

AGENDA

FRANKLIN CITY COUNCIL

MONDAY, February 25, 2019 – CITY HALL COUNCIL CHAMBERS – 207 W. SECOND AVE.

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
CITIZENS' TIME
AMENDMENTS TO AGENDA

1. CONSENT AGENDA

- A. Minutes: February 11, 2019 Work Session and Regular Meeting
- B. Proclamation: Boys and Girls Clubs of Southeast Virginia 100th Anniversary
- C. Departmental Reports: January 2019 (Separate File)

2. FINANCE

- A. FY 2018 – 2019 City Budget Amendments # 2019-11 & # 2019-12

3. OLD/NEW BUSINESS

- A. Obici Foundation Grant Resolution #2019-02
- B. City Manager’s Report

4. COUNCIL/STAFF REPORTS ON BOARDS/COMMISSIONS

5. CLOSED SESSION

I move that the Franklin City Council meet in closed session to discuss appointments to boards and commissions; to discuss 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; and, consultation with the City Attorney, employed by the City, regarding specific legal matters requiring legal advice pursuant to Virginia Code Section 2.2 – 3711 (A) (1), (5) & (8).

Motion Upon Returning to Open Session- I move that the only matters discussed during the closed session were those lawfully exempted from open meeting requirements and identified in the motion by which the closed session was convened.

6. ADJOURNMENT

UPCOMING ITEMS TO BE SCHEDULED

The items below are intended to be reflective, and not inclusive of all subjects staff is working on to bring forward to City Council in the next two months. Both the time lines and subject matter are subject to change and should not be considered final.

<u>SUBJECT</u>	<u>TENTATIVE TIME LINE</u>
Budget Work Sessions w/ Departments	Monday, March 4 and Thursday, March 7, 2019 @ 6:00 p.m. in the City Council Chambers
SPSA Update	Monday, March 11, 2019
Hampton Roads Economic Development Memorandum of Understanding (MOU)	March 2019
Joint Work Session w/ School Board	Thursday, March 28, 2019 @ 6:00 p.m. in the City Council Chambers
Downtown Franklin Association (DFA) Memorandum of Understanding (MOU)	April 2019
Congressman Robert C. "Bobby" Scott Update	TBD

CONSENT AGENDA

- A. Minutes: February 11, 2019 Work Session and Regular Meeting**
- B. Proclamation: Boys and Girls Clubs of Southeast Virginia 100th Anniversary**
- C. Departmental Reports: January 2019 (Separate File)**

Franklin City Council Work Session Meeting
Monday, February 11, 2019 – 6:00 p.m.
City Hall Council Chambers

The Franklin City Council held a Work Session meeting on Monday, February 11, 2019 at 6:00 p.m. in the City Council Chambers prior to the Regular Meeting of February 11, 2019 in the Council Chambers. The purpose of this meeting was to discuss Council priorities, goals and the FY 2019-2020 budget.

Members of the City Council present at this meeting were: Frank Rabil, Mayor; Barry Cheatham, Vice-Mayor; Wynndolyn Copeland, Bobby Cutchins, Benny Burgess, Linwood Johnson and Greg McLemore.

Others present: Amanda Jarratt, City Manager and Taylor Williams, City Attorney.

Call to Order: Mayor Rabil called the Work Session to order at 6:00 p.m. He reminded Council that the purpose of the Work Session was to discuss the Council Priorities, Goals and FY 2019-2020 Budget. Mayor Rabil recognized Manager Jarratt who engaged in dialogue with Council members to discuss the Work Session objectives and establish a timeframe to accomplish these priorities, goals and objectives.

Here is the list of priorities, goals and objectives established during the work session:

- Camp Property Update
 - o Homestead Property

Vice-Mayor Cheatham

- Fill key staff positions
- Update Personnel Manual
- Review of benefits that we offer

Councilman Cutchins

- Filling positions
- Utility billing
- Clear direction on vehicles
 - o Fleet management Plan

Councilwoman Copeland

- Meeting on rental housing committee
- Review draft rental inspection program
- Insurance benefits
- Utilities

Councilman Johnson

- Businesses and residents utility billing
- Consistency in billing
- Check with other localities about costs

Franklin City Council Work Session Meeting
Monday, February 11, 2019 – 6:00 p.m.
City Hall Council Chambers

- Rental Inspection
- *Winterization of homes*
- One water heater meter for Councilman Johnson
- Increase economic growth and population in the City of Franklin
- Support school division and preparing for the workforce.

