



**Franklin City Council Agenda
April 13, 2020
Franklin City Hall Council Chambers
207 West 2nd Avenue**

**6:00 P.M.
Budget Work Session FY 20-21**

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

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

1. CONSENT AGENDA:

- A. Approval of minutes from February 27th, 2020 Budget Work Session I; March 2nd, 2020 Budget Work Session II; March 5th, 2020 Budget Work Session III; March 9th, 2020 FRHA Work Session; March 9th, 2020 Regular Meeting; March 26th, 2020 Called Meeting; April 2nd, 2020 Called Meeting; and April 6th Budget Work Session
- B. Departmental Reports for February 2020

2. OLD/ NEW BUSINESS:

- A. Acceptance of Health Insurance Renewal
- B. Armory Acquisition
- C. Courthouse Update
- D. City Manager's Report

3. COUNCIL/STAFF REPORTS ON BOARDS/COMMISSIONS

4. CLOSED SESSION

I move that the City of Franklin, Virginia City Council adjourn into a closed meeting pursuant to Virginia Code Section 2.2-3711-A-1, to discuss appointments to boards and commissions, to discuss the following subject or subjects: Franklin Redevelopment and Housing Authority, Eastern Virginia Regional Industrial Facility Authority, Social Services Advisory Board, and the Hurricane Floyd 25th Anniversary Committee

And 2.2-3711A-3. Discussion or consideration of the acquisition of real property 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 specifically regarding property on Fairview Drive.

Motion Upon Returning to Open Session- I move that the City of Franklin, Virginia City Council adopt the attached closed meeting resolution to certify that, to the best of each member's knowledge, (i) only public

business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting held on April 13, 2020; (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the City of Franklin, Virginia City Council; and (iii) no action was taken in closed meeting regarding the items discussed.

5. ADJOURNMENT

The Franklin City Council held Budget Work Session #1 on Thursday, February 27, 2020 at 6:00 p.m. in the Council Chambers located at City Hall.

Council Members in Attendance: Frank Rabil, Mayor; Councilman Linwood Johnson; Councilman Bobby Cutchins; Councilwoman Wynndolyn Copeland; and Councilman Benny Burgess

Council Members not in Attendance: Barry Cheatham, Vice- Mayor and Councilman Gregory McLemore

City Staff in Attendance: Amanda Jarratt, City Manager and Leesa Barnes Executive Assistant, Recording Minutes

Other City Staff in Attendance: Dan Howe, Director of Downtown Franklin Association; Mark Bly, Director of Power & Light; Donald Goodwin, Director of Community Development; Beth Lewis, Deputy Director of Community Development; Tracy Spence, Director of Finance; Jen Maynard, Voter Registrar and Sarah Rexrode, Director of Social Services

Voting Registrar

Tracy Spence, Finance Director introduced Jennifer Maynard, Voter Register to give an overview of her budget. Voter Registrar Maynard requested \$148,356.86 this year. She added there was an increase in the absentee voting period from 7 days to 45 days therefore; she had to hire three employees to cover the office at the time of absentee voting. One of the biggest increases in this year’s budget is the Voter Registrar Office is now required to have an electronic poll book which the cost this will be \$3,000.00.

Capital Improvement Request (CIP)

Voter Registrar Maynard submitted a CIP request which is the replacement of the voting equipment.

Project Description: Replacement of voting equipment.

Project Justification: The useful life of voting equipment is expected to be ten years. Our current equipment was deployed in 2016. We will likely need to purchase new voting equipment in 2026.

Operating Budget Impact: \$100,000.00

Cost Elements	Estimated Cost	FY’21	FY’22	FY’23	FY’24	FY’25
	\$100,000.00	\$20k	\$20K	\$20K	\$20K	\$20K
Operating Costs	\$100,000.00	\$20K	\$20K	\$20K	\$20K	\$20K
Funding Sources	\$100,000.00	\$20K	\$20K	\$20K	\$20K	\$20K

Voter Registrar Maynard provided the following statistics:

Total Voters:	5,548
Expected Total Voter Turnout:	85%
Estimated Total Voter Turnout:	4,716
Estimated Voter Turnout:	4716
Expected Absentee Voter Turnout:	40%
Estimated Total Absentee Voter Turnout:	1,415

Estimated Budget Costs:

• EFB w/Printer	\$3,000.00
• Officer of Election Pay	\$1,575.00
• 10 Voting Booths	\$ 500.00
• Misc. Supplies	\$ 500.00
Total	\$5,575.00

Voter Registrar Maynard also requested the following items would be needed to be completed before the upcoming election:

- **Larger space to accommodate voters (my office can accommodate two voters at a time.)**
- **Equipment and space are needed**
- **Additional temporary staff will be needed**
- **Parking availability**
- **Security measures**

Social Services Department

Tracy Spence, Finance Director introduced Sarah Rexrode to give her budget presentation. Director Rexrode informed Council the population of the City of Franklin is 8,013 and the Social Services Department served 3,818 residents, that is almost half of the population of the City. Below is the total amount Director Rexrode requested:

Federal / State	Local	Total
\$1,545,336.75	\$552,265.75	\$2,097,602.00

Director Rexrode reminded Council the state gives local matches to certain line items such as Staff & Operations, which are day to day operations which pays for salaries, benefits and items that are needed to run the office.

Mayor Frank Rabil asked how much of the salary increase will be the City of Franklin’s responsibility.

Director Rexrode answered the City of Franklin’s responsibility is 15.5%.

Councilman Benny Burgess asked if the City is responsible for a foster child if the child is placed outside of the City of Franklin.

Director Rexrode confirmed that the child is still the City’s responsibility financially.

Vehicle Replacement Plan

Director Rexrode presented a vehicle replacement plan. She added the department was able to purchase two last year and these are the only two that are allowed to go out of the city limits; the others are too unreliable. The cost of a new vehicle is reimbursable at 84.5% up to \$25,000.00 and the city’s responsible for 15.5% or \$3,875.00 of the cost.

City Manager Jarratt shared with Council that she and Director Rexrode attended the audit with the state, it is apparent that the Social Services Department needs to be brought up to compliance. City Manager Jarratt added a lot of Director Rexrode's budget recommendations are to bring this department up to state compliance.

Inspections & Community Development

Building Inspection & Code Enforcement

Tracy Spence, Finance Director introduced Donald Goodwin, Director of Community Development to give his budget presentation. Director Goodwin requested \$606,699.00 for this year.

Director Goodwin stated that his department would need to put a vehicle replacement plan in their budget for FY2021.

Mayor Frank Rabil asked City Manager Jarratt about the City wide vehicle replacement program that has been discussed in the past.

City Manager Jarratt stated she had met with Enterprise Rent – A – Car and discovered that Enterprise Rent – A – Car has a government leasing program which might be an alternative to purchasing vehicles.

Planning and Zoning

Director Goodwin requested \$271,298.00 for this year for the Planning and Zoning Department.

CIP – Riverview Walk Park Project

Director Goodwin stated he added the CIP Request for the Riverview Walk Park.

Project Description: A project to build a gateway public park along the Blackwater River for active and passive recreation for citizens and visitors that will include walking trails, Kayak launching, fishing, interpretive arboretum & landscaping of native and locally adaptive species and an open covered pavilion for picnics and observation.

Project Justification: The use of the property for a park has been recognized as important for recreation as well as economic development as far back as the City's 2001 Flood Recovery Plan, adopted after Hurricane Floyd ravaged the historic downtown. Adopted plans throughout the years have encouraged recreational and conservation development of this property, and its recent downtown from International Paper and Franklin Properties makes such development possible.

Operative Budget Impact: Once complete annual maintenance would average \$4,000.00 to \$5,000.00.

The site of this project is located behind Birdsong Peanuts and travels along the river all the way to Barrett's Landing.

Cost Elements	FY'22
Building Improvement	\$200,000.00
Site Preparation	\$112,500.00
Engineering	\$ 12,700.00
Operating Costs per year	\$ 5,000.00

Funding Sources	FY'22
General Fund	\$ 200.00
Grants	\$275,000.00
Other - IP	\$ 20,000.00
Other – Garden Club	\$ 30,000.00

Finance

Tracy Spence, Director of Finance gave an overview of the Finance Department's budget. Director Spence requested \$369,937.00 for this year's budget.

Director Spence stated the \$14,189.00 under Budget Line Item, Maintenance Service Contracts was for Bright's Software maintenance. She added that line item would be considerably less if the City would have been able to drop the maintenance program but, unfortunately with the Edmonds contract issue that has not happened. The yearly maintenance contract with Bright cost \$22,000.00.

City Manager Jarratt added that the City could have dropped the maintenance contract with the Bright System if Edmonds had met their obligations.

Mayor Rabil asked City Manager Jarratt to send the Edmonds contract to the attorneys at Sands Anderson, PC and see what recourse the City has in resolving this issue.

Purchasing

Tracy Spence, Director of Finance gave an overview of Purchasing's budget. Director Spence requested \$82,743.00. She added there is a decline in this budget by \$14,000.00 due to an employee retiring.

Councilman Linwood Johnson asked if this employee would be replaced.

Director Spence replied yes.

Councilman Benny Burgess asked what was the position.

Director Spence replied Accounts Payable Clerk.

Utility Billing

Tracy Spence, Director of Finance gave an overview of the Utility Billing's budget. Director Spence requested \$850.00. Director Spence stated that Council would see a decrease of \$20,000.00 from last year because of adding staff.

Director Spence shared that there has been a decrease in the amount spent on postage because of e-bills.

Adjournment

There being no more items that needed to be discussed the meeting February 27, 2020 Budget Work Session #1 adjourned at 7:06 p.m.

Mayor

Clerk to City Council

The Franklin City Council held Budget Work Session #2 on Thursday, March 2, 2020 at 6:00 p.m. in the Council Chambers located at City Hall.

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

City Staff in Attendance: Amanda Jarratt, City Manager and Leesa Barnes Executive Assistant, Recording Minutes

Other City Staff in Attendance: Dan Howe, Director of Downtown Franklin Association; Mark Bly, Director of Power & Light; Tracy Spence, Director of Finance; Brenda Rickman, Commissioner of Revenue; Dinah Babb, City Treasurer; Steve Patterson, Chief of Franklin City Police Department; Bob Porti, Deputy Chief of Franklin City Police Department; Vernie Francis, III, Director of Emergency Services Jerry Griffith, Deputy Director of Emergency Services; Michelle Dandridge, Director of Human Resources and Sammara Green-Bailey, Director of Parks and Recreations

Commissioner of the Revenue

Amanda Jarratt, City Manager introduced Brenda Rickman to give a brief overview of the Commissioner of the Revenue’s budget. Commissioner Rickman requested \$298,666.34 for this year’s budget. Below are some of the increases she highlighted:

- **Professional Services**

(NADA Pricing of Vehicles)	\$ 1,100.00
(Fobs to access DMV records)	\$ 130.00
Total	\$ 1,230.00

- **Maintenance Service Contracts**

Xerox copier	\$ 1,920.00
Edmunds	\$ 8,380.00
BAI Software Maintenance	\$ 11,075.00
Total	\$ 21,375.00

Real Estate Assessor

Commissioner Brenda Rickman gave a brief overview of the Real Estate Assessor’s portion of the budget. Commissioner Rickman requested \$80,703.89. Below are some of increases she highlighted:

- **Professional Services**

Supplements	\$ 1,750.00
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- **Contracted Services – IT**

Stonewall Technologies hosting camera system	\$ 10,176.00
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- **Professional Services**

Roll Assessment files	\$ 150.00
Vamanet	\$ 3,000.00
Plat Changes	\$ 1,150.00
ESRI	\$ 700.00
Camera up	\$ 4,500.00
Total	\$ 9,600.00

City Treasurer

City Manager introduced Dinah Babb, City Treasurer to come forward and give a brief overview of the City Treasurer’s portion of the budget. Treasurer Babb requested \$371,671.02. Below are some of increases she highlighted:

- **Contractual Services – Legal**

Loomis Carrier Services	\$ 8,000.00
Virginia Employment Commission	\$ 1,300.00
Clear “Skip Tracing” Tact	\$ 757.00
TAV Legal	\$ 175.00
PCI Payment Card Inventory “Credit Card Compliance”	\$ 700.00
Lease Agreement with Xerox for Copiers / Printers	\$ 3,850.00
Total	\$ 14,782.00

Note: Suntrust reimburses the City 60% of the Loomis bill with a cap of \$348.00 which equates to \$4,200.00. I am in negotiations with bank representatives to agree to a 60% with no cap.

Note: Xerox funds were in office furniture / equipment for Budget 2020.

- **Professional Services** \$ 13,000.00

Note: Hiring an employee through a temp agency, utilizing the employee for thirty hours per week to work the inactive utilities.

Tracy Spence, Finance Director added this would be a self-supporting position. This position will be at no cost to the General Fund, it will be reimbursed by the electric fund.

• Maintenance Service Contracts	\$	19,375.00
Maintenance Service Contract / Edmunds	\$	6,800.00
Ricoh / Maint. on Big Printer 2	\$	1,500.00
Maintenance Service Contract for BAI (Bright)	\$	11,075.00

Note: Reduced amount for Budget 2020 – over budgeted for maintenance service Contract / Edmunds. Maintenance service contract for BAI was split between Commissioner of the Revenue and City Treasurer’s office. We still utilize several modules within the Bright System.

• Travel – Convention and Education	\$	3,200.00
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Note: TAV Conference / Education / Mileage for Treasurer / Deputy Treasurer Spring / Fall District meetings for Treasurer / Deputy Treasurer

• Decals, Tags and Licenses	\$	10,125.00
100 E – Z Passes	\$	3,200.00
Pet Tags	\$	325.00
Heat Applied Cigarette Stamps	\$	3,600.00
Wet Applied Cigarette Stamps	\$	3,000.00

Note: Cost of Pet Tags increased and Heat Applied Cigarettes increased

Police Department

Amanda Jarratt, City Manager gave a brief overview of the City of Franklin’s Police Department’s budget in Chief Steve Patterson’s absence. Chief Patterson has requested \$3,310,860.00. Below are some of the increases City Manager Jarratt reviewed:

• Salaries and Wages – Regular	\$	1,756,046.00
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Note: Would like to implement a %5 training allotment for FTO while actively training using average FTO salary, this would equate to \$1.30 per hour Training is approximately four months, approximately 756 hours = \$982.80 per trainer. Anticipate five per year = \$4,914.00.

• Maintenance Service Contracts	\$	67,906.00
LEADS Online	\$	2,130.00'
Lexipol	\$	12,750.00
Liftoff (Microsoft and email)	\$	8,976.00
Acme Technical Services (CCTV)	\$	4,500.00
Carousel Industries	\$	21,835.00
CodeRed	\$	5,780.00
Rounding	-\$	1.00
Worldview Solutions	\$	4,535.00
Informer Systems	\$	5,443.00
Praetorian Group – Police One Academy On-Line	\$	1,958.00

Note: Increase to add Pretorian Group – Police one Academy (VRSA and Lexipol partner)

E – 911

Amanda Jarratt, City Manager gave a brief overview of the City of Franklin’s E-911 Department. Chief Steve Patterson requested \$760,918.31. Below are some of the increases Chief Steve Patterson reviewed:

• Salaries and Wages – Regular	\$	301,970.00
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Note: Would like to add 5% incentive pay to training officers while actively training. Equates to an increase of .73 cents per hour (average pay of \$30,283). Training is approximately five months (11 pay cycles) = 924 work hours = increase of \$674.52 per training cycle. Two training officers (not including Winslow). Additional \$4047.12 to allow for three training cycles per year per trainer. See note with overtime.

