



**Franklin City Council Agenda  
November 9, 2020  
Council Chambers  
207 West Second Avenue  
Franklin, Virginia 23851**

**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 October 26, 2020 regular meeting minutes
- B. Recognition of STAR Performers
- C. Small Business Saturday Resolution
- D. September 2020 Departmental Reports (Separate File)

**2. FINANCIAL MATTERS**

- A. Budget Amendment 2021-11

**3. OLD/ NEW BUSINESS:**

- A. Franklin Southampton Economic Development, Inc. Update
- B. Human Resources Policies
- C. City Manager's Report
  - a. Courthouse Update
  - b. General Updates

**4. COUNCIL/STAFF REPORTS ON BOARDS/COMMISSIONS**

**5. CLOSED SESSION**

I move that the City of Franklin, Virginia City Council adjourn into a closed meeting pursuant to Virginia Code Section 2.2-3711-A-1, 1. discussion, 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 as well as discussion of appointments to boards and commissions, to discuss the following subject or subjects: Beautification Commission, Industrial Development Authority, and Social Services Advisory Board; and

2.2-3711-A-3, Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect

the bargaining position or negotiating strategy of the public body specifically regarding property in Downtown Franklin and along Fairview Drive.

2.2-3711-A-5, Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community specifically along Pretlow Industrial Park, Armory Drive, Fairview Drive, and property the City of Franklin owns in Isle of Wight County.

2.2-37-11-A-8, Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel specifically regarding a tax matter and a request for tax exempt status.

**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 November 9, 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.

## 6. **ADJOURNMENT**

The Franklin City Council held a Regular City Council Meeting on October 26, 2020 at 7:00 p.m. in the City Council Chambers located at 207 West Second Avenue, Franklin, Virginia 23851.

**Council Members in Attendance:** Frank Rabil, Mayor; Councilman Linwood Johnson; Councilman Bobby Cutchins; Councilwoman Wynndolyn Copeland, Councilman Ray Smith and Councilman Mark R. Kitchen

**Council Members not in Attendance:** Councilman Gregory McLemore

**Staff in Attendance:** Amanda Jarratt, City Manager and Leesa Barnes, Executive Assistant, recording minutes

**Other Staff in Attendance:** Steve Patterson, Franklin Police Chief; Steve Newsome, Information Technology Specialist; Vernie Francis, Chief of Emergency Services; Sarah Rexrode, Director of Social Services; Robert Porti, Deputy Chief of Franklin Police; Tracy Spence Director of Finance; Russ Pace, Director of Public Works; Beverly Walkup, Zoning Administrator, Joy Dawson, Administrative Assistant / Permit Technician; Carlee Smith, Environmental Specialist; Antonio Wilson; Police Officer; Elizabeth Griffin, Dispatcher; Karlisha MaGruder, Social Services; Bandi Mason, Social Services and Kim Baskerville, Social Services

#### **Call to Order**

Mayor Frank Rabil called the October 26, 2020 Regular City Council Meeting to order at 7:00 p.m.

#### **Citizen's Time**

##### **Citizen 1**

**Veronica Hook resides at 1213 Clay Street, Franklin, Virginia;** Mrs. Hook stated she was in support of the Noise Ordinance being passed.

##### **Citizen 2**

**Peter Helms resides at 906 Kimberly Drive, Franklin, Virginia;** Mr. Helms asked if a price had been established on moving the monument located at Memorial Park and asked for confirmation that the monument, when moved would be in the pre-discussed location at the Poplar Springs cemetery.

#### **Amendments to Agenda**

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

There were no amendments to the agenda.

**Consent Agenda**

**Approval of September 28, 2020 Regular Meeting Minutes**

Mayor Frank Rabil informed City Council that there was one correction in the minutes from the September 28, 2020 regular City Council meeting which was:

Paragraph 9, Sentence 1 read; Stephanie Evans was corrected to Stephanie Edwards

Mayor Rabil asked for a motion of approval with the correction made.

Councilman Linwood Johnson made a motion to approve the corrected minutes from the September 28, 2020 regular City Council meeting. The motion was seconded by Councilman Mark R. Kitchen.

The motion carried the vote by 6-0.

The vote was as follows:

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

## **Introduction of New Employees**

### **Community Development Department**

City Manager Amanda Jarratt introduced the following new employees to the Community Development Department:

Beverly Walkup – Interim Director of Community Development  
Carlee Smith – Environmentalist Specialist  
Joy Dawson – Administrative Assistant / Permit Technician

### **Police Department**

City Manager Jarratt called Steve Patterson, Chief of Franklin Police to come forward and introduce the following new employees:

Antonio Wilson – Police Officer  
Elizabeth Griffin – Dispatcher

### **Social Services Department**

City Manager Jarratt called Sarah Rexrode, Director of Social Services to come forward and introduce the following new employees:

Karlisha Magruder - Services Assistant, III  
Brandi Mason – Services Specialist, I  
Kim Baskerville – Services Supervisor

### **September 2020 Departmental Reports (Separate Document)**

The September 2020 Departmental Reports were not completed in time to a part of the October 26, 2020 agenda, so they were deferred until the November 9, 2020 regular City Council meeting.

## Financial Matters

### Budget Amendments 2021-8, 2021-9, 2021-10

#### Budget 2021-8

City Manager Amanda Jarratt asked Tracy Spence, Finance Director to come forward and review the following budget amendments:

#### Budget Amendment #2021-8

Director Spence informed City Council that Amendment #2021-8 was to amend the 2020 – 2021 City Budget:

1. \$695,090.00 to appropriate Federal CARES Coronavirus Relief Funds received in August 2020.
2. Reallocate appropriation of public safety and public health salaries and benefits costs to other departments for Council approved COVID-19 related projects. Reallocated public safety and public health salaries and benefit costs are eligible reimbursable costs under the CARES Act and are now budgeted and expended in Fund 230. *Coronavirus Relief Fund.*

#### Budget Amendment #2021-9

Director Spence informed City Council that Amendment #2021-9 was to amend the 2020-2021 City Budget to reallocate appropriations to departments salaries and benefits expenditures affected by the 2% COLA increase approved by City Council at the September 28, 2020 City Council regular meeting.

#### Budget Amendment #2021-10

Director Spence informed City Council that Amendment #2021-10 was to amend the 2020-2021 City Budget:

1. To recognize grant revenues in the amount of \$15,000.00 from International Paper to support a Learning Center – STEM. Computer and Gaming Room.
2. To recognize the School's supplemental appropriations in the amount \$104,643.00 for State and Federal revenues and to appropriate for use.

Upon hearing all of the Budget Amendments presented Mayor Frank Rabil stated Council would vote on each Budget Amendment separately.

Budget Amendment #2021-8

Councilman Linwood Johnson made a motion to approve Budget Amendment #2021-8. The motion was seconded by Councilwoman Wynndolyn Copeland.

The motion carried the by 6-0.

The vote was as follows:

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

Amendment #2021-9

Councilwoman Wynndolyn Copeland made a motion to approve Amendment #2021-9. The motion was seconded by Councilman Linwood Johnson.

The motion carried the by 6-0.

The vote was as follows:

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



**Amendment #2021-10**

Councilman Linwood Johnson made a motion to approve Budget Amendment #2021-10. The motion was seconded by Councilwoman Wynndolyn Copeland.

The motion carried the by 6-0.

The vote was as follows:

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

**Western Tidewater Regional Jail Bond Refinancing**

City Manager Amanda Jarratt gave a brief overview of the Western Tidewater Regional Jail Bond refinancing. The Western Tidewater Regional Jail Authority of which the City of Franklin is a member, currently has two outstanding bonds. The SunTrust 2014 Revenue Bond has a remaining balance of \$2.3 million with an interest rate of 2.98%. The SunTrust Energy Performance Bond has a remaining balance of \$3.9 million with an interest rate of 3.72%. Due to the historically low interest rates of it has become apparent that the Authority should seek proposals to refinance the outstanding balances.

An RFP was issued and the proposal from Truist (formerly SunTrust) at an interest rate 1.65% will result in \$48,074.00 in savings to the Authority over the life of the debt.

City Manager Jarratt added the City of Franklin is the last locality to act on the resolution.

Councilman Linwood Johnson made a motion to adopt the Western Tidewater Regional Jail Bond Refinancing Resolution as presented. The motion was seconded by Councilman Mark R. Kitchen.

The motion carried the by 6-0.

The vote was as follows:

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

Old / New Business

Update from Franklin City Public Schools

City Manager Amanda Jarratt asked Tamara Sterling, Superintendent to Franklin City Public Schools and Amy Phillips, Chairman of the Franklin City Public School Board to come forward and give an update on how the schools will move forward concerning the COVID-19 virus.

Superintendent Sterling stated as of November 15, 2020 Franklin City Public Schools did a back to school evaluation of the Covid-19 situation. Currently 1056 students are enrolled within the Franklin School system. The Franklin School Board organized a survey of 775 individual households.

Virtual Learning – 521	67.2%
School Transport – 366	47.2%
Self-Transport – 313	40.4%

- During Phase III, FCPS parents had the opportunity to select on-line or in-person learning however, on August 6, 2020 with Superintendent Sterling’s recommendation, FCPS School Board voted for 100% virtual learning during the first nine weeks of school for all students.
- Plan will be evaluated before the end of the first nine weeks.
- Based on the survey results from FCPS stakeholders, the Academic Calendar, and the COVID-19 climate in Franklin City and surrounding areas, Dr. Sterling recommends that school continue to operate virtually through the end of the first semester (Thursday, January 28, 2021).
- Other factors considered – Cold and Flu Season, Building Ventilation, High Risk Employees and Students
- Evaluation of the recommendation to open schools on Friday, January 29, 2021, will be reviewed by the board during the January 2021 Work Session.
- The recommendation was accepted and approved by the Franklin City School Board.

