



**Franklin City Council Agenda  
February 10, 2025  
Council Chambers  
207 West Second Avenue  
Franklin, Virginia 23851**

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

**CALL TO ORDER. . . . . MAYOR PAUL KAPLAN  
ROLL CALL MAYOR PAUL KAPLAN  
PLEASE TURN OFF CELL PHONES. . . . . MAYOR PAUL KAPLAN  
PLEDGE OF ALLEGIANCE  
CITIZEN’S TIME (3 MINUTES)**

**1. CONSENT AGENDA**

*(The Consent Agenda provides a method for expediting items that do not require discussion. Items listed on the Consent Agenda are considered routine and non-controversial and will be approved unanimously by a single roll-call vote of the City Council. A Council member may request to remove an item from the Consent Agenda, and if approved, it will be placed on the regular agenda for discussion and consideration.)*

- A. Approval of Agenda for February 10, 2025
- B. Approval of January 27, 2025 Regular Council Meeting Minutes

**2. CITY MANAGER’S REPORT**

**Agenda Item #2025-12:**

Resolution Approving and Adopting the Law Enforcement Mutual Aid Agreement

**Agenda Item #2025-13:**

Resolution of Appreciation for Benefit Programs Specialist Appreciation Month

**Agenda Item #2025-14:**

Resolution Amending the FY 2024-2025 Operating Budget to Accept and Appropriate the Amount of \$5,000 Received as a Donation from Bronco Federal Credit Union for use by the Franklin City Police Department for Creation and Implementation of a Police Explorer’s Program within the Police Department

**Agenda Item #2025-15:**

Resolution Amending the FY 2024-2025 Operating Budget to Move the Amount of \$6,534.01 from the General Fund’s Unassigned Fund Balance and Appropriate the Said Amount into the General Fund to Reimburse Previous Interim City Manager and Current City Manager with Taxes Payable on Expenses Associated with Their Contracts

**3. NEW BUSINESS**

- A. Boards & Commissions
  - Appointment to Social Services Advisory Board-Brenda Peterson
- B. Items Submitted by Council Members (Council Comments)
- C. Report on Pending Items
  - Renaming and Honorary Street Policies
  - Bon Secours Mercy Health 2025 Bond Issuance

**4. ADJOURNMENT**

**\*\*Agenda subject to change**

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# Regular City Council Meeting Minutes January 27, 2025

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## Call to order

The Franklin City Council held its regular City Council meeting on January 27, 2025 at 7:00 p.m. in the City Council Chambers.

## Moment of Silence

A moment of silence was held for the young man who loss his life on Laurel Street and Mr. McCarty, Vice Chair of WRTJ Board and Board of Supervisors with Isle of Wight County that passed away.

## Roll Call

Council Members in Attendance: Councilwoman Jessica Banks; Wynndolyn Copeland, Vice-Mayor; Councilman Linwood Johnson; Paul Kaplan, Mayor; Councilman Mark Kitchen; Councilman Gregory McLemore

Council Members Absent: Councilman Richard “Ricky” Grizzard

Others in Attendance: Rosylen Oglesby, City Manager, Adam Winston, City Attorney

## Cell Phones

Mayor Kaplan asked all to silence cell phones.

## Pledge of Allegiance

The Pledge of Allegiance was recited by all in attendance.

## Citizen’s Time

**Mr. Jim Hart of Hart Realty and Construction** made comments in reference to the outstanding job that the Public Works Department and Power and Light did during the snow. He also made comments in reference to signs around town and the city doing something about it.

## Introduction of New Staff

City Manager Oglesby introduced Ms. Tomeka Morgan, Interim Finance Director, and shared her background. Ms. Morgan thanked the Council for the opportunity.

## Consent Agenda

A motion was made by Councilman Kitchen and seconded by Councilman Johnson to approve the consent agenda.

**The motion carried the vote 5-1**

**The vote was as follows:**

**Ayes: Banks, Copeland, Johnson, Kaplan, Kitchen**

**Nays: McLemore**

**City Manager's Report**

Agenda Item #2025-8

A motion was made by Councilman Johnson and seconded by Councilman Kitchen to approve the Ordinance to Approve City Code Amendment to Amend Chapter 13 Garbage & refuse Section 13-8: Placement of Containers at Collection Sites.

**The motion carried the vote 6-0**

**The vote was as follows:**

**Ayes: Banks, Copeland, Johnson, Kaplan, Kitchen, McLemore**



**ORDINANCE: APPROVE CITY CODE AMENDMENT TO AMEND CHAPTER 13  
GARBAGE & REFUSE SECTION 13-8: PLACEMENT OF CONTAINERS AT  
COLLECTION SITES**

**WHEREAS**, pursuant to §15.2-1427 of the Code of Virginia (1950) as amended, the City Council for the City of Franklin, Virginia (Council), has the legislative authority to amend an ordinance in the same manner, or by the same procedure, in which, or by which, ordinances are adopted; and

**WHEREAS**, Council still believes it appropriate to ensure that all containers shall be removed from the street, curbside, or sidewalk no later than 11:00 p.m. the day of collection and placed out of the view of the public; and

**WHEREAS**, Council wishes to amend the ordinance to ensure that no criminal prosecution or fines will result from violations related to the removal of collection containers.

**NOW, THEREFORE, BE IT ORDAINED** by the City Council of the City of Franklin, Virginia, that Chapter 13. Garbage and Refuse, Section 13-8 Placement of Containers at Collection Sites is hereby amended as attached hereto:

**VOTE:**

**Ayes:**

**Nays:**

**Abstentions:**

**Absent for vote:**

**ADOPTED:**

\_\_\_\_\_  
**Paul Kaplan, Mayor**

**CERTIFIED:**

\_\_\_\_\_  
**Deputy Clerk**

Agenda Item #2025-9

A motion was made by Councilman Johnson and seconded by Vice-Mayor Copeland to approve the Resolution Amending the FY 2024-2025 City Operating Budget to Accept a Donation from Franklin Baptist Church Faithful Worker's Sunday School Class to the Police Department in the Amount of \$200 and to Appropriate Said Donation for Supplies.

**The motion carried the vote 6-0**

**The vote was as follows:**

**Ayes: Banks, Copeland, Johnson, Kaplan, Kitchen, McLemore**



**BUDGET AMENDMENT 2025-10**

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA that the 2024-2025 City Budget is hereby amended to:

1. Recognize donation to the Police Dept from Franklin Baptist Church Faithful Worker's Sunday School Class and to appropriate such donation for supplies;

		<u>2024-2025</u>		<u>AMENDED</u>		<u>INCREASE</u>
		<u>BUDGET</u>		<u>BUDGET</u>		<u>(DECREASE)</u>
<b>100 GENERAL</b>						
<b>REVENUE</b>						
100-3-18990-3041	Donations Police	\$ 3,477	\$	3,677		<u>200</u>
						<u>200</u>
<b>EXPENDITURES</b>						
100-4-31100-6010	Police Supplies	\$ 62,000	\$	62,200		<u>200</u>
						<u>200</u>

*Certified copy of resolution adopted by Franklin City Council*

*Deputy Clerk to the City Council*

Agenda  
Franklin City Council  
January 27, 2025

**Agenda Item #2025-10**

A motion was made by Councilman Johnson and seconded by Councilman Kitchen to approve the Resolution Amending the FY 2024-2025 City Operating Budget to Transfer the Amount of \$97,157.18 from the City Council Contingency Fund and Move the Said Amount to the 2022 LOC Financing Cost Line as Part of the Series 2022 General Obligation Note.

**The motion carried the vote 5-1**

**The vote was as follows:**

**Ayes: Banks, Copeland, Johnson, Kaplan, Kitchen**

**Nays: McLemore**



**BUDGET AMENDMENT 2025-11**

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA that the 2024-2025 City Budget is hereby amended to:

- 1. Move monies from Contingency fund to Series 2022 LOC financing cost to close out Series 2022 LOC.

		<u>2024-2025</u>		<u>AMENDED</u>		<u>INCREASE</u>
		<u>BUDGET</u>		<u>BUDGET</u>		<u>(DECREASE)</u>
<b>EXPENDITURES</b>						
100-4-11010-7000	Contingency Fund	\$ 261,907		\$ 164,749		<u>(97,158)</u>
						<u>(97,158)</u>
<b>EXPENDITURES</b>						
401-4-40950-9135	2022 LOC Financing Cost	\$ -		\$ 97,158		<u>97,158</u>
						<u>97,158</u>

*Certified copy of resolution adopted by Franklin City Council*

Deputy Clerk to the City Council

Agenda Item #2025-11

A motion was made by Vice-Mayor Copeland and seconded by Councilman Johnson to approve the Resolution Approving and Adopting the Agreement Between the Virginia Department of Health and the Franklin City Council for Funding and Services of the Franklin Health Department.