Mayor Rabil

- Personnel Policy
- Managing FY 2018-2019 Budget
- Develop FY 2019-2020
- Communicate with Schools
- CIP Projects Kicked down the road
- Front Office Procedures
 - o Customer Service
 - o Professional
- PEG Channel Look
- Any touch points with citizens needs to be positive
- City Switch Board
- *Inventory of City's Assets*
 - o BY Department
 - o Equipment/Computers/Cars

Councilman McLemore

- Get on top of the Housing Authority
- Joint meeting with Housing Authority
- Re-visit having 1 HR Director
- *Diversity in City of Department Heads

Councilman Burgess

- Computer program installation
- Value of our utility as an asset (2010)
 - o Will someone buy it?
 - o What happens if we sell it?
 - o Is the system encumbered?
- Rates of Electricity
 - o *Compare to Dominion Rates*
 - o Analyze rates comparison to Dominion
- Valuation on electric company

**Franklin City Council Work Session Meeting
Monday, February 11, 2019 – 6:00 p.m.
City Hall Council Chambers**

At the request of Council, Manager Jarratt will be scheduling a retreat at the conclusion of the FY 2019-2020 budget process to further discuss these priorities, goals and objectives.

RECESS

Councilwoman Copeland made a motion to recess the called meeting. Councilman Johnson seconded the motion.

The motion was approved by a 7-0 vote.

Mayor Rabil recessed the meeting at 6:50 p.m.

These Minutes for February 11, 2019 City Council Called Work Session Meeting were adopted on the 25th day of February, 2019.

Mayor

Clerk to City Council

The Franklin City Council held its regular meeting on Monday, February 11, 2019 at 7:00 p.m. in the Council Chambers at City Hall. The regular meeting was reconvened following the recess of a scheduled work session prior to the 7:00 p.m. regular meeting.

Council Members in Attendance: Mayor Frank Rabil, Barry Cheatham, Vice-Mayor; Bobby Cutchins, Wynndolyn Copeland, Greg McLemore, Linwood Johnson and Benny Burgess.

Staff in Attendance: Amanda Jarratt, City Manager; Taylor Williams, City Attorney; Mark Bly, Director of Power and Light; Russ Pace, Director of Public Works; Tracy Spence, Interim Director of Finance; Interim Police Chief Bob Porti, Franklin Police Department; Interim Fire Chief Mark Carr, Director of Emergency Services; Brenda Rickman, Commissioner of Revenue and Dinah Babb, Treasurer.

Others in Attendance: Sergeant Chris Thomas, Franklin Police Department; Bruce Edwards, Communications Manager E-911; Lieutenant Vernie Francis, Emergency Services Department; Dan Howe, Executive Director of Downtown Franklin Association; Stephen Faleski, Tidewater News Reporter; and Teresa Rose-McQuay; Administrative Assistant and Acting Secretary, Recording Minutes.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited by everyone in attendance.

CITIZENS' TIME

No one signed up to speak at Citizens' Time.

AMENDMENTS TO AGENDA

There were no amendments to the agenda.

CONSENT AGENDA

Minutes: January 28, 2019 Regular Meeting

Mayor Rabil asked if there were any questions or corrections to the January 28, 2019 Regular and Work Session meeting minutes. On the work session minutes for January 28, 2019 the date in the header was incorrect. Mayor Rabil stated that City Administration corrected the date before the meeting began. Hearing no other comments or corrections, Mayor Rabil asked for the desired action of Council. Councilman Johnson made the motion to approve the minutes as presented and Vice-Mayor Cheatham seconded it.

The motion was approved by a 7-0 vote.

FINANCE

FY 2018-2019 City Budget Amendments #2019-08, #2019-09 and #2019-10

FY 2018-2019 City Budget Amendment #2019-08

Ms. Spence presented the FY 2018-2019 City Budget Amendment # 2019-08 for adoption. The request is for the City Council to approve amending the FY 2018 – 2019 City Budget to:

1. Reduce Community Development appropriated revenues to agree to FY19 projections-net reduction of \$34,500;
2. Reduce rental income from Pretlow Farms by \$348;
3. Recognize additional revenues from workmen's compensation rebates & insurance recoveries and appropriate such revenue for use;
4. Recognize additional revenues from VDOT for FY19 and appropriate such revenue for use;
5. Appropriate use of unassigned general fund balance to fund shortfall in Community Development revenue and fund projected FY19 VDOT eligible expenses;
6. Recognize additional revenues from the Franklin Southampton Charities and to appropriate such revenue for new uses;
7. Recognize revenues related to the Western Tidewater Home Consortium Fund and appropriate such revenue for use; and,
8. Fund projected shortfall in projected salaries & wages for the Solid Waste Fund.

Mayor Rabil asked if there were any questions or comments concerning the FY 2018 – 2019 City Budget Amendment # 2019-08. Hearing no questions or comments on this budget amendment, Mayor Rabil asked for the desired action of Council.

Manager Jarratt reminded Council that this amendment had been presented at the January 28, 2019 Regular meeting and members of Council requested more information. Manager Jarratt stated that she and Ms. Spence had corresponded with members of Council and answered their questions on this amendment. She also stated that the approval of this amendment was necessary in order to achieve a balanced budget for the FY 2018-2019 budget.