Superintendent Sterling then asked Chairwoman Amy Phillips to come forward and answer questions.

**Spivey Rezoning Application / Public Hearing**

City Manager Amanda Jarratt gave the following update on the Spivey Rezoning Application project:

The applicant owns Parcel 104-41-D. The property is located on the west side of North College Drive, across College Drive from the Summit property and north of the Sheet Metal Products company, which is located in the former Winn Dixie building. The site totals approximately 5.287 acres. The property has a rezoning designation of Conditional R-2, Residential. The designation was approved by the City Council in February 1990 to permit solely the development of a congregate care facility and senior-targeted multifamily development. None of the planned development has taken place. No other uses in the R-2 designation were permitted in that approval. The current owner seeks a zoning map amendment to the previous designation of RO, One Family Residential district. He plans to construct one home for his family on the property. He owns the Sheet Metal Products company just to the south of this property.

Mayor Frank Rabil opened the public hearing for public comment.

There was no public comment concerning the Spivey Rezoning Application Public Hearing.

Mayor Frank Rabil closed the public hearing and opened the floor for City Council discussion.

Councilman Ray Smith made a motion to approve the Spivey Rezoning Application project. The motion was seconded by Councilman Linwood Johnson.

**The motion carried the by 6-0.**

**The vote was as follows:**

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

### City of Franklin Noise Ordinance

City Manager Amanda Jarratt presented a revised proposed City of Franklin Noise Ordinance. As was explained at the previous City Council meeting the current City of Franklin Noise Ordinance is unenforceable and unconstitutional in its current state. The revised proposed City of Franklin Noise Ordinance has been reviewed by the City's legal team. Recently the City has received a large number of complaints concerning noise.

Councilman Linwood Johnson addressed his question to Vivian Seay Giles, Attorney with Sands Anderson, City of Franklin's legal representation. He asked if the City of Franklin's proposed Noise Ordinance was comparable to other localities.

Attorney Giles assured Councilman Johnson that the City of Franklin's Noise Ordinance is comparable to other localities.

Councilman Mark R. Kitchen asked if the bulk of the noise complaints concern moving vehicles.

Chief Patterson stated the noise complaints are split between vehicles and residences.

Mayor Frank Rabil asked if the City Council adopts the revised proposed Noise Ordinance tonight, when does it become effective.

Attorney Giles replied immediately.

**Councilman Ray Smith made a motion to approve the revised proposed City of Franklin Noise Ordinance. The motion was seconded by Councilman Linwood Johnson.**

The motion carried the by 6-0.

The vote was as follows:

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

#### Courthouse Update

##### Southampton County Courthouse

City Manager Amanda Jarratt stated Glave and Holmes has completed the Schematic Design and a stakeholder meeting was conducted on Monday, October 19, 2020. The construction estimate came in just below the Glave and Holmes Concept Design estimate \$15.69 million. The project is on schedule and construction is planned to begin in the summer of 2021. The construction estimate as well as minutes and presentation from the most recent stakeholder meeting were attached for Council's review. Based on current population levels and the shared space the City's responsibility will be 21.8% of the total project.

Mayor Frank Rabil asked was there any idea of the cost of the temporary relocation for the staff.

City Manager Jarratt and Vice-Mayor Bobby Cutchins both have not heard a cost on the temporary relocation for the staff.

The consensus of City Council was that City Council and the Southampton County Board of Supervisors schedule a joint meeting to discuss the Courthouse Project more thoroughly.

Councilman Ray Smith asked how will the funds be handled for the Courthouse Project.

City Manager Jarratt answered the financing for the Courthouse Project will be handled under debt services. Davenport will get with the City on terms but did not recommend financing over twenty years.

Mayor Frank Rabil requested a work session be scheduled with Davenport prior to budget time to discuss the budget and the Courthouse Project.

### **City of Franklin Courthouse**

There was nothing to report.

### **City Manager's Report**

#### **General Updates**

- City Manager Amanda Jarratt informed City Council that some borrowing that the City Council previously did for School improvements was selected for refinancing which will result in a savings of \$82,863.00.
- The feasibility and environmental analysis for the Franklin Armory facility were completed. A meeting with Camp Community College and the Obici Foundation is scheduled for next week to discuss how to proceed.
- Due to the permanent facility not being available the voters of Ward 6 will vote at the Franklin Business Center on November 3, 2020.
- The Assistant to the City Manager and Tourism Director positions authorized by Franklin City Council have been advertised and applications are being accepted.
- Letters have been sent to each of the facilities that operated gaming machines updating them on the current code requirements. The Majority of the facilities have complied and ceased operations.
- The COVID-19 cases in the City of Franklin have increased. The City currently has 490 cases, 25 hospitalizations and 15 deaths. Precautions remain in place and we ask that all citizens continue to follow the recommendations of the Virginia Department of Health and Center for Disease Control.
- Staff would propose two evening retreats from 5:30 p.m. – 8:30 p.m. on Monday, November 16<sup>th</sup> and 17<sup>th</sup> to discuss pressing topics in advance of the FY-22 budget preparation. Please confirm that these dates and times work for Council.
- City offices will be closed on November 3, 2020 in observance of Election Day and November 11, 2020 in observance of Veterans Day.

#### **Confederate Monument**

City Manager Amanda Jarratt informed City Council that the City of Franklin only received one response to the RFP concerning the Confederate Monument located at Memorial Park late Friday afternoon. City Manager Jarratt added the company that responded addressed certain things that they thought the City's Public Works Department could handle which would lower the cost significantly, but she has not had a chance to meet with staff concerning this.

## Community Events

- We are working with staff to organize holiday events for Halloween and Christmas that are in compliance with the recommendations from the Virginia Department of Health and the Centers for Disease Control.
- Franklin Cruise In has restarted on Wednesday afternoons with social distancing being strongly encouraged.
- Staff will be delivering Halloween treat bags throughout the community.
- The Nike Walk Challenge will be kicking off soon.
- The Candy Cane Hunt will be at Armory Park and will be broken up by age group as well as limiting the number of children who can participate.
- There will be an Ugly Sweater 5K held at the airport and will be capped at a 150 participants.
- The basketball goals will be set up on November 16, 2020 and signs will be posted encouraging the community to limit the number participating and encourage citizens to wear a face covering.

## Council / Staff Reports on Boards / Commissions

Mayor Frank Rabil asked City Council if they had any reports on Boards and Commissions.

Councilman Linwood Johnson attended a Western Tidewater Regional Jail Board meeting and that the jail has 235 Federal inmates, 141 State inmates and 126 inmates were affected by the COVID-19 virus. As of today there are no inmates affected by the virus. The new parking lot project at the jail is now complete.

Councilman Linwood Johnson added he will report on the VML Conference at the next City Council meeting.

Mayor Rabil informed City Council that all of the Regional groups such as HRPDC, HRTAC, and the Military Alliance held their organizational meeting by zoom.



Closed Session

There being nothing further to discuss, Mayor Frank Rabil entertained a motion to go into 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, 1. Discussion of appointments to boards and commissions, to discuss the following subject or subjects: Beautification Commission, Industrial Development Authority and Social Services Advisory Board; and

2.2-3711-A-3, Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where the discussion in an open meeting would adversely affect the bargaining position or negotiating of the public body specifically regarding property in Downtown Franklin and along Fairview Drive.

2.2-3711-A-5, Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community specifically along Pretlow Industrial Park, Armory Drive, and Fairview.

2.2-3711-A-8, Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel specifically regarding a tax matter and a request for tax exempt status.

The motion was seconded by Councilman Mark R. Kitchen.

The motion carried the by 6-0.

The vote was as follows:

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

City Council went into closed session at 8:19 p.m.

#### Motion Upon Returning to Open Session

Councilwoman Wynndolyn Copeland moved 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 October 26, 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.

#### Other Actions of Council

#### Adjournment

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**Mayor**

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**Clerk to City Council**



*Office of the City Manager  
Amanda C. Jarratt*

November 3, 2020

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: STAR Performer Awards

**Background Information**

The City of Franklin Personnel Policy allows for the recognition of City employees throughout the year which is known as the STAR Performer Awards. STAR Performers are to be recognized at City Council meetings and are later eligible to be selected as Employee of the Year by a committee of their peers. We are pleased to present to you the following STAR Performers: Leonard Bradshaw, Charles Butler, and Brent Gayle. A summary of their nomination is attached.

**Needed Action**

Recognize the nominated staff.

STAR Award Nominees  
November 9<sup>th</sup> City Council Meeting

**Sergeant Brent Gayle, PSAP Manager**

Police Department

Nominated by: Chief Patterson

Sgt. Gayle has worked at the City of Franklin for 23 years. Sgt. Gayle is a career police officer that has adapted to the career change from street sergeant to IT manager to communications supervisor without missing a beat. In April of 2020, Sgt. Gayle transitioned into the Police Department's IT manager. Shortly after, Sgt. Gayle was placed in charge of the dispatch center. Along with two (2) dispatchers, he has maintained the department's service level, trained new dispatchers, and worked multiple overtime shifts to ensure coverage was not diminished. He has done all of this while also maintaining City and departmental IT projects. Furthermore, he has not complained about it either. He readily jumps in and works to make sure the job gets done. In the words of Chief Patterson, "Brent is truly an employee I would take 30 more of."

**Leonard Bradshaw, Construction Supervisor**

Public Works

Nominated by: Russell Pace

Mr. Bradshaw has worked at the City of Franklin for 31 years. As the Construction Supervisor, Leonard supervises the Street Repair Division. He has served each of those years with integrity, enthusiasm, and an attitude of providing for the best level of service possible. Everything Leonard does in his daily assignments accomplishes goals set by our City Council, City Manager as well as the Public Works Department.