**The motion carried the vote 6-0**

**The vote was as follows:**

**Ayes: Banks, Copeland, Johnson, Kaplan, Kitchen, McLemore**





**RESOLUTION 2025-4**

**RESOLUTION APPROVING AND ADOPTING THE AGREEMENT BETWEEN THE VIRGINIA DEPARTMENT OF HEALTH AND THE FRANKLIN CITY COUNCIL FOR FUNDING AND SERVICES OF THE FRANKLIN HEALTH DEPARTMENT**

**WHEREAS**, the City of Franklin (the City) recognizes the need for this agreement to operate the Franklin Health Department; and

**WHEREAS**, the Code of Virginia § 32.1-31 authorizes the agreement;

**WHEREAS**, the City and the Virginia Department of Health (VDH) desire to enter into an agreement to provide assistance and resources to operate the Franklin Health Department; and

**WHEREAS**, the proposed agreement outlines the terms and conditions under which funding shall be distributed, liability, renewal, and operational procedures, and is in the best interest of the City of Franklin and its residents;

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Franklin, Virginia:

1. The Agreement Between VDH and the Council for funding and services of the Franklin Health Department, as presented and attached hereto as Exhibit A, is hereby approved and adopted.
2. The City Manager is authorized to execute the agreement on behalf of the City, and to take any actions necessary to implement its provisions.
3. This resolution shall be effective immediately upon adoption.

**VOTE:**

**Ayes:**

**Nays:**

**Abstentions:**

**Absent for vote:**

**ADOPTED:**

**CERTIFIED:**

\_\_\_\_\_  
**Paul Kaplan, Mayor**

\_\_\_\_\_  
**Kimberly Turner, Deputy Clerk**

## New Business

### A. Boards & Commissions

No items were presented.

### B. Items Submitted by Council Members (Council Comments)

Councilman Johnson made comments referencing the loss of Mr. William McCarty.

Councilman Kitchen made comments in reference to how well the City Manager communicates with council and stated for her to keep up the good work.

Councilwoman Banks made comments referencing council conduct and procedures set forth as a body.

Vice-Mayor Copeland stated she agreed with Councilman Kitchen and Councilwoman Banks. She also made comments in reference to a citizen requesting a directory for Southview Cemetery, looking into addressing the unhoused population as it is getting overwhelming, changing the due date for utility payments to the 1<sup>st</sup> of the month due to seniors not getting their checks until then.

Councilwoman Banks stated that there will be a meeting at Celebration Church on February 1<sup>st</sup> to address the homeless population and invited all to attend.

Mayor Kaplan echoed what Councilman Kitchen said referencing City Manager communication with council and made comments referencing the homeless situation.

There was further discussion referencing the homeless situation.

Mayor Kaplan noted that SB1404 was included in council's information and wanted feedback as to if members were in favor or an appointed school board or elected school board.

There was discussion on the pros and cons of an appointed school board and an elected school board. The consensus of council was that they were in favor of continuing an appointed school board.

### C. Report on Pending Items

- Freestanding Signs

City Manager Oglesby reported that there is one code enforcer that is working on removing the signs and a part-time code enforcer was hired to assist her. She also stated that we do not govern signs on private property, but any city employee can remove signs on public property.

- Mobile Food Unit Ordinance (Food Trucks)

City Manager Oglesby made council aware that there was a public hearing referencing this matter on August 8, 2023; however, this section was never added to the Ordinance or added to the Comprehensive Update.

- Utilities Billing

City Manager Oglesby providing background information on the process of billing and stated that Code does not give the City Manager any authority to give an extension. She expressed that if council wants to provide for an extension and change the due date, they will have to change Code.

There was a discussion referencing guidance for the City Manager to bring this back to council once she has done her research and whether or not the due date needs to be changed or amend to allow for the City Manager to extend the deadline based on circumstances.

There was a consensus to change the due date to the 1<sup>st</sup>.

### Closed Session

A motion was made by Vice-Mayor Copeland and seconded by Councilwoman Banks to convene a closed session pursuant to Virginia Code Section 2.2-3711-A-3, discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body and pursuant to Virginia Code Section 2.2-3711 A-1, for the purpose of discussing, considering, or interviewing prospective candidates for employment.

**The motion carried the vote 6-0**

**The vote was as follows:**

**Ayes: Banks, Copeland, Johnson, Kaplan, Kitchen, McLemore**

**Adam Winston, Attorney left the meeting during closed session**

**Councilman McLemore left the meeting during closed session.**

### Reconvene Regular Session

A motion was made by Vice-Mayor Copeland and seconded by Councilwoman Banks to reconvene regular session.

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

**The vote was as follows:**

**Ayes: Banks, Copeland, Johnson, Kaplan, Kitchen**

### Certification of Closed Meeting

Vice Mayor Copeland moved that each council member certify that, to the best of his or her knowledge: I hereby move that each council member certify that, to the best of his or her knowledge:

- (i) Only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act, and
- (ii) Only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the closed meeting just concluded.

Any member of the public body who believes that there was a departure from the requirements of clauses (i) and (ii), shall so state prior to the vote, indicating the substance of the departure that, in his or her judgement, has taken place. The statement shall be recorded in the minutes of the public body.

**Councilwoman Banks stated that while in closed session, there was a departure from the requirements under which the City Council entered the meeting. Councilwoman Banks noted that a fellow council member [Mr. McLemore] belittled members of the Council. She shared that they were told they were degenerates, ignorant, and many other things by the council member, and he was asked to leave the closed session.**

**City Council certified the meeting after noting the departure.**

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

**The certification was as follows:**

**Certified: Banks, Copeland, Johnson, Kaplan, Kitchen**

A motion was made by Councilman Johnson and seconded by Councilwoman Banks to amend the agenda to add a vote for censor.

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

**The vote was as follows:**

**Ayes: Banks, Copeland, Johnson, Kaplan, Kitchen**

A motion was made by Councilman Johnson and seconded by Councilwoman Banks that Councilman McLemore be censored for calling city council out of name, being called degenerate, ignorant, using derogatory language, and defamation of character.

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

**The vote was as follows:**

**Ayes: Banks, Copeland, Johnson, Kaplan, Kitchen**

### Adjournment

A motion was made by Councilman Kitchen and seconded by Councilman Johnson to adjourn.

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

**The vote was as follows:**

**Ayes: Banks, Copeland, Johnson, Kaplan, Kitchen**

The meeting adjourned at 8:24 p.m.

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Mayor

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Deputy Clerk to City Council



**City Manager's Report**  
**Submitted by: Robert Porti, Interim Police Chief Deputy**  
**February 10, 2025**  
**Agenda Item #2025-12**

**Title: Law Enforcement Mutual Aid Agreement**

**Issue:**

- Approval of the Resolution Approving and Adopting the Law Enforcement Mutual Aid Agreement

**Background:**

- Since 2013, a regional Law Enforcement Mutual Aid Agreement has enabled agencies from Franklin, Suffolk, Isle of Wight County, and Hampton to provide extra assistance and resources during situations requiring additional personnel and/or equipment.
- The Western Tidewater Regional Jail Authority is not included in this regional mutual aid agreement, and each jurisdiction must approve adding the authority as part of the deal before any assistance is granted

**Discussion:**

- The Western Tidewater Regional Jail Authority Board requests mutual aid from the jurisdictions that are parties to the agreement. The current regional agreement consists of the cities of Suffolk, Franklin, and Hampton and the Sheriff of Isle of Wight County.
- Under this agreement, Franklin and the other parties will provide mutual aid to the Western Tidewater Regional Jail in situations requiring additional personnel and/ or equipment, such as mass processing of arrestees, transportation of arrestees, and security and operations of temporary detention facilities.
- Mutual aid may be requested as part of this agreement; however, if the City cannot provide the personnel, support, or equipment, they are not bound by this agreement to do so.
- Also, as a part of this agreement, the City is responsible for its employees concerning compensation, benefits, and liability, which applies to the other parties.
- The Western Tidewater Regional Jail Authority Board approved this Agreement on January 8, 2025

**Financial impact:**

- There is no financial impact.

**Recommended Action:**

- Adoption of the Resolution.

**Next Steps Following Council Action:**

- The City Manager will execute the agreement.
- The City of Franklin Police Department will provide the required services.

