoning permit fees for new businesses or expansions in one of the County's Enterprise Subzones.

FAST TRACK PERMITTING PROCESS

Receive high priority status during development review, including the resubmission of plans, early land disturbing permits, and footing and foundation permits prior to receiving final plan approval for new businesses or expansions that invest \$1 million or more in new machinery and tools or \$500,000 or more in business personal property.



For more information on the Virginia Enterprise Zone and other incentives available to businesses locating in Isle of Wight County, visit www.insidetheisle.com



PROGRAM CONTACT

Virginia Department of Housing and
Community Development
ezone@dhcd.virginia.gov
804-371-7171

LOCAL CONTACT

Nicole Talton
Economic Development Coordinator
Isle of Wight County
ntalton@isleofwightus.net
757-365-6251

LOCAL ASSURANCES

As the representative of the local governing body of the City of Franklin, I hereby certify that:

- 1) The information in the Enterprise Zone application is accurate to the best of my knowledge;
- 2) A public hearing was held on October 20, 2022 by Isle of Wight County to solicit comments on this request for application amendment. A copy of the public hearing advertisement and a copy of the public hearing minutes are attached;
- 3) Any local enterprise zone incentives proposed by the aforementioned locality in the Enterprise Zone application represents a firm commitment by the locality and have been reviewed by the local governing body's attorney as to their legality;
- 4) It is understood that if at any time the aforementioned locality is unable or unwilling to fulfill a commitment to provide local enterprise zone incentives, or if no state enterprise zone incentives have been utilized within a five-year period, the zone shall be subject to termination.

Chief Administrator:

Amanda C. Jarratt

Title: City Manager

Date: _____

JOINT ZONE AMENDMENT AGREEMENT

As the representative of the local governing body of the City of Franklin, I hereby certify that:

- 1) The aforementioned locality is in agreement with the amending jurisdiction in filing this amendment;
- 2) The information in the Enterprise Zone application is accurate to the best of my knowledge;
- 3) A public hearing was held by Isle of Wight County on October 20, 2022
(amending locality) (date)
to solicit comments on this amendment application;
- 4) It is understood that if at any time the aforementioned locality is unable or unwilling to fulfill a commitment to provide local enterprise zone incentives listed in this application, the zone shall be subject to termination.





Chief Administrator:

Amanda C. Jarratt

Title: City Manager

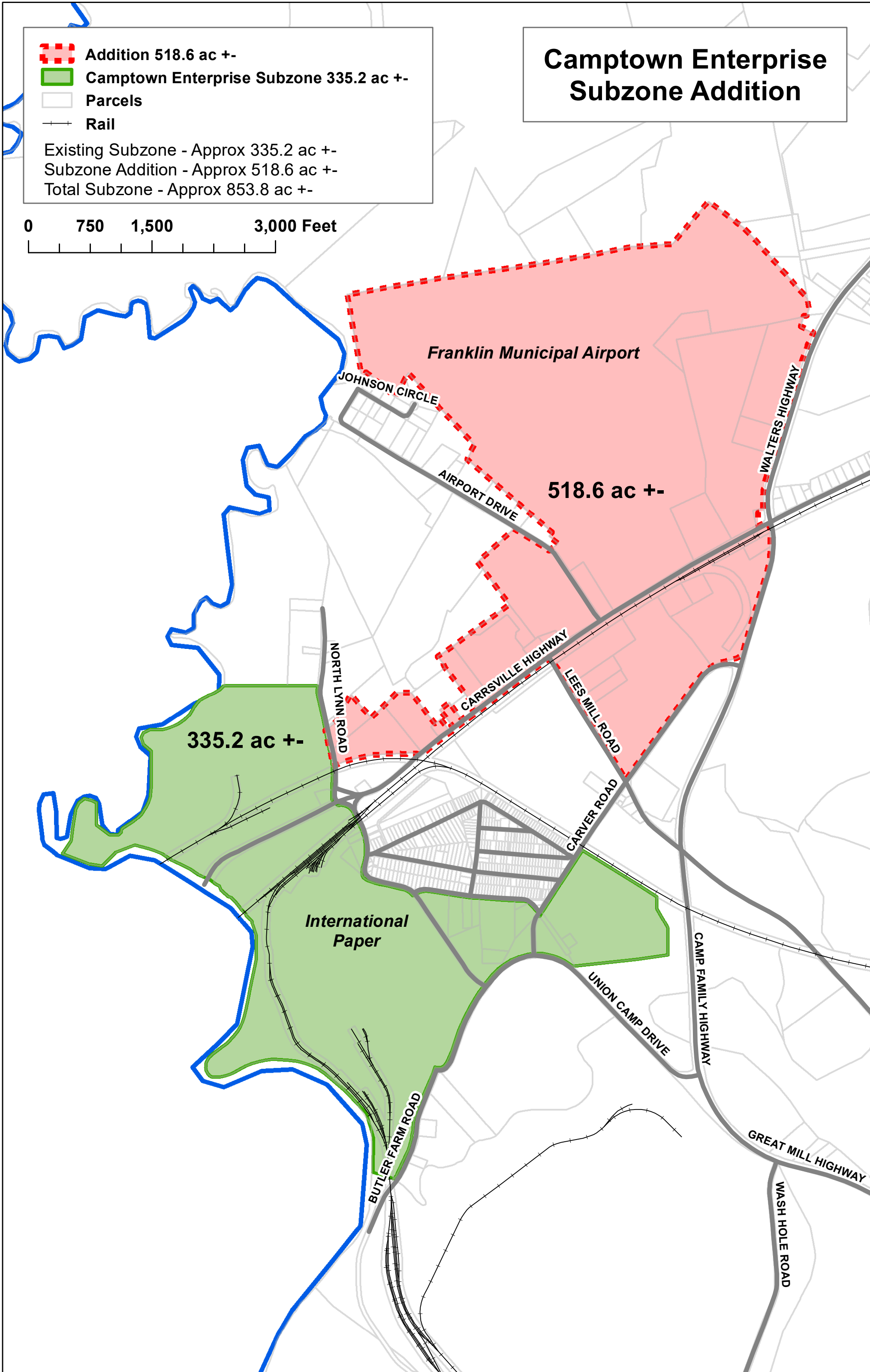
Date: _____

Camptown Enterprise Subzone Addition





-  Addition 518.6 ac +/-
-  Camptown Enterprise Subzone 335.2 ac +/-
-  Parcels
-  Rail

Existing Subzone - Approx 335.2 ac +/-
Subzone Addition - Approx 518.6 ac +/-
Total Subzone - Approx 853.8 ac +/-