Councilman Johnson made the motion to approve City Budget Amendment #2019-08 as presented and Councilman Burgess seconded it.

The motion was approved with the vote as follows:

Councilman Johnson, AYE; Councilman Cutchins, AYE; Councilwoman Copeland, AYE; Vice-Mayor Cheatham, AYE; Councilman McLemore, ABSTAIN; Councilman Burgess, AYE; and Mayor Rabil, AYE.

FY 2018-2019 City Budget Amendment #2019-09

Ms. Spence presented the FY 2018-2019 City Budget Amendment # 2019-09 for adoption. The request is for the City Council to approve amending the FY 2018 – 2019 City Budget to:

1. Recognize additional revenues from the Rescue Squad Assistance Fund and Obici Healthcare Foundation and to appropriate such revenue for new uses;
2. Recognize additional revenues from the Virginia 9-1-1 Services Board and to appropriate such revenue for new uses;
3. Recognize additional revenues from the Franklin Southampton Charities and to appropriate such revenue for new uses; and

4. Correct the School's fund balance appropriated to its FY 19 budget to agree to the fund balance available for appropriation per its FY 18 audit.

Mayor Rabil asked if there were any questions or comments concerning FY 2018-2019 City Budget Amendment #2019-09.

Councilman McLemore made the motion to approve City Budget Amendment #2019-08 as presented and Councilman Johnson seconded it.

Mayor Rabil asked if there were any further questions or comments concerning FY 2018-2019 City Budget Amendment #2019-09.

Councilman Burgess questioned the change concerning the schools carryover funds.

Interim Director Spence stated that City Budget Amendment #2019-01 was submitted by the Franklin City Public Schools indicating that they would have a surplus. The amount at the conclusion of the audit was \$207,158. The purpose of this amendment is to agree to what was actually available per the audit.

Councilman Burgess reminded his colleagues, that in the past, Council did not appropriate carryover funds for the schools until the audit was complete. He stated that he felt like that Council needed to go back to that practice to keep from having this type of situation. Some members of Council agreed that practice needs to be adhered to.

Mayor Rabil stated that to show support to the schools in the past the Council violated their own rule but they need to revert to the original practice going forward. He agreed with Councilman Burgess' comments.

Manager Jarratt stated that in her conversation with Ms. Spence, that their recommendation would be to conform to the original policy of designating carryover funds to the schools once the audit has been completed.

Councilman McLemore asked City Attorney Williams if he had a conflict of interest in making this motion.

City Attorney Williams stated that he did not.

Mayor Rabil asked for any other questions or comments, hearing none he called for the vote.

The motion was approved by a 7-0 vote.

FY 2018-2019 City Budget Amendment #2019-10

Mayor Rabil recognized Manager Jarratt to present FY 2018-2019 City Budget Amendment #2019-10. Manager Jarratt reminded Council that in April 2018 Council approved raises for certain Fire and EMS employees who had obtained certain certifications. In preparation for the Financial Mid-Year report, Interim Director Spence realized that there was going to be a budget shortfall between what was being spent versus what was being collected. Interim Fire Chief Carr, Lieutenant Vernie Francis and Interim Finance Director Spence found a problem with the costs associated with the fee schedule that was on the website.

At the February 5, 2019 staff meeting, Manager Jarratt asked departments to submit mid-year cuts to Administration to offer to Council as a discussion topic for cost-saving measures that were requested at the January 28, 2019 Regular City Council meeting at the direction of Council. Manager Jarratt stated that staff was presenting these cost-saving measures to keep from using fund balance or any other measures to close the gap. Staff submitted cuts to Manager Jarratt and staff is presenting them to Council for consideration.

Manager Jarratt assured Council that internal controls have been implemented in City Administration, Finance and the Fire Department to keep this or similar issues from recurring in the future. Manager Jarratt stated that at a future meeting staff would be submitting to Council a new fee schedule for adoption to bring our fees more in line the current national averages. This will take place as soon as a Public Hearing can be scheduled.

Mayor Rabil asked if there were any questions or comments concerning FY 2018-2019 City Budget Amendment #2019-10.

Councilman Johnson asked if the fees that were previously passed were still in place.

Manager Jarratt stated that the fees Council adopted are in place; however, there was a disconnect in information between the fees that were voted on and the projections.

Vice-Mayor Cheatham thanked management and staff for being proactive in this matter.

Mayor Rabil also conveyed his thanks to management and staff for seeking these measures to to eliminate using the funds from the fund balance or other related funds to take care of this issue.

Manager Jarratt personally thanked Lieutenant Francis, Interim Fire Chief Carr and Interim Finance Director Spence for all the hours they invested in this project, as well as, all city staff for working together as a team to find a solution to this issue.

Vice-Mayor Cheatham made the motion to adopt City Budget Amendment FY 2018-2019 # 2019-10. Councilwoman Copeland seconded the motion.