**Attachments:**

- Resolution
- Agreement

  
City Manager



**RESOLUTION #2025-5**

**RESOLUTION APPROVING AND ADOPTING THE LAW ENFORCEMENT MUTUAL AID AGREEMENT**

**WHEREAS**, the City of Franklin recognizes the need for a coordinated emergency services, law enforcement, fire protection, and disaster response to ensure public safety; and

**WHEREAS**, the Code of Virginia § 15.2-1728 authorizes local governing bodies, agencies and departments to enter into mutual aid agreements; and

**WHEREAS**, the City of Franklin and the other parties to the agreement desire to enter into a mutual aid agreement to provide assistance and resources during emergencies, disasters, and other events requiring additional personnel and equipment; and

**WHEREAS**, the proposed Law Enforcement Mutual Aid Agreement outlines the terms and conditions under which mutual aid shall be rendered, including liability, reimbursement, and operational procedures, and is in the best interest of the City of Franklin and its residents;

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Franklin, Virginia:

1. The Mutual Aid Agreement between the City of Franklin and other parties to the agreement, as presented and attached hereto as Exhibit A, is hereby approved and adopted.
2. The City Manager is authorized to execute the agreement on behalf of the City of Franklin, and to take any actions necessary to implement its provisions.
3. This resolution shall be effective immediately upon adoption.

**VOTE:**

**Ayes:**

**Nays:**

**Abstentions:**

**Absent for vote:**

**ADOPTED:**

**CERTIFIED:**

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**Paul Kaplan, Mayor**

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**Kimberly Turner, Deputy Clerk**

## LAW ENFORCEMENT MUTUAL AID AGREEMENT

THIS AGREEMENT, made this 1st day of January, 2025, by and among the Cities of SUFFOLK, FRANKLIN, and HAMPTON, each a municipal corporation of the Commonwealth of Virginia; the Sheriff of ISLE OF WIGHT COUNTY, VIRGINIA, a Constitutional Officer; and the WESTERN TIDEWATER REGIONAL JAIL AUTHORITY, a political subdivision of the Commonwealth of Virginia.

WHEREAS, Virginia law authorizes local governments and Sheriffs, in counties where no police department has been established, to enter into reciprocal agreements for mutual aid and for cooperation in the furnishing of law enforcement services; and

WHEREAS, certain local governments, the Regional Jail and the Sheriff of Isle of Wight County, Virginia, have determined that the provision of law enforcement aid across jurisdictional lines will increase their ability to preserve the safety and welfare of the entire area; and

WHEREAS, it is deemed to be mutually beneficial to the parties hereto to enter into an agreement concerning mutual aid and cooperation with regard to law enforcement; and

WHEREAS, the parties hereto desire that the terms and conditions of this Law Enforcement Mutual Aid Agreement be established.

NOW THEREFORE, in consideration of the mutual benefits to be derived from a Law Enforcement Mutual Aid agreement, the parties hereto covenant and agree as follows:

1. Each party will endeavor to provide law enforcement support to the other parties to this Agreement within the capabilities available at the time the request for such support is made and within the terms of this Agreement.

2. Requests for assistance pursuant to the terms and conditions of this Agreement shall be made by the Regional Jail Superintendent or their respective designee.
3. The requesting party shall be responsible for designating a radio communications system for use by the requesting party.
4. The personnel of the requested party shall render such assistance under the direction of the Regional Jail Superintendent, or their respective designee.
5. Law enforcement support provided pursuant to this Agreement shall include all such available resources ordinarily maintained by the requested party. All law enforcement officers and personnel shall be duly trained and currently certified for the position provided.
6. Subject to the terms of this Agreement, and without limiting in any way the other circumstances or conditions in which mutual aid may be requested and provided under this Agreement, the parties hereto agree to provide assistance to the requesting party in situations requiring the mass processing of arrestees and transportation of arrestees. The parties to the Agreement further agree to assist the requesting party with security and operations of temporary detention facilities.
7. Nothing contained in this Agreement should in any manner be construed to compel any of the parties hereto to respond to a request for law enforcement support when the personnel of the party to whom the request is made, in the opinion of the requested party, are needed or are being used within the boundaries of that party, nor shall any request compel the requested party to continue to provide law enforcement support to another party when its personnel or equipment, in the opinion of the requested party, are needed for other duties within the boundaries of its own jurisdiction.



8. The responsibility for investigation and subsequent actions concerning any criminal offense shall remain with the law enforcement agency of the locality whose court has original jurisdiction over the offense. Entering law enforcement personnel shall promptly notify the law enforcement agency of the entered locality upon discovery of a crime over which the court of the entered locality has original jurisdiction.

9. Officers acting pursuant to this Agreement shall be granted authority to enforce the laws of the Commonwealth of Virginia and to perform the other duties of a law enforcement officer; such authority shall be in conformance with §15.2-1724; 15.2-1726; 15.2-1730; 15.2-1730.1 and 15.2-1736 of the Code of Virginia, as amended. Law enforcement officers of any party who might be casually present in any other jurisdiction shall have power to apprehend and make arrests only in such instances wherein an apparent immediate threat to public safety precludes the option of deferring action to the local law enforcement agency.

10. All law enforcement officers, agents and other employees of the parties to this Agreement who are acting pursuant to this Agreement shall have the same powers, rights, benefits, privileges and immunities in each other's jurisdiction, including the authority to make arrests in each other's jurisdiction.

11. The services performed, and expenditures made under this Agreement shall be deemed to be for public and governmental purposes and all immunities from liability enjoyed by the parties within their boundaries shall extend to their participation in rendering assistance outside their boundaries pursuant to this Agreement. It is understood that for the purposes of this Agreement, the responding party is rendering aid once it has entered the jurisdictional boundaries of the party requesting assistance.

12. All pension, relief, disability, worker's compensation, life and health insurance and other benefits enjoyed by said law enforcement officers or personnel as employees of their respective jurisdictions shall extend to the services they perform under this Agreement outside their respective jurisdictions. Each party agrees that the provisions of these benefits shall remain the responsibility of the employing party.

13. Each party agrees that, in activities involving the rendering of assistance to another party pursuant to this Agreement, each party shall waive any and all claims against all other parties hereto which may arise out of their activities outside their respective jurisdiction.

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14. The parties shall not be liable to each other for reimbursement for injuries to law enforcement officers or personnel, or damage to equipment incurred when going to or returning from another jurisdiction, except to the extent that reimbursement for such expenses may be or is received from the Federal Emergency Management Agency (FEMA) or another governmental agency. Neither shall the parties be liable to each other any other costs associated with, or arising out of, the rendering of assistance pursuant to this Agreement, except to the extent that reimbursement for such expenses may be or is received from FEMA or another governmental agency.

15. This Agreement rescinds and supersedes all previous written agreements and oral understandings relating to the provision of mutual law enforcement services between the parties hereto.

16. Any of the parties hereto may withdraw from this Agreement by giving thirty (30) days written notice to that effect to the other parties.

IN WITNESS WHEREOF, the Board of Directors of the Western Tidewater Regional Jail Authority at a meeting duly held and by motion unanimously adopted approved this Agreement, this 8<sup>th</sup> day of January, 2025.

WESTERN TIDEWATER REGIONAL JAIL  
AUTHORITY

By: \_\_\_\_\_

Chairman

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ATTEST:

\_\_\_\_\_

Notary

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their respective city manager or sheriff; the official seal of each city affixed hereto and attested by their respective city clerk, and indicating thereafter the ordinance or resolution authorizing the execution. Sheriffs may attest by Notary Public.

CITY OF SUFFOLK

By: \_\_\_\_\_

City Manager

ATTEST:

\_\_\_\_\_

City Clerk

Resolution/ Ordinance #: \_\_\_\_\_

Adopted On: \_\_\_\_\_

CITY OF FRANKLIN

By: \_\_\_\_\_  
City Manager

ATTEST:

\_\_\_\_\_

City Clerk

Resolution/ Ordinance #: \_\_\_\_\_

Adopted On: \_\_\_\_\_

CITY OF HAMPTON

By: \_\_\_\_\_  
City Manager

ATTEST:

\_\_\_\_\_

City Clerk

Resolution/ Ordinance #: \_\_\_\_\_

Adopted On: \_\_\_\_\_

SHERIFF OF ISLE OF WIGHT COUNTY,  
VIRGINIA

By: \_\_\_\_\_  
Sheriff

NOTARY:

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APPROVED AS TO FORM:

\_\_\_\_\_  
County Attorney



**City Manager's Report**  
**Submitted by Sarah Rexrode, Director of Department of Social Services**  
**Agenda Item #2025-13**  
**February 10, 2025**

**Title: Benefit Programs Specialist Appreciation Month**

**Issue:**

- Adoption of the resolution recognizing February 2025 as Benefit Programs Specialist Appreciation Month.