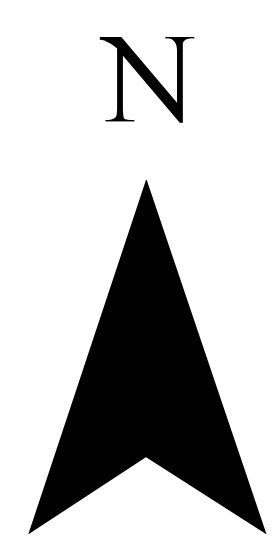
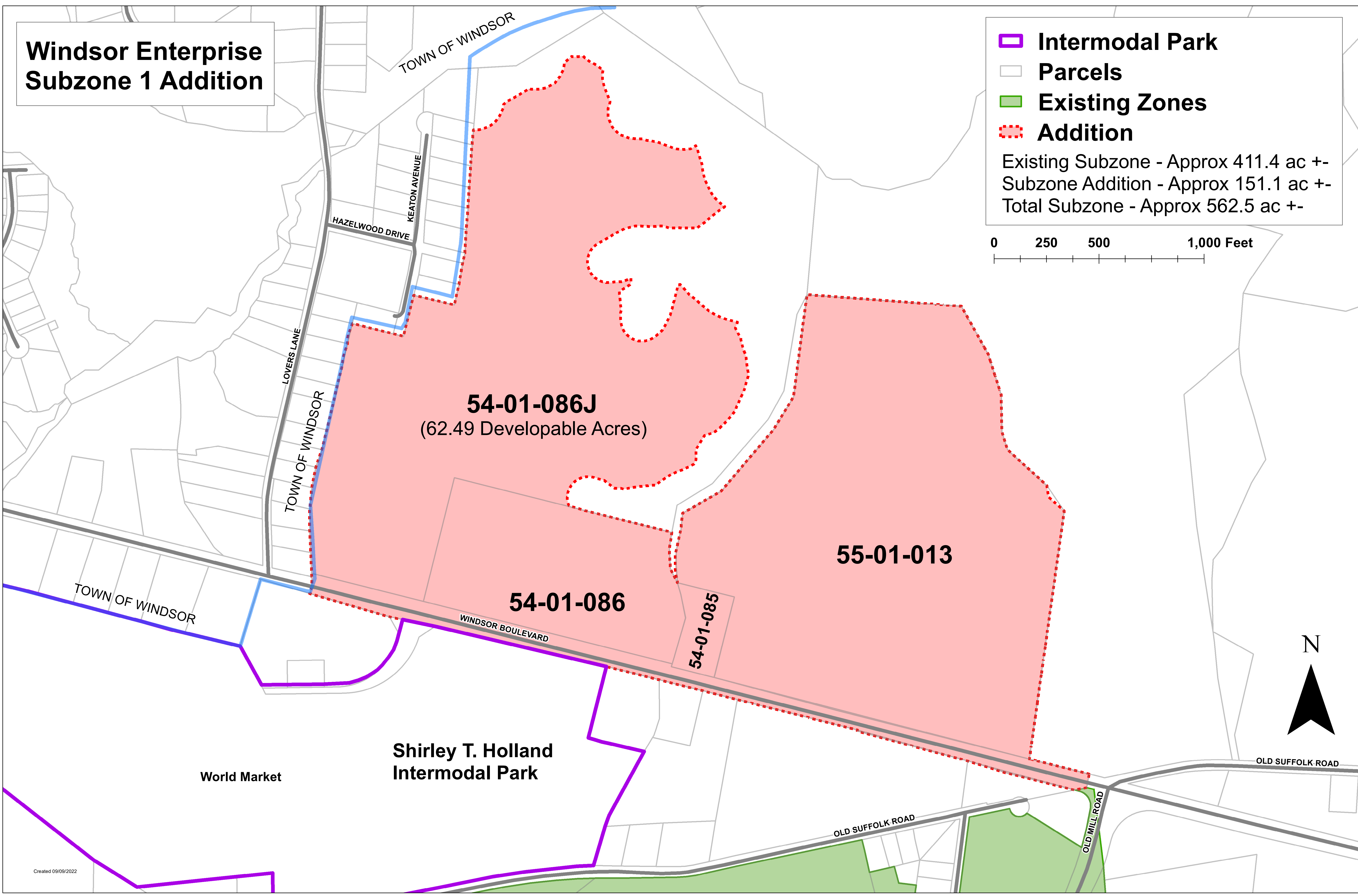
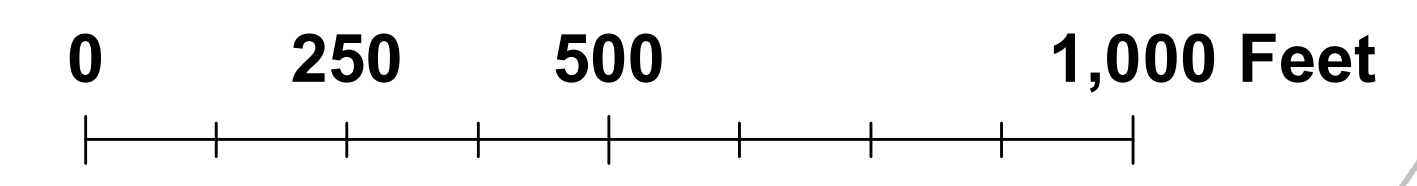
0 750 1,500 3,000 Feet



Windsor Enterprise Subzone 1 Addition

-  **Intermodal Park**
-  **Parcels**
-  **Existing Zones**
-  **Addition**

Existing Subzone - Approx 411.4 ac +/-
Subzone Addition - Approx 151.1 ac +/-
Total Subzone - Approx 562.5 ac +/-





*Office of the City Manager
Amanda C. Jarratt*

September 20, 2022

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: Bus Parking Memorandum of Understanding

Background Information

After a recent review of our insurance policies VRSA brought to our attention that there was no formal agreement between the City of Franklin and Franklin City Public Schools regarding the parking of buses on City property. This could create a serious issue for both entities if something catastrophic should happen. They suggested the attached MOU be executed by both parties to provide us protection. Once approved by Council we will forward to Franklin City Public Schools for adoption.

Needed Action

Authorize execution of the Memorandum of Understanding and allow management to forward to Franklin City Public Schools for execution.

MEMORANDUM OF UNDERSTANDING

BETWEEN

City of Franklin, Virginia

AND

The School Board of the City of Franklin, Virginia

This memorandum of understanding (MOU or Agreement) dated the _____ of September, 2022, is between the City of Franklin, Virginia (the City) and the School Board of the City of Franklin, Virginia (Franklin City Public Schools or FCPS) in furtherance of their joint goal to support the education and safe transportation of students enrolled in Franklin City Public Schools.

1. Use of City Premises.

The City will permit buses owned, used and/or maintained by Franklin City Public Schools to use certain parking areas on City property located at 1050 Pretlow Street Franklin, Virginia 23851 (City Premises). FCPS shall use only the designated areas as more fully described at Attachment A.