• Maintenance Service Contracts	\$	81,517.00
World View Solutions	\$	2,535.00
Domain Time II	\$	450.00
Southern Software (CAD and RVS)	\$	34,507.00
Canon Lease	\$	6,260.00
Sirius Weather and Radio Subscription	\$	1,404.00
Carousel 911 System Maintenance	\$	19,668.00
DSS (Radio and Phone Recorder)	\$	5,575.00
Novastor	\$	2,998.00
Lansweeper	\$	495.00
Piriform (Network Software)	\$	1,200.00
Equature Voice Capture – three-year contract	\$	6,425.00

Note: Added three-year contract for voice capture device

• Telecommunications	\$	3,200.00
Charter – Phone Line	\$	828.00
Verizon Landline	\$	970.00
Charter Internet Service	\$	760.00
VITA – Treasurer	\$	72.00
E-Plus Phone System	\$	570.00

Animal Control

Amanda Jarratt, City Manager gave a brief overview of the Animal Control Department’s Budget. Chief Patterson requested \$109,523.00.

Amanda Jarratt, City Manager informed Council that a part-time position was frozen in the Animal Control Department last year. This position will have to be filled due to the department recently had an underwent an inspection by the State Veterinarian. The results of this inspection stated the animals need to be checked on more frequently at the shelter.

Councilman Benny Burgess asked if it was possible to find volunteers to check on the animals at the shelter.

City Manager Jarratt replied she would check to see if volunteers would be allowed.

Vehicle Leasing Program

Amanda Jarratt, City Manager introduced a vehicle leasing program to Council. There is a leasing program available through Enterprise Rental. She added with the leasing program the City would have the option to maintain the vehicles in the City’s garage or use Enterprise’s maintenance program. The cost to the City would be tremendously lower than purchasing vehicles.

Councilman Linwood Johnson asked if the vehicles would be new or used.

Steve Patterson, Chief of Franklin City Police Department who arrived late due to handling police business, answered the vehicles would be new.

Frank Rabil, Mayor asked if other localities were using a Vehicle Leasing Program.

Chief Patterson confirmed that other localities were using similar programs.

Councilman Bobby Cutchins stated there are a lot of pros and cons to using a vehicle leasing program.

The consensus of City Council was to have a representative from some of these vehicle leasing programs to answer questions.

Fire & Rescue

Amanda Jarratt, City Manager introduced Vernie Francis, III, Director of Emergency Services to give a brief overview of the Emergency Services Department’s budget. Below are some of the increases Director Francis reviewed:

- **Salaries and Wages – Regular** \$ 2,389,043.00

Director Francis stated a large portion of these salaries are due the EMS Contract.

- **Salaries and Wages – Overtime** \$ 382,388.09

Note: Increase to cover the additional Southampton County employees / EMS Contract.

- **Salaries and Wages – Holiday Pay** \$ 116,703.00

Note: Increase to cover the additional Southampton County employees / EMS Contract.

- **Salaries and Wages – Part-Time** \$ 84,426.77

Note: Budgeted for the Southampton County contract.

- **FICA** \$ 225,994.77
 - FICA – Regular Salaries \$ 187,814.77
 - FICA – Overtime & Holiday Pay \$ 38,180.00

Note: Budgeted for the Southampton County contract.

- **Line of Duty Act** \$ 48,000.00

Note: Increase in cost and adding additional Southampton County employees.

- **Group Life Insurance** \$ 31,935.01

Note: Increase to cover additional employees / EMS Contract.

- **Insurance – Volunteer Fire Accident** \$ 10,500.00

Note: 10.6% Increase in the cost for coverage.

- **Education and Uniforms Allowance** \$ 18,000.00

Note: Additional Southampton County employees

- **Adjustment Pay** \$ 2,410.00

Note: Additional Training if needed

- **Doctors & Physical Exam Fees** \$ 23,000.00

Note: Source Patient testing accordance to our city Infection Control Plan & Employees Annual Physicals to meet NFPA 1582.

- **Professional Services** \$ 1,500.00

Note: Payment for our Operational Medical Director (OMD). OEMS requires every EMS agency to operate under the direction of a doctor.

- **Contractual Services** \$ 62,500.00

Note: Increase due to call volume that raises the cost of our EMS billing recovery.

- **Repairs & Maintenance – Motor Vehicles** \$ 51,000.00

Note: 15.9% increase due to the age of the Department’s vehicles.

- **Vehicle Supplies – Fuel** \$ 21,500.00

Note: 19.4% increase in cost and increase in call volume

- **Uniforms and Wearing Apparel** \$ 24,000.00

Note: Some of the requested funds were budgeted from the Southampton County contract.

- **Books and Subscriptions** \$ 13,750.00

Note: Target Safety On-line Training System Subscription
Increased to cover the cost for additional Southampton County Employees.

- **Fire Hose and Equipment** \$ 70,000.00
 - 8 sets of full turnout gear for our employees & volunteers \$ 21,000.00
 - Turnout gear bag for transport of gear in personal vehicles to
Different stations / cancer prevention \$ 4,000.00
 - Replacement of 5 SCBA units at the 2018 / NFPA Standard,
(the price will increase every year) \$ 38,000.00
 - Replacement of fire hose that fail hose testing \$ 7,000.00

Note: Continue with the SCBA replacement program of five each year.

- **Communication Equipment** \$ 10,000.00

Note: Replace ten portable radios

- **Computer Equipment** \$ 4,000.00

Note: Atladtec Scheduling Management Software Subscription

- **Rescue Equipment** \$ 6,600.00
 - Replace EKG monitor batteries \$ 1,500.00
 - Replace portable power tools on the rescue truck / fire engines
That can no longer get replacement batteries
 - Replacement of 3 Lucas CPR device batteries \$ 2,000.00
 - Replacement of 4 powered stretcher batteries \$ 1,500.00

- **Capital Lease** \$ 25,740.00

Note: Engine #1 Loan Payment

- **River Gauge Grant** \$ 53,920.00

Note: Annual USGS River Gauge Maintenance / Payment was 2019 increase to the contract.
Annual USGS river gauge maintenance payment was an increase to the 2019 contract

Vice-Mayor Barry Cheatham asked how much would the City be receiving from the county.

Director Francis replied the City would be receiving right at \$1,996,000.00. He added the City would also be receiving funds from the EMS contract, Virginia Department of Fire Programs, EMS for life which is a DMV tax, some salary offsets from the LMPG Grant, EMS billing and a portion of the EMS billing from the Southampton County as well as the fire billing from Southampton County. That gives the City about almost 55% back.

The Franklin City Council held Budget Work Session #3 on Thursday, March 5, 2020 at 6:00 p.m. in the Council Chambers located at City Hall.

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

Council Members Not in Attendance: Councilman Gregory McLemore

City Staff in Attendance: Amanda Jarratt, City Manager

Other City Staff in Attendance: Dan Howe, Director of Downtown Franklin Association; Mark Bly, Director of Power & Light; Tracy Spence, Director of Finance; Brenda Rickman, Commissioner of Revenue; Dinah Babb, City Treasurer; Steve Patterson, Chief of Franklin City Police Department; Bob Porti, Deputy Chief of Franklin City Police Department; Vernie Francis, III, Director of Emergency Services Jerry Griffith, Deputy Director of Emergency Services; Sammara Green-Bailey, Director of Parks and Recreations; Trevelyn Linton Airport Manager; Russ Pace, Director of Public Works; Chad Edwards, Deputy Director of Public Works; Lin Darden, General Services Superintendent, and Stephen Newsome, Information Technology Specialist

Information Technology

Amanda Jarratt, City Manager introduced Stephen Newsom, Information Specialist to give a brief overview of his portion of the budget. IT Specialist Newsome’s requested \$229,635.00. Below are some of the increases that were reviewed:

- **PEG Channel & AV Equipment**

City Hall Security Camera Upgrades	\$ 21,513.00
PEG Channel Upgrades	\$ 5,000.00
Total	\$ 26,513.00

Note: Additional security cameras which would include replacing the Social Security building cameras and installing cameras at the EMS Station 1, PEG Channel audio upgrades to improve sound quality.

- **Networking & Operation Costs**

STEM	\$ 17,082.00
Day to Day Operation	\$ 15,000.00
Wireless Upgrades	\$ 10,464.00
10 Additional Office 365 Users	\$ 2,500.00
Windows 10 Upgrades for 100 Machines	\$ 14,200.00
Total	\$ 59,246.00

Note: Purchase a STEM for security and event monitoring, upgrades to wireless infrastructure, additional office 365 users for DR, windows 10 upgrades due to windows 7 support ending.

City Manager Jarratt stated the City continues to get negative feedback on the audio quality of City Council Meetings, hopefully this will improve with these upgrades.

Mayor Frank Rabil asked when was the anticipated date for these upgrades to be done.

IT Specialist Newsome’s replied the upgrades should be done in the next few weeks.

Mayor Rabil requested that when the updates are completed, a public service announcement be made.

Councilman Benny Burgess stated that if the updates do not resolve the problem and it is decided that the problem is with Charter; the City should file a complaint with the State Corporation Commission.

Parks & Recreation

Amanda Jarratt, City Manager introduced Sammara Green-Bailey, Director of Parks & Recreations to give a brief overview of her portion of the budget. Director Green-Bailey requested \$464,635.00. Below are some of the increases that were reviewed:

- **Salaries & Wages – Regular**

Administrative Secretary (New – This position will be for a full-time office Secretary.) Presently the Parks & Recreations Department has a contracted secretary. This will allow the office to be covered full time to perform duties needed to operate the office full time verses as it is now operating part time.	\$ 20,863.00
Program Specialist	\$ 42,133.00
Recreation Specialist	\$ 27,018.00
Recreation Director	\$ 59,526.00
Total	\$ 149,540.00

- **Salaries & Wages – Part-time**

Pool Manager – New program Swim Lessons	\$ 1,500.00
Summer Super Jam – Site Director	\$ 4,500.00
Summer Super Jam – Recreation Leaders – 5 Positions	\$ 12,080.00
Summer Super Jam – Bus Drive	\$ 5,000.00
Pool Manager	\$ 6,000.00
New Program for 2020 – Swim Lessons using two guards for the Summer Program. (30 days)	\$ 2,000.00
Armory Park Pool – Lifeguards	\$ 10,000.00
Armory Park Pool – Pool Gate Attendants	\$ 5,000.00
Part-Time Recreational Aide	\$ 10,000.00
Total	\$ 56,080.00

Note: One part-time permanent Recreational Aide - \$10,000.00, this is a position that the department has had in past years. This person will serve as an aide program specialist. Also will give support for all athletic programs & leagues that are conducted by the athletic section. This staff person will also be responsible for checking all trash receptacles at all City parks and dumping them as needed. Presently, the department paid a private contractor \$6,000.00 per year to perform this task. The Aide will help with all programming and special events.

Mayor Frank Rabil asked if there was an opportunity to bring an intern in from a university under an internship program.

Director Green-Bailey replied she was not aware of one.

City Manager Jarratt stated that the Parks & Recreations Department is currently utilizing a work program through the Social Services Department but their hours are limited. She added while working on the Parks & Recreation budget the new minimum wage legislation had to be considered.

Mayor Rabil asked if the Parks & Recreation Department worked with the Franklin YMCA concerning the recruitment of lifeguards.

Director Green-Bailey replied the YMCA has worked with Parks & Recreations before by letting the department use the pool last year.

- **Repairs & Maintenance** **\$ 3,800.00**

Note: Painting conference room \$600.00, large front senior room \$883.50, secretary room \$387.00, and replacing molded tiles.

- **Contractual Service Programs**
 - Paul D. Camp Community College \$ 10,000.00
 - Protection 1 – Alarm System \$ 1,200.00
 - Deer Park Spring Water \$ 1,000.00
 - Water Management – Trash Dumpster \$ 1,000.00
 - Xerox \$ 2,500.00
 - Pool Technician – The department does not have a qualified person on staff that can professionally manage the total operation of the Armory Drive Park summer pool. Past department staff, Waverly Lawrence, now retired operated the pool each year when he worked for the department. Mr. Lawrence has many years of experience in the total operation of the pool to include: (set-up in the opening of the pool, cleaning, operating, pool chemicals and Keeping all in balance for safe water and the closing of the pool at the end of the season). \$ 9,000.00
 - Officials youth baseball \$ 500.00
 - Adult softball league (league officials) \$ 500.00
 - Youth basketball (summer and winter) baseball and soccer officials \$ 1,000.00
 - Adult basketball (summer and winter), softball, flag football and Kickball officials \$ 1,000.00
 - Youth athletic league uniforms \$ 800.00
 - Festival – Red Wine, Brew Festival \$ 500.00
 - Hayden Gym \$ 5,000.00
 - Porta – Johns \$ 1,200.00
 - Two 5K runs \$ 500.00
 - Miscellaneous \$ 5,000.00
 - Total** **\$ 40,700.00**

Director Green-Bailey added the festival and the two 5K runs should pay for themselves.

- **Day Care Scholarships Field Trips** \$ 5,000.00

Note: Cost for trips can be as listed from cost for trips in 2019. Busch Gardens (two trips) Water Country (two trips) via air conditioned buses by Franklin Public Schools - \$1,000.00; Kings Dominion - \$900.00; Norfolk - \$75.00 and Washington D.C. - \$1,400.00. In addition to these trips we also have many other trips that we travel to Virginia Beach (fishing); Hampton (fishing); Virginia Beach (beach & ice skating); Chesapeake (movies) and etc.

Some of these trips we have used our own buses. On one trip using our bus due to the heat, some of the youth got sick because of the extreme heat on the bus, but the weather each summer is increasing in heat that in 2019 I am using buses from Franklin Public Schools that had air conditioning. In 2019 I plan to go on more trips using the school buses with A/C.

Due to limited funds in this line item number, there has only been fifty-five youths sent to the Washington D.C. for their annual trip. This allows money to be used by the Summer Super Jam Program for trips on charter buses to locations that are too far to travel on our school buses. This includes trips to locations as Busch Gardens, Kings Dominion, Charles City County and Washington D.C.

- **Travel – Convention and Education** \$ 500.00

Note: This year employees of the department will be attending conferences / Training offered by our professional association, the Virginian Recreation & Park Society at various locations throughout the state.

- **Dues and Association Memberships** \$ 350.00

Note: The membership fee for our professional organization – the Virginia Recreation & Park Society is \$200.00. This includes Director & one staff each Professional membership - \$75.00.