Leonard encompasses all the characteristics that we long for in a model employee. Leonard's performance is personal to him. Mr. Bradshaw performs above the expectation most every day. He consistently strives for perfection with every work assignment he is given. He feels a deep responsibility for his employees. For their safety, their opportunities to learn and strengthen their knowledge and skill sets and for the work they perform. Along with his crew, Mr. Bradshaw has worked tirelessly trying to just keep up with the demands they fill in asphalt, concrete, and drainage needs. He and his crew have spent several days working in other divisions to assist and help other crews to complete their work. Never does he question or complain.

In the words of Russ Pace, as a manager one thing I value as much as anything is trust. Leonard is a man of integrity and honesty. He believes it is just as easy to do the job right the first time as to do an incomplete job. He is highly respected by all our managers as well as every employee. He has earned that respect because of his actions, because of the man he is. I so enjoy every morning when Leonard comes up front. He comes to my door and says, "Good Morning Sir!" I look up at him and say, "Good Morning to you Sir!" For me, he has earned that.

**Charles Butler, Jr., Garage Supervisor**

Public Works

Nominated by: Russell Pace

Charles has worked at the City of Franklin for 29 years. He is an ASE Certified Master Automotive Mechanic, a Master Fabricator and Welder. Every department must have transportation and equipment to deliver their services and Charles assures that every need is met.

Charles Butler is being nominated for the STAR performer award because he is a man of impeccable character. Character encompasses integrity, trustworthiness, dependability, and a mind-set of doing everything you do to the best of your ability. These traits make it easy for Charles to perform above anyone's expectations. He also puts his name on every item that enters his garage. Nothing leaves it without his final approval. Not only is he a highly competent, talented, and skilled employee, he is dependable, trustworthy and genuinely cares about every service his garage provides.

Closing thoughts from Russ, every day Charles interacts with multiple departments who have multiple needs and with that comes multiple personalities. He does this with ease due to professionalism and respect. In Russ's 26 years at Public Works he has never received a complaint about Charles. Charles comes to work every day with an attitude of giving his all and providing the best service possible for all departments. Every item that enters the garage leaves with his name on it.



**Resolution #2020-20**

**Whereas**, the government of Franklin, Virginia celebrates our local small businesses and the contributions they make to our local economy and community; and according to the United States Small Business Administration, there are 30.7 million small businesses in the United States, which represent 99.7 percent of all firms with paid employees in the United States, and they were responsible for 64.9 percent of net new jobs created from 2000 to 2018; and

**Whereas**, small businesses employ 47.3 percent of the employees in the private sector in the United States; and

**Whereas**, 94% of consumers in the United States value the contributions small businesses make in their community; and

**Whereas**, 96% of consumers who plan to shop on Small Business Saturday® said the day inspires them to go to small, independently-owned retailers or restaurants that they have not been to before, or would not have otherwise tried; and

**Whereas**, 92% of companies planning promotions on Small Business Saturday said the day helps their business stand out during the busy holiday shopping season; and

**Whereas**, 59% of small business owners said Small Business Saturday contributes significantly to their holiday sales each year; and

**Whereas**, Franklin, Virginia supports our local businesses that create jobs, boost our local economy and preserve our communities; and

**Whereas**, advocacy groups, as well as public and private organizations, across the country have endorsed the Saturday after Thanksgiving as Small Business Saturday.

**Now, Therefore**, I, Frank Rabil, Mayor of Franklin, Virginia do hereby proclaim, November 28, 2020, as: ***SMALL BUSINESS SATURDAY***

**And** urge the residents of our community, and communities across the country, to support small businesses and merchants on Small Business Saturday and throughout the year.

**Date:** \_\_\_\_\_

\_\_\_\_\_  
**Mayor**

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

## BUDGET AMENDMENT 2021-11

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA that the 2020-2021 City Budget is hereby amended:

1. to recognize grant revenues from Obici Healthcare Foundation to support additional COVID related safety materials and program supplies; and
2. to recognize grant revenues from Obici Healthcare Foundation to provide utility assistance for City of Franklin residents who have been directly impacted by the COVID pandemic.

		2020-2021	AMENDED	INCREASE
		BUDGET	BUDGET	(DECREASE)
	<i>#1</i>			
<b>100</b>	<b><u>GENERAL FUND</u></b>			
	<b>REVENUE</b>			
18990-3012	P&R Healthcare Grant COVID	\$0	\$10,350	<u>\$10,350</u>
				<b>\$10,350</b>
	<b>EXPENDITURES</b>			
71300-5858	Obici Healthcare Grant COVID 19	\$0	\$10,350	<u>\$10,350</u>
				<b>\$10,350</b>
	<i>#2</i>			
<b>201</b>	<b><u>SOCIAL SERVICES FUND</u></b>			
	<b>REVENUE</b>			
18990-1805	Obici Healthcare Grant COVID 19	\$0	\$35,000	<u>\$35,000</u>
				<b>\$35,000</b>
	<b>EXPENDITURES</b>			
53110-9009	Obici Healthcare Grant COVID 19	\$0	\$35,000	<u>\$35,000</u>
				<b>\$35,000</b>

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

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





October 29, 2020

**Congratulations on receiving a COVID-19 Response Fund award from Obici Healthcare Foundation!**

The Foundation encourages grantees to promote media coverage for the purpose of community awareness and understanding of Obici Healthcare Foundation's mission.

The enclosed Communication Guidelines offers an effective and easy way for grantees to ensure both your organization's work and the Foundation's recent funding are communicated in a clear, consistent message to the community. The guidelines are to be followed for the term of your grant.

Please look over the enclosed guidelines and call the Obici Healthcare Foundation (757-539-8810) if you have any questions or concerns. You will need to sign and return to the Foundation the signature page (page 3) of the Communication Guidelines to [grants@obicihcf.org](mailto:grants@obicihcf.org).

Again, congratulations and we look forward to working with you!

Sincerely,

A handwritten signature in black ink that reads 'Annette Beuchler'. The signature is fluid and cursive, with a long horizontal stroke at the end.

Annette Beuchler  
President & CEO



## **Communications Guidelines**

### **Expectations for grantees**

The Obici Healthcare Foundation encourages grantees to promote media coverage of its funded programs to increase public understanding of these programs and their effects on the health of Western Tidewater and Gates County, North Carolina. The Foundation recognizes it is necessary to support a clear, consistent message through all communications efforts of its grantees. Therefore, to ensure both the Foundation and grantee organizations are properly recognized, the following Communications Guidelines must be followed during the grant term.

#### **Key Points:**

1. All communications activities involving grant projects funded by the Obici Healthcare Foundation must acknowledge the Foundation's support.
2. All communications documents related to the Foundation funded project, must be approved by the Foundation prior to release. This includes press releases and media coverage, paid advertising, public service announcements, brochures, fliers, annual reports, websites and social media, displays.
3. Grantees are requested to initiate a press release about their Foundation-funded program at approximately the six-month point of the program. The release is designed to spread the word about the program and to attract positive publicity.
4. Grantees are required to provide the Foundation with advance copy of Press Releases and to provide the Foundation with notice of upcoming interview topic for coordination/approval of message.

#### **Approved language to acknowledge the grant:**

If your project is fully funded with a grant from the Obici Healthcare Foundation, please use the following approved language:

- This project is funded by the Obici Healthcare Foundation.
- This grant was made possible with funding by the Obici Healthcare Foundation.
- This project is funded under the Obici Healthcare Foundation's Access to Care strategy.
- This project is funded under the Obici Healthcare Foundation's Prevention strategy.
- This project is funded under the COVID-19 Response Fund.

If you received funding for your project in addition to the Foundation's funding, you may use this language:

- This project is funded in part by a grant from the Obici Healthcare Foundation.
- This project is partially funded by a grant from the Obici Healthcare Foundation.
- This grant was made possible with partial funding from the Obici Healthcare Foundation.
- This project is funded by grants from the Obici Healthcare Foundation and (list the rest of the funders here).

## Referring to the Obici Healthcare Foundation.

Write "the Obici Healthcare Foundation" in first reference.

In second or subsequent references, "the Foundation."

## Using logos

If you plan to use an Obici Healthcare Foundation logo, please contact the Communications Department. We will forward you a logo to fit the proper resolution and format of your document. Be sure to resize to scale. Do not stretch or change the proportions when resizing. NOTE: Please do not grab a screenshot of our logo from our website.

As with all communications, please send a copy of your document with the logo prior to publication.

## Process for getting Foundation approval on communications pieces

- a. Remember that you need approval **prior** to public distribution/release. We prefer you send us the document 3-5 days before publication. This allows for the proofing and approval process at the Obici Healthcare Foundation.
- b. Email the document to [grants@obicihcf.org](mailto:grants@obicihcf.org)
- c. Please also email a copy to your program contact:  
Annette Beuchler ([abeuchler@obicihcf.org](mailto:abeuchler@obicihcf.org)); Fiona Charles ([fcharles@obicihcf.org](mailto:fcharles@obicihcf.org));  
Jessica Mullen ([jmullen@obicihcf.org](mailto:jmullen@obicihcf.org)); or Sarah C. Taylor ([staylor@obicihcf.org](mailto:staylor@obicihcf.org))
- d. If you get an outside company or printer to design or print a communications document for you, get them to send you a proof **before** it goes to print. Make sure you know their deadline for revisions.

## General media guidelines – when to call

- Please do not give the media any information about the Obici Healthcare Foundation other than the approved language above. We will be happy to get them supplemental information for their story if they will contact us directly.
- Let us know if you plan to schedule an interview with the media to talk about your grant project.
- If you are approached by the media at an event or by phone about your grant project, feel free to talk to them if you are comfortable doing so, and then let us know an interview was done. Please provide us the media contact's name. We may want to supply them with additional information about the grant to provide broader context.