**Background:**

- The State Board of Social Services passed a resolution declaring the month of February as Benefit Programs Specialist Appreciation Month.
- The City's Department of Social Services requests that the Governing Body show its support by voting in support of the State's resolution via its own resolution.

**Discussion:**

- The Franklin City Department of Social Services employs 11 Benefit Programs Specialists responsible for administering various financial assistance programs. These programs include the Auxiliary Grant, Energy Assistance, Supplemental Nutrition Assistance Program (SNAP), Medicaid, Temporary Assistance for Needy Families (TANF), Child Care, Employment Services/Virginia Initiative for Education and Work, and Fraud Prevention.
- In the State Fiscal Year 2024, a total of 5,456 residents of the City of Franklin received benefits from SNAP, Medicaid, or TANF. Additionally, 146 children received childcare subsidies, and 1,032 households were assisted through Energy Assistance programs, which include Cooling, Fuel, and Crisis assistance.
- The department request that the Franklin City Council adopt a Resolution of Appreciation in honor of the Benefit Programs Specialists who serve our Commonwealth and our City.

**Financial impact:**

- There is no fiscal impact

**Recommended Action:**

- Adoption of the resolution.

**Next Steps Following Council Action:**

- The resolution will be posted for public acknowledgement.

**Attachments:**

- Resolution

  
\_\_\_\_\_  
City Manager





**RESOLUTION #2025-6**

**BENEFIT PROGRAMS SPECIALIST APPRECIATION MONTH**

**Resolution of Appreciation**

**WHEREAS**, Virginia provided \$23,848,366,681 in benefits to the most vulnerable citizens of the Commonwealth through programs such as Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF), Medical Assistance, Child Care, General Relief, Auxiliary Grant, Foster Care IV-E, Refugee Cash Assistance, Employment Service Programs and Energy Assistance administered by local departments of social services; and

**WHEREAS**, Virginia's governing body continually seeks to enact legislation that best supports our benefit programs, positively impacting our economy and empowering local Benefit Program Specialists to promote individual self-sufficiency among our citizens; and

**WHEREAS**, Benefit Programs Specialists continue to navigate the complexities of evolving policies and procedures across major benefit programs, requiring adaptive transitions and overcoming technological shortcomings to ensure that citizens receive the correct benefits; and

**WHEREAS**, Virginia's 4,084 Benefit Programs Staff, including 3,540 specialists, 493 supervisors, and 51 managers, have been instrumental in meeting community needs, maintaining high rates of application processing and case management to ensure that qualified individuals receive necessary social services; and

**WHEREAS**, significant financial support has been extended to Virginia's vulnerable populations, including \$85,668,950 to TANF recipients; \$11,600,380 for the Virginia Initiative for Education and Work (View) participants; \$15,428,674 for SNAP Employment & Training (SNAP E&T) programs; \$1,796,754,340 in food benefits to SNAP participants; \$21,385,613,147 in medical care through various Medical Assistance Programs; \$109,463,144 for Energy Assistance; \$408,723,826 for Child Care services; \$30,324,396 for IV-E Foster Care support and \$4,789,824 for IV-E Fostering Futures; and

**WHEREAS**, Benefit Programs Specialists exemplify the core values of ethical public service by respecting human dignity, demonstrating personal integrity, promoting professional excellence, and ensuring the accurate application of current policies and guidance;

**NOW THEREFORE BE IT RESOLVED**, on this 10<sup>th</sup> day of February 2025, the Franklin City Council does hereby commend all Benefit Programs Specialists across the City of Franklin and the Commonwealth of Virginia, for their dedicated service and hereby recognizes February 2025 as Benefit Programs Specialist Appreciation Month, encouraging all Virginians to acknowledge and celebrate their invaluable contributions to public service.

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Paul Kaplan, Mayor

**ATTEST:**

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Kimberly Turner, Deputy City Clerk





# VIRGINIA DEPARTMENT OF SOCIAL SERVICES

## COMMONWEALTH of VIRGINIA STATE BOARD OF SOCIAL SERVICES

### *Benefit Programs Specialist Appreciation Month Resolution of Appreciation*

**WHEREAS**, Virginia has provided \$23,848,366,681 in benefits to the most vulnerable citizens of the Commonwealth through programs such as the Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF), Medical Assistance, Child Care, General Relief, Auxiliary Grant, Foster Care IV-E, Refugee Cash Assistance, Employment Service Programs, and Energy Assistance, administered by local departments of social services; and

**WHEREAS**, Virginia's governing body continually seeks to enact legislation that best supports our benefit programs, positively impacting our economy and empowering local Benefit Programs Specialists to promote individual self-sufficiency among our citizens; and

**WHEREAS**, Benefit Programs Specialists continue to navigate the complexities of evolving policies and procedures across major benefit programs, requiring adaptive transitions and overcoming technological shortcomings to ensure that citizens receive the correct benefits; and

**WHEREAS**, Virginia's 4,084 Benefit Programs Staff, including 3,540 specialists, 493 supervisors, and 51 managers, have been instrumental in meeting community needs, maintaining high rates of application processing and case management to ensure that qualified individuals receive necessary social services; and

**WHEREAS**, significant financial support has been extended to Virginia's vulnerable populations, including \$85,668,950 to TANF recipients; \$11,600,380 for the Virginia Initiative for Education and Work (VIEW) participants; \$15,428,674 for SNAP Employment & Training (SNAP E&T) programs; \$1,796,754,340 in food benefits to SNAP participants; \$21,385,613,147 in medical care through various Medical Assistance Programs; \$109,463,144 for Energy Assistance; \$408,723,826 for Child Care services; \$30,324,396 for IV-E Foster Care support; and \$4,789,824 IV-E Fostering Futures; and

**WHEREAS**, Benefit Programs Specialists exemplify the core values of ethical public service by respecting human dignity, demonstrating personal integrity, promoting professional excellence, and ensuring the accurate application of current policies and guidance;

**NOW THEREFORE BE IT RESOLVED**, on this 11<sup>th</sup> day of December 2024, the State Board of Social Services commends all Benefit Programs Specialists across the Commonwealth of Virginia for their dedicated service and hereby recognizes February 2025 as Benefit Programs Specialist Appreciation Month, encouraging all Virginians to acknowledge and celebrate their invaluable contributions to public service.

  
DeRonda Short, Vice Chair,  
State Board of Social Services





**City Manager's Report**  
**Submitted by: Tomeka C. Morgan, Interim Director of Finance**  
**February 10, 2025**  
**Agenda Item #2025-14**

**Title: Budget Amendment – Bronco Federal Credit Union**

**Issue:**

- Adoption of a resolution amending the FY 2024 – 2025 City Operating Budget to accept and appropriate the amount of \$5,000 received as a donation from Bronco Federal Credit Union for use by the Franklin City Police Department for creation and implementation of a Police Explorer's Program within the police department.

**Background:**

- Bronco Federal Credit Union was established in July 1941 to serve the Chesapeake-Camp Corporation's papermill employees in Franklin. In 1999, following the mill's acquisition by International Paper, the credit union expanded its membership to include city employees, hospital staff, and local business workers, adding checking accounts to its services. That same year, after Hurricane Floyd flooded downtown Franklin, Bronco was the first financial institution to reopen, offering essential support to the community.
- Bronco Federal Credit Union established local charities and community programs in Franklin and Southampton County as part of their support.

**Discussion:**

- The Franklin Police Department received a \$5,000 donation from the Bronco Federal Credit Union
- The Police Department will use the funds to create and implement a Police Explorer's Program within the police department.

**Financial impact:**

- The FY 2024 – 2025 City Operating Budget will increase by said amount.

**Recommended Action:**

- Approval of the resolution.

**Next Steps Following Council Action:**

- The City Manager will work with the appropriate staff to make the necessary changes.

**Attachments:**

- Resolution
- Donation Information

  
\_\_\_\_\_  
City Manager



**BUDGET AMENDMENT 2025-12**

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA that the 2024-2025 City Budget is hereby amended to:

1. *Recognize donation to the Police Dept from Bronco Federal Credit Union and to appropriate such donation for the creation and implementation of a Police Explorer’s Program. The Police Dept has requested that this be a perpetual fund;*

		<b>2024-2025</b>		<b>AMENDED</b>		<b>INCREASE</b>
		<b>BUDGET</b>		<b>BUDGET</b>		<b>(DECREASE)</b>
<b>100 GENERAL</b>						
<b>REVENUE</b>						
100-3-18990-3041	Donations Police	\$ 3,677		\$ 8,677		<u>5,000</u>
						<u>5,000</u>
<b>EXPENDITURES</b>						
100-4-31100-6010	Police Supplies	\$ 62,000		\$ 67,000		<u>5,000</u>
						<u>5,000</u>

*Certified copy of resolution adopted by Franklin City Council*

\_\_\_\_\_  
*Deputy Clerk to the City Council*


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**INTEROFFICE MEMORANDUM**

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**TO:** ACCOUNTS RECEIVABLE  
**FROM:** ROBERT PORTI   
**SUBJECT:** DEPOSIT AND APPROPRIATION OF CHECKS  
**DATE:** JANUARY 27, 2025  
**CC:** FILE

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Attached, please find the following check:

Check No. 41461 from Bronco Federal Credit Union, in the amount of \$5,000.00. This is a donation for the creation and implementation of a Police Explorer's Program within the police department.