The motion was approved by a 7-0 vote.

FY 2019-2020 Tentative Budget Calendar

Manager Jarratt advised Council that the changes to the tentative budget calendar had been made as requested by Council during the January 28, 2019 Regular Council meeting. The amended FY 2019-2020 Tentative Budget Calendar was included in the agenda for Council consideration.

Councilman Johnson made the motion to adopt the revised FY 2019-2020 Tentative Budget Calendar as presented and Councilwoman Copeland seconded the motion.

The motion was approved by a 7 – 0 vote.

OLD/NEW BUSINESS

Edmunds Software Update

Manager Jarratt reported that city staff and Edmunds are continuing to meet weekly to discuss the progression of the software conversion. The go live date is scheduled for March 13, 2019. Edmunds is going to be on-site for training with the Treasurer and Commissioner of Revenue offices from February 20 – 22, 2019. Currently there are no anticipated issues that would prevent the city from completing the software conversion on the specified date.

After some discussion between Council and staff on the update of the Edmunds software, the meeting progressed.

HRPDC Appointment – City Manager Amanda Jarratt

Mayor Rabil advised Council of the need to appoint our new Chief Executive Officer to the Hampton Roads Planning District Commission. He asked Council for a motion.

Vice-Mayor Cheatham made the motion to appoint City Manager Amanda C. Jarratt to the Hampton Roads Planning District Commission as a representative for the City of Franklin. Councilman Johnson seconded the motion.

The motion was approved by a 7-0 vote.

Monopole Discussion

Manager Jarratt reported that since February 2018, the Hunterdale water tower has been scheduled for painting and rehabilitation. The contractor sent the City of Franklin a formal request at that time asking for the removal of all antenna equipment from the tank so the work could be done. The costs of the removal of the equipment were not budgeted.

The equipment located on the antennae ring, at the top of the Hunterdale tank consists of the following: HR TACRAN microwave, ORION microwave, Franklin Police Department radio antenna, and two amateur radio antennae's.

This equipment needs to be re-located for a period of four to six months during the rehabilitation process, during which time, the city would be without these two antennae's. The HR TACRAN system is the City's means of communication during times of disaster and during our EOC activation. It is the link to the Virginia Department of Emergency Management. The ORION system is the link within the Hampton Roads region to speak directly with other localities that may respond to assist our jurisdiction or us with their jurisdiction. It is also used multiple times per week to coordinate operations with a variety of taskforces that we participate in. The amateur radio antennae ware is utilized during times of emergency as outlined in the City's Disaster Response Plan. During this minimal period of time, the city would utilize another method of communication while these antennae's are not operable.

Manager Jarratt stated that City Administration needs guidance on the action needed for the following:

- Purchase or lease a temporary tower to house this radio equipment during the rehabilitation period for the tank. This has an estimated cost of \$171,798.64. Please note that unless a more permanent solution is approved that this process of removing equipment and placing it on a temporary tower will occur every time the Hunterdale tower has to be painted or rehabilitated. This is estimated to occur every ten years.
- Over the weekend, Interim Chief of Police Bob Porti and E-911 Communications Manager Bruce Edwards obtained information that the City has an opportunity to purchase a temporary tower to allow us to remove the equipment to do the work for this short period of time. The total cost for this is option is \$75,000.
- Currently, we are beyond the timeframe necessary to build a permanent tower to have the water tower project completed before the June 30 deadline. Should Council want to pursue a more permanent solution for tower construction in the future to avoid incurring this cost every ten years staff would ask for guidance from Council in this matter. The estimated cost of the tower alone is close to \$300,000.

Manager Jarratt requested from Council direction on how they would like for staff to proceed with this temporary tower project that would allow the work on the Hunterdale water tower to proceed. Manager Jarratt stated that Police, Fire and Public Works staff is here to answer any specific departmental questions that Council may have concerning this topic.

Manager Jarratt reiterated that we would be losing two antennae's temporarily during this four-to-six month window. However, staff has obtained other option during the period of time that these two antennae's are down that can be utilized.

Councilman McLemore asked why the temporary tower cannot be used for an indefinite period of time.

E-911 Communications Manager Bruce Edwards stated that FCC regulations prohibit the use of a temporary tower on a permanent basis. He explained the details of process and stated that this is a temporary fix to a permanent issue. The funds for the rehabilitation project have been spent and the deadline for completion is June 30th or we lose the money that has already been appropriated for the scheduled maintenance.

Councilman Johnson if a temporary tower could be repurposed for another purpose.

Communications Manager Edwards stated that the temporary tower could be resold as long as the city owned it.

Communications Manager Edwards stated that even if the Council voted to build a permanent tower, it would not be completed in time to do the rehabilitation project. He also advised Council that the process to build a permanent tower would be a timely venture because of the necessary permits and studies that have to be done before work could even begin to construct a permanent tower.