## Contact Us:

Obici Healthcare Foundation  
106 W. Finney Avenue  
Suffolk, VA 23434  
757-539-8810  
[grants@obicihcf.org](mailto:grants@obicihcf.org)

## Communications Agreement

Sammara Green-Bailey

have read the Obici

Healthcare Foundation's Communications Guidelines.

Signature:

Title: City of Franklin Director of parks & recreation

Organization: City of Franklin, Virginia

Email: sbailey@franklinva.com

Date: 10/30/2020

Follow us on Facebook





### Grant Check Designation

We are updating our record and would like for you to complete the form below to ensure your checks and other correspondence go out to the correct person.

Please indicate below the person who should receive your grant payment checks along with the appropriate address:

Organization: City of Franklin Parks & Recreation

Grant Contact: Sammara Bailey

Title/Position: Director of Parks & Recreation

Email Address: Sbailey@Franklinva.com

Phone Number: (757)562-2475

**Address check should be mailed to:**

Attention of (name/position): Sammara Bailey / Director of Parks & Recreation

Address: 683 Oak Street

City, State, Zip: Franklin, VA 23851

Authorized by: Sammara Bailey

Title/Position: COF Director of Parks & Recreation

Date: 10/30/2020



October 29, 2020

Sammarra Green-Bailey  
Director, Parks and Recreation  
City of Franklin  
207 W. Second Ave.  
Franklin, VA 23851

Dear Ms. Green-Bailey,

Obici Healthcare Foundation is pleased to award City of Franklin a \$10,350.00 grant for the period of 11/01/2020 through 10/31/2021. These funds are to be used solely for the COVID-19 Response Fund: Nonprofit Organizations and Public-School Districts project as outlined in your grant proposal.

The grant has been awarded with the understanding, based upon your representations, that City of Franklin is an organization that is exempt from income tax under Internal Revenue Code 501 (c) 3 and/or is classified as a public charity under Internal Revenue Code 509 (a) (1), (2) or (3).

**Use of Foundation Funds:**

You agree to use our funds exclusively for the project described in the proposal, with the stated results, target population and region of our service area as outlined in your proposal. You further agree not to use the funds to influence legislation, to influence the outcome of any election, or to participate or intervene in any political campaign.

**Reporting and Payment Process:**

A check for 100% of the requested amount will be sent after the contract letter is signed and returned. An email notification will be sent to the contact for this grant 30 days prior to the report due date with a link to the online portal. Reports are due no later than 30 days after the end of the below reporting periods. Grantee agrees to process reporting through the online portal and submit progress reports by the following dates:

<b>Type of Report</b>	<b>Reporting Period</b>	<b>Report Due By</b>
Interim Report 1	November 1, 2020 – December 31, 2020	January 31, 2021
Interim Report 2	November 1, 2020 – April 30, 2021	May 31, 2021
Final Report	November 1, 2020 – October 31, 2021	November 30, 2021

You may submit a Final Report at any time during the grant period if the awarded funds have been fully expended prior to the grant end date. If funds have been expended prior to the Interim Report date, you may skip the Interim Report submission and submit only a Final Report.

Failure to submit reports by the due date will delay additional grant payments and jeopardize future funding to your organization.

**Expenditures of Grant Funds:**

The approved program cannot be modified from the original proposal without the Foundation's prior written approval. Grant funds are to be used exclusively for the line items listed in the approved budget. The Foundation must approve any budget revisions before funds are spent for purposes other than in the most recently approved budget. To request a change, a budget revision form with a detailed budget narrative must be submitted.

Expenses charged against this grant may not be incurred prior to the date the grant period begins or subsequent to its termination date and may be incurred only as necessary to carry out the purpose(s) and activities of the approved project. Unspent grant funds must be returned to the Foundation within 60 days of the grant's completion date.

**Project Evaluation:**

The Foundation reserves the right to discontinue, modify or withhold any payments that might be due under this grant, to require a refund of any unexpended grant funds, or both, if in the Foundation's judgment:

- Grant funds have been used for purposes other than those approved by the Foundation;
- such action is necessary to comply with the requirements of any law or regulation affecting either your organization's or the Foundation's responsibilities under the grant; or
- the organization's performance under the grant has not been satisfactory. The Foundation in its sole and absolute discretion will determine whether performance has been satisfactory.

The Foundation's judgment on these matters will be final and binding.

Your organization is required to maintain liability insurance coverage for the period of this grant. The Obici Healthcare Foundation reserves the right to audit the financial records and insurance coverage of the grantee organization at reasonable times and upon advance notice. You are also required to maintain financial records for expenditures and receipts relating to this grant and to retain this documentation for a period of two years after the grant's termination date. Your organization is required to permit the Foundation to have reasonable access to this documentation, as well as to any files, records and personnel relating to this grant during the term of the grant and for a period of two years after the grant's termination date for the purpose of program evaluation, verifications and financial audits.

**Public Relations and Communications:**

The Foundation requests that you give recognition for its support whenever appropriate. You also agree to cooperate with Foundation staff regarding request for pictures, photo opportunities or written materials for public relations purposes.

**Terms:**

If you accept the foregoing terms and conditions of the grant, please indicate such acceptance by signing and returning the original letter. The first scheduled grant payment will not be made until this letter of agreement is received by the Foundation. Please retain one of the enclosed copies for your records.

If you have any questions, please call the office at (757) 539-8810. On behalf of the Obici Healthcare Foundation, I congratulate your organization on its selection as a grant recipient and wish you success.

**Special Conditions and Reporting Requirements:**

The Grantee accepts and agrees to comply with the following Special Conditions (if no Special Conditions are imposed so state):

- **SPECIAL CONDITIONS OF APPROVAL:** By executing this grant Agreement, Grantee agrees that funding is solely for program activities as described in the Proposal.
- **PREFUNDING CONDITIONS:** Prior to funding Grantee shall submit any additional information requested.
- The **INTERIM REPORT** shall contain an accounting of grant fund expenditures through the report date compared to the approved budget, a budget narrative, and a project update that includes the following:
  - Have there been any changes to your expenditure timeline?
  - How has this award helped your organization overcome challenges related to COVID-19?
  - Please provide a breakdown of expenditures in the following four categories:
    1. Supplies
    2. Infrastructure
    3. Temporary Staff
    4. Other
  - From the time of order, how long did it take you to receive all supplies (cleaning/PPE)?
  - How have the hotspots and outdoor seating made a difference in providing access for the surrounding communities? Please share a story or example.
- The **FINAL REPORT** shall also contain a complete accounting of all grant fund expenditures compared to the approved budget, a budget narrative, and a final project update including the reporting questions listed under Interim Report.

The foregoing conditions are hereby accepted and agreed to as of the date indicated.

Obici Healthcare Foundation Authorized Signature: Annette Beuchler Digitally signed by Annette Beuchler  
Date: 2020.10.29 13:20:27 -04'00'

Printed Name: Annette Beuchler

Title: President and CEO Date: 10/29/2020

Grantee Organization Name: City of Franklin

Tax ID: 54-6001284

Authorized Signature: 

Printed Name: Sammara Green-Bailey

Title: Director of P&R Date: 10/30/2020





## Budget Worksheet COVID-19 Response Fund: Counties and Cities

Organization Name:

City of Franklin Parks & Recreation

COVID-19 SOURCES OF SUPPORT:	<u>Secured Income</u>	<u>Pending Income</u>	<u>In-Kind Support</u>	<u>Total Budget</u>
Obici Healthcare Foundation Request	\$19,712			19712
Foundations				0
Nonprofits				0
Federal/State				0
PPP Loans	16,338			16338
Other CARES Act Funding Provisions				0
IP Community Grant	\$15,000			15000
				0
				0
<b>TOTAL RESOURCES</b>	<b>51050</b>		<b>0</b>	<b>51050</b>

COVID-19 EXPENSES <sup>1</sup> :	<u>OHF Request</u>	<u>Your Organization</u>	<u>Other Sources</u>	<u>Total Budget</u>
<b>Personnel:</b>				
Technical Assistance				0
				0
<i>Subtotal Personnel</i>	0	0	0	0
<b>Other Expenses<sup>2</sup>:</b>				
Cleaning Supplies	0			0
Cleaning Expenses				0
Safety Materials	3700			3700
Personal Protective Equipment				0
Printing/Publications				0
Media Costs/Advertising				0
Program Supplies	2500			2500
Office Supplies				0
Postage				0
Utilities/Telephones				0
Office Space				0
Other (list below/detail in narrative):				0
				0
				0
<i>Subtotal Other Expenses</i>	6200	0	0	6200
<b>Capital Expenditures (over \$1,000)<sup>3</sup>:</b>				0
Office Equipment	2550			2550
Furniture & Fixtures	1,600 00			1600
Project equipment	<del>9,362.00</del>			<del>9362</del>
				0
<i>Subtotal Capital</i>	13512	0	0	13512
<b>Small Business Fund:</b>				0
Rent				0
Utilities				0
Marketing/Advertising				0
Other (list below/detail in narrative):				0
				0
				0
<i>Subtotal Small Business Fund</i>	0	0	0	0
<b>TOTAL PROJECT EXPENSES</b>	<u>19712</u>	0	0	<del>19712</del> 10,350

1. Please include only anticipated expenses related to COVID-19.
  2. Line items listed are a guide. Complete only the necessary items.
  3. Capital must be explicitly linked to enhanced programmatic implementation. Computers, iPads, laptops, etc. will not be funded.
  4. Identify individually in budget narrative. Additional sources of revenue are encouraged, but not required.
- \* Formulas are not guaranteed. Please check carefully prior to submission of budget using this form.