- **Agricultural Supplies**
 - Hayden baseball field \$ 4,000.00
 - City of Franklin signage for Parks (College, King Center, and Armory Park) \$ 3,000.00

Note: We would like to move all little league t-ball practices and games to Hayden Field as Armory has become overcrowded due to the shared field. This money will provide dirt, proper fencing and proper site preparation to make the field playable - \$5000.00; \$3,000.00 will help park signage at College, Dog Park and Armory.

Mayor Rabil requested that one of the rules for using Armory Drive Park is to clean up trash and debris.

City Manager Jarratt stated the City is aware of the need for a second sports field and Hayden seems to be the most logical place and she assured Council that research would be done to see what kind of grants would be available for this project.

- **Recreational Programs & Supplies** \$ 20,000.00

Note: New commercial game tables – indoor commercial basketball goal - \$174.00, Indoor commercial foosball - \$450.16, indoor commercial hockey table - \$970.99, air Hockey / 4 tables - \$305.13, and pool table reraffing - \$600.00 – Total \$2500.00.

- **Farmer’s Market Expenses** \$ 8,000.00

Note: VAFMA Dues - \$50.00, signage banner, rack cards, banner - \$250.00; two picnic tables - \$650.00; two overhead fans \$350.00 / piece - \$700.00; music at the market (20 markets) - \$1500.00; vendor meeting and appreciation lunch - \$200.00; advertisement for ratio - \$500.00; petting zoo (booked four times) - \$1,000.00; Farm to Table event - \$500.00.

City Manager Jarratt reminded Council that the revenue portion is not showing in this budget. There are funds from sponsorships and fundraisers which will offset the costs of these events.

- **Office Furniture & Equipment** \$ 4,000.00

Note: Office furniture, metal chairs (40) - \$514.95; two round tables - \$467.84; two square tables - \$467.38.

- **Computers** \$ 5,000.00

Note: Ten new computers for computer room.

- **Mowing Equipment** \$ 35,416.00

Note: Ventrac Mower with ten accessories. The Reel Mower we currently use is going to play out any day. It will cost \$50,000.00 to get a new Reel Mower when the Reel Mower plays out. Also, the department currently has a contractor coming out to maintain Armory Football field which will approximately cost \$11,000.00 a year to maintain, within three years we would have paid for this machine that will do everything we need at Armory, plus take the place of the Reel Mower. This machine is almost \$15,000.00 cheaper than a Reel Mower by itself and does everything needed for field maintenance. If the department was to purchase this equipment, we currently have somebody who would be able to do all the work at Armory field which would cut the contractor out.

City Manager Jarratt informed Council that she asked Dr. Lufkin, of PDCCC to consider to share in the cost of this piece of equipment since the college utilizes the field as well. She added she is waiting for a response.

Councilman Benny Burgess asked how long would this piece of equipment last.

Chad Edwards, Deputy Director of Public Works replied this type of equipment should last about ten years.

Airport

City Manager Amanda Jarratt introduced Trevelyn Linton, Airport Manager to give a brief overview of his portion of the budget. He requested \$243,207.00. Below are some of the increases he reviewed:

- **Salaries and Wages – Regular** \$ 40,000.00

Airport Manager Linton stated the Salaries and Wages – Regular Line Item has decreased from last year due to the fact that there is only one employee operating at the airport where as in the past there were two.

- **Salaries and Wages – Overtime** \$ 9,000.00

Airport Manager Linton stated the Salaries and Wages – Overtime Line Item is due to possibly being called in on the weekends to load planes with fuel.

- **Repairs & Maintenance – Vehicles** \$ 4,000.00

Note: This is needed to maintain four aging airport vehicles.

- **Repairs & Maintenance - Other** \$ 20,000.00

Note: Repairs and equipment upgrades for terminal building, grounds maintenance, fuel farm, and fuel truck repairs.

- **Advertising** \$ 2,000.00

Note: Advertising is needed to promote our airport, for both events and general use.

- **Travel – Conventions & Education** \$ 3,500.00

Note: Fueling training is needed for airport personnel to maintain quality service standards.

- **Uniforms & Shoes** \$ 1,000.00

Note: Uniforms are needed to keep with a heightened image we want to portray.

- **Merchandise for Resale – Misc.** \$ 1,000.00

Note: Since the name change, the small amount of merchandise is no longer applicable, and needs to be redesigned and reordered.

- **Motor Vehicles** \$ 25,000.00

Airport Manager Linton stated the courtesy vehicle needs to be replaced. He added a utility vehicle is needed to spray pesticides along the ditches and the runway. He is using a back pack now and it is a lot of acreage to cover at the airport.

Councilman Benny Burgess asked if the courtesy vehicle and the utility vehicle were a part of the \$25,000.00 that was requested.

Airport Manager Linton replied yes, he explained some of the equipment is partially funded by the Federal Aviation Administration (FAA) or the Department of Aviation.

Councilman Bobby Cutchins requested that City Council have some discussion about the airport.

City Manager Jarratt stated that it was probably a good idea to schedule a work session to discuss the airport.

Mayor Rabil was in agreement of scheduling a work session to discuss the airport in the near future.

Public Works Department

City Manager Amanda Jarratt introduced Chad Edwards, Deputy Director of Public Works to give a power point presentation concerning hi portion of the budget. Public Works budget will be divided into several different divisions.

Public Works – Street Maintenance

Deputy Director asked for \$1,342,995.00 for the Street Maintenance Division. The Street Maintenance Division is funded by the General Fund. The General Fund receives quarterly payments of Virginia Department of Transportation (VDOT). Below are some increases he reviewed:

- **Salaries and Wages – Regular** \$ 569,471.00

Note: Includes vacancies with salaries increased for hiring.

- **Contractual Services** \$ 34,000.00

Note: Street closures, surveys, tree maintenance and stump removal.

- **Maintenance Service Contracts – RR** \$ 5,000.00

Note: Signal crossing maintenance

- **Equipment Mowers** \$ 9,000.00

Note: Increased cost of mower

- **Capital – Projects**
 - Drainage Improvements \$ 300,000.00
 - Street Improvements \$ 500,000.00
 - Signal Improvements \$ 50,000.00
 - 2nd & Main Signal \$ 325,000.00
 - Total** **\$ 1,175,000.00**

Public Works Garage

Deputy Director of Public Works, Chad Edwards requested \$242,937.00 for the Public Works Garage portion of the budget. Below are some of the increases he reviewed:

- **Salaries / Benefits** \$ 2,459.00
- **Repairs & Maintenance** \$ 1,000.00
- **Equipment Upgrades** \$ 24,000.00

Total Cost \$ **27,459.00**

Building Maintenance – General

Deputy Director asked for \$816,133.58. Below are some of the increases reviewed:

- **Salaries and Wages – Regular** \$ 207,709.00
- **Contractual Services**
 - Public Works / Electric \$ 9,436.00
 - Police Courts \$ 36,542.00
 - ESB \$ 17,296.00
 - HVFD \$ 6,112.00
 - Train Station \$ 6,600.00
 - MLK Center \$ 6,700.00
 - Dog Pound \$ 960.00
 - Airport \$ 4,560.00
 - Boat Ramp Bathrooms \$ 3,300.00
 - Farmers Market Bathrooms \$ 3,399.96
 - Total** \$ **94,905.96**

Note: HVAC, pest, fire systems, mats, bathrooms, - eight buildings

- **Contractual Grounds Maintenance** \$ 72,760.00

Note: Re-Bid Grass Contracts

- **Utilities** \$ 120,000.00

Note: Based on history and current expenditures

- **Heating Fuel** \$ 2,500.00

Note: Based on history and current expenditures

- **Utilities – Water / Sewer Service** \$ 9,500.00

Note: Based on history and current expenditures

- **Telecommunications**
 - Charter \$ 759.00
 - Verizon Main \$ 2,468.00
 - Verizon Wireless \$ 456.00
 - VITA \$ 69.00
 - Eplus \$ 1,709.00
 - Total** \$ **5,461.00**

- **Insurance – Flood** \$ 6,000.00

- **Housekeeping & Janitorial Supplies** \$ 35,000.00

Note: Increased supply cost - eight buildings

- **Repairs & Maintenance Supplies** \$ 60,000.00

Note: Increased material cost – eight buildings (\$10,000.00)

- **Building Maintenance – Capital Exp.**
 - Unforeseen emergency repairs to buildings. This was cut last year. \$ 25,000.00
 - Replacement for the replacement of the roof & siding on the old VFW building used by multiple departments for storage. \$ 25,000.00
 - Total** \$ **50,000.00**

Building Maintenance – Armory

- **Repairs & Maintenance – Building & Grounds** \$ 1,000.00
- **Utilities – Electric Service** \$ 3,500.00
- **Insurance – Fire** \$ 500.00

Building Maintenance – City Hall

- **Salaries and Wages – Regular** \$ 23,117.00

Note: Custodian / Supplied by Finance

- **Utilities – Electric Service** \$ 125,000.00

Note: Based on history and current expenditures

- **Insurance – Fire** \$ 4,300.00

Note: Based on history and current expenditures

- **Housekeeping & Janitorial Supplies** \$ 5,000.00

Note: Increased due to supply cost

- **Repairs & Maintenance – Capital Exp.** \$ 7,500.00

Note: Increasing maintenance with aging building

Building Maintenance – Social Services

- **Utilities – Electric Service** \$ 19,500.00

Note: Increase due to installation of dehumidifier

- **Insurance – Flood** \$ 7,000.00

Note: Based on history and current expenditures

- **Housekeeping & Janitorial Supplies** \$ 4,000.00

Note: Increased due to supply cost

Building Maintenance – Health Department

- **Maintenance Service Contracts** \$ 8,444.00

Note: Cost increase – HVAC, Pest, Mats and Fire System

- **Housekeeping & Janitorial Supplies** \$ 3,500.00

Note: Increased supply cost

- **Repairs & Maintenance – Supplies** \$ 4,000.00

Note: Increased material costs

Cemeteries

- **Contractual Services** \$ 97,760.00

Note: Increased cost due to new contract for cutting

Library

- **Maintenance Service Contracts** \$ 7,020.00

Note: HVAC, Pest, Mats, and Fire System

- **Utilities – Electric Service** \$ 18,000.00

Notes: Based on history and current expenditures

- **Property Insurance** \$ 1,332.32

Note: Based on history and current expenditures

- **Housekeeping & Janitorial Supplies** \$ 2,500.00

Note: Increased supply cost

Franklin Business Center Expenses

- **Utilities – Electric Service** \$ 120,000.00

Note: Based on current usage

- **Telecommunications**
 - EPlus \$ 1,140.00
 - VITA \$ 71.00
 - Charter \$ 759.00
 - Verizon \$ 3,062.00
 - Total** \$ **5,032.00**

Note: Supplied by Finance

- **Housekeeping & Janitorial Supplies** \$ 3,500.00

Note: Increased supply cost and actual expenditures

Capital Improvement Requests

ESB Front Entrance Replacement Doors

Project Description

Provides for the replacement of the front entrance doors at the Emergency Services Building.

Project Justification

This project will bring the Emergency Services Building in compliance with ADA guidelines.

Total Cost \$ 35,000.00

City Building Painting and Ceiling Tile Replacement

Project Description

Provides for the replacement of ceiling tile and painting of five City buildings.

Project Justification

Provides the replacement of the ceiling tile and painting at the following City buildings:

Public Works	\$	26,000.00
Emergency Services Building	\$	58,000.00
Martin Luther King Center	\$	38,000.00
Social Services	\$	29,000.00
Health Department	\$	31,000.00
Total Cost	\$	182,000.00

Traffic Signal Replacement

Project Description

This project provides for the replacement of the Traffic Signal at the intersection of Second Avenue and Main Street.

Project Justification

The current traffic signal is comprised of antiquated parts and is anchored to privately owned buildings.

Total Cost	\$	325,000.00
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Intersection Signal Upgrades

Project Description

Provides for the upgrade of controls and signal head upgrades to 14 traffic signals located in the city.

Project Justification

Provides for the upgrade of controls and signal head upgrade to traffic signals located in the city. Some of the traffic signal controllers located in the city are 20 years old. This technology is outdated and parts are not available. These funds will allow for controllers to be replaced with current technology and help keep the signals from malfunctioning. Also, signal head replacements will help cut down on electrical utility costs by upgrading to LED bulbs. Funds expended on these projects are credited towards money we receive from VDOT for maintenance of streets.

Total Cost	\$	50,000.00
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Street Improvements

Project Description

Provides for maintenance of the city’s transportation system.

Project Justification

These funds are primarily used to resurface city streets. These funds are expended for maintenance only and not used for new construction. Funds expended on these projects are credited towards the money we receive from VDOT for maintenance of the streets and the money received must be justified as spent.

Total Cost \$ 500,000.00

Drainage System Improvements

Project Description

Improvement. Lining and replacement of the City Storm Water Conveyance Systems

Project Justification

The city contracted to perform a city-wide drainage study which has been completed with recommendations for system improvements. The monies allotted with allow for system upgrades and replacement of defective appurtenances in accordance with the study. Funds expended on these projects are credited towards the money we receive from VDOT for maintenance of streets.

Total Cost \$ 300,000.00

Water Service

- Sand, Stone & Topsoil \$ 35,000.00
- Water Meter Purchases \$ 35,000.00

Sewer Service

- Contractual Services \$ 80,000.00

Note: Contracted sewer cleaning and TV (Crew Eliminated)

- Utilities – Electric Service \$ 17,000.00

Note: Based on current usage

- Uniforms & Show Allowance \$ 1,650.00

Note: Uniforms & Boots

Waste Water Treatment Plant

- **Professional Services** \$ 30,000.00

Note: Contracted WWTP Manager

- **Utilities – Electric Service** \$ 140,000.00

Note: Based on current usage

- **Flood Insurance** \$ 50,000.00

Note: Supplied by Finance

- **Repairs & Maintenance Supplies** \$ 53,000.00

Note: Lab supplies added to this account

- **Chemical Supplies – Ferric Chloride** \$ 55,000.00

Capital Improvement Project Request

Water System Improvement

Project Description

Provides for rehabilitation and upgrades to the City’s potable water system.

Project Justification

Funds will be utilized to rehabilitate failing system appurtenances by replacing old water mains and upgrading existing infrastructure.

Total Cost \$ 50,000.00

Sewer System Improvements

Project Description

Provides for rehabilitation and upgrades to the City’s sanitary sewer system.

Project Justification

Funds will be utilized to rehabilitate failing system appurtenances by means of slip lining sewer mains and recoating sanitary manholes.

Total Cost \$ 392,208.92

Wastewater Treatment Plant Upgrades

Project Description

Provides for rehabilitation and upgrades to the City’s Wastewater Treatment Plant

Project Justification

Funds will be utilized to rehabilitate failing system appurtenances by means of upgraded technology improvements, maintenance and replacement of wearable parts to remain compliant with regulatory requirements.