Councilman McLemore asked if using the WLQM tower was an option.

Communications Manager Edwards stated that tower is not in the location that is needed because of the lack of fiber optic cable capabilities that are necessary for the operation of this equipment.

Manager Jarratt reiterated that at this point the options are to either put the equipment back on the Hunterdale tower which would cost the city \$80,000. This option will cost the city \$80,000 every ten years in order to the maintenance on the Hunterdale tower. The other option would be to build a permanent tower to house the equipment which would cost \$300,000 with the opportunity for Police, Fire and Power and Light to utilize the structure for communication purposes. If the city had a permanent tower, we could explore the possibilities renting or leasing space to other entities on that permanent tower.

Vice-Mayor Cheatham made the motion to approve the temporary fix that was suggested for the temporary tower and for the antennae's to go on it and to make it a priority to look into the budget to fund a permanent tower. Councilman Johnson seconded the motion.

Mayor Rabil asked if there was any further discussion.

Councilman Burgess inquired about where the funding for this project would come from.

Interim Finance Director Spence answered that yes it would be taken from the General fund balance.

Councilman McLemore asked what mandate exists that requires the city to move the equipment from the tower where it is now or is this something the city is doing to make the Hunterdale water tower pretty.

Manager Jarratt stated that this work is part of a maintenance schedule that Council established in the past to spread the maintenance costs over a period of time instead of having it budgeted in one lump sum.

Councilman McLemore questioned the impact on the city if the work is not done on the Hunterdale water tower.

Director Pace stated that the city would lose thousands of dollars if the work is not done.

Mayor Rabil mentioned that during this maintenance work on the Hunterdale water tower, the contractor would be inspecting the structural integrity as well.

Manager Jarratt stated that it is not ideal to house the antennae's on the water tower as a rule because of having to remove the equipment in order to do the required maintenance work.

After a lengthy discussion on the topic, Mayor Rabil called for the vote.

The motion was approved with the vote as follows:

Councilman Johnson, AYE; Councilman Cutchins, NAY; Councilwoman Copeland, AYE; Vice-Mayor Cheatham, AYE; Councilman McLemore, NAY; Councilman Burgess, AYE; and Mayor Rabil, AYE.

Mayor Rabil stated that the vote should not deter asking the contractor if there is possibly another alternative to this situation.

City Manager's Report

Mayor Rabil recognized Manager Jarratt to give her report.

Open Positions Update

Manager Jarratt reported to Council on the current open positions available in the City of Franklin. The Human Resources Manager and the Police Chief vacancies are being advertised. Manager Jarratt is currently reviewing the applicants for the Parks and Recreation Director and is anticipating scheduling interviews over the next few weeks.

SPSA Tipping Fee

Manager Jarratt responded to the question raised at the January 28th City Council meeting concerning the reduction of the SPSA tipping fee. The fee reduction was not in the current FY 2018-2019 budget. The reduction occurred in January of 2019. Manager Jarratt advised Council that this should be a topic to consider reviewing in the upcoming FY 2019-2020 budget.

Paul D. Camp Community College Board

Manager Jarratt advised Council of the need to appoint a representative for the Paul D. Camp Community College Board to fill the unexpired term of Mr. Phillip Page. The term will expire on June 30, 2021.

Mayor Rabil asked if this is for the local board. Manager Jarratt responded affirmatively to the question.

Partners in Progress

Manager Jarratt advised Council that the Franklin Southampton Economic Development, Inc. would be hosting their annual Partners in Progress on March 12, 2019 at 7:30 a.m. at the Main Event located downtown. She asked that if anyone would like to attend to please let her know.

Start-up Franklin Southampton

Manager Jarratt informed everyone that Start-up Franklin Southampton is taking applications for those interested in starting a new business. The Franklin Southampton Economic Development, Inc. will be taking applications until March 15, 2019.

Cruise-In Car Show

The kick-off for the Franklin Cruise-In Car Show will be on Saturday, April 27, 2019 from 8 a.m. to 5 p.m. on Main Street in Downtown Franklin.

Franklin Garden Club Tour

The Franklin Garden Club Tour will also be on Saturday, April 27, 2019 from 10 a.m. to 5 p.m.

Councilman Johnson asked Manager Jarratt about the where the cost savings for the reduction in the SPSA tipping fee were going since it was not passed on to the citizens.

Manager Jarratt stated that money was going into the Enterprise fund at this time.

Councilman McLemore commented that he had no recollection of what was done with the savings from the SPSA tipping fee or council voting on it.

Mayor Rabil indicated that it was part of the fee schedule that Council voted on when the FY 2018-2019 budget was passed. The Mayor stated that it is prudent to evaluate the cost savings and what to do with it during the FY 2019-2020 budget.

Manager Jarratt reiterated that the lowering of the tipping fee just took place in January 2019.