Person completing this budget:

Sammara Bailey

Date:

9/25/2020

**Contact Information:**

Mrs. Sammara Green-Bailey, City of Franklin, Parks and Recreation Director  
683 Oak Street  
Franklin, VA 23851  
Sbailey@franklinva.com  
757-562-2475

**Organization Information:**

City of Franklin, Parks and Recreation  
<https://www.franklinva.com/>  
Dr. Martin Luther King Community Jr. Center  
683 Oak Street  
Franklin, VA 23851

**Mission Statement:** The Franklin Department of Parks & Recreation seeks to actively encourage, provide and promote quality leisure, recreational and cultural opportunities while providing facilities and environments that are essential for the enhancement & well-being of citizens of all ages.

**City Council Members:**

- Mr. Frank M. Rabil, Mayor
- Mr. Mark R. Kitchen Ward 1
- Mr. Ray Smith Ward 2
- Mr. Gregory McLemore Ward 3
- Mr. Linwood Johnson Ward 4
- Mrs. Wynndolyn H. Copeland Ward 5
- Robert "Bobby" Cutchins Ward 6

**Key Programming:**

- All sports for children and adults
- Adult programming
- One day camps, summer camps, spring break camps
- Holiday events
- Community events
- Festivals
- Farmers Market

**Grant Title:**

**COVID-19 Response Fund Opportunities**

**Amount Requested: \$19,712**

## **Income**

### *Secured Income:*

Cares Act- \$16,338 (PPE equipment, cleaning supplies, signage, social distancing activities, & handwashing stations for the park)

IP community Grant- \$15,000 Learning center- Stem Lab, Computer Lab, and Gaming Room

### *Pending Income:*

Franklin-Southampton Charities- \$32,000 Material for learning center and the diving of the rooms.

Camp Foundation- \$ 32,00 New Playground at MLK park

## **Other Expenses**

### *Safety Materials: \$3,700 (Attached quotes)*

Touchless trash cans, touchless soap dispenser, and touchless hand dryers in our community centers restroom to cut back on germs.

Counter Safety Shields for our staff to have on desk when they become in contact with community.

### *Program Supplies: \$2,500 (Attached quotes)*

Shop with a cop-(\$500) In partnership with Down the Middle Foundation and Franklin City Police Department. We pick low income kids to ride with a police to Walmart and shop with the police and spend \$100. After that they come back to the community center fellowship with police officers and eat pizza. This year we plan on continuing but spreading it over multiple days to accommodate kids safely. We do realize there are a lot of families who are suffering currently from Covid-19 due to not being able to work.

Thanksgiving baskets to-go (\$750) - Normally we partner with various organizations and have a community free thanksgiving dinner. This year we want to prepare baskets to go for underprivileged families. We do realize there are a lot of families who are suffering currently from Covid-19 due to not being able to work.

Covid kid kits (\$1,250)- Covid-19 has statistically shown that where the community center is located it is a deemed a red zone meaning high contagious. The department would like to hand out Kid Covid Kits, which include a mask, hand sanitizer, and literature on staying safe during this pandemic.

**Capital Expenditures**

*Office Equipment (\$2,550)- We have a lot of children coming to the community center to do virtual learning to utilize our Wi-Fi. Students in our area virtual classes start as early as 6am and go as late as 8:30pm. With our community center hours limited due to Covid-19 from 9am-6pm we desire to put a Wi-Fi extender outside the building where students will have 24-hour access to Wi-Fi.*

*Office Furniture & Fixtures (\$1,600)- Picnic Tables to sit in the parking lot of the community center for students/citizens who may not have Wi-Fi access at home and need to utilize internet after hours when the community center is closed.*

~~*Project Equipment (\$9,362) Security Cameras- With the community center being a "drop in" we see numerous of children, adults and even seniors. The community center is right in the middle of high risk and growing area for Covid-19. Although we have a check-in where patrons are required to sign-in and take temperature. We would like to be able to keep track and put a face with a name so we think security cameras would help tremendously for security and safety purposes.*~~

**Amount of funding requested for program/project (attach budget):**

**COVID-19 Response Fund Opportunities**

• Other Expenses.....	\$6,200.00
• Capital Expenditures.....	\$13,512.00
<b>Total Cost.....</b>	<del>\$19,712.00</del> <b>\$10,350.00</b>



October 29, 2020

Sarah W. Rexrode  
Director  
City of Franklin – Department of Social Services  
207 W. Second Ave.  
Franklin, VA 23851

Dear Ms. Rexrode,

Obici Healthcare Foundation is pleased to award City of Franklin a \$35,000.00 grant for the period of 11/01/2020 through 10/31/2021. These funds are to be used solely for the COVID-19 Response Fund: Counties and Cities project as outlined in your grant proposal.

The grant has been awarded with the understanding, based upon your representations, that City of Franklin is an organization that is exempt from income tax under Internal Revenue Code 501 (c) 3 and/or is classified as a public charity under Internal Revenue Code 509 (a) (1), (2) or (3).

**Use of Foundation Funds:**

You agree to use our funds exclusively for the project described in the proposal, with the stated results, target population and region of our service area as outlined in your proposal. You further agree not to use the funds to influence legislation, to influence the outcome of any election, or to participate or intervene in any political campaign.

**Reporting and Payment Process:**

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<b>Type of Report</b>	<b>Reporting Period</b>	<b>Report Due By</b>
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Interim Report 2	November 1, 2020 – April 30, 2021	May 31, 2021
Final Report	November 1, 2020 – October 31, 2021	November 30, 2021

You may submit a Final Report at any time during the grant period if the awarded funds have been fully expended prior to the grant end date. If funds have been expended prior to the Interim Report date, you may skip the Interim Report submission and submit only a Final Report.

Failure to submit reports by the due date will delay additional grant payments and jeopardize future funding to your organization.

**Expenditures of Grant Funds:**

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**Project Evaluation:**

The Foundation reserves the right to discontinue, modify or withhold any payments that might be due under this grant, to require a refund of any unexpended grant funds, or both, if in the Foundation's judgment:

- Grant funds have been used for purposes other than those approved by the Foundation;
- such action is necessary to comply with the requirements of any law or regulation affecting either your organization's or the Foundation's responsibilities under the grant; or
- the organization's performance under the grant has not been satisfactory. The Foundation in its sole and absolute discretion will determine whether performance has been satisfactory.

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**Public Relations and Communications:**

The Foundation requests that you give recognition for its support whenever appropriate. You also agree to cooperate with Foundation staff regarding request for pictures, photo opportunities or written materials for public relations purposes.

**Terms:**

If you accept the foregoing terms and conditions of the grant, please indicate such acceptance by signing and returning the original letter. The first scheduled grant payment will not be made until this letter of agreement is received by the Foundation. Please retain one of the enclosed copies for your records.

If you have any questions, please call the office at (757) 539-8810. On behalf of the Obici Healthcare Foundation, I congratulate your organization on its selection as a grant recipient and wish you success.

**Special Conditions and Reporting Requirements:**

The Grantee accepts and agrees to comply with the following Special Conditions (if no Special Conditions are imposed so state):

- **SPECIAL CONDITIONS OF APPROVAL:** By executing this grant Agreement, Grantee agrees that funding is solely for program activities as described in the Proposal.
- **PREFUNDING CONDITIONS:** Prior to funding Grantee shall submit any additional information requested.
- The **INTERIM REPORT** shall contain an accounting of grant fund expenditures through the report date compared to the approved budget, a budget narrative, and a project update that includes the following:
  - Have there been any changes to your timeline of providing utility assistance?
  - How many households were provided utility assistance?
  - What is the average number of residents per household?
  - How long have those that were provided with utility assistance been unemployed?
  - What is the call rate for utility assistance? Has it increased or decreased?
- The **FINAL REPORT** shall also contain a complete accounting of all grant fund expenditures compared to the approved budget, a budget narrative, and a final project update including the reporting questions listed under Interim Report.

The foregoing conditions are hereby accepted and agreed to as of the date indicated.

Obici Healthcare Foundation Authorized Signature: Annette Beuchler Digitally signed by Annette Beuchler  
Date: 2020.10.29 13:08:49 -04'00'

Printed Name: Annette Beuchler

Title: President and CEO Date: 10/29/2020

Grantee Organization Name: City of Franklin

Tax ID: 54-6001284

Authorized Signature: *Amanda C. Jarrett*

Printed Name: Amanda C. Jarrett

Title: City Manager Date: 10/30/2020



## **Communications Guidelines**

### **Expectations for grantees**

The Obici Healthcare Foundation encourages grantees to promote media coverage of its funded programs to increase public understanding of these programs and their effects on the health of Western Tidewater and Gates County, North Carolina. The Foundation recognizes it is necessary to support a clear, consistent message through all communications efforts of its grantees. Therefore, to ensure both the Foundation and grantee organizations are properly recognized, the following Communications Guidelines must be followed during the grant term.

#### **Key Points:**

1. All communications activities involving grant projects funded by the Obici Healthcare Foundation must acknowledge the Foundation's support.
2. All communications documents related to the Foundation funded project, must be approved by the Foundation prior to release. This includes press releases and media coverage, paid advertising, public service announcements, brochures, fliers, annual reports, websites and social media, displays.
3. Grantees are requested to initiate a press release about their Foundation-funded program at approximately the six-month point of the program. The release is designed to spread the word about the program and to attract positive publicity.
4. Grantees are required to provide the Foundation with advance copy of Press Releases and to provide the Foundation with notice of upcoming interview topic for coordination/approval of message.

#### **Approved language to acknowledge the grant:**

If your project is fully funded with a grant from the Obici Healthcare Foundation, please use the following approved language:

- This project is funded by the Obici Healthcare Foundation.
- This grant was made possible with funding by the Obici Healthcare Foundation.
- This project is funded under the Obici Healthcare Foundation's Access to Care strategy.
- This project is funded under the Obici Healthcare Foundation's Prevention strategy.
- This project is funded under the COVID-19 Response Fund.