Total Cost **\$ 100,000.00**

Solid Waste

- **Vehicle Supplies** \$ 32,000.00

Note: Fuel only

- **Motor Vehicles – Service Only** \$ 35,000.00

Note: Replaces a 14-year-old pickup truck with 112,948 with a blown up engine. (2006 GMC)

Power & Light

Amanda Jarratt, City Manager introduced Mark Bly, Director of Power & Light to give a brief overview of his portion of the budget. Director Bly requested \$407,654.00. Below are some of the increases reviewed:

- **System Study** \$ 40,000.00

Note: Retail Rate Study

- **Contractual Services**
 - Bay Disposal & Recycling – Monthly rental for roll off and disposal fees \$ 1,850.00
 - Crystal Springs – drinking water service \$ 1,350.00
 - Multra Guard – fire alarm system and monitoring – gen plants \$ 970.00
 - Progressive Engineering – miscellaneous system engineering \$ 10,000.00
 - Special Fleet Service – rubber goods testing and replacements, hydraulic tool repairs, battery tool repairs \$ 5,500.00
 - VUPS – Miss Utility tickets \$ 850.00
 - Xerox – shared services for copier \$ 1,725.00
 - Miscellaneous \$ 2,500.00
 - Tree Contractors \$ 100,000.00
 - Total** **\$ 124,745.00**
- **Maintenance SCADA**
 - QEI – Software Maintenance \$ 12,000.00
 - Miscellaneous \$ 8,000.00
 - Total** **\$ 20,000.00**

• Telecommunications		
E-Plus Phone and data system	\$	6,266.00
Charter Cable	\$	1,440.00
Verizon	\$	5,180.00
Verizon Wireless	\$	5,000.00
Xerox	\$	500.00
Treasurer of Virginia	\$	72.00
Charter Internet	\$	760.00
Total	\$	19,218.00
• Dues and Association Memberships		
APPA – American Public Power Association	\$	10,000.00
MEPAV – Municipal Electric Power Association of Virginia	\$	2,500.00
Total	\$	12,500.00
• Energy for Resale – True-Up	\$	1,202,662.00
• Meter Supplies		
Miscellaneous	\$	2,051.50
Annual Meter Tester Calibration	\$	900.00
150 – flat blank out plates	\$	412.50
250 – blank out plates – bladed	\$	687.50
Disconnect sleeves	\$	150.00
3 Keys for locks	\$	103.50
100 locking rings	\$	320.00
100-meter base locks	\$	1,375.00
Total	\$	6,000.00
• Meters		
15 Test Switches	\$	1,374.00
9 Potential Transformers	\$	2,025.00
9 Current Transformers	\$	1,500.00
15 CT Meter Bases	\$	2,289.00
10 – 600 Amp Three Phase Meter Bases	\$	4,023.00
50 – 400 Amp Meter Bases	\$	10,000.00
100 – 200 Amp Meter Bases	\$	3,775.00
K – Base Adaptors for Commercial Meters	\$	5,334.00
200 Commercial Meter Replacements	\$	12,000.00
400 Residential Meter Replacements	\$	7,500.00
Total	\$	50,000.00
• Principal Payments on Bonds	\$	239,000.00

Note: New money increased line by \$17,000.00

- **Interest Payments on Bonds** \$ 120,654.00

Note: New money increased line by \$120,654.00

- **Lease Payments – Truck** \$ 48,000.00

Note: New digger derrick truck to replace 20-year-old model

Capital Project Request Detail Electric

Miscellaneous System Improvements

Project Description

Increase conductor sizes, install additional phases on overhead circuits, install loop feeds on underground subdivisions.

Project Justification

Various areas throughout service area are in desperate need of upgrades including overhead primary line extensions and converting single phase to three phase, overhead wire heavy up to increase load capacity and underground primary line extensions to add loop feeds to certain locations. These projects would be spread over FY21, FY22, and FY23.

FY21	FY22	FY23	
\$300,000.00	\$300,000.00	\$300,000.00	

Total Cost of Project: \$850,000.00

Automated Metering Infrastructure

Project Description

Automated Metering Infrastructure

Project Justification

At the time we use and Itron “drive-by” system to read our electric meters. The system was converted from a “walk-by” system nearly 20 years ago. The system software is no longer supported by Itron. The system has only one function, to read the meter readings sent by the meter to the drive by system on a monthly basis.

An AMI system would allow two way communications to: request a reading from the office at any time such as for a transfer to prevent rolling a truck, allow remote disconnect / connect for residential meters almost immediately without rolling a truck – also a personnel safety issue in many areas, allow the monitoring of voltage at every location which would also tie in with the SCADA system to allow automatic voltage adjustment to help manage system load and thereby reduce our power costs, would allow notification of theft and tampering at the meter, can be used to determine loading of transformers to determine if the transformer needs to be replaced before failure, can be used to notify us of power outages as well as if / when power has been restored, would allow installation of a “prepay” system for customers to pay as they go and can provide information to a customer portal providing customers nearly real time data as to their power usage showing when and how much power is being used. We also have an antiquated load management system which utilizes water heater switches to cycle water heaters on / off during peak load times. This system is also one-way communication and as such we have no way of knowing if the switches are actually in operation or not. We presently pay customers \$5.00 a month credit, for nearly 2000

switches, to those customers allowing us to install this switch at their home. We continue to find switches that have been disconnected and the customer still receiving the monthly credit but not giving any benefit to the electric department.

Total Cost of Project **\$ 1,500,000.00**

SCADA

Project Description
SCADA Replacement

Project Justification

SCADA is Supervisory Control and Data Acquisition. It is utilized to monitor the delivery points and each circuit separately to have instantaneous values of voltage amperage, kvar, total system load, temperature and generation plants output. The system allows control of reclosing, ground trip and breaker status and can be used to remote start our generators and any other generators on our system if needed. System alarms come in to the system and are recorded. Our existing system was installed in the early 1990's and upgraded in 2000. The existing equipment installed at our Delivery Points continues to fail and finding replacement parts are becoming nonexistent. A new system would have replacement equipment available from many different vendors using universal computer language, would allow remote access by our employees via laptop. A new system would also have the ability to work with information from the new AMI system to have better and more automatic control of the entire system thereby lowering the wholesale power cost. As stated above with AMI, the existing system controls our existing load management water heater switches and with no two-way communication there is no way to know if the switches have actually been activated or how much load has been shed.

Building Repair

Project Description

Replace metal roofing, roofing structure and siding

Project Justification

Several years ago when the City did refinancing of GF debt money was acquired to replace the roofing and siding on the office building and public works parking / storage facilities. The parking / storage facility used by Power & Light was ignored. At this time the structure is showing its age with holes in the roof, metal roof purlins rusted, etc.

Total Cost of Project **\$ 100,000.00**

Gate Operators and Door Locks

Project Description

Install card reader gate operators and door locks

Project Justification

In an effort to better secure our facility Public Works is in process of completing the fencing around the facility. An additional measure is to add key card gate operators and key card door locks to the front entrance doors.

Total Cost of Project **\$ 50,000.00**

FY21 Prioritized Projects

1. Install new URD Primary and make it a loop feed between Canterbury Court and Chaucer Court, put primary in conduit and new padmount transformers
Estimated Cost - **\$ 120,000.00**

2. Upgrade line on Clay Street from College Drive, just past Queens Lane, load problems in that area and Regency will build out one day.
 - a. Estimated footage for 1 phase – 3000' **\$ 20,000.00**
 - b. Estimated footage for new 3 phase – 9000' **\$ 31,000.00****Total Cost** **\$ 51,000.00**

3. Change poles and reconductor circuit 11 from 1105 to Laurel Street which is double circuit with circuit 12 on the top – 38 poles.
Estimated Cost - **\$ 30,000.00**

4. Change poles and reconductor circuit 13 from 1305 to Armory Drive at 1307 including the triple circuit poles - 32 poles.
Estimated Cost - **\$ 40,000.00**

5. Get dip poles 1105, 1205 & 1305 changed out.
Estimated Cost - **\$ 25,000.00**

6. Install new URD primary on Gardner Street area.
Estimated Cost - **\$ 60,000.00**

7. Change poles and reconductor circuit 31 from Old Sedley Road to Country Club Road – 19 poles
Estimated Cost - **\$ 30,000.00**

8. Change poles and reconductor circuit 21 from 20 x 21 to Airport Drive and Lees Mill Road to dead end on South Quay Road and Carrsville Highway form John Beverly Rose Drive to dead end by Sheet Metal Shop.
Estimated Cost – Materials **\$ 175,000.00**

Agencies and Organizations

City Manager Amanda Jarratt asked for Council's guidance concerning the Agencies and Organizations portion of the budget.

Downtown Franklin Association

City Manager Jarratt reminded Council that they cut the Downtown Franklin Association last year and asked them if they desired to hold Downtown Franklin Association at the level that they were held last year or did they want to reinstate some funds to them.

Council came to the consensus of giving Downtown Franklin Association the same funding as last year in addition to the special tax.

Legal Aid

City Manager Jarratt asked Council if they wanted to put any funds toward Legal Aid, which has not been done in the past.

Councilman Benny Burgess stated with the losses the City will go through this year, he does not see how the City can fund any other organizations.

The consensus of Council was to wait on funding any more organizations at the moment.

Adjournment

There being nothing further to discuss, Mayor Frank Rabil adjourned Budget Work Session #3 at 8:15 pm.

Mayor

Clerk to City Council

MARCH 9, 2020 WORKSESSION AND HEARING / FRANKLIN REDEVELOPMENT AND HOUSING
AUTHORITY BOARD OF COMMISSIONERS

The Franklin City Council held a Work Session and Hearing with Franklin Redevelopment and Housing Authority Board of Commissioners on March 9, 2020 at 6:00 p.m. in the City Council Chambers at City Hall.

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

Staff in Attendance: Amanda Jarratt, City Manager; Andrew McRoberts, Attorney from Sands Anderson, Leesa Barnes, Executive Assistant, Recording Minutes

Other Staff in Attendance: Brenda Rickman, Commissioner of Revenue; Russ Pace, Director of Public Works; Mark Bly, Director of Power & Light; Dinah Babb, Franklin City Treasurer; Tracy Spence, Director of Finance; Sarah Rexrode, Director of Social Services and Steve Patterson, Chief of Franklin City Police Department

Members of the Franklin Redevelopment and Housing Authority in Attendance: Scott Alfred, Attorney representing the Housing Authority; Jeffrey Clark, Commissioner; Charlie Ashburn, Commissioner; Shanquea Barrett, Commissioner; Cheryl Vincent, Commissioner; Crystal Joyner Administrative Manager; Gwen Blue, Housing Services Manager and Linda Von Boone-Randolph, Family Self Sufficiency Coordinator

Call to Order

Frank Rabil, Mayor called the March 9, 2020 work session to order at 6:00 p.m.

Clarification of Operating Procedures

FRHA's Attorney, Albert Shapira stated FRHA was somewhat perplexed because of the nature of the hearing to remove Commissioners from the Board. He added the way he reads the statute is there is a provision in the Virginia Code Section 36-17 which states "removal of commissioners, for inefficiency or neglect of duty or misconduct in office, a commissioner of an authority of any city or county may be removed by the governing body of such city or county; but a commissioner may be removed only after he shall have been given a copy of the charges at least ten days prior to the hearing thereon and had an opportunity to be heard in person or by counsel. In the event of the removal of any commissioner, a record of the proceedings, together with the charges and findings thereon, shall be filed in the office of the clerk."

Attorney Shipira stated this code section pertains to a Commissioner, but did not see a provision that would allow for the removal of the entire board. He asked for clarification for this statement and the board needed clarification on why this hearing was called and what was the intent of Council.

Mayor Frank Rabil replied the intent was for Council to have an opportunity to talk with the FRHA Board which has refused to meet with Council and share information that was requested. It is our intent to ask questions and it is up to Council if they choose to remove anyone or group, if so desired.

Mayor Rabil stated that Council sent a list of things that they wanted to address to the FRHA Board.

Attorney Shapira stated the if Council desired he would go over the list in the order that it was sent to him.

The first item on the list related to the failure to insure the debts of allocations of which FRHA paid. He presented a notice from the City of Franklin's Utility Department with a zero balance, which indicates that all debts that are owed to the City are now paid.

Mayor Rabil asked have the debts to other parties been paid.

Attorney Shapira asked was there a particular party in question.

Mayor Rabil replied there are several such as Bay Disposal, Quality Aire. Mayor Rabil has been called on several occasions concerning unpaid accounts. There have been local vendors that have repeatedly called concerning payment from FRHA.

Attorney Shapira assured Mayor Rabil that the vendors would be getting paid.

Attorney Shapira stated the second item on the list was recurring negative balances in the bank account. He wished to bring to Council's attention that the current composition of the Board of Commissioners were not aware of the negative balances. He then turned the floor over to Mr. Reese, the CPA for FRHA.

Mr. Reese informed Council that he had been working with FRHA since the summer of 2017. I assisted in completing their audit for June 30, 2015, June 30, 2016 and in June of 2017. His firm also had to stop working for the FHRA due to like of financial resources as well. His firm started working for FRHA again in January 2018 to compete the audit for 2017 for Berkley Court and Pretlow Gardens. The above mentioned audits are anticipated by next week. As far as the FRHA's statements as a whole a couple of things happened; they changed computer software and the balances were not carried over. Due to these balances were never carried over there were negative balances, this prompted checks being written to vendors but never mailed. These checks have since been mailed. As of last week we have funded all the reserve accounts. This prompted the selling of Holland Trace to free up some revenue in order to pay bills. Mr. Reese stated as far as negative balances being back in the account, he could not explain, possibly some checks went out prior to funds coming in. Mr. Reese requested a list from Council of the vendors that have been calling in order to take care of these accounts. FRHA will have to incorporate more cuts in order to maintain the business.

Mayor Frank Rabil asked was it normal practice to borrow from an escrow account.

Mr. Reese replied no, this should not be done but, after reviewing the past three or four years, FRHA was in a critical financial situation.

Mayor Rabil asked if the board was currently being provided monthly financials.

Mr. Reese replied the board has been receiving cash flow statements since September. He added the 2017 and 2018 audits have not been done.

Attorney Shapira stated Mr. Reese has addressed Items number one, two and three, now let's move on to item four which relates to failure to secure to the direction of the City Council required by Virginia Code Section 36-7.1, the Liquidation of a Housing Project which states, "If the governing body of any county or city determines after a public hearing that the need for a housing project has ceased to exist and that such project should be liquidated it shall so notify the housing authority which shall proceed to liquidate the project following public advertisement of the sale of thereof. Provided that no bid on such project shall be accepted which would result in a sum insufficient to meet the outstanding obligations of the authority with respect to such project and provided further that if the authority finds that the highest offered price is not as much as what it considers a fair value for the property, the authority shall notify the governing body of this fact. After such notification no further proceedings shall be had in the liquidation of the property except at the specific direction of the governing body."

Attorney Shapira stated to his knowledge there was no public hearing.

Mayor Rabil stated Council was never informed of the possibility of selling Holland Trace, so how could Council hold a public hearing without notification of the possible sale.

Mayor Rabil asked if the creditors were notified of the sale of the property.

Attorney Shapira replied he could not answer that.