2. Prohibited Uses.

FCPS covenants that it will do nothing in its use of the City Premises or allow anything to be done or any substance to be kept on said premises which would operate to increase the fire hazard. FCPS further covenants that no waste or damage shall be committed upon or to the City Premises, that the City Premises shall be used for the purposes hereinabove stated, and shall not be used or permitted to be used for any other purpose, that the City Premises shall not be used for any unlawful purpose and no violations of law or ordinance shall be committed thereon, and that no advertisement or notice will be affixed to any part of the building without the consent of the City.

3. Insurance

Franklin City Public Schools agrees it shall secure and maintain a policy of liability and property damage insurance covering all buses parked on City. The policy shall be issued by an insurance carrier authorized to transact business in this Commonwealth. FCPS will further fulfill any additional requirements related to insurance and property damage coverage as required by Virginia Code §§ 22.1-188 through 22.1-198, § 46.2-472, and § 38.2-2206.

The City will maintain coverage sufficient to remediate any damage to the land located at 1050 Pretlow Street Franklin, Virginia 23851 as well as the value of the full replacement cost of any improvements thereto and any personal property owned by the City that is on the City Premises.

Each party will also maintain workers' compensation coverage through an insurer licensed to conduct business in the Commonwealth of Virginia. The coverage secured shall be in compliance with the laws of the Commonwealth of Virginia.

Both parties agree to comply at all times with any recommendations of their insurance companies arising out of or relating to FCPS's use of the City Premises and to pay for any and all expenses arising out of compliance with such recommendations.

4. Damage to City Premises / Hold Harmless.

The FCPS agrees to be responsible for any damage to the City Premises which may result from its use of the City Premises or any act done thereon by FCPS or any of its agents or employees person coming or being on the City Premises, unless resulting from the City's willful wrongful act or omission or the negligence or wrongdoing of a third-party.

5. Not Legally Binding.

This agreement is not intended to be a legally binding document. It is meant to describe the nature and to suggest the guidelines of the cooperation described above. Nothing therefore shall diminish the full autonomy of either institution, nor will any constraints be imposed by either upon the other in carrying out the agreement.

6. Effective Date.

The agreement shall become effective on the day representatives of both parties affix their signatures, will be in force for a period of five (5) years, and is subject to revision or modification by mutual written agreement. It is also understood that either institution may terminate the agreement at any time, although is assumed that such action would only be taken after mutual consultation in order to avoid any possible inconvenience to the other institution.

7. Designated Liaisons.

Both parties shall designate a contact person to serve as a liaison to the other party during the term of this agreement. Accordingly on or before [date], each party will supply to the other the contact person's name, address, and email address.

8. Counterparts.

This Agreement may be executed in one or more counterparts and all of such counterparts shall together constitute one and the same instrument. Original signatures transmitted and received via facsimile or other electronic transmission, (e.g., PDF or similar format) are true and valid signatures for all purposes hereunder and shall be effective as delivery of a manually executed original counterparts.

9. Entire Understanding

This Memorandum contains the entire understanding of the parties as to the matters contained herein, and it shall not be altered, amended or modified except by a writing executed by the duly authorized officials of both the City and the FCPS.

In Witness Whereof, the parties have caused this Agreement to be executed on the day and year first above written.

City of Franklin

**School Board of the City of Franklin,
Virginia**

Signature

Signature

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____



School Bus Parking Area

PRETLOW ST

Ab...



*Office of the City Manager
Amanda C. Jarratt*

September 23, 2022

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: Juneteenth Cultural Festival aka Virginia Mardi Gras

Background Information

Councilman McLemore will provide a presentation to City Council regarding a Juneteenth Cultural Festival aka Virginia Mardi Gras.

Needed Action

1. Discuss the proposed event and endorse support by the City of Franklin.
2. Endorse Councilman McLemore in conjunction with Tourism and economic development to reach out to other Hampton Roads communities to garner support for the event.
3. Allocate ARPA Tourism funds and potentially other sources of funds to promote and support the event.



*Office of the City Manager
Amanda C. Jarratt*

September 22, 2022

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.
- Staff continues to work with DHCD and Summit Engineering on the Laurel Street CDBG Grant. Client intake and income verifications have begun.
- We received three proposals for the City of Franklin Transit Feasibility Study. Staff is in the process of working DRPT to score the proposals.
- Staff continues to meet with regional partners to discuss next steps on the regional radio system as well as violence and crime prevention.

Community Events

- Fall Festival September 30th and October 1st
- Franklin Cruise In Finale October 8th
- Holiday Parade December 2nd