If you received funding for your project in addition to the Foundation's funding, you may use this language:

- This project is funded in part by a grant from the Obici Healthcare Foundation.
- This project is partially funded by a grant from the Obici Healthcare Foundation.
- This grant was made possible with partial funding from the Obici Healthcare Foundation.
- This project is funded by grants from the Obici Healthcare Foundation and (list the rest of the funders here).



## Referring to the Obici Healthcare Foundation.

Write “the Obici Healthcare Foundation” in first reference.

In second or subsequent references, “the Foundation.”

## Using logos

If you plan to use an Obici Healthcare Foundation logo, please contact the Communications Department. We will forward you a logo to fit the proper resolution and format of your document. Be sure to resize to scale. Do not stretch or change the proportions when resizing. NOTE: Please do not grab a screenshot of our logo from our website.

As with all communications, please send a copy of your document with the logo prior to publication.

## Process for getting Foundation approval on communications pieces

- a. Remember that you need approval **prior** to public distribution/release. We prefer you send us the document 3-5 days before publication. This allows for the proofing and approval process at the Obici Healthcare Foundation.
- b. Email the document to [grants@obicihcf.org](mailto:grants@obicihcf.org)
- c. Please also email a copy to your program contact:  
Annette Beuchler ([abeuchler@obicihcf.org](mailto:abeuchler@obicihcf.org)); Fiona Charles ([fcharles@obicihcf.org](mailto:fcharles@obicihcf.org));  
Jessica Mullen ([jmullen@obicihcf.org](mailto:jmullen@obicihcf.org)); or Sarah C. Taylor ([staylor@obicihcf.org](mailto:staylor@obicihcf.org))
- d. If you get an outside company or printer to design or print a communications document for you, get them to send you a proof **before** it goes to print. Make sure you know their deadline for revisions.

## General media guidelines – when to call

- Please do not give the media any information about the Obici Healthcare Foundation other than the approved language above. We will be happy to get them supplemental information for their story if they will contact us directly.
- Let us know if you plan to schedule an interview with the media to talk about your grant project.
- If you are approached by the media at an event or by phone about your grant project, feel free to talk to them if you are comfortable doing so, and then let us know an interview was done. Please provide us the media contact’s name. We may want to supply them with additional information about the grant to provide broader context.

## Contact Us:

Obici Healthcare Foundation  
106 W. Finney Avenue  
Suffolk, VA 23434  
757-539-8810  
[grants@obicihcf.org](mailto:grants@obicihcf.org)

## Communications Agreement

I Sarah W. Rexrode have read the Obici  
Healthcare Foundation's Communications Guidelines.

Signature: Sarah W. Rexrode

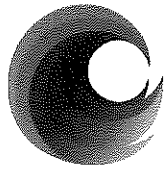
Title: Director

Organization: Franklin City Dept. of Social Services

Email: s.raxrode@dss.virginia.gov

Date: 10/29/2020

Follow us on Facebook



**OBICI**  
HEALTHCARE  
FOUNDATION

### Grant Check Designation

We are updating our record and would like for you to complete the form below to ensure your checks and other correspondence go out to the correct person.

Please indicate below the person who should receive your grant payment checks along with the appropriate address:

Organization: Franklin City Dept. of Social Services

Grant Contact: Sarah W. Rexrode

Title/Position: Director

Email Address: s.rexrode@dss.virginia.gov

Phone Number: 757-562-8515

**Address check should be mailed to:**

Attention of (name/position): Joe Ann Faulk, Accounting Supervisor

Address: City of Franklin, 207 W. Second Ave.

City, State, Zip: Franklin, VA 23851

Authorized by: Sarah W. Rexrode, Director

Title/Position: Director, Dept. of Social Services

Date: 10/30/2020



*Office of the City Manager  
Amanda C. Jarratt*

November 3, 2020

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: Franklin Southampton Economic Development, Inc. – Update

**Background Information**

Representatives from Franklin Southampton Economic Development, Inc. will be present to provide an update on their accomplishments and next steps.

**Needed Action**

None at this time.



601 N Mechanic Street • Suite 300 • Franklin, VA 23851 • 757-562-1958  
info@franklinsouthamptonva.com • www.fsediva.com

**Report of Economic Development  
Accomplishments in Service to the  
Franklin-Southampton County Region  
November 2020**

## Overview & Background of the Organization

Franklin Southampton Economic Development, Inc. (FSEDI) was incorporated in August of 2005 as an economic development organization to serve the residents of the City of Franklin and Southampton County. FSEDI's mission is has been and continues to be: Diversify the economy, create high quality jobs and provide a future for the families and youth of Franklin and Southampton. To achieve this mission FSEDI focuses on four main areas: retention of existing industry, business attraction, entrepreneurship, and tourism.

## Historical Economic Development Accomplishments of FSEDI

Since 2005, there have been 796 new job created in the Franklin/Southampton region. There have been 238 prospects recorded, which is a significant amount of engagement for a small, rural community. Below is a listing of just a few of the economic development accomplishments of FSEDI since its inception. Additional accomplishments and activities in support of economic development, business retention, outreach/training, and business

Company	Date	Type of Operation	New/	Jobs	Investment
GMAX (2020):	Jan 2020	Manufacturing	New	40	\$10,500,000
Bon Bon Farms	Dec 2019	Agriculture/ Manufacturing	New	162	\$8,500,000
Hubbard Peanut Company	Nov 2019	Food Processing	Expansion	10	\$1,600,000
Repair Tech	May 2019	Light Industrial	Expansion	0	\$1,000,000
Belmont Peanuts	Sept 2018	Food Processing	Expansion	15	\$2,500,000
Enviva, LP	Dec 2018	Manufacturing	Expansion	0	\$75,700,000
Hampton Farms	Oct 2018	Food Processing	Expansion	14	\$5,700,000
Birdsong Peanuts	June 2017	Warehouse	Expansion	3	-
Providence Agriculture	Dec 2014	Manufacturing	Expansion	0	\$1,500,000
Highground Services, Inc.	Oct 2014	Engineering	Expansion	0	\$500,000
Providence Agriculture	Dec 2013	Distribution	New	15	-
Hampton Farms	Aug 2013	Food Processing	New	60	\$24,000,000
Love's Travel Center	April 2013	Commercial	New	50	\$7,000,000
AMAC Leasing LLC	Sept 2012	Industrial	New	50	\$5,000,000
O'Reilly Auto Parts	Jan 2012	Retail	New	9	\$1,200,000
*Enviva, LP	Nov 2011	Manufacturing	New	74	\$91,000,000
*Dominion Virginia Power	May 2011	Manufacturing	Expansion	0	\$55,000,000
Tractor Supply	May 2010	Retail	New	25	\$2,000,000
Greenwood RSST, LLC	May 2009	Distribution	New	10	\$2,200,000
Farm Fresh	Jan 2007	Retail	New	150	\$6,343,000
Southampton Terminal	Mar 2006	Distribution	New	40	\$3,000,000
Feridies	Sept 2006	Food Processing	Expansion	25	\$3,200,000
Lowe's	Oct 2006	Retail	New	120	\$8,612,000
Money Mailer	Nov 2006	Printing	Expansion	30	\$8,000,000
Narricot Industries, LP	Mar 2005	Manufacturing	Expansion	138	\$20,000,000
<b>2005 - 2020 Grand Totals</b>				<b>796 New Jobs</b>	<b>\$238,555,000</b>

*\* Biomass wood product projects which will have an impact on regional logging/trucking jobs, creating over 250 indirect new jobs in that industry sector.*

## **Business Incubator & Small Business Development**

A major part of our work is in small business development and management of the Franklin Business Center incubator program on behalf of the City of Franklin. In 2015, FSEDI rebranded the program.

- Have an average occupancy rate of 72.5% for the last five years.
- Have graduated 24 businesses with 15 staying local.
- Highground Services has been the largest company to graduate and retained 64 jobs and put a building back on the tax base in the City of Franklin.
- In 2016, the Franklin Business Center was featured on the Hampton Roads Show to showcase the rebranding and upgrades that were made by FSEDI within the building.

Additional activities executed in support of small business are as follows:

- In 2016, FSEDI assisted Sheet Metal Products with the purchase of the former Winn-Dixie building.
- In 2016, ST Tissue announced an expansion in Isle of Wight County in the revenue sharing district.
- FSEDI assisted Quality Aire Co. with its purchase of the Former Isle of Wight/Franklin Skating Rink.
- Since 2010, FSEDI created and are the program administrator for the Enterprise Zone Program, a local-incentive program run by the Department of Housing and Community Development (DHCD). FSEDI markets the incentives and provide robust reports to DHCD annually.
- In 2014, FSEDI began hosting the region's annual event, Partners in Progress event. It is our version of a State of the City/State of the County.
- Since 2015, FSEDI manages a Micro Loan program that was donated by the SunTrust Foundation (now Truist). FSEDI have awarded 10 loans.
- FSEDI provided free assistance to businesses with their social media needs as well as partnering with Google through a program called 'Get Your Business Online' to make sure businesses are listed correctly on Google's search.
- Since 2017, FSEDI has partnered with the Downtown Franklin Association to run the STARTUP program. In 2017, this program was a result of a grant that the Downtown Franklin Association received. In 2018 and 2019, FSEDI was the primary funding partner for the program. There were 8 prize winners over the 3-year period, with 4 non-winners opening as well.
- In 2014, FSEDI created the Small Business Appreciation Cookout where City Council and Board of Supervisors are able to interact with local business owners.
- Since the COVID pandemic has occurred, FSEDI has been able to facilitate two grants for local small businesses. The first round was funded by FSEDI, Franklin Southampton Charities and the Camp Foundation. The second round was funded by Obici Healthcare Foundation. FSEDI were able to award grants to 93 businesses through these two grants.
- In 2014, FSEDI began the 'Neighborhood Champions' for Small Business Saturday.
- Since 2016, FSEDI have assisted the Tidewater News with an annual job fair held in January. FSEDI assist with the recruitment for the event as well as marketing. Staff also helps on the day of the event. In January 2020, FSEDI included employer resources workshops taught by Hampton Roads Workforce Council, Virginia Employment Commission and PDCCC.