Attorney Shapira stated the last item on the list was failure to manage and operate housing projects in an efficient manner by failing to maintain a financial reserve in accordance with Virginia Code Section 36-21 which states "Housing projects not to be operated for profit. It is hereby declared to be the policy of this Commonwealth that each housing authority shall manage and operate its housing authority shall manage and operate its housing projects in an efficient manner so as to enable it to fix the rentals for dwelling accommodations at the lowest possible rates consistent with such authority providing decent, safe and sanitary dwelling accommodations, and that no housing authority shall construct or operate any such project for profit, or as a source of revenue to the city or the county. To this end an authority shall fix the rentals for dwellings in its projects at no higher rates than it shall find to be necessary in order to produce revenues which (together with all other available moneys, revenues, income and receipts of the authority from whatever sources derived) will be sufficient (a) to meet the cost of, and to provide for, maintaining and operating the projects (including the cost of any insurance) and the administrative expenses of the authority; (b) to pay, as the same become due, the principal and interest on the bonds of the authority; (c) to provide a margin of safety for making such payments of principal and interest; and (d) to create and maintain a reserve sufficient to ensure the authority can pay the principal of and the interest on the bonds of the authority as the same shall come due." He added the board needed specific questions from Council.

Mayor Rabil stated the Council would have been able to give the board specific questions if they had met with them when requested. Mayor Rabil then addressed the Board with this statement, on January 8, 2020, there was a report of deficiencies made about Pretlow Oldtown Apartments and Berkley Court which states, "this report reflects an overall unsatisfactory rating, this rating is attributed to policy and procedures which are ineffective or lacking thus resulting in frequent findings and general failure to comply with HUD multifamily requirements. He added that is pretty significant.

Attorney Shapira stated he had not reviewed the report but, understood there was a due date to respond.

Mayor Rabil replied I understand there is a due date to respond, but the Board was notified on January 7, 2020, according to the letters that Council has received. He asked what has been done between January 7, 2020 and now.

The Board representative replied January 7, 2020 was the date of the inspection.

Mayor Rabil stated we are aware of that but, there was an exit interview done at the time of this inspection and at this review was a request to have a management team brought in to take care of operations. He expressed his concern that these deficiencies have not been addressed. He added some of these things that the FRHA have not been doing such as background checks and taking funds from security deposits. If FRHA was warned about these deficiencies, then something should have been done.

Mr. Reese assured Council that these deficiencies were being addressed and the funds that were used had been put back.

Mayor Rabil stated the FRHA received a 49 rating out of 100 during this inspection and that is a pretty poor rating. He then opened the floor for questions.

Councilman Bobby Cutchins asked if the FRHA had a current approved budget at the moment.

Mr. Reese replied he had one from last year, but does not have one for 2020.

Councilman Cutchins asked how could a business open their doors every morning and not have an operating budget.

Mr. Reese replied he knows how much it cost to operate the business.

Attorney McRoberts Council asked how many vendors are currently over due by thirty days and what was the dollar amount that was owed to these vendors.

Mr. Reese replied a significant amount; he stated he has a payables list and will start getting these vendors paid this week. He added some vendors will be getting paid completely and some will be receiving payments. Mr. Reese added the FRHA is about \$20,000.00 to \$30,000.00 short of getting all the vendors to zero balance.

Councilman Benny Burgess stated at the meeting last June or July, he specifically asked if vacancies were a problem and was told no; if this was the case how did the FRHA get into the situation that they are currently in. He added it is disconcerting to hear now that vacancies are a problem after Council was told that it was not.

Mayor Rabil asked what is the sustainability plan and what is going to keep the same thing from happening in the future.

Mr. Reese replied staff will have to be trimmed back.

Attorney McRoberts Council asked that a balanced budget and a game plan for moving forward be presented to City Council by a date in agreement with all interested parties.

Councilman Gregory McLemore asked was Mr. Reese employed under Mr. Phillip Page, Director of FRHA in 2015 and 2016 and were you aware of the financial situation at that time.

Mr. Reese replied no.

Councilman McLemore asked who were the responsible parties for FRHA's financial situation.

Mr. Reese replied Mr. Philip Page, Director of FRHA.

Councilman McLemore asked Mr. Reese if would he be involved in making the selection on which vendor would be receiving payment.

Mr. Reese replied no that would be Mrs. Loretta Batten, Interim Executive Director's decision.

Councilman McLemore asked if FRHA had advertised for a full-time Executive Director.

Mrs. Batten replied no.

Councilman McLemore stated he believed the Board was directed to advertise of a full-time Executive Director was it not.

Mrs. Batten replied yes but they have not had the funds to do so.

Councilman McLemore requested the minutes which would contain the discussion about the sealed bid.

Vice-Mayor Barry Cheatham asked if the board meetings consisted of quorums.

Mrs. Batten replied yes.

Councilman Burgess asked Mayor Rabil if Council could defer any further questions to City Manager Jarratt.

Mayor Rabil agreed to the above request.

Councilman McLemore wanted to express for the sake of his colleagues, he did not wish to remove anyone from the FRHA Board.

Adjournment

Mayor Frank Rabil adjourned the March 9, 2020 work session and hearing with Franklin Redevelopment and Housing Authority at 7:02 p.m.

Clerk to City Council

Mayor

MINUTES FROM THE MARCH 9, 2020 REGULAR CITY COUNCIL MEETING

The Franklin City Council held a Regular City Council Meeting on March 9, 2020 at 7:00 p.m. in the City Council Chambers at City Hall.

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

Staff in Attendance: Amanda Jarratt, City Manager and Leesa Barnes, Executive Assistant, Recording Minutes

Other Staff in Attendance: Sarah Rexrode, Director of Social Services; Russ Pace, Director of Public Works; Steve Patterson, Chief of Franklin City Police Department; Sammara Green-Bailey, Director of Parks & Recreation; Mark Bly, Director of Power & Light; Tracy Spence, Director of Finance; Brenda Rickman, Commissioner of Revenue; Dinah Babb, Treasurer of City of Franklin; Vernie Francis, Director of Emergency Services; Jerry Griffith, Deputy Director of Emergency Services and Dan Howe, Director of Downtown Franklin Association

Call to Order

Mayor Frank Rabil called the March 9, 2020 Regular City Council meeting to order at 7:03 p.m.

Citizen's Time

1st Speaker

Terence Randall - resides at 1809 South Street, Apartment A, Franklin, Virginia 23851; Mr. Randall was advocating to raise Franklin City Public Schools custodians hourly wage from \$8.75 / hour to a minimum of \$12.00 / hour.

2nd Speaker

Dara Riddick-Fenner – resides at 110 Forest Pine Road, Apartment D, Franklin, Virginia 23851; Mrs. Riddick-Fenner is a Teacher's Assistant and was advocating to raise the Franklin City Public Schools Assistant's starting salary from \$12,500.00 to \$15,500.00.

3rd Speaker

Freda Idisi-Cole – resides at 215 South College Drive, Franklin, Virginia 23851; Mrs. Idisi-Cole was advocating for teacher's and nurse's salaries to be increased to be equivalent or higher as Southampton County's and the surrounding areas' salaries.

4th Speaker

Travis Felts – resides at 157 Covey Circle, Franklin, Virginia 23851; Mr. Felts was advocating for teacher salary increases and asked that the Franklin City Council make the Franklin City Public School's budget a top priority.

Amendments to Agenda

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

There were no amendments to the agenda.

Approval of February 24, 2020 Regular Meeting Minutes

Mayor Frank Rabil asked if there were any additions or corrections to the minutes from the February 24, 2020, regular City Council meeting.

There being no additions or corrections Mayor Frank Rabil asked for a motion of approval.

Vice-Mayor Barry Cheatham made a motion to approve the minutes from the February 24, 2020, regular City Council meeting. The motion was second by Councilman Linwood Johnson.

The motion carried the vote by 7-0.

Update on Community Day 2020 – Jane Fries

City Manager Amanda Jarratt introduced Jane Fries and members from the Leaders Club to come forward and give a brief update on the upcoming Community Day 2020. Community day will be held on Saturday, April 25, 2020 from 10:00 a.m. to 3:00 p.m. at High Street United Methodist Church located on Camp Parkway. High Street United Methodist Church is partnering with Southampton County Social Services and the Franklin Southampton Wellness Coalition. This event is expected to host about a thousand people this year. There are a variety of activities planned for all ages, live music by the Common Ground Band, sixty vendors, free food and a visit by the Nightingale Regional Air Ambulance. Mrs. Fries asked for Franklin City Council's support for this event.

Mrs. Fries introduced Madison Dildey, Abbey Balance and Erica Schaffer, who serve on the Executive Board of the James L. Camp, Jr. Leaders Club Group to give information about the YMCA Leaders Club 40th Anniversary 5K Cross Country Race in memory of Tom Pearson. In celebration of the 40th Anniversary of the YMCA Leaders Club, they have organized and will be hosting a family friendly cross country 5K in honor of Tom Pearson's memory. The 5K race will take place behind Riverdale Elementary school located at 31023 Camp Parkway, Franklin. The proceeds will go to the YMCA Leaders Club.

Resolution #2020 – 05 in Support of the Redesignation of Local Workforce Development Areas 14 & 16

In December 2019, all the Local Elected Officials (LEO's) who serve on either the Greater Peninsula Workforce Board (Gloucester County, Hampton, James City County, Newport News, Poquoson, Williamsburg and York County) and Hampton Roads Workforce Council (Chesapeake, Franklin, Isle of Wight County, Norfolk, Portsmouth, Southampton County, Suffolk, and Virginia Beach) were asked to support the re-organization and merger of the two workforce boards so that they could better serve the needs of both employees and job seekers in the greater Hampton Roads area. All Fifteen LEO's approved.

Each jurisdiction must approve the attached resolution so that a request can be made to the Governor's office for official workforce development area redesignation.

Since the signing of a Collaborative Resolution in September 2018, the two workforce boards have worked together to strengthen workforce development by partnering to accomplish the following activities:

- Established the Hampton Roads Coalition for Talent through a \$100,000.00 GO Virginia Grant;
- Formed a Joint Business Services Team that assisted over 4,000 employers and provided a single point of contact for the region’s economic development agencies;
- Implemented a joint fundraising initiative resulting in over \$250,000.00 in new private resources to support workforce development initiatives throughout the region;
- Conducted joint Communications Committee meetings that resulted in the publication of three regional newsletters and labor market digests;
- Held a joint executive committee meeting followed by a joint full board meeting; and,
- Had a reciprocal meeting attendance by staff and chairs.
- Held a joint annual meeting that had over 300 people attend.
- Issued a joint economic impact report (that covers both service delivery areas)
- Started the process to hire a grant writer both to support internal grant applications and as a fee for service for other nonprofit entities
- Began exploring other fee for service opportunities.

“Workforce and Talent Development” is the most important issue that employers discuss and that potential employers express interest in before moving into or region. As the two boards have made great strides in partnership opportunities, it is inevitable that they begin to discuss a strategic consolidation that adjusts our focus from what we can do together as allied organizations to a more structured and coherent single organizational approach that can address workforce development issues across the entire region.

This new organization would mean that the current Hampton Roads Workforce Council and the Greater Peninsula Workforce Board would no longer exist in their current forms. However, in their place there would be one truly regional board and organization that all employers, individuals, educational institutions, economic development agencies and other partners could come to for advice, input, and guidance on all issues related to workforce development.

In order to make this happen, they need the support of each locality by signing the attached Resolution to the Commonwealth of Virginia’s Governor for Local Workforce Development Area Re-Designation

Councilman Benny Burgess read and motioned to adopt Resolution #2020 - 05. The motion was seconded by Vice-Mayor Barry Cheatham.

The motion carried the vote by 7-0.

See Attached Resolution:



**RESOLUTION #2020-05
IN SUPPORT OF THE REDESIGNATION OF
LOCAL WORKFORCE DEVELOPMENT AREAS 14 & 16
INTO A NEW SINGLE LOCAL WORKFORCE DEVELOPMENT AREA**

WHEREAS, under the Workforce Innovation and Opportunity Act (WIOA), Public Law 113-128, local workforce development areas (LWDAs) within a planning region that want to re-designate into a single LWDA shall be given the opportunity to do so; and

WHEREAS, the Virginia Board of Workforce Development's Policy, Number 200-07, entitled, "Process for Requesting LWDA Redesignation: Redesignation Assistance," effective July 1, 2017, prescribes the process to be followed when a unit or a combination of units of political sub-divisions request redesignation of their LWDAs as provided under WIOA; and

WHEREAS, the Greater Peninsula Workforce Board (GPWB), tasked with overseeing the delivery of workforce services within LWDA 14 and the Hampton Roads Workforce Council (HRWC), tasked with overseeing the delivery of workforce services within LWDA 16, are part of one regional economic ecosystem serving the fifteen political sub-divisions of Southeastern Virginia; and

WHEREAS, in September 2018 the GPWB and HRWC executed a Resolution establishing the Southeastern Virginia Regional Workforce Collaborative whose purpose was to address the needs of area employers through a collaborative regional approach, focused upon business engagement strategies, communication efforts, program development, provision of labor market intelligence, veteran transition support and emerging workforce initiatives; and

WHEREAS, the work of the Collaborative has resulted in a significant number of successful undertakings to include the creation of a Joint Business Services Team that has assisted over 4,000 employers, the implementation of a fundraising initiative which raised over \$250,000 in new private resources, the award of a \$100,000 GO Virginia Grant to establish the Hampton Roads Coalition for Talent, and the publication of a regional economic impact report that concluded there was a \$4.30 return on investment for each \$1.00 spent by the region's two workforce boards; now, therefore it is

RESOLVED, that the request of the GPWB and HRWC to be re-designated into a new, single LWDA to oversee the delivery of workforce development services within the fifteen political subdivisions located

within Southeastern Virginia, as prescribed under WIOA, be approved for submission to the Virginia Board of Workforce Development and subsequent action by the Governor of the Commonwealth of Virginia.

Resolved: _____

Mayor Frank M. Rabil

Financial Matters

Budget Amendment #2020 – 11

City Manager Amanda Jarratt reviewed Budget Amendment #2020 – 11.

The Franklin City School division requested the following funds to be added to the current FY2020 Teacher Mentor Grant:

- General – Instruction \$ 632.00

The Franklin City School division requests that the following funds be added to the current FY2020 Adult Basic Education Budget.

- General – Title VI Rural Ed \$6,786.39

The Franklin City School division requests that the following funds be added to the current FY2020 Title I Budget.

- General – Title I \$ 330.23

Mayor Frank Rabil asked for a motion to approve Budget Amendment #2020 – 11.

Councilman Linwood Johnson made a motion to adopt Budget Amendment #2020 -11. The motion was seconded by Vice-Mayor Barry Cheatham.

The motion carried the vote by 7-0.

Councilman Benny Burgess clarified by law City Council appropriates school board funds in one lump sum, Council is not allowed to tell the School Board how to spend the funds. It is the School Board's responsibility to make the decision concerning raises.