If possible, I request this donation be appropriated and deposited into a perpetual account for the explorer program. This will allow for the continued use of the donated funds, as well as future funds raised by the youth to extend beyond a single fiscal year.

Thank you for your assistance!



**City Manager's Report**  
**Submitted by: Tomeka C. Morgan, Interim Finance Director**  
**February 10, 2025**  
**Agenda Item #2025-15**

**Title: Budget Amendment – Reimburse City Managers for Taxes on Contract-Related Expenses**

**Issue:**

- Adoption of a resolution amending the FY 2024 – 2025 City Operating Budget to move the amount of \$6,534.01 from the General Fund's Unassigned Fund Balance and appropriate the said amount into the General Fund to reimburse previous Interim City Manager and current City Manager with taxes payable on expenses associated with their contracts.

**Background:**

- The City of Franklin reimbursed the former Interim City Manager for her rent expenses as part of her contracted services with the City. According to IRS tax rules, these reimbursements are considered taxable income. However, no taxes were withheld or paid at the time of payment.
- Similarly, under the contract for the current City Manager, the City of Franklin agreed to reimburse moving expenses related to her acceptance of the position. As with the previous case, these reimbursements are classified as taxable income according to IRS tax rules, but no taxes were withheld or paid at the time of payment.

**Discussion:**

- According to the IRS, employee housing benefits can be non-taxable for employees if **all three** of the following conditions are met:
  - The housing is provided on property owned by the business or employer.
  - The housing is offered for the convenience of the employer, who must have a "substantial business reason" for this provision, such as a remote work location.
  - The employee must accept housing as a condition of employment, a mutual agreement made at the start of employment between the employer and the employee.
- The housing reimbursement of \$6,600 for the Interim City Manager did not meet all three conditions; therefore, it became taxable income.
- After 2018, IRS tax rules changed, requiring employers to include moving expense reimbursements in employees' wages for non-military-related moving expenses.
- The current City Manager received \$10,000 in moving expenses for her accepting employment with the City.
- Both reimbursements were processed through accounts payable rather than the payroll system, but since both constitute taxable income, they should have been processed through payroll with taxes appropriately withheld.
- Because the City did not appropriately account for these expenditures according to IRS tax rules, both employees are subject to tax penalties for the calendar year 2024 taxable year.
- To rectify this, employers who have not included these payments in individuals' wages or compensation can take steps to correct employment taxes for underpayment of taxes not withheld.
- The contract language for both employees indicated the City Council's intention to ensure that both parties were fully compensated for their incurred expenses.

- The previous Interim City Manager's tax liability is \$2,285.72, while the tax liability for the current City Manager is \$4,248.29. This resolution aims to offset the liability of the taxes owed due to the City's failure to apply the IRS tax rules properly.
- This amendment to the FY 2024–2025 City Operating Budget will ensure that both reimbursements are appropriately accounted for regarding taxability and standard payroll practices.
- Additionally, Finance will update the City's 2024 federal and state tax reports to reflect the change and correct the W-2 issued to both employees.

**Financial impact:**

- The FY 2024 – 2025 City Operating Budget will increase by said amount and, the unassigned General Fund's Fund Balance will reduce by the said amount.

**Recommended Action:**

- Approval of the resolution.

**Next Steps Following Council Action:**

- The City Manager will work with the appropriate staff to make the necessary changes.

**Attachments:**

- Resolution



City Manager



**BUDGET AMENDMENT 2025-13**

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA that the 2024-2025 City Budget is hereby amended to:

- 1. Reimburse previous Interim City Manager and current City Manager with taxes payable on expenses associated with contract;*

		<u>2024-2025</u>	<u>AMENDED</u>	<u>INCREASE</u>
		<u>BUDGET</u>	<u>BUDGET</u>	<u>(DECREASE)</u>
<b>100 GENERAL</b>				
<b>REVENUE</b>				
100-3-41050-0150	Use of Unassigned Fund Balance	\$ 596,536	\$ 603,070	<u>6,534</u>
				<u>6,534</u>
<b>EXPENDITURES</b>				
100-4-12100-5840	Miscellaneous	\$ 1,500	\$ 8,034	<u>6,534</u>
				<u>6,534</u>

*Certified copy of resolution adopted by Franklin City Council*

\_\_\_\_\_  
*Deputy Clerk to the City Council*





**APPLICATION FOR BOARDS, COMMISSIONS, & COMMITTEES**

Date: \_\_\_\_\_ Name \_\_\_\_\_

Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Home Address: \_\_\_\_\_  
Street City State Zip

Mailing Address (if different from Home Address): \_\_\_\_\_

Are you a full-time resident of the City of Franklin? Yes No

Employer: \_\_\_\_\_

Business Address: \_\_\_\_\_  
Street City State Zip

Business Phone #: \_\_\_\_\_ Business Email Address: \_\_\_\_\_

Names of Board/Commission/Committee you are interested in serving:

_____	_____
_____	_____
_____	_____

Provide qualifications you possess specific to interested area of service:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of any Boards/Commissions/Committees on which you currently serve:

_____	_____
_____	_____
_____	_____

If reapplying for an appointment you presently hold, how long have you served? \_\_\_\_\_

*(Note: All information contained in this document may be released to the public)*

## SOCIAL SERVICE ADVISORY BOARD

**Members:** Seven (7) members appointed by City Council. Director of Social Services serves as Social Services Board Secretary – Permanent, City Manager serves as the Social Services Board - Permanent

**Type:** Statutory Board established pursuant to VA Code section 63.2-305.

**Meets:** Second Thursday of every other month from 3:30pm -5:00pm at the Franklin Department of Social Services Conference Room. (Months of February, April, June, August, October and December)

**Term:** 4 years per appointment term, Persons may not serve more than 2 consecutive terms.

**Duties:** Involved in all matters pertaining to social assistance and services. Monitor, formulate, and implement social welfare programs. Meet with local board at least four (4) times per year. Develops annual reports and other reports deemed appropriate by the board.

<p style="text-align: center;">Mrs. Nelda Bellamy 827 Railroad Avenue Franklin, VA 23851 (757) 651-8087 – Cell MeeMeeto2@verizon.net <b>Term: Dec 13, 2021 – Dec 31, 2025 (1<sup>st</sup> Term)</b></p>	<p style="text-align: center;">Mr. Kenny Bergin 101 Gillette Court Franklin, VA 23851 (757) 377-3448 <a href="mailto:livingthroughblessings@gmail.com">livingthroughblessings@gmail.com</a> <b>Term: Nov 25, 2024 – Nov 25, 2028 (1<sup>st</sup> Term)</b></p>
<p style="text-align: center;">Mr. Clyde Parker 101 Magnolia Ave Franklin, VA 23851 (757) 562-7431 – Home (757) 647-8212 - Cell <a href="mailto:magnolia101@charter.net">magnolia101@charter.net</a> <b>Term: Jan 1, 2015 – Dec 31, 2019 (1<sup>st</sup> Term)</b> <b>Term: Jan 1, 2020 – Dec 31, 2024 (2<sup>nd</sup> Term)</b></p>	<p style="text-align: center;">Mr. Welton Deshields, Jr. PO Box 36 Franklin, VA 23851 (757) 569-0339 – Home <a href="mailto:weltondeshields@live.com">weltondeshields@live.com</a> <b>Term: Jan 1, 2015 – Dec 31, 2019 (1<sup>st</sup> Term)</b> <b>Term: Jan 1, 2020 – Dec 31, 2024 (2<sup>nd</sup> Term)</b></p>
<p style="text-align: center;">Ms. Sandra Brothers 838 Rebecca Street Franklin, VA 23851 (757) 647-8387 – Home (757) 562-4338 - Work <a href="mailto:Sandra.brothers@vdh.virginia.gov">Sandra.brothers@vdh.virginia.gov</a> <b>*Term: Aug. 24, 2015 – Dec. 31, 2019</b> <b>Term: Jan 1, 2020 – Dec 31, 2024</b></p>	<p style="text-align: center;">Mr. James Banks Jr. 1101 North High Street Franklin, VA 23851 (757) 653-6349 – Home (252) 382-7804 – Cell <a href="mailto:jamesbanksministries@gmail.com">jamesbanksministries@gmail.com</a> <b>Term: Apr 13, 2021 – Dec 31, 2025</b></p>
<p style="text-align: center;">Mark R. Kitchen 605 Quail Roost Franklin, VA 23851 757-653-7347- Cell <a href="mailto:markrkitchen@gmail.com">markrkitchen@gmail.com</a> <b>Term: Aug 6, 2020 – Dec 31, 2024</b> <b>Term: Jan 1, 2025 – Dec 31, 2028</b></p>	<p style="text-align: center;">Sarah Rexrode, Director Social Services Board Secretary 306 N. Main Street Franklin, VA 23851 (757) 562-8515 <a href="mailto:s.rexrode@dss.virginia.gov">s.rexrode@dss.virginia.gov</a> <b>Permanent Position</b></p>
<p style="text-align: center;">Rosylen Oglesby City Manager 207 West 2<sup>nd</sup> Avenue Franklin, VA 23851 (757) 562-8561 <a href="mailto:roglesby@franklinva.com">roglesby@franklinva.com</a> <b>Permanent Position</b></p>	