- FSEDI annually hosts a minimum of 4 workshops for the business community throughout the year and almost all are free of charge for local business owners.

### **Academic engagement**

- FSEDI hosts Southampton County and Franklin High School students for bi-annual site visits, educating students on economic development and tourism, while giving a tour of the Franklin Business Center.
- Since 2017, FSEDI has also hosted Chowan University students twice.

### **Tourism**

- The tourism brand is part of the Salty Southern Route which was created to encourage travel around pork and peanuts.
- In 2015, FSEDI officially branded our tourism efforts and has produced a website, Facebook and Instagram page and brochures for this brand. FSEDI sponsors local events through this brand and create marketing campaigns to promote tourism. Most recently, FSEDI has submitted a grant application with Virginia Tourism Corporation so FSEDI can increase our funds and have a formal marketing campaign geared towards people taking day trips to the Franklin Southampton community.
- To spread word about the tourism brand, FSEDI has rented the LOVE letters from Virginia Tourism Corporation for multiple years. For three years they were at the Franklin Southampton County Fair. FSEDI used them at the Franklin Cruise in finale one year and last year FSEDI partnered with Smithfield to use their letters and promote our brand as well as the Salty Southern Route at Heritage Day.
- In the summer of 2019, FSEDI planned and managed the filming of promotional videos for the City of Franklin.
- In 2017, FSEDI was able to plan and execute the addition of the LOVE mural in Downtown Franklin through assistance from the Virginia Tourism Corporation.

### **DIRECT FINANCIAL INVESTMENTS**

FSEDI also is very supportive of activities such as environmental studies and appraisals in support of business prospect location efforts. Below is a listing of those activities to date.

- Appraisal Underwriting:
  - Phase 1 Environmental Highground Services Building
  - Appraisal for Skating Rink
  - Beale Farm Appraisal, Phase 1 Engineering, Developed Conceptual Plan, Survey
  - Buxton Project
  - Appraisal of city property on Fairview for a medical facility
  - Rezoning of the Beale farm property
  - Phase 1 Pinpoint Park (beside Boat Ramp Downtown)
  - Pretlow Conceptual Plans Prism Engineering
- Hotel Study with CBRE Hotels
- Rural broadband initiative grant submission



## COLLABORATIONS and/or PARTNERSHIPS

### Local:

- Downtown Franklin Association
- Franklin-Southampton Area Chamber of Commerce
- Camp Community College
- Camp Workforce Development Council
- Rotary Club of Franklin
- Southampton County Career and Technical Education

### Regional:

- Coastal Virginia Tourism Alliance
- Hampton Roads Alliance
- Hampton Roads Chamber of Commerce
- Hampton Roads Small Business Development Center
- Hampton Roads Workforce Council
- Isle of Wight Chamber of Commerce
- Port of Virginia
- Salty Southern Route (Smithfield/Isle of Wight Tourism, Suffolk Tourism, Surry Tourism)
- Startwheel
- tHRive Young Professionals of Hampton Roads

### State:

- Virginia Agricultural Development Officers Group (VADO)
- Virginia Association of Destination Marketing Organizations (VADMO)
- Virginia Career Works
- Virginia Community Capital (VCC)
- Virginia Economic Development Partnership (VEDP)
- Virginia Employment Commission (VEC)
- Virginia Economic Developers Association (VEDA)
- Virginia Department of Agriculture and Consumer Services (VDACS)
- Virginia Department of Housing and Community Development (DHCD)
- Virginia Small Business and Supplier Diversity (SBSD)
- Virginia Tourism Corporation (VTC)

### National:

- International Economic Development Council

## AWARDS

For both area businesses and for FSEDI-itself, FSEDI are proud to have supported area entities into their pursuit of business recognition excellence. For example, FSEDI nominated both Highground Services and Hubbard Peanut Company for the Hampton Roads Chamber Small Business of the Year. Both won for our region and Hubbard Peanut Company won best overall for all of Hampton Roads.

- For the Inside Business ‘Entrepreneur of the Year’, FSEDI nominated Jim Strozier with Highground and Mike and Lauren Smith with Main Event, and both were awarded the prize.
- 2016 International Economic Development Council Silver Award in Entrepreneurship for the Franklin Business Center program
- 2016 International Economic Development Council Bronze Award in General Purpose Website for the FSEDI site
- 2017 International Economic Development Council Gold Award for Special Purpose Print Brochure for the Franklin Business Center
- 2020 International Economic Development Council Gold Award for the Neighborhood and Retail Development category for STARTUP program (*confidential*)

**Franklin Southampton Economic Development, Inc.**

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[www.franklinsouthamptonva.com](http://www.franklinsouthamptonva.com)

[www.linkedin.com/company/franklin-southampton-economic-development-inc](http://www.linkedin.com/company/franklin-southampton-economic-development-inc)

[www.facebook.com/franklinsouthamptoneconomicdevelopmentinc](http://www.facebook.com/franklinsouthamptoneconomicdevelopmentinc)

[www.visitfranklinsouthamptonva.com](http://www.visitfranklinsouthamptonva.com)



# ECONOMIC IMPACT 2019

Number of Employees:	Full Time	55
	Part Time	58
Average Salary (FT employees only):		\$97,292.53
Client Rent Paid to Franklin:		\$132,983.22*
Taxes Paid to Franklin:		\$145,518.64
Taxes Paid to Virginia		\$45,107.65
Taxes Paid to IRS:		\$132,042.31
Total Business Profits:		\$1,376,342.10
Signed Contracts:		\$3,731,275.00
Pending Contracts:		\$4,456,625.90

Ten new and expanding clients signed leases at the Franklin Business Center.

\*Budgeted for \$ 117,000.00. July 19-June 20



*Office of the City Manager  
Amanda C. Jarratt*

November 3, 2020

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: Personnel Policy Updates

**Background Information**

As you all are aware Human Resources has been working with Sands Anderson to update the City of Franklin Personnel Policy Manual. The following policies are being presented for your consideration and approval:

- #708-Substance Abuse and Testing: Policy and Procedures (Renamed from Drug and Alcohol Policy)
- -#TBD-Drug Free Workplace (Renamed and replaces the #706 – Drug – Free Awareness Program and #707-Drug-Free Workplace Safety Policies)

**Needed Action**

Authorize the policies as presented or provide additional direction to staff.

## **CITY OF FRANKLIN**

Effective Date: 7/1/97

Revision Date: TBD

### **DRUG- FREE WORKPLACE POLICY**

#### **I. PURPOSE**

The City of Franklin intends to help provide and maintain a safe and drug-free work environment. With this goal in mind and recognizing the inherent dangers and negative effects associated with the unlawful use of controlled substances, the City of Franklin has established the following policy for existing and future employees of the City.

#### **II. RESPONSIBILITIES**

- A. The Director of Human Resources administers the drug-free workplace policy.
- B. The Department Head/Supervisor is responsible for communicating and assisting employees with adhering to this policy.

#### **III. COVERAGE**

This policy applies to all City employees including the City of Franklin Social Service Department, the Commissioner of the Revenue, Treasurer's office, and Voter registration.

#### **IV. PROHIBITED ACTIVITIES**

The City of Franklin explicitly prohibits:

- The unlawful manufacturing, distribution, dispensing, possession or use of a controlled substance in the City's workplace or in the course of performance of work on behalf of the City in any location.
- Impairment by or being under the influence of controlled substances in the performance of city work. Controlled substances include illegal drugs as defined by applicable law, alcohol and prescription drugs used unlawfully or contrary to prescription.

#### **V. DRUG AND/OR ALCOHOL TESTING**

The City will conduct drug and/or alcohol testing in accordance with the Substance Abuse and Testing Policy and Procedures to better ensure a drug-free workplace (#708).

VI. DRUG-FREE AWARENESS PROGRAM

The City maintains an ongoing Drug-Free Awareness Program consists of informing each employee of:

- The dangers of drug or alcohol abuse in the workplace through educational posters, informal group and individual communications;
- The City's drug-free workplace policy;
- The City of Franklin Substance Abuse and Testing: Policy and Procedures;
- Any drug or alcohol counseling, rehabilitation, and employee assistance programs which are available; and
- The penalties that may be imposed upon employees for drug or alcohol abuse violations in the workplace.

And providing:

- each employee with notice that, as a condition of employment, the employee is to abide by the prohibitions set forth in this policy and to notify the City within five (5) calendar days if convicted of a violation of a criminal drug statute which occurred in the workplace; and
- each employee with notice that within 30 calendar days of receiving notice of such conviction as described above, disciplinary action up to and including termination of employment (as may be consistent with obligations under applicable disability discrimination laws) may be taken, or that such employee shall be required to participate satisfactorily in a drug-abuse assistance or rehabilitation program.

APPLICABLE POLICIES

708 Substance Abuse and Testing

Approved:

Amanda Jarratt, City Manager

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## **708 SUBSTANCE ABUSE AND TESTING: POLICY AND PROCEDURES**

### **I. PURPOSE**

This policy establishes the guidelines for administering a substance abuse policy designed to promote and maintain the health and safety of city employees, the citizens of the City of Franklin, and the general public.

This policy is designed to encourage and promote an alcohol and drug-free workplace and to provide for employee assistance, supervisory training, employee education, and a testing procedure for the identification of the illegal use of drugs and alcohol.

### **II. APPLICABILITY**

All employees are prohibited from possessing or using alcohol and illegal drugs in the workplace. Employees are prohibited from operating motor equipment while under the influence of alcohol or illegal drugs. The City also prohibits the manufacture and unauthorized distribution of drugs and alcohol on the job and on all City premises. This policy, in compliance with the Omnibus Transportation Employee Testing Act, applies to all employees who have a commercial driver's license and who operate a commercial motor vehicle as part of their employment.