Interim Finance Director Spence reported that it has been a practice of the City to take money from the Enterprise fund and transfer it to the General fund to support operations costs. Currently, we have not reached our Policy Minimum of 25% for our Cash policy.

Council members, Manager Jarratt and Interim Finance Director Spence discussed in detail the effects of the budget and the city's established practices.

COUNCIL/STAFF REPORTS ON BOARDS AND COMMISSIONS

There were no Council or Staff reports on Boards and Commissions at this meeting.

Mayor Rabil thanked Interim Police Chief Porti and E-911 Communications Manager Edwards for their work on helping with the temporary tower project. He also thanked staff for all they do. He then asked for a motion to go into Closed session.

Closed Session

Councilwoman Copeland made the motion to meet in closed session to discuss appointments to boards and commissions, and to discuss 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; and consultation with the City Attorney employed by the City regarding specific legal matters requiring legal advice pursuant to Virginia Code Section 2.2 – 3711 (A) (1), (5) and (8). Vice-Mayor Cheatham seconded the motion.

The motion was approved by a 7 – 0 vote.

The Council entered into closed session at 8:08 p.m.

Mayor Rabil reconvened the open session at 10:25 p.m. and asked for a motion certifying the closed session.

Councilman Burgess made a motion certifying that the only matters discussed during the closed session were those lawfully exempted from open meeting requirements and identified in the motion by which the closed session was convened. The motion was seconded by Vice-Mayor Cheatham.

The motion was approved by a 7 – 0 vote.

Adjournment

Councilman Burgess made the motion to adjourn the meeting which was seconded by Vice-Mayor Cheatham.

The motion was approved by a 7 – 0 vote.

Mayor Rabil declared the meeting adjourned at 10:26 p.m.

These Minutes for the February 11, 2019 City Council Regular Meeting were adopted on the 25th day of February, 2019.

Mayor

Clerk to City Council



Proclamation

WHEREAS, Boys Club of Norfolk was chartered in February of 1919 with the help of the Norfolk Rotary Club; and,

WHEREAS, Multiple clubs were opened in the Hampton Roads area during the period from 1919 to 1974; and,

WHEREAS, Boys Club of America took a step forward by admitting girls and changing their name to the Boys and Girls Club of America in 1990; and,

WHEREAS, The Boys Club of Norfolk formally changed its name to Boys and Girls Club of Southampton Roads in 1993; and,

WHEREAS, in 2003 the City of Franklin was included in the expanded service area and the name changed to Boys and Girls Club of Southeast Virginia to reflect the larger geographic area of service; and,

WHEREAS, Boys and Girls Club of Franklin has continued enabling young people in our City "... to realize their full potential as productive, caring, responsible citizens"; and,

WHEREAS, The City Council of Franklin, Virginia recognizes and applauds Boys and Girls Club of Southeast Virginia on your 100-Year Anniversary and your continued positive impact on our youth.

NOW THEREFORE, BE IT RESOLVED, that the **Franklin City Council** calls on the citizens of Franklin, Virginia to join in honoring the 100-Year Anniversary of Boys and Girls Club of Southeast Virginia;



Proclaimed this 25th Day of February, 2019

Frank M. Rabil, Mayor

FINANCE

A. FY 2018 – 2019 City Budget Amendments # 2019-11 and # 2019-12

BUDGET AMENDMENT 2019-11

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA that the 2018-2019 City Budget is hereby amended to authorize the School's supplemental appropriations of State and local revenues and to appropriate the additional revenues for expenditure:

		2018-2019	AMENDED	INCREASE
		BUDGET	BUDGET	(DECREASE)
250	<u>SCHOOL OPERATING</u>			
	REVENUE			
33010-0253	21 st Century 2018/2019	\$0	\$0	\$270,746
33010-0262	Title I: 1003G-Carryover	0	0	17,381
33010-0277	Title IV: Part A LEA 2018/2019	0	0	51,333
18990-1901	Obici Health Care Grant	0	0	5,228
24000-0232	Mentor Teacher Programs	0	0	<u>1,857</u>
				\$346,545
	EXPENDITURES			
60000-0053	21 st Century	\$0	\$	\$270,746
60000-0062	Title I: 1003G	0	0	17,381
60000-0077	Title IV: Part ALEA	0	0	51,333
60000-0001	Instruction	9,647,097	9,654,182	<u>7,085</u>
				\$346,545

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

Clerk to the City Council



Franklin City Public Schools

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

Memo

To: Amanda Jarratt, City Manager
From: Tamara Sterling, Division Superintendent *TS*
Date: February 18, 2019
Re: Changes in Appropriations

The Franklin City School Division is requesting the following changes in appropriations.