Old / New Business

Edmunds Update

City Manager Amanda Jarratt stated at one of the Budget Work Sessions there was a discussion about the Edmunds Software Contract and there expected timelines. She reviewed the following timelines:

06-06-2014	RFP issued
07-22-2014	Bids opened
01-26-2015	Contract signed
08-21-2015	\$61,034.50 paid to Edmunds & Associates
01-2016	Finance Accounting & Payroll / HR installed
09-2016	Tax Billing installation delayed
04-2017	Utility Billing installed
03-2019	Tax Billing (excluding Income Tax), Accounts Receivable & Business Licensing installed

Payment terms contract:

Payment I	Installation of MCSJ Software	50%	\$ 61,034.50
Payment II	60 days after implementation	40%	\$ 48,827.60
Payment III	Upon final acceptance	10%	\$ 12,206.90
	Only one scanner / validator / cash drawer	Total	\$122,069.00

With regards to the Income Tax module, according to an update from Edmunds received on February 14, 2020 there is a team of developers assigned to the project. They are currently reviewing the existing code set to get a better understanding of how the module works today. Once this process is complete, they will be reaching out to Virginia customers (City of Franklin included) to conduct Business Process Reviews. They estimate that they will be scheduling BPR's in late March / early April. Once the reviews are complete they will have a better scope of work and should be able to provide a real estimate for the new Income Tax module.

Councilman Benny Burgess commented it has taken six years to put in an accounting software; this is unacceptable.

Courthouse Update

Southampton County Courthouse

City Manager Amanda Jarratt updated Council on the Southampton County Courthouse Project. She has had no response to the letter she sent to Judge Eason regarding an extension on the courthouse closure. A tour of available space in the City of Franklin is being conducted for temporary office spaces. A meeting of the negotiating team is scheduled for March 11, 2020 at 5:00 p.m. prior to the Planning Commission meeting. The first stakeholders meeting is scheduled for March 27, 2020 at 2:00 p.m. She added she has expressed to Mike Johnson, Southampton County Administrator and Staff to maintain open lines of communication during this transition for temporary office space in order to have time to prepare.

City of Franklin Courthouse

City Manager Amanda Jarratt updated Council on the City of Franklin Courthouse Project. She had a meeting with Judge Wisner on Wednesday, February 26, 2020 to discuss the use of the City of Franklin Courthouse while the Southampton County Courthouse is closed for renovations. The General District Court and the Juvenile Domestic Relations Court will be moving to the City of Franklin's Courthouse and court will be held five days a week instead of two days a week. Also during this meeting he expressed his desire for the parking lot security improvements to progress especially due to the increased court days scheduled at our facility. Staff has obtained a quote from a local vendor for budgetary purposes and an RFP will need to be issued. Staff suggests to use a portion of the proceeds from the sale of the Camp Family Homestead toward this project.

City Manager Jarratt stated that the required action is to authorize staff to proceed with the parking lot security improvements and to utilize a portion of the funds that were received from the sale of the Camp Family Homestead towards the above project. She anticipates the cost of this project to be less than \$30,000.00.

Councilman Linwood Johnson made a motion to proceed with the parking lot security improvements and to utilize a portion of the funds that were received from the sale of the Camp Family Homestead towards the above project. Councilwoman Wynndolyn Copeland seconded the motion.

Councilman Bobby Cutchins asked if all the expenses for the repairs to the City of Franklin's courthouse were going to be the City's responsibility or were they to be shared.

City Manager Jarratt assured Council that Southampton County would pay their share of the repairs but there will have to be a discussion in the future about sharing the expense of utilities and supplies.

Vice-Mayor Barry Cheatham asked if the courthouse improvements would fit in with the future plans for the courthouse.

City Manager Jarratt replied nothing that has to be done now will be wasted on the future courthouse project.

The motion carried the vote by 7-0.

City Manager's Report

General Updates

- There will be a Budget Work Session scheduled for Monday, March 16, 2020 at 6:00 p.m.
- HVAC units at the Police Department & Courts, Fire Department and Social Services buildings were installed this past weekend. The HVAC unit will be installed at City Hall this coming weekend and the HVAC unit will be installed at the Franklin Business Center the following weekend.
- A meeting with the Virginia Department of Health concerning the Covid-19 Virus is scheduled for Tuesday, March 10, 2020 and the School Board Superintendent is invited to attend.
- The meeting with the Planning Commission is in the process of being rescheduled and Council will be notified of the date when determined.
- There is a Pinning Ceremony for two Franklin City Police Officers scheduled for Wednesday, March 18, 2019 in the Council Chambers.
- Staff continues to work on budget preparation for FY 21.
- Staff had a preliminary meeting with DHCD staff regarding the award of the \$35,000.00 Planning Grant.

Community Events

- City Manager Jarratt thanked the Parks and Recreation Department and staff for hosting an Engineering Camp, over fifty children attended the event.
- The Parks and Recreation Department will be hosting a Family Movie Night on Sunday, March 22, 2020, at Hayden Village.
- Robotics Camp is scheduled for Sunday, March 29, 2020.
- Partners in Progress is scheduled for March 17, 2020, 7:30 a.m. – 9:00 a.m. at the Main Event. Please call 757 562-1958 to RSVP.
- Franklin Cruise in Kick Off Saturday, April 25, 2020
- High Street Methodist Church Community Day, April 25, 2020
- The Franklin Experience has planned a Lumber Jack Festival scheduled for May 9, 2020
- City of Franklin Independence Day Celebration July 1, 2020
- National Night Out is scheduled for August 4, 2020 at Armory Field. If you are interested in participating or being a part of the planning committee, please e-mail nno@franklinpolice.org.

Council / Staff Reports on Boards / Commissions

There were no reports on Council / Staff Reports on Boards / Commissions.

Closed Session

Councilwoman Wynndolyn Copeland moved that the City of Franklin, Virginia City Council adjourn into a closed meeting pursuant to Virginia Code Section 2.2 – 3711 – (A), (1), to discuss appointments to boards and commissions, to discuss the following subject or subjects: Franklin Redevelopment and Housing Authority, Eastern Virginia Regional Industrial Facility Authority, Social Services Advisory Board, and the Hurricane Floyd 25th Anniversary Committee.

And pursuant to Virginia Code Section 2.2 – 3711 – (A), (8) to consult with the Attorney and receive advice regarding a contract matter.

Vice-Mayor Barry Cheatham seconded the motion.

The motion carried the vote by 7-0.

Franklin City Council went into Closed Session at 7:45 p.m.

Motion Upon Returning to Open Session

Councilwoman Wynndolyn Copeland made a motion to return to Open Session. Councilman Benny Burgess seconded the motion.

The motion carried the vote by 7-0.

Adjournment

Councilman Gregory McLemore made a motion to adjourn the March 9, 2020 Regular City Council Meeting. The motion was seconded by Councilwoman Wynndolyn Copeland.

The March 9, 2020 Regular City Council Meeting adjourned at 8:40 p.m.

Clerk of City Council

Mayor

The Franklin City Council held a Called Council Meeting on March 26, 2020 at 6:00 p.m. in the upstairs conference room.

Council Members in Attendance: Frank Rabil, Mayor; Barry Cheatham, Vice-Mayor; Councilman Linwood Johnson; Councilman Bobby Cutchins; Councilwoman Wynndolyn Copeland; and Councilman Benny Burgess dialed in at 6:06 p.m. and Councilman Gregory McLemore dialed in at 6:10 p.m.

Staff in Attendance: Amanda Jarratt, City Manager and Leesa Barnes, Executive Assistant, Recording Minutes

Other Staff in Attendance: Steve Newsome, Information Technology and Tracy Spence, Finance Director

Call to Order

Mayor Frank Rabil called the March 26, 2020 Called City Council meeting to order at 6:00 p.m. and reminded everyone that there would be no public comment at this meeting.

Consideration of the City of Franklin State of Emergency Declaration declared on March 13, 2020

City Manager Jarratt introduce the consideration of the City of Franklin State of Emergency Declaration which was declared by the City Manager on March 13, 2020. This Emergency Declaration outlines the fact the State of Virginia was declared a State of Emergency State at the federal level as well as the state level related to the COVID-19 virus.

Mayor Frank Rabil opened the floor to any concerns or questions concerning the City of Franklin State of Emergency Declaration.

Vice-Mayor Barry Cheatham asked if the payment of funds would be funneled primarily through City Manager Jarratt for example funds for Personal Protective Equipment (PPE) for the Emergency Services Department.

City Manager Jarratt replied the Emergency Declaration allows the City Manager and the Finance Director to expend any funds necessary.

The Emergency Declaration has been reviewed by the City's legal advisors.

Being there were no more comments or questions Mayor Frank Rabil asked for a motion.

Vice-Mayor Barry Cheatham made a motion to adopt the City of Franklin State of Emergency Declaration. The motion was seconded by Councilwoman Wynndolyn Copeland.

The motion carried the vote by 6-1.

The vote was as follows:

Mayor Frank Rabil	AYE
Vice-Mayor Barry Cheatham	AYE
Councilman Linwood Johnson	AYE
Councilman Bobby Cutchins	AYE
Councilwoman Wynndolyn Copeland	AYE
Councilman Gregory McLemore	ABSENT
Councilman Benny Burgess	AYE

Consideration of Emergency Ordinance #2020 – 01 an Emergency Ordinance for the Continuity of Operations During the Duration of the COVID – 19 Emergency

City Manager Amanda Jarratt informed Council this ordinance was being adopted across all of Hampton Roads and the Commonwealth of Virginia. The Ordinance for the Continuity of Operations during the duration of the COVID – 19 Virus prevents the gathering of ten or more people and allows the City to hold their meetings electronically. This ordinance has also been reviewed by the City’s legal advisors.

Mayor Frank Rabil opened the floor to any concerns or questions concerning the Consideration of Emergency Ordinance #2020 – 01.

Councilman Benny Burgess asked if the Emergency Ordinance #2020 – 01 was for this particular incident or would the City have to do something to get it off of the books.

City Manager Jarratt replied the Emergency Ordinance #2020 – 01 will either have to repealed by Council or it will expire after six months.

Vice-Mayor Barry Cheatham asked if City Council had to do anything special in order to keep restaurants from gathering.

City Manager replied the Governor’s Order covers restaurants.

There being were no more comments or questions Mayor Frank Rabil asked for a motion to approve Emergency Ordinance #2020 – 01.

Councilman Benny Burgess made a motion to approve Emergency Ordinance #2020 -01. The motion was seconded by Councilwoman Wynndolyn Copeland.

The motion carried the vote by 6-1.

The vote was as follows:

Mayor Frank Rabil	AYE
Vice-Mayor Barry Cheatham	AYE
Councilman Linwood Johnson	AYE
Councilman Bobby Cutchins	AYE
Councilwoman Wynndolyn Copeland	AYE
Councilman Gregory McLemore	ABSENT
Councilman Benny Burgess	AYE

City Manager Amanda Jarratt announced to Council that she would like to meet with them next week about a possible utility extension and how would they like to conduct future City Council meetings. She also announced that she had flyers that explained social distancing and good hygiene practices available if any Council member would like to have some printed for their wards.

Mayor Rabil asked Council if they had any comments or ideas on how to improve the electronically held meetings please let City Manager Jarratt know.

There being nothing further to discuss Mayor Frank Rabil asked for a motion to adjourn.

Councilman Gregory McLemore made a motion to adjourn the March 26, 2020 Called City Council meeting. The motion was seconded by Councilman Benny Burgess.

The March 26, 2020 Called City Council meeting adjourned at 6:19 p.m.

Clerk to City Council

Mayor

The Franklin City Council held a Called City Council Meeting on April 2, 2020 at 6:00 p.m. in the upstairs conference room.

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

Staff in Attendance: Amanda Jarratt, City Manager and Leesa Barnes, Executive Assistant, Recording Minutes

Other Staff in Attendance: Steve Newsome, Information Technology

Call to Order

Mayor Frank Rabil called the April 2, 2020 Called City Council meeting to order at 6:02 p.m. and reminded everyone that there would be no public comment at this meeting.

Consideration of the Possible Suspension of Electric Utility Cutoffs Through June 10, 2020

City Manager Amanda Jarratt stated as everyone is well aware COVID – 19 has an unprecedented impact on the Country, Commonwealth, and the City of Franklin. Utilities across the Country have suspended cutoffs during the State of Emergency Declaration as the President and the Governor of Virginia have encouraged citizens to stay at home in an effort to stop the spread of COVID – 19.

Below are the four actions requested for consideration to provide direction to staff:

- Authorize the suspension of the cut-off of all utilities through June 10, 2020 in alignment with all other utilities in the Commonwealth of Virginia and out of respect of Executive Order 53 and 55.
- Authorize City Administration to enter a payment plan for requesting one negatively impacted by COVID – 19.
- Consider authorization of two extensions to be utilized by businesses and individuals negatively impacted by COVID - 19 through March of 2021.
- Make a decision on the status of late fees, penalties and interest for those that do not pay their bill through June 10, 2020.

The financial impact on the City per month if penalties and interest were waived is \$12,500.00 in the electric fund and \$4,100.00 in the water and sewer fund. A four-month impact to the City funds would translate to \$66,400.00.

City Manager Jarratt reminded Council the above information only applies to those negatively affected by the COVID – 19 virus after the Emergency Declaration was signed on March 13, 2020.

Mayor Frank Rabil opened the floor for comments or questions concerning the consideration of the possible suspension of electric utility cutoffs through June 10, 2020.

Vice-Mayor Barry Cheatham asked if Council was going to consider one of the above bullets at a time or all of the above bullets.

Mayor Rabil replied we will open the floor for general comments or questions and then Council will consider each bullet individually.

Authorize the suspension of the cut-off of all utilities through June 10, 2020 in alignment with all other utilities in the Commonwealth of Virginia and out of respect of Executive Order 53 and 55.

Vice-Mayor Cheatham asked how would the Utility Department distinguish if the customer had been negatively affected by the virus.

City Manager Jarratt stated the cut-off suspension is for all customers in the City. She added the payment plan is for citizens negatively affected by the virus and that can be done in a number of ways.

Vice-Mayor Cheatham stated the City usually gives one extension per year now, is this two in addition to the one extension or is it just two extensions per year.

City Manager Jarratt replied if a citizen had already used an extension then they would only receive one more extension.

Councilman Benny Burgess asked the reasoning behind going to March of 2021 for the extensions.

City Manager Jarratt replied typically the City looks at extensions in a twelve-month window and the ramifications of this virus could be felt until the fall of 2020.

Councilman Gregory McLemore asked are there going to be any federal or state funds provided to the City to offset these expenditures that the City is having to undergo.

City Manager Jarratt replied not that the City is aware of.

Councilwoman Wynndolyn Copeland asked how will the penalties and interest be calculated.

City Manager Jarratt replied the penalties and interest are based on the billing amount.

Councilman Linwood Johnson asked if the bills would be prorated for the citizens that are negatively affected by the virus.

City Manager Jarratt replied there will be no proration, the City is just allowing more time for their citizens to pay their utility bills.