**Council Comments  
Agenda Statement  
Item #2025-7  
January 13, 2025**

**Item Title:** Renaming and Honorary Street Policies

**Submitted by:** Rosylen Oglesby, City Manager

**Summary Explanation:**

To discuss establishing policies that will help provide guidance to the community who seek to rename or install an honorary on an existing street.

**Item Budgeted:**

N/A

**Strategic Priority:**

N/A

**Financial Impact:**

N/A

**Recommended Action:**

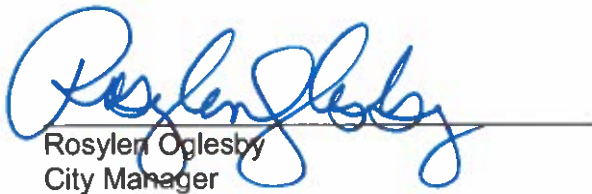
No action is needed.

**Next Steps Following Council Action:**

Staff will make the necessary recommended changes to the draft.

**Attachments:**

Samples of Renaming and Honorary Street Policies

  
Rosylen Oglesby  
City Manager



## HONORARY STREET NAME DESIGNATION POLICY

### **Purpose**

To establish a policy to administer requests for honorary street name designations and provide application and approval criteria and procedures for honorary street name designations of city-owned streets.

### **Background**

Honorary street signs allow posthumously recognizing former City of Franklin residents, community leaders, or groups who have made significant contributions to the City, State of Virginia, or the United States of America. The honorary street name identifies a specific portion of a City street with an individual name in honor of that person. The honorary street name supplements the permanent street name and does not change the permanent street name designation, nor does it require residents and businesses fronting on the street to change their address. It also does not attempt to regulate honorary street names on private streets and driveways.

### **General Policy**

The Honorary Street Name Designation Policy allows citizens and groups to honor deceased individuals or groups who have made significant contributions to the community, subject to approval by the City Council. The impact must be well documented and broadly acknowledged within the community and the City of Franklin. The Community Development Department manages and processes the program, and the Public Works Department administers the installations.

### **Provisions**

#### **A. Definitions and General Guidelines.**

1. Honoree means a deceased individual or group whom the application specifies for an honorary street name designation who has made a significant contribution to the City of Franklin community, either through civic involvement, cultural, humanitarian, historical, or military achievement, as part of a historic event relevant to the specific City street; or to the geographical location of the particular street. Said contributions do not have to be financial.
2. Honorary street name designations shall reflect recognition of Honorees only and are given on a case-by-case basis, solely as determined by the City Council by majority vote and approved Resolution.
3. A completed application and letter of consent signed by the Honoree's estate representative must be submitted prior to City Council consideration and approval.
4. The City Manager shall determine when the application will be presented to City Council for consideration.

5. Only one honorary street name designation sign shall be allowed on a single street sign pole below the City's standard street sign and shall be dark brown in color with white lettering and a white border shall include "Honorary" above the name and is the same size as the standard City of Franklin Street named sign. Should the applicant request a sign on each side of the street at both intersections of a block, the applicant must pay two separate fees (one for each sign). The honorary street name can only be placed on local streets.
6. Honorary street name designations will be temporarily displayed for five years unless otherwise approved by the City Council by a majority vote. At the end of the five years, the City will remove the honorary street name sign and, upon request, make it available to the applicant or the applicant's representative.
7. If the applicant or applicant's representative desires to apply for another five-year term at the end of the five years, renewals will be handled like new requests with all applicable rules and fees in effect. The applicant must resubmit an application and undergo the same City Council review and approval process as initially taken.
8. The City has the right to remove any honorary street name sign before the end of the five years as directed by the Council by majority vote.
9. Only one honorary street name designation sign shall be allowed at an intersection, and the portion of a street so designated shall be one City block long and limited to no more than two signs per block (one at each end of the selected block).
10. No honorary street name designation sign shall be used that will duplicate or could be confused with the name of an existing City street.
11. Whenever possible, honorary street name designation signs shall be limited to the right-of-way area within the vicinity of the home, organization, or locations associated with the Honoree.
12. A fee of \$400.00 is required at the time of application to cover all costs associated with the design, fabrication, and installation of the sign(s). If multiple sign locations are requested and approved, each sign location shall be charged a fee of \$400.00. This fee shall be payable to the City of Franklin and deposited in the City's General Fund.
13. If the application is not approved, the fee(s) will be refunded in full. If the City Council rejects the request, two (2) years shall pass before the request can be resubmitted for consideration.
14. The design and font of the honorary sign will be standard and consistent. No embellishments, decals, or logos will be permitted.
15. Should the sign become defaced, damaged, or otherwise ruined, the City will contact the applicant. Up to one replacement sign may be covered by the City unless approved by the City Council by a majority vote.

**B. Qualification Criteria for Approving Honorary Street Designation**

1. Only Honorees are eligible for consideration for honorary street name designation as defined above.
2. The Honoree must have provided creditable service to the community and has attained prominence locally based on contributions to the public.
3. The Honorary street names should reflect the City of Franklin's values and community interests.

**C. Procedure for Filing and Approving Applications.**

1. The applicant shall submit a completed honorary street name designation application and letter of consent and pay the \$400.00 fee to the Community Development Department located at 207 West Second Avenue, Franklin, Virginia 23851. Upon receipt of the application and fee, the Community Development Department shall submit the application to the Public Works Department for their review and a recommendation prior to City Council's consideration.
2. These departments will review the application to ensure sufficient documentation exists to substantiate the applicant's request and that the location desired for the honorary street name designation is feasible.
3. If the application satisfies the criteria established, the City Manager shall determine when the application will be presented to the City Council for consideration. The City Council will review the honorary street name designation application during a public meeting in which public comments are taken. If approved by City Council by majority vote, a Resolution will be entered.
4. The Community Development Department will notify the applicant of the City Council's decision, and if approved, the Public Works Department will proceed to fabricate an honorary street name sign. Public Works will determine the sign installation date and notify the applicant.



**Application for Honorary Street Name Designation**

Name of Person/Group requesting designation: \_\_\_\_\_

<b>Address:</b>	
<b>Contact Phone Number:</b>	
<b>Email Address:</b>	

<b>Location of requested designation:</b> (Include Proper Street Name and intersecting streets at each end of the street segment to be designated)	
---	--

<b>Name of Honoree:</b> (As it would appear on the street sign)	
<b>Reasons supporting honorary designation:</b> (Include significant relevance to the City of Franklin)	

<b>Applicant acknowledges the responsibility of the cost of sign(s).</b>	
<b>Signature:</b>	<b>Date:</b>

## Sec. 14-125. - Street names.

*Purpose:* The purpose of this article is to provide for uniform system of standards for naming streets, fabrication, installation, and maintenance of street name signs to assist emergency response personnel, law enforcement agencies, the Post Office, and the general public in delivering timely and efficient services to residents.

*Administration:* The subdivision agent as appointed by the board of supervisors shall be responsible for the administration, implementation, and enforcement of this article.

The board of supervisors shall establish street names during their review and approval of final subdivision plats. Subdivision plats with street names that are not required to be reviewed by the board of supervisors shall be administered by the agent. Requests to change the name(s) of existing streets may be initiated:

- (1) By resolution of the board of supervisors; or
- (2) By petition containing signatures of a majority of landowners of said street along with a review fee of five hundred dollars (\$500.00) to the agent.