ACCOUNT DESCRIPTION	EXPENSE ACCOUNT	INCREASE OF	REVENUE ACCOUNT
21ST CENTURY 2018/2019	250-4-60000-0053	\$ 270,746.00	250-3-33010-0253
TITLE I: 1003G - CARRYOVER	250-4-60000-0062	\$ 17,381.17	250-3-33010-0262
TITLE IV: PART A LEA 2018/2019	250-4-60000-0077	\$ 51,332.98	250-3-33010-0277
OBICI HEALTH CARE GRANT	250-4-60000-0001	\$ 5,228.23	250-3-18990-1901
MENTOR TEACHER PROGRAMS	250-4-60000-0001	\$ 1,857.00	250-3-24000-0232
	TOTAL	\$ 346,545.38	

BUDGET AMENDMENT 2019-12

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA that the 2018-2019 City Budget is hereby amended to:

1. *appropriate unassigned fund balance for the costs associated with a temporary communication tower;*
2. *utilized lapsed salaries on a one-time basis to fund the purchase of an incinerator that was funded in FY18 but was not received until FY19;*

		2018-2019	AMENDED	INCREASE
		BUDGET	BUDGET	(DECREASE)
100	<u>GENERAL FUND</u>			
	REVENUE			
41050-0150	Use of Unassigned Fund Balance	\$484,610	\$559,610	<u>\$75,000</u>
				<u>\$75,000</u>
	EXPENDITURES			
31130-8400	Capital Outlay	\$0	75,000	<u>\$75,000</u>
				<u>\$75,000</u>
100	<u>GENERAL FUND</u>			
	EXPENDITURES			
35100-1300	Salaries & Wages-Part Time	\$19,499	\$9,999	\$(9,500)
35100-8400	Capital Outlay	0	9,500	<u>9,500</u>
				<u>\$0</u>

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

Clerk to the City Council

OLD/NEW BUSINESS

- A. Obici Foundation Grant Resolution #2019-02**
- B. City Manager's Report**



**DEPARTMENT OF COMMUNITY DEVELOPMENT
PLANNING - BUILDING INSPECTIONS – ZONING**

To: Amanda C. Jarratt, City Manager
From: Donald E. Goodwin, CBO, CFM, Director of Community Development
Date: February 15, 2019
CC: City Council Members
RE: Obici Healthcare Foundation Grants

Obici Healthcare Foundation (OHF) is a private foundation established in 2006 from the sale of Louise Obici Memorial Hospital to Sentara Healthcare. Its mission is to improve the health status of the people living in its service area by responding to the medical needs of the indigent and uninsured and by supporting programs that prevent illness and disease. Based in Suffolk, Virginia, OHF serves the cities of Suffolk and Franklin, Isle of Wight County, Surry County, Sussex County, Southampton County and Gates County, North Carolina.

Recognizing that communities within the Western Tidewater region are unique and have different assets and needs, the RFP offered three distinct but complementary funding opportunities: 1) Partnership Development Grants; 2) Planning Grants; and 3) Implementation Grants.

In December 2018 the City submitted two grant applications in response to the aforementioned RFP issued by the OHF. On January 30, 2019 we were advised that the City had been awarded to grants. I have attached the cover letters from the OHF and a resolution to allow the City manager to sign contracts with them on behalf of the City.

STAFF RECOMMENDATION: Adopt the resolution. A motion is required to adopt Resolution #2019-02.



January 30, 2019

Mr. Clarence Monday
Interim City Manager
City of Franklin
207 W. Second Ave.
Franklin, VA 23851

Dear Mr. Monday:

We are pleased to announce that a one-year grant of \$5,000.00 was approved at our Board of Director's meeting on January 22, 2019. These funds are to support your project, Facilitating Community Discussion and Building Consensus to Determine Future Parks and Recreational Opportunities Leading to Better Health Outcomes. This grant will start 3/1/2019 and end 2/29/2020.

Enclosed are two copies of our grant contract, which details the payment and reporting scheduled throughout the duration of your grant. One copy should be retained for your records and the other copy signed and returned to our office.

We are also requiring that your Executive Director, or the person in charge of your grant, please attend our "Communications Policy - Expectations for Grantees" in-person meeting. We are offering the following two dates as options and request that you attend one: Thursday, February 14th at 1pm-2pm or Friday, February 15th at 1pm-2pm. Please send your RSVP to Diane Nelms, Obici Healthcare Foundation Communication Manager, at dnelms@obicihcf.org.

Please review this material. Upon receipt of your signed contract, attendance of our "Communications Policy" meeting, and grant contingencies, listed below, we will send the full payment in support of your project.

Contingencies:

- Board Resolution

It is our pleasure to support the City of Franklin. We look forward to hearing about your accomplishments during the year. Please contact your Program Officer, Sarah Crouch, at scrouch@obicihcf.org or 757-539-8810 if you have questions.

Sincerely,

A handwritten signature in black ink that reads "Annette C. Beuchler". The signature is written in a cursive style with a large initial "A".