Councilman Bobby Cutchins asked what will happen if there is a winter with extreme cold weather and the citizen's bill get so high that they cannot pay them like it did two years ago.

City Manager Jarratt answered if that happens then the situation would have to be readdressed as circumstances change.

City Manager Jarratt reminded Council that the City's obligations still needed to be paid.

Vice-Mayor Cheatham asked if the City waived the credit card fee, do you think it would encourage more citizens to pay their utilities.

City Manager Jarratt stated the Whip System is not set up to waive the credit card fees.

Councilman McLemore asked if the credit card companies would waive their fees during this time.

City Manager replied this was looked into but it was not to the City's favor but would be glad to revisit this.

Being there were no more questions Mayor Rabil asked the pleasure of Council.

Councilman Benny Burgess made a motion to authorize the suspension of the cut-off of all utilities through June 10, 2020 in alignment with all other utilities in the Commonwealth of Virginia and out of respect of Executive Order 53 and 55. The motion was seconded by Councilwoman Wynndolyn Copeland.

Mayor Frank Rabil asked if there was any discussion concerning this matter.

Vice-Mayor Cheatham stated he thinks it is the right thing to do at this time.

Councilman Benny Burgess agreed with Vice-Mayor Cheatham's above comment.

Councilman Gregory McLemore stated he definitely wants to go along with the Governor and the President's wishes, but he is concerned with the citizens not being able to ever catch up with their utility bills. He added he would like to discuss each bullet separately instead of making a motion on the whole request.

City Manager Jarratt stated the Utility Department is asking citizens to make payment plans and to make payments when possible.

Councilwoman Copeland agreed with Councilman McLemore's above statement.

Councilman Linwood Johnson stated he hoped the stimulus checks would assist citizens in paying their utility bills.

Councilman Benny Burgess withdrew his motion to authorize the suspension of the cut-off of all utilities through June 10, 2020 in alignment with all other utilities in the Commonwealth of Virginia and out of respect of Executive Order 53 and 55.

Councilman Gregory McLemore made a motion to change the order of the bullets to adopt and make a decision on the status of late fees, penalties and interest for those that do not pay their bill through June 10, 2020 first before adopting the rest of the bullets. Councilwoman Wynndolyn Copeland seconded the motion.

Mayor Rabil asked if there was any discussion concerning this matter.

Vice-Mayor Cheatham stated he would like to adopt the whole package at one time.

Councilman Burgess stated he would rather adopt the whole package but would support the decision to adopt one bullet at a time as well.

Councilman McLemore stated he would like to discuss penalties and interest which is the last bullet before discussing the others.

Councilwoman Wynndolyn Copeland supported the Councilman McLemore's above statement.

Councilman Johnson supported Councilman McLemore's above statement.

Councilman Cutchins supported Councilman McLemore's above statement as well.

The motion carried the vote by 6-1.

The vote was as follows:

Mayor Frank Rabil	AYE
Vice-Mayor Barry Cheatham	NAY
Councilman Linwood Johnson	AYE
Councilman Bobby Cutchins	AYE
Councilwoman Wynndolyn Copeland	AYE
Councilman Gregory McLemore	AYE
Councilman Benny Burgess	AYE

Make a decision on the status of late fees, penalties and interest for those that do not pay their bill through June 10, 2020.

Mayor Frank Rabil asked for discussion about making a decision on the status of late fees, penalties and interest for those that do not pay their bill through June 10, 2020.

Vice-Mayor Barry Cheatham supports waiving the late fees, penalties and interest during the three-month period.

Councilman Benny Burgess stated he was in support of waiving the late fees, penalties and interest during the three-month period. He added the General Fund should support the three-month period.

Councilman Gregory McLemore was in support of waiving the late fees, penalties and interest during the three-month period.

Councilwoman Wynndolyn Copeland was in support of waiving the late fees, penalties and interest during the three-month period.

Councilman Linwood Johnson was in support of waiving the late fees, penalties and interest during the three-month period.

Councilman Bobby Cutchins was in support of waiving the late fees, penalties and interest during the three-month period.

The motion carried the vote by 7-0.

Vice-Mayor Barry Cheatham made a motion to discuss the remaining bullets as one topic. The motion was seconded by Councilman Linwood Johnson.

Mayor Frank Rabil opened the floor for discussion.

Vice-Mayor Cheatham stated the other three bullets should be considered and approved as written and move on.

Councilman Burgess was in agreement with Vice-Mayor Cheatham's above statement.

City Manager Jarratt reminded Council that this does not apply to any utility bills before March 13, 2020, which was when the Emergency Declaration was signed.

Councilman McLemore stated he does not wish to approve the bullets as a group unless Council agrees to issue three extensions.

Councilwoman Copeland stated she wishes to consider and vote on one bullet at a time.

Councilman Johnson stated he wishes to consider and vote on the bullets as a together, Council can make additions or adjustments at a later date.

Councilman Cutchins agreed with Councilman Johnson's above statement.

The motion carried the vote by 5-2.

The vote was as follows:

Mayor Frank Rabil	AYE
Vice-Mayor Barry Cheatham	AYE
Councilman Linwood Johnson	AYE
Councilman Bobby Cutchins	AYE
Councilwoman Wynndolyn Copeland	NAY
Councilman Gregory McLemore	NAY
Councilman Benny Burgess	AYE

Vice-Mayor Barry Cheatham made a motion to enact the remaining three bullets from the consideration of the possible suspension of electric utility cutoffs through June 10, 2020. The motion was seconded by Councilman Benny Burgess.

Mayor Rabil opened the floor for discussion.

Councilman McLemore asked City Manager Jarratt for clarification about the payment plan.

City Manager Jarratt replied the payment plan would have to be taken by a case by case basis. The customer would have to prove they were negatively affected by the COVID-19 virus and it would depend on the amount that was owed.

The motion carried the vote by 6-1

The vote was as follows:

Mayor Frank Rabil	AYE
Vice-Mayor Barry Cheatham	AYE
Councilman Linwood Johnson	AYE
Councilman Bobby Cutchins	AYE
Councilwoman Wynndolyn Copeland	AYE
Councilman Gregory McLemore	ABSTAIN
Councilman Benny Burgess	AYE

Adjournment

Being nothing further to discuss Mayor Frank Rabil asked for a motion to adjourn.

Vic-Mayor Barry Cheatham made a motion to adjourn the April 2, 2020 Called City Council meeting. The motion was seconded by Councilman Linwood Johnson.

The April 2, 2020 Called City Council meeting adjourned at 6:50 p.m.

Clerk to City Council

Mayor

APRIL 6, 2020 BUDGET WORK SESSION

The Franklin City Council held a Budget Work Session on April 6, 2020 at 6:00 p.m. in the upstairs conference room.

Council Members in Attendance: Frank Rabil, Mayor; Barry Cheatham, Vice-Mayor; Councilman Linwood Johnson; Councilman Bobby Cutchins; Councilwoman Wynndolyn Copeland; and Councilman Gregory McLemore.

Council Members not in Attendance: Councilman Benny Burgess

Staff in Attendance: Amanda Jarratt, City Manager and Leesa Barnes, Executive Assistant, Recording Minutes

Other Staff in Attendance: Steve Patterson, Chief of City of Franklin Police Department and Tracy Spence, Director of Finance

Call to Order

Mayor Frank Rabil called the April 6, 2020 Called City Council meeting to order at 6:00 p.m. and reminded everyone that there would be no public comment at this meeting.

FY 20 -21 Recommended Budget – Adjusted for COVID – 19 Repercussions

City Manager Amanda Jarratt informed City Council that one of the purposes of this meeting was that they needed to recommend a tax rate to be advertised. She also reminded them that the tax rate that is advertised is not always the tax rate that Council ends up adopting but, Council cannot adopt a tax rate higher than advertised.

City Manager Jarratt stated with the presence of the COVID-19 virus the City is coming to Council with additional recommended cuts. She added based on the projections that the City has been following from Old Dominion University (ODU) at the state level, the City needs to project its revenue down another million dollars. Some of the cuts affect personnel which need to be discussed in Closed Session.

City Manager Jarratt then gave the following PowerPoint Presentation:

REQUESTED GENERAL FUND BUDGET

Revenues	Expenditures
\$25,818,349.00	\$26,564,632.00

WHERE WE STARTED

Variance – Expenditures Over Revenue

(\$746,283.00)

CITY MANAGER ORIGINAL RECOMMENDED GENERAL FUND BUDGET

Revenues	Expenditures
\$26,199,789.00	\$26,199,789.00

WHERE WE ARE NOW

Variance – Expenditures Over Revenue

\$0.00

General Fund Policy Evaluation:

18.60%

CITY MANAGER ADJUSTED RECOMMENDED GENERAL FUND BUDGET POST COVID - 19

Revenues	Expenditures
\$25,099,789.00	\$25,099,789.00

WHERE WE ARE NOW

Variance – Expenditures Over Revenue

\$0.00

General Fund Policy Evaluation:

18.60

Closing the Budget Gap Primary Revenue Adjustments

Revenue Reductions – 20% Projected Shortfall	Amount
Sales Tax	(\$ 470,000.00)
Business License Taxes	(\$ 198,000.00)
Cigarette Taxes	(\$ 73,000.00)
Lodging Taxes	(\$ 32,000.00)
Meals Taxes	(\$ 309,000.00)
Permits, Fees & Licenses - City	(\$ 11,000.00)
Recreational Fees	(\$ 7,000.00)
Total Revenue Reductions	(\$1,100,000.00)

**Closing the Budget Gap
Primary Expenditure Adjustments**

Total Expenditure Reductions	Amount
2% Salary Increase	(\$ 180,000.00)
Close Airport Operations	(\$ 108,000.00)
Delay Capital Projects: Traffic Signal Project (\$150K), Street Improvements (\$200K), & 2 Police Cars	(\$ 395,000.00)
10% Reduction in Contributions to Agencies & Organizations	(\$ 34,000.00)
Freeze Positions: Police Administrative Position (\$62K) & Finance Payroll Position (\$57K)	(\$ 119,000.00)
Delay Building Maintenance VFW Building	(\$ 35,000.00)
Reduce Payment to Southampton County – Industrial Corridor	(\$ 202,000.00)
Delay Building Maintenance VFW Building	(\$ 25,000.00)
Reduction in Other Department Expenses	(\$ 55,000.00)
Total Expenditure Reductions	(\$1,100,000.00)

General Fund

10% Reductions in Contributions to Agencies & Organizations

Boys & Girls Club	(\$ 500.00)
CASA	(\$ 200.00)
Genieve Shelter	(\$ 500.00)
Hampton Roads Workforce Council	(\$ 212.00)
Rawls Museum	(\$ 500.00)
Smart Beginnings	(\$ 1,500.00)
STOP	(\$ 100.00)
Western Tidewater Free Clinic	(\$ 400.00)
Blackwater Regional Library	(\$ 26,054.00)
Senior Services of Virginia	(\$ 666.00)
Western Tidewater Community Services Board	(\$ 3,696.00)
	(\$ 38,024.00)

Closed Session

Mayor Frank Rabil asked for a motion to go into closed session.

Councilwoman Wynndolyn Copeland made a motion for Franklin City Council to go into closed session pursuant to Section 2.2 – 3711 (A), 1 for the discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body to discuss the potential elimination of positions associated with decreased revenue projections associated with COVID-19.

The motion was seconded by Councilman Linwood Johnson.

The motion carried the vote by 7-0.

Motion Upon Returning to Open Session

City Manager Amanda Jarratt asked Council what rate did they want to advertise. She reminded Council the rate advertised did not necessarily have to be the rate that was decided upon.

Vice-Mayor Barry Cheatham made a motion to advertise a rate increase of \$1.07. The motion was seconded by Councilman Benny Burgess.

The motion carried the vote by 6-1.

The vote was as follows:

Mayor Frank Rabil	AYE
Vice-Mayor Barry Cheatham	AYE
Councilman Linwood Johnson	AYE
Councilman Bobby Cutchins	AYE
Councilwoman Wynndolyn Copeland	AYE
Councilman Gregory McLemore	NAY
Councilman Benny Burgess	AYE

City Manager Jarratt stated the budget ad has to be at the paper by Tuesday, April 14, 2020 and submitted by Wednesday, April 15, 2020. She asked Council if they would like to add a 6:00 p.m. budget work session to the regular City Council meeting that is scheduled for Monday, April 13, 2020.

Adjournment

Being there was nothing further to discuss Mayor Frank Rabil asked for a motion to adjourn.

Vice-Mayor Barry Cheatham made a motion to adjourn the April 6, 2020 Budget Work Session. The motion was seconded by Councilwoman Wynndolyn Copeland.

The motion carried the vote by 7-0.

The April 6, 2020 Budget Work Session adjourned at 7:37 p.m.

Clerk to City Council

Mayor



*Office of The City Manager
Amanda C. Jarratt*

April 7, 2020

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: Health Insurance Renewal

Background

The City of Franklin is a member of The Local Choice program. We received our renewal for the 2020-2021 fiscal year and are pleased to report that we will be receiving a 4.9% decrease in costs. All groups must respond with our intention no later than April 1, 2020 unless granted an extension. Due to the COVID-19 crisis the City of Franklin requested an extension which was granted however, a response is required by April 15, 2020 requiring action this evening.

The second consideration is to waive the current 30 day waiting period for new City employees. This must be completed as a part of the health insurance renewal that Ms. Dandridge will submit.

Needed Action

- Consideration of the removal of the 30-day waiting period to receive City health insurance benefits.
- Approve the City Manager to accept the health insurance renewal proposal and execute the required documents.



Department of Human Resources

February 27, 2020

To: Amanda Jarratt, City Manager
From: Michelle Dandridge, Human Resource Director
RE: FY 2020/2021 Benefits Renewal

One of the priorities for the Human Resources Director is to continuously review and address the benefits needs for the employees at the City of Franklin (City). The employee benefits plan is a priority because benefits costs and offerings are vital to the recruitment and retention of employees.

In order to address this priority, the following initiatives were completed in 2019:

- Reestablishment of the Employee Insurance Committee
- Conducted an employee benefits survey in October 2019
- As employees exit the organization, exit interviews are conducted to assess the reasons they are leaving the organization.

A summary of the feedback indicates that employees desire lower employee monthly premium costs, the addition of a lower or medium deductible plan, increased vision care to include covering laser surgery, adding/increasing alternative medicine (i.e. acupuncture, message therapy), and adding/increasing wellness program (i.e. weight loss, nutrition, smoking cessation program).

In order to make a positive impact on the benefits offerings and the health & wellness of City employees, a market review was completed to determine the healthcare options for FY 2020/2021. USI marketed healthcare options for the City and recommended that we stay in the TLC program. USI also recommended that the City consider adding the Optima Health Plan as a third plan option (USI executive summary attached).

I support the recommendation from USI because staying with TLC and adding Optima Health as a plan option for City employees will address the aforementioned needs of employees. Adding

Optima Health as a plan option will create a positive impact by (1) lowering employee monthly premium costs; (2) adding a lower/medium deductible plan; (3) decreasing the plan year out-of-pocket expense limit; and (4) providing a maternity management pre-natal program (Partners in Pregnancy). In addition to this memo, a detailed comparison of the insurance plans is attached.