In either case, the agent shall forward the request to the planning commission for public hearing and review. The board of supervisors shall hold a public hearing after receiving a recommendation from the planning commission on the request.

*Administrative guidelines:* The agent shall review and administer street names in accordance with following guidelines:

*Choice of names:* Names should be easy to pronounce and pleasant sounding, appropriate and easy to read so the public and emergency personnel can adequately understand the street name in the event of emergency. Where appropriate, names that promote the history of the county may be utilized. Surnames of living persons should not be used, except pioneering families or historically significant names. Unconventional spelling, slang, and obscene language shall not be used. The use of hyphens, apostrophes or dashes shall not be permitted.

*Duplication:* The use of similar sounding names is to be avoided including the duplication of names with different suffixes. The agent shall review the names to avoid duplication of existing street names that already may be in use in the incorporated towns or adjacent localities.

*Continuity:* Continuous roads or road route numbers shall bear the same name, when practical. Street names within the incorporated towns should continue to be utilize the name when continuing into county jurisdiction, when practical.



*School roads:* Public streets designated to serve public schools (VDOT 9000 series) may be assigned names at the discretion of the agent. However, school addresses shall be assigned to the primary road in which the 9000 series road connects to.

*Characters and suffixes:* All street names shall not exceed twenty (20) characters and shall be described in capital letters. This limit does not include the suffix. Each street name shall contain a suffix consisting of one of the following. The use of directional suffixes (north, south, east, west) shall not be permitted. The abbreviated listings are also shown.

Highway	Hwy
Boulevard	Blvd
Parkway	Pkwy
Pike	Pke
Road	Rd
Street	St
Drive	Dr
Lane	Ln
Avenue	Ave
Trail	Trl
Terrace	Trce
Loop	Loop
Circle	Crcle
Way	Way
Court	Ct

Place	PI
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Other suffixes not listed above may be considered for approval at the discretion of the agent.

*Coordination:* The agent, upon approval of street names, shall provide the information to all appropriate agencies including the county Geographic Information System, the Virginia Department of Transportation, the Sheriff's Office, the United States Postal Office, and all other applicable federal, state and local agencies.

(Ord. of 1-26-09; Ord. of 9-22-20)

**City of Suffolk Department of Planning**  
**APPLICATION FOR STREET NAME CHANGE**



<b><i>PART 1- OFFICE INFORMATION: To be completed by staff</i></b>			
Application Number:		Date Submitted:	
Project Address:		Project Name:	
Tax Query:	<input type="checkbox"/> Current <input type="checkbox"/> Delinquent	Application Fee Paid:	
Decision:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date of Decision:	

<b><i>PART 2- GENERAL INFORMATION: To be completed by applicant</i></b>
<p><b><u>Important Notice:</u> Applications must be submitted in hard copy with original signatures. Incomplete applications will not be accepted.</b> Street name changes must be approved by City Council only after they are reviewed by the Director and support is received from seventy-five percent (75%) of all affected property owners. Please review the processing procedures stated on the following page and the list of required submittal information prior to completing this application.</p> <p><b><u>Application Fee:</u> \$341.25</b></p> <p>"</p> <p>Current Street Name: _____</p> <p>"</p> <p>Route Number (if applicable): _____</p> <p>"</p> <p>Proposed Street Name: _____</p> <p>"</p> <p>"Petitioner's Name(s): _____</p> <p>"</p> <p>"Petitioner's Address: _____</p> <p>"</p> <p>"Phone Number: _____                      Email: _____</p> <p>"</p> <p>Summary as to why you are seeking this change (attach full narrative): _____</p> <p>"</p> <p>_____</p> <p>"</p> <p>_____</p> <p>_____</p> <p>_____</p>

**PART 3- REVIEW PROCEDURE: To be reviewed by applicant**

The following procedure applies to street name changes requested by private citizens.

1. The Director must determine that the proposed street name meets the following criteria: 1) is not a duplicate, 2) no directions are in the name, 3) the name is no more than 14 characters, 4) is not offensive, and 5) is designated as a boulevard, circle, court, drive, lane, parkway, road, or street according to the type of roadway based on the classification as contained in the City's Master Thoroughfare Plan.
2. A letter will be mailed to all of the affected property owners and the affected owners will indicate whether they agree or disagree to the proposed change.
3. Copies of subdivision plats and/or physical surveys.
4. If approved by City Council, the street name change will not be effective for thirty (30) days so that sign fees can be paid by the petitioner and the signs can be fabricated and posted. A letter is sent to the petitioner informing him/her of the results and costs for making and installing the new street sign. The new street sign will not be made nor installed until the City receives full payment from the petitioner. Once the required payments are made by the petitioner, the Planning & Community Development Director will send a memorandum to the Department of Public Works informing them of receipt of the required payment and to fabricate and post the street sign.
5. The Director of Planning & Community Development notifies all affected property owners, City Departments and agencies, the Post Office, and all utility companies of the street name change and effective date.

**PART 4- REQUIRED INFORMATION FOR APPLICATION: To be completed by applicant**

The applicant must INITIAL next to each item and ATTACH materials in the order that is listed below.

1. Full narrative explaining reasons for requested street name change. \_\_\_\_\_
2. One (1) copy of a **location map** accurately showing the location of the referenced street reduced to a paper size not more than 11" x 17". \_\_\_\_\_
3. A **list of the names and addresses** of all persons, firms, or corporations owning all properties affected by the street name change and the tax map number of such properties. Affected property owners include owners of all properties that abut the street in question whether containing an occupied dwelling or not. \_\_\_\_\_  

Note to the Petitioner: It is highly recommended that the petitioner seek input from affected property owners and solicit their support of the street name change prior to filing the request with the Planning Division. It is the City's policy that seventy-five percent (75%) of all affected property owners must agree to street name changes initiated by a citizen, or the request will not be approved.
4. **I understand that the costs associated with this request, including postage, the creation and posting of new street signs, are my responsibility and I agree to pay all costs associated with this request.** \_\_\_\_\_

*Honorary Street Naming Ordinance & Program*

City of Petersburg  
VIRGINIA



*Rebuilding our Foundation for a Brighter Future*



# Purpose

- The purpose is to honor individuals and/or organizations that have gone far beyond what was or could have been expected in contributing to the quality of life of the City of Petersburg.
- The proposed Honorary Street Naming Program will provide an alternate, streamlined process to honor deserving individuals and/or organizations.



- This ordinance adds new section 98.52 to the City of Petersburg Municipal Code:

*City Council may, by Resolution, confer honorary names to public streets controlled and maintained by the City to honor individuals (living or posthumously) and/or organizations that are of particular importance to the City of Petersburg or which have made significant contributions to improving the quality of life in the City and may allow for the installation of appropriate signage, which shall be distinct from and shall not change or replace existing street names and signs.*



- Asalie Minor Preston sign is lowered from the public street to show a clear distinction preventing any confusion. (Pictured right; Charlottesville, Virginia)
- Staff has received updated estimates that the honorary street sign would cost approx. \$65 per sign.







➤ Sign blade dimensions: maximum height of 10 inches and width no greater than the existing official street name sign blades.

➤ Color: brown background with white border and white lettering. The legend will include the label “\*Honorary\*” centered above the honoree’s name.

➤ Mounted on existing signposts, above or below the official street name sign blades.

Figure 1





1. City of Petersburg residents or natives or individuals/ organizations of particular importance to the City of Petersburg.
  - Deceased/Posthumously individuals only unless waived by a majority vote of the City Council.
2. An organization shall have been in operation for a minimum of 25 consecutive years and have its base operations in the City or be of particular importance to the City.
3. Statement why the proposed honoree is historically or culturally significant to the City of Petersburg,
4. Evidence of support by community members and/or local community-based organizations.
5. Location of proposed honorary street name designation.



## City of Petersburg

### Request for Honorary Street Name Designation

In order for an honorary street name to be declared:

- 1) *Proponent completes application and submits application to the Department of General Services*
- 2) *Director of General Services reviews for consistency with and satisfaction of published criteria and requirements;*
- 3) *General Services staff processes request for Council Action/ resolution.*
- 4) *The resolution shall be approved by the City Council*

Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

\_\_\_\_\_

Applicant Telephone: \_\_\_\_\_

(Daytime)

(Evening)

Applicant Email: \_\_\_\_\_

Honorary Street names are restricted to:

Individuals (*posthumously*)

Organizations

AND Of local and long-lasting significance to Petersburg

A. For whom/what are you recommending this designation?

\_\_\_\_\_



➤ Staff recommends adoption of the attached ordinance to adopt section 98-52 of the City Code to allow for the use of Honorary Street Names.