Annette C. Beuchler
President & CEO

Enclosures



January 30, 2019

Mr. Clarence Monday
Interim City Manager
City of Franklin
207 W. Second Ave.
Franklin, VA 23851

Dear Mr. Monday:

We are pleased to announce that a one-year grant of \$50,000.00 was approved at our Board of Director's meeting on January 22, 2019. These funds are to support your project, Armory Drive Recreational Park Tennis Court Renovation to Multi-Sport Court Facility. This grant will start 3/1/2019 and end 2/29/2020.

Enclosed are two copies of our grant contract, which details the payment and reporting scheduled throughout the duration of your grant. One copy should be retained for your records and the other copy signed and returned to our office.

We are also requiring that your Executive Director, or the person in charge of your grant, please attend our "Communications Policy - Expectations for Grantees" in-person meeting. We are offering the following two dates as options and request that you attend one: Thursday, February 14th at 1pm-2pm or Friday, February 15th at 1pm-2pm. Please send your RSVP to Diane Nelms, Obici Healthcare Foundation Communication Manager, at dnelms@obicihcf.org.

Please review this material. Upon receipt of your signed contract, attendance of our "Communications Policy" meeting, and grant contingencies, listed below, we will send the full payment in support of your project.

Contingencies:

- Board Resolution
- Final work proposal for court renovation

It is our pleasure to support the City of Franklin. We look forward to hearing about your accomplishments during the year. Please contact your Program Officer, Sarah Crouch, at scrouch@obicihcf.org or 757-539-8810 if you have questions.

Sincerely,

A handwritten signature in black ink that reads "Annette C. Beuchler". The signature is written in a cursive style with a large initial "A".

Annette C. Beuchler
President & CEO

Enclosures



A RESOLUTION TO ACCEPT PARTNERSHIP DEVELOPMENT GRANT FUNDS FROM THE OBICI FOUNDATION

City of Franklin, Virginia

WHEREAS, The City of Franklin applied for a Partnership Development Grant in response to Obici Healthcare Foundation Prevention/Healthy Behaviors 2018 Request for proposals; and

WHEREAS, the City of Franklin received announcement that a one-year grant of \$5,000 was approved by the Foundation’s Board of Directors on January 22, 2019; and

WHEREAS, these funds are to be used for the City’s Project, **Facilitating Community Discussion and Building Consensus to Determine Future Parks and Recreational Opportunities Leading to Better Health Outcomes**; and

WHEREAS, the City of Franklin also received announcement that a one-year grant of \$50,000 was approved by the Foundation’s Board of Directors on January 22, 2019; and

WHEREAS, these funds are to be used for the City’s Project, **Armory Drive Recreational Park Tennis court Renovation to a Multi-Sport Court Facility**;

NOW, THEREFOR, BE IT RESOLVED that the City Council of the City of Franklin, Virginia, does hereby authorize and direct Amanda C. Jarratt, City Manager, to sign these and future contracts and amendments to the contracts and to review claims on behalf of the City of Franklin, Virginia.

Frank Rabil
Mayor, City of Franklin, VA

Date: _____



*Office of the City Manager
Amanda C. Jarratt*

February 20, 2019

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: City Manager's Report

Open Positions Update

- Interviews for the position of Director of Parks and Recreation are scheduled for March 7th.
- Interviews for the position of Director of Human Resources are scheduled for March 15th.
- The advertisement for Police Chief closes on February 28th. Interviews will be scheduled soon after.
- The next wave of advertisements will include the Fire Chief and Finance Director.

Budget Process

- Departmental budget meetings with the Finance Director were completed on February 14th.
- Budget work sessions with City Council began on February 20th and will continue on March 4th and 7th.
- We anticipate receiving a budget from Franklin Public Schools on March 11th and a joint work session with the School Board is scheduled for March 28th.

General Update

- Meetings with all City departments and employees are under way.
- Staff attended the US 58 Arterial Management Plan meeting at VDOT in Suffolk.
- Several Council members have suggested a recognition of the 20 year anniversary of Hurricane Floyd. I would ask that Council provide some guidance as to what sort of form this should take.

Upcoming Community Events

- Partners in Progress sponsored by Franklin Southampton Economic Development, Inc. is scheduled for March 12th at 7:30 a.m. at The Main Event in Downtown Franklin. Secretary of Agriculture Bettina Ring is the keynote speaker. To RSVP contact Ashley Cotton at acotton@franklinsouthamptonva.com.
- The Franklin Cruise In Kick Off, Vintage Fair, and Automotive Swap Meet is scheduled for April 27th in Downtown Franklin. Franklin's Market on Main will be open from 9:00 a.m. to 5:00 p.m. in conjunction with this event.
- The Franklin Garden Tour is scheduled for April 27th. Tickets are available at local area businesses.

COUNCIL/STAFF REPORTS ON BOARDS & COMMISSIONS