I would like to request that the eligibility period be eliminated starting with the FY 2020/2021 renewal. Currently, employees shall be eligible for insurance coverage the first day of the month following completion of the 30-day service requirement. Removing the eligibility period will provide newly hired employees with immediate access to healthcare coverage and eliminate a possible gap in coverage.

To be an employer of choice, the City needs to continue to provide employees with quality healthcare benefits that include medical, dental, vision, and wellness. If the City decides to renew with the Local Choice (TLC) and add the Optima Healthcare plan, employees will have an additional option to meet their needs.

Thank you in advance for reviewing this request to enhance the benefits offerings and reduce costs.

THE LOCAL CHOICE HEALTH CARE PROGRAM

Anthem Blue Cross and Blue Shield

Renewal Analysis For:

(Excludes Advantage 65 premiums and claims)

City of Franklin

Group #T68113

for July 01, 2020 through June 30, 2021

I. Income at Current Rates (1)	\$1,710,780
II. Projected Medical Claims Related Charges (2)	
A. Paid Claims for 12/1/2018 through 11/30/2019	\$1,034,660
B. Claims in excess of the \$100,000 pooling limit	<u>(\$85,627)</u>
C. Subtotal	\$949,033
D. Change in Incurred But Not Reported Claims	\$9,490
E. Benefit Adjustment	\$0
F. Enrollment Adjustment	\$0
G. Trend	\$100,645
H. Impact of blending	<u>(\$136,665)</u>
I. Total Medical Projected Incurred claims	\$922,504
III. Projected Reinsurance Charges	\$171,032
IV. Projected Medical Administrative Charges, Network Access Fees, and Affordable Care Act(3)	\$59,535
V. Projected Dental Capitation	\$60,232
VI. Projected Drug Capitation	\$313,178
VII. TLC Contingency Reserve or Risk Fee(4)	<u>\$100,471</u>
VIII. Total Income Requirements (II. + III. + IV. + V. + VI. + VII.)	\$1,626,952
Percentage Adjustment	-4.9%

¹ Illustrative income is based on current enrollment as follows:

	KA 1000	HDHP	TOTAL
Single	93	14	107
Dual	17	1	18
Family	<u>8</u>	<u>2</u>	<u>10</u>
TOTAL:	118	17	135

² There are 4 claims in excess of the \$100,000 pooling limit.
Medical trends used in the renewal development were 6.5% annual.
For a 19 month projection, this equates to 10.5%

³ Administrative charge as a percent of income requirements is 3.7%

⁴ Includes DHRM Program Administration and CommonHealth

Assumes all have Comprehensive Dental.

The Local Choice Health Benefits Program

City of Franklin

Proposed Rates Effective from
for July 01, 2020 through June 30, 2021

With Comprehensive Dental

	<u>Single</u>	<u>Dual</u>	<u>Family</u>
<u>ACTIVE EMPLOYEES</u>			
Key Advantage Expanded	\$1,071	\$1,981	\$2,891
Key Advantage 250	\$977	\$1,807	\$2,637
Key Advantage 500	\$867	\$1,604	\$2,341
* Key Advantage 1000	\$825	\$1,525	\$2,226
* High Deductible Health Plan	\$713	\$1,320	\$1,926
<u>RETIREES NOT ELIGIBLE FOR MEDICARE</u>			
Key Advantage Expanded	\$1,071	\$1,981	\$2,891
Key Advantage 250	\$977	\$1,807	\$2,637
Key Advantage 500	\$867	\$1,604	\$2,341
* Key Advantage 1000	\$825	\$1,525	\$2,226
* High Deductible Health Plan	\$713	\$1,320	\$1,926

With Preventive Dental Only

<u>ACTIVE EMPLOYEES</u>			
Key Advantage Expanded	\$1,054	\$1,950	\$2,846
Key Advantage 250	\$960	\$1,776	\$2,592
Key Advantage 500	\$850	\$1,573	\$2,295
* Key Advantage 1000	\$808	\$1,495	\$2,182
* High Deductible Health Plan	\$696	\$1,288	\$1,879
<u>RETIREES NOT ELIGIBLE FOR MEDICARE</u>			
Key Advantage Expanded	\$1,054	\$1,950	\$2,846
Key Advantage 250	\$960	\$1,776	\$2,592
Key Advantage 500	\$850	\$1,573	\$2,295
* Key Advantage 1000	\$808	\$1,495	\$2,182
* High Deductible Health Plan	\$696	\$1,288	\$1,879

* Benefit Plans Currently Offered

Coverage under The Local Choice Key Advantage and HDHP contracts is for:

- Active Employees and their Dependents
- Retirees not eligible for Medicare and their Dependents not eligible for Medicare, and/or
- Dependents of Medicare eligible Retirees who are not Medicare eligible.

If coverage is offered to Medicare eligible retirees and their Medicare eligible Dependents, it must be obtained through one of our Medicare Supplemental contracts which require participation in both Parts A and B of Medicare to receive maximum benefits.

The PCORI fee is the responsibility of the group and payment should be submitted directly to HHS, therefore, this fee has not been included in your rates.

The Local Choice Health Benefits Program

**Proposed Rates Effective from
JULY 1, 2020 THROUGH JUNE 30, 2021**

The following fully-insured regional plan is available through The Local Choice:

	<u>Single</u>	<u>Dual</u>	<u>Family</u>
Optima Health Vantage HMO	\$786	\$1,454	\$2,106



*Office of The City Manager
Amanda C. Jarratt*

April 8, 2020

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: National Guard Armory Acquisition

Background

As you all are aware the Virginia National Guard vacated the City of Franklin Armory in the late summer of 2019. Since that time there have been ongoing discussions about the future of the facility and the reversion of the property and facility to the City of Franklin. The Virginia National Guard is now ready to proceed with the transaction and formal acceptance of the building is required. Camp Community College is interested in partnering with the City of Franklin for the future use of the City. The Obici Foundation has provided Camp Community College \$50,000 to conduct a feasibility study which will provide clear direction on how to proceed with future renovation.

Needed Action

Authorize the execution of the Deed and acquisition documents by the City Manager and Mayor.

This Deed is exempt from recordation taxes and fees under Virginia Code §§ 58.1-811(A)(3), 58.1-811(C)(4), and 58.1-811 (C)(5)

Prepared by:
The Office of the Attorney General of Virginia

Tax Map ID #: 122-60-1
Cash Consideration: \$1.00
Actual Value: \$807,300.00

DEED

This DEED, dated this _____ day of _____, 2020, by and between the COMMONWEALTH OF VIRGINIA, DEPARTMENT OF MILITARY AFFAIRS, Grantor (the “Grantor”), and the CITY OF FRANKLIN, VIRGINIA, formerly the Town of Franklin, Virginia, a political subdivision of the Commonwealth of Virginia, Grantee (the “Grantee”), whose address is _____.

WITNESSETH:

WHEREAS, the Commonwealth of Virginia owns certain real property, together with the improvements thereon (collectively, the “Property”), bearing the address of 900 Armory Drive, Franklin, Virginia, which Property is held in the possession of the Virginia Department of Military Affairs (“DMA”); and

WHEREAS, in order to construct an armory building in the City of Franklin, the Grantee (i) caused the Property to be acquired by the Grantor from Franklin Charities, Incorporated, in 1952 via deed recorded in the Clerk’s Office of the Circuit Court of Southampton County, Virginia in Deed Book 104 Page 597, and (ii) completed the site work necessary for construction on the Property of the building that is now known as the Franklin Readiness Center (the “Center”); and,

WHEREAS, following construction of the Center, the Grantee assumed primary responsibility for the routine operation, maintenance, and insurance for the Center;

WHEREAS, Virginia Code § 2.2-1150(A)(1) provides that “[w]hen it is deemed to be in the public interest . . . [p]roperty owned by the Commonwealth may be sold . . . to political subdivisions . . . for such consideration as is deemed proper,” subject to specified approvals set forth in Virginia Code § 2.2-1150(B); and

WHEREAS, as evidenced by the execution of this Deed, it is deemed to be in the public interest to convey the Property to Grantee, because Grantee is using the Property for the public interest and benefit, with the approval of the Governor, and in a form approved by the Attorney General.

NOW, THEREFORE, FURTHER WITNESSETH:

That for and in consideration of the sum of One Dollar (\$1.00), cash in hand paid, and of the public benefit to be derived from this conveyance, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, and pursuant to Virginia Code § 2.2-1150, Grantor does hereby remise, release, and QUITCLAIM to the Grantee, the Property, more fully described as follows to wit:

All that certain tract or parcel of land and improvements thereon, located in the City of Franklin, Virginia, containing 4.999 acres±, as shown and depicted on that survey entitled “PHYSICAL SURVEY SHOWING PROPERTY OF COMMONWEALTH OF VIRGINIA LOCATED AT 900 ARMORY DRIVE, CITY OF FRANKLIN, VIRGINIA,” dated December 11, 2019, prepared by J.D. Vann – Land Surveying, a copy of which is attached hereto as **Exhibit A**, and to be recorded herewith.

BEING the same property conveyed to the Commonwealth of Virginia, Department of Military Affairs, by Deed from the Franklin Charities Incorporated, dated December 24, 1952, and recorded on May 14, 1953, in the Clerk’s Office of the Circuit Court of the City of Franklin, Virginia, in Deed Book 104, page 597.

The Property is conveyed in its “AS IS” condition, without warranty or representation as to the acreage, boundary lines, condition, value, use, or presence on the Property of any toxic or hazardous substances or materials of any nature, including but not limited to petroleum, lead, radon, asbestos, or asbestos-related materials.

This conveyance is made expressly subject to (i) any and all rights, privileges, covenants, easements, conditions, restrictions, and agreements as are of record, insofar as they may be lawfully applicable to the Property, (ii) any unrecorded utility easements, including any relocated easements for utilities and any relocated utility lines and related facilities, on, under or across the Property, and (iii) any and all prior grants, conveyances and/or reservations of the coal, oil, gas, including coalbed methane gas, stone, sand, minerals, and/or other subsurface rights or interests, as are of record, insofar as they may be lawfully applicable to the Property; and, to the extent of

any such prior grants, conveyances and/or reservations of coal, oil, gas, including coal methane gas, stone, sand, minerals and/or other subsurface rights and interests therein, the same are excluded from this conveyance.

In compliance with Virginia Code § 15.2-1803, this Deed, and the conveyance of the Property described above, have been accepted by Grantee, pursuant to a Resolution of the City Council of the City of Franklin, Virginia (the “Council”), duly adopted at a meeting of said Council held on the ____ day of _____, 2020. A copy of said Resolution is attached to this Deed as **Exhibit B**. Further, acceptance of this Deed and the conveyance of the Property described above to Grantee, is evidenced, below, by the execution of this Deed on behalf of said City by the Grantee’s undersigned duly authorized official.

This transaction has been approved by the Governor of Virginia, acting through the Secretary of Administration, pursuant to Virginia Code §§ 2.2-1150(A)(1) and 2.2-1150(B) of, and other applicable law, as evidenced by the following or attached approval, which is incorporated herein by reference.

[Signature Pages to follow]

WITNESS the following signatures and seals:

GRANTOR: COMMONWEALTH OF VIRGINIA,

DEPARTMENT OF MILITARY AFFAIRS

BY: _____
Major General Timothy P. Williams,
Adjutant General of Virginia

COMMONWEALTH OF VIRGINIA
CITY/COUNTY OF _____, to-wit:

The foregoing Deed was acknowledged before me this _____ day of _____, 2020,
by Major General Timothy P. Williams, acting in his capacity as Adjutant General of Virginia of
the Department of Military Affairs of the Commonwealth of Virginia, on behalf of the Department
and the Commonwealth of Virginia, in the jurisdiction aforesaid.

My Commission expires: _____

Notary's Registration No. _____

Notary Public

GRANTEE: CITY OF FRANKLIN, VIRGINIA,
a political subdivision the Commonwealth of Virginia

BY: _____
TO BE DETERMINED

COMMONWEALTH OF VIRGINIA
CITY OF FRANKLIN, to-wit:

The foregoing Deed was acknowledged before me this _____ day of _____, 2020,
by _____, acting in his/her capacity as _____
_____ of the City Council of the City of Franklin, Virginia,
on behalf of said City.

My Commission expires: _____

Notary's Registration No. _____

Notary Public

APPROVED AS TO FORM

By: _____, Esq.
City Attorney

APPROVED AS TO FORM

By: _____
Andrew E. Tarne
Assistant Attorney General

RECOMMEND APPROVAL:

DEPARTMENT OF GENERAL SERVICES

By: _____
Director

APPROVAL BY THE GOVERNOR

Pursuant to Virginia Code § 2.2-1150, and as the official designee of the Governor of Virginia, as authorized and designated by Executive Order No.88 (01), dated December 21, 2001, I hereby approve the conveyance of the property described in the attached or foregoing Deed, and the execution of this instrument for, on behalf of, and in the stead of the Governor of Virginia.

Secretary of Administration

Date

EXHIBIT A
Plat (Attached)

EXHIBIT B

Copy of Resolution of the City Council of the City of Franklin, Virginia, duly adopted at a meeting of said City Council held on the ____ day of _____, 2020.



*Office of the City Manager
Amanda C. Jarratt*

April 7, 2020

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: Courthouse Update

Background

Southampton County Courthouse

A conference call was conducted with the negotiating team and Judge Eason and Judge Farmer on April 1, 2020. During this discussion the City and County both expressed our position related to an extension of the closure of the Southampton County Courthouse. We also expressed our commitment to the project and to move forward as swiftly as possible while also keeping costs as low as possible. Judge Eason indicated that the circuit judges were meeting on Thursday to discuss timelines for the court closure. Glave and Holmes are in the process of conducting the preliminary interviews and due diligence at the facility.

City of Franklin Courthouse

The fence project is on hold at this time due to social distancing requirements and the COVID-19 pandemic. A budget amendment will be forthcoming and the project will be restarted once the State of Emergency is considered complete. Judge Wisner is working with Sheriff Wyche regarding additional security measures.

Needed Action

None at this time.



*Office of the City Manager
Amanda C. Jarratt*

April 7, 2020

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: City Manager's Report

General Updates

- The COVID-19 response accompanied with budget preparation and day to day operations process have been all consuming. There a number of community partners that have been of tremendous assistance to the City of Franklin. Additional updates will be provided verbally at the Council meeting.

Community Events

- Franklin Cruise In Kick Off Saturday April 25, 2020. Postponed due to COVID-19.
- High Street Methodist Church Community Day April 25, 2020. Canceled due to COVID-19.
- The Franklin Experience has planned a Lumber Jack Festival scheduled for May 9, 2020. Canceled to COVID-19.
- City of Franklin Independence Day Celebration July 1, 2020. – Still on schedule pending COVID-19.
- National Night Out is scheduled has been rescheduled for October 6, 2020 as a result of COVID-19. The planning process will continue throughout the summer into the fall.