*Honorary Street Naming Program*

City of Petersburg  
VIRGINIA



*Rebuilding our Foundation for a Brighter Future*

City of Portsmouth

# Honorary Street Name Designation Policy



# Briefing Purpose

To explain the proposed policy for honorary street name designations

- Objectives of the Program
- Background
- Definition
- Sign Description and Placement
- Qualifications
- Application process
- Costs

# Objectives of Program

- To ensure that street name designations are “honorary” and at the discretion of City Council.
- To ensure that streets continue to retain their official name and remain easily identifiable.
- To ensure that street name designations are accepted by the community/consistent with City values.
- To encourage the recognition of individuals and groups for their contribution to the community.



# Background

- Portsmouth currently allows citizens to request a change to the official name of a city street, however, City Council may determine if the change is an honorary designation or a permanent name change.
- Sec. 33.1-55 9 (c) of the Portsmouth City Codes states: ***“Names of existing streets or subdivisions shall not be changed except by approval of the governing body.”***
- This is the only adopted and codified reference regarding the renaming of city streets.

# Definition

- Honorary street name signs are intended to recognize and honor the citywide contribution, impact, or fame of individuals or groups.
- The placement of the signs posted above standard city street name signs does not change the official name of the street or the official addresses of residences and businesses on the street.

# Qualifications

The following criteria shall be used in determining the appropriateness of the designation:

- An individual or group of historical or cultural significance.
- An individual or group that has made a significant positive impact on the city, state or country. This impact must be well documented and broadly acknowledged within the community and by the City of Portsmouth.
- An individual or group donating to the City of Portsmouth and/or the use of land or facilities for community purposes.

# Sign Description and Placement

- Located on top of existing street signs
- Double-faced
- Same size as the standard City of Portsmouth Street name sign
- White lettering on a brown background with a white border
- Only on local streets

# Application Process

- A completed application would be submitted to the Director of Planning, accompanied by a written justification, family/estate consent form (if applicable) and application fee (to be determined by City Council).
- The written justification should show how the proposed designation is consistent with the criteria stated in the policy. When honoring a person or persons, the application will describe the contributions to the City.
- Written documentation and approval by family/estate agent of individual to be honored (if available/possible) is required as part of the proposal.

Process continued on next slide

# Application Process (continued)

- Application reviewed by Planning Department staff for adherence to criteria, then voted on by staff committee made up city staff appointed by the City Manager.
- Committee provides recommendation to City Council.
- City Council may approve, reject, or propose a different designation.
- City Council has sole authority to approve honorary street designation requests. The approval of the request shall be permanent, unless otherwise direct by the City Council.

# Costs

- If approved by City Council, the requestor shall pay all costs associated with the design, fabrication, and installation of the signs. The cost to cover future maintenance costs that the City is expected to incur over the life of the honorary designation.
- Signs will not be installed until all payments received.

# Next Steps

- Feedback from City Council
- Changes desired by City Council



# Questions?

Karl T. Heck  
President & CEO  
Franklin Southampton Economic Development, Inc.  
601 N. Mechanic Street, Suite 300  
Franklin, VA 23851

Phone: 757-516-7709  
Fax: 757-579-9684

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**From:** Karl Heck  
**Sent:** Wednesday, December 11, 2024 9:03 AM  
**To:** Rosylen Oglesby <[roglesby@franklinva.com](mailto:roglesby@franklinva.com)>  
**Subject:** FW: Franklin Southampton Economic Development, Inc. - Bon Secours Mercy Health 2025 Bond Issue Information

Good morning,

Here is the information/request for the Southampton Medical Center bond counsel. The Hospital is looking for bond financing for investments they have made in a variety of facilities, including the Southampton Hospital in Franklin.

There was a previous bond issue that Southampton Memorial Hospital did, though I wasn't here for that issue. I believe the City IDA (I told her they were the agency and not us) will have to approve along with City Council. The City does have an IDA, though it meets only as needed.

Does the projected timeline of having both meetings on Monday, February 10 make sense? The last time we had to get the City IDA together, we will be able to have the IDA meet at 5 p.m. and then Council meet at 7. I would expect this issuance to be non-controversial, as it is already spent funds and there is nothing involving zoning.

This project is in the City, so her comment about having the County approve it doesn't make sense in Virginia. Ms. Sutton told us to bill Henrico for whatever hearing expenses we would have.

If you have any questions or needs, please let me know at your earliest convenience. We are happy that the City's largest private employer is investing in their property.

Karl

Karl T. Heck  
President & CEO  
Franklin Southampton Economic Development, Inc.  
601 N. Mechanic Street, Suite 300  
Franklin, VA 23851

Phone: 757-516-7709  
Fax: 757-579-9684

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**From:** Sutton, Erin <[Erin.Sutton@DINSMORE.COM](mailto:Erin.Sutton@DINSMORE.COM)>  
**Sent:** Tuesday, December 10, 2024 6:20 PM  
**To:** Karl Heck <[kheck@franklinsouthamptonva.com](mailto:kheck@franklinsouthamptonva.com)>  
**Cc:** Simmons, Brittany <[Brittany.Simmons@DINSMORE.COM](mailto:Brittany.Simmons@DINSMORE.COM)>  
**Subject:** Franklin Southampton Economic Development, Inc. - Bon Secours Mercy Health 2025 Bond Issue Information

Karl-

It was a pleasure to talk to you today and I appreciate your time. As a follow-up, I wanted to send you the following summary of the preliminary Plan of Finance for Bon Secours Mercy Health.

**Overview:** Bon Secours Mercy Health, a 501c-3 nonprofit corporation, will be undertaking a public offering in the **Spring of 2025** to sell tax-exempt revenue bonds to finance various healthcare facilities and capital expenditures in Virginia (and Ohio and South Carolina at the same time) including capital expenditures in the **City of Franklin at Southampton Medical Center and Southampton Skilled Nursing**.

**Details of the Financing:**

Issuer: Henrico Economic Development Authority

Borrower: Bon Secours Mercy Health. (Mr. Eric Tharp, VP Treasury Debt Management)

Underwriters: RBC (Royal Bank of Canada) and JP Morgan as Co-Underwriters.

Bond and Master Trustee: The Bank of New York Mellon Trust Company, N.A.

Bond Counsel: Dinsmore & Shohl, LLP

Security for the Bonds: Master Note issued on a parity basis with all other master notes issued under the Master Trust Indenture dated as of December 1, 2017 with the Master Trustee. The Bonds are secured solely by the revenues of the health system. As "conduit" revenue bonds, they will not be general obligations of the Issuer or any other political entity such as the City of Franklin.

**Estimated Timing:** we will be kicking off the transaction later this week. We will need to have all local approvals in place before we print the offering document the first week of April. The sale of the bonds is tentatively scheduled for mid-April with an early May closing date.

**What are the local bond-financed Projects?** I understand that the portion of the project relating to **Southampton Medical Center is approximately \$5 million** which consists of prior capital expenditures. Once we have the local meeting scheduled (either the EDA or the City Council meeting) we would usually have someone from the hospital present at one or both meetings to answer any questions about recent projects at the hospital. Either I or another attorney from our firm would also be present at the meetings to present the resolution or answer any questions.

**What do we need?** We will need to hold a **TEFRA hearing** and get **TEFRA approval** from the City Council as the elected representatives of the jurisdiction. This is a federal law requirement. Also, under Virginia law, we will need a **concurring resolution** from the City relating to the issuance by the bonds by the Henrico EDA. I believe the first step would be that Henrico EDA will adopt an Inducement Resolution (tentatively scheduled for January 16). Then, the other localities (including Franklin) would each consider Concurring Resolutions as required under state law.

**Timing of Local Meetings:** You and I discussed scheduling a Franklin Southampton Economic Development meeting and the City Council meeting on the same day, so we had tentatively looked at **Monday, February 10 at 5:00 pm for the Franklin Southampton Economic Development, Inc. meeting and TEFRA public hearing**. Then, we would have the City Council give its **TEFRA approval and consider the Concurring Resolution on the same evening Monday February 10 at 7:00 p.m.** Please let me know if you see any issues with those dates and times or if you'd prefer a different schedule. [or-- if you'd prefer the County give the approvals instead of the City –just let me know and we can make that adjustment].

**Next Steps:**

As we discussed, once you confirm those dates, we would draft all newspaper public notices, resolutions, certificates and approvals. We will also work with you and the Bon Secours folks to complete any application that you would need.

For now, please review the above information and proposed meeting dates and let me know if you have any questions or would like to discuss. Please also let me know if you have an application or any other specific document requirements that I should be aware of.

Thank you for your time and I look forward to working with you on this matter.

Sincerely,  
Erin



**Erin A. Sutton**

Partner

Dinsmore & Shohl LLP • Legal Counsel

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