### **III. DEFINITIONS**

A. Adulterated Sample (Specimen): a specimen that contains a substance that is not expected to be present in human urine, or contains a substance expected to be present but is at a concentration so high that it is not consistent with human urine.

B. Alcohol: the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols, including, but not limited to, methyl and isopropyl alcohol.

C. Under the Influence of Alcohol: having a blood alcohol concentration of 0.02 or greater.

D. Illegal Drug and Controlled Substance: interchangeable and may mean any of the following:

1. The possession of any drug or controlled substance which is prohibited by law. These illegal drugs include, but are not limited to: marijuana, cocaine,

heroin, opiates, phencyclidine (PCP), amphetamines and imitations thereof.

2. Any drug or controlled substance which is used in a manner different from that authorized by law.
3. Any drug or controlled substance which is legally obtainable, but which has not been legally obtained.

E. Commercial Motor Vehicle: a motor vehicle that has a gross weight rating of 26,001 or more pounds or a vehicle designed to transport 16 or more passengers including the driver, or a vehicle which transports hazardous materials that are required to be placarded.

F. Driver: any person who operates a commercial motor vehicle, including, but not limited to full-time, part-time, seasonal, intermittent and occasional drivers, and for the purposes of pre-employment testing, persons applying for positions requiring a CDL.

G. Medical Review Officer (MRO): a licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by an employer's drug testing program. The MRO shall possess knowledge of substance abuse disorders and have appropriate medical training to interpret and evaluate an individual's confirmed positive test result, together with his/her medical history and any other relevant biomedical information.

H. Performing a Safety-Sensitive Function: commercial drivers or other designated personnel who are actually performing, ready to perform or immediately available to perform any safety-sensitive task.

I. Safety-Sensitive Position: a position in which a drug or alcohol impairment constitutes an immediate and direct threat to public health or safety.

J. Reasonable Suspicion: an articulable belief based on specific facts, and reasonable inferences drawn from those facts, that an employee is under the influence of drugs or alcohol.

K. Substance Abuse Professional: a licensed Physician (Medical Doctor or Doctor of Osteopathy) or a licensed or certified psychologist, social worker, employee assistance professional or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission) with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substance-related disorders.



#### IV. TRAINING AND EDUCATION

The City shall provide all supervisory personnel designated to determine whether reasonable suspicion exists with at least 60 minutes of training on alcohol misuse and an additional 60 minutes of training on the illegal use of controlled substances which shall include information on the physical, behavioral, speech and performance indicators of probable alcohol and controlled substance misuse. Each employee assigned to a safety-sensitive position shall receive printed educational materials that explain the City's substance abuse policies and testing requirements. Each employee assigned to a safety-sensitive position who receives the educational materials will be required to sign an acknowledgement form indicating that he/she has received the information and that he/she agrees to abide by the regulations contained therein.

#### V. TYPES OF TESTING

There are six types of tests: Pre-Employment, Reasonable Suspicion, Random, Post-Accident, Return-to-Duty, and Follow-up. Detailed information about each type of test is as follows:

A. Pre-Employment Testing: All persons offered employment in a safety-sensitive position with the City shall be required to undergo testing for controlled substances. Those who test positive and do not have a valid prescription for the controlled substance detected and those who refuse to be tested shall be denied employment. Current employees who transfer into a safety-sensitive position from a non-safety-sensitive position will be subject to pre-employment testing. Persons employed in any position category listed below shall be subject to pre-employment testing and shall not be employed without receipt of a negative test.

1. Employees who operate a commercial motor vehicle owned or leased by the City and who are subject to the commercial driver's license requirements;
2. Employees who drive on a regular basis motor vehicles and/or motorized equipment (excluding occasional users of automobiles and light trucks), including, but not limited to; trucks, tractors, backhoes, etc., and all employees involved in the repair and maintenance of motor vehicles and equipment owned and operated by the City;
3. Sworn Police officers/employees, non-sworn police employees responsible for handling and storing evidence, identification technicians, non-sworn police employees in sensitive positions designated by the Chief of Police, Public Safety Dispatchers;
4. Uniformed Fire and Emergency Medical employees and volunteers engaged in fire suppression and/or emergency medical service delivery;

5. Other safety-sensitive positions identified in writing by the Director of Human Resources.

All persons offered employment in a safety-sensitive position shall be asked if they have tested positive or refused to test during the past two (2) years on any pre-employment drug or alcohol test administered by an employer to which the applicant applied, but did not obtain, safety-sensitive transportation work covered by DOT agency drug and alcohol testing rules. If the applicant admits that he/she had a positive test or a refusal to test, the applicant shall not be employed and allowed to perform safety-sensitive functions until the applicant or their former employer provides documentation of successful completion of the return-to-duty process.

The Commercial Driver's License (CDL) Drug & Alcohol Clearinghouse is a federal database containing information about CDL drivers who have violated the Federal Motor Carrier Safety Administration's (FMCSA's) drug or alcohol regulations in 49 CFR Part 382. Whether you have committed such a violation or not, the City is required to check whether the Clearinghouse has any information about you, both at the time of hire and annually. When conducting an annual inquiry, the motor carrier has the option to request a "limited" report that only indicates whether the Clearinghouse has any information about you. Before a motor carrier may request a limited report, they must have your written authorization, per §382.701(b). This authorization may be valid for more than one year. If a limited query ever reveals that the Clearinghouse has information about you, you will be required to log in to the Clearinghouse website within 24 hours to grant electronic consent for the motor carrier to obtain your full Clearinghouse record.

The driver will consent using the Drug & Alcohol Clearinghouse form to authorize the City of Franklin to run a "limited query" to check whether the Clearinghouse has information about the driver. If it does, the driver must grant electronic consent within 24 hours, via the Clearinghouse website, for the motor carrier to obtain my full Clearinghouse record. Refusal to provide such consent will result in my removal from safety sensitive duties.

B. Reasonable Suspicion Testing: All employees are subject to reasonable suspicion testing. "Reasonable suspicion" means an articulable belief based on specific facts, and reasonable inferences drawn from those facts, that an employee is under the influence of drugs or alcohol. Circumstances which constitute a basis for determining "reasonable suspicion" may include, but are not limited to:

1. A pattern of abnormal or erratic behavior (e.g., hyperactivity, unexplained mood swings, paranoia, hallucinations);
2. Information provided by a reliable and credible source;

3. A work-related accident;
4. Direct observation of drug or alcohol use;
5. Possession of drugs or drug paraphernalia; or
6. Presence of the physical symptoms of drug or alcohol use (e.g., glassy or bloodshot eyes, alcohol odor or breath, slurred speech, poor coordination, and/or reflexes, needle marks/scar tracks on arms, etc., onset of unusual perspiration or shakes, unusual drowsiness or sluggishness).

Managers/supervisors at every level are responsible for observing and monitoring their employees' behavior for signs or symptoms of drug or alcohol use, and shall promptly report any such observations to the appropriate department head or designee in accordance with the following requirements:

1. When reasonable suspicion is based on personal observation alone, prior to the administration of a drug or alcohol test, the behavior of the affected employee should be observed by at least two (2) supervisory personnel. These two managers/supervisors should concur on the need for a test. In the event that two supervisors are unavailable, the observation of one manager/supervisor shall suffice. However, documentation should be submitted to the department head verifying the unavailability of an additional supervisory person to concur with the need for the administration of a test.
2. The managers/supervisors shall report to the Department Head or designee the specific facts, symptoms, or observations which form the basis for a belief that reasonable suspicion exists to warrant the testing of an employee, and shall obtain approval from the department head or designee prior to requiring an employee to submit to testing. Department Heads will designate a sufficient number of supervisory personnel with approval authority to ensure that someone will be available to grant approval at all times.
3. If the circumstances support a need for reasonable suspicion testing, the Department Head or manager/supervisor shall notify the human resources department to coordinate the appropriate testing.
4. The manager/supervisor shall arrange to have the employee transported to the City's designated collection site for appropriate testing.
5. Managers/supervisors shall document in writing the specific facts, symptoms or observations justifying a determination of reasonable suspicion as soon as reasonably practicable, which may be either before or after the testing occurs.

C. Random Testing: A minimum of ten percent (10%) of the number of employees who operate a commercial motor vehicle owned or leased by the City and who are subject to the commercial driver's license requirements have been randomly tested for alcohol, and a minimum of fifty percent (50%) of those same employees have been randomly tested for controlled substances each calendar year.

1. The random alcohol and/or controlled substances tests conducted under this section shall be unannounced and the dates shall be spread reasonably throughout the calendar year.
2. Each employee who is notified of selection for random alcohol and/or controlled substances testing will proceed to the test site immediately and follow established procedures for testing.
3. An employee shall only be randomly tested for alcohol and controlled substances:
  - While the employee is performing safety-sensitive functions;
  - Just before the employee is to perform safety-sensitive functions; or
  - Just after the employee has ceased performing safety-sensitive functions.
4. An employee shall not be permitted to perform safety-sensitive functions for a minimum of twenty-four (24) hours following the administration of a random alcohol test, if such test results indicate an alcohol content of 0.02 or greater. An employee with a test result of 0.04 or greater shall be considered in violation of this policy and shall be dismissed. An employee with a first offense alcohol test result of 0.02 to 0.039 shall not be allowed to return to work until he/she can provide an alcohol test result of less than 0.02.
5. An employee who discloses an alcohol or substance abuse issue after being notified of selection for a random alcohol or drug test, shall be required to test and will be subject to all corresponding personnel actions.

D. Post-Accident: Employees shall be subject to post-accident testing if he/she has a qualifying accident as defined herein. For the purpose of this policy "accident" is defined as follows: An occurrence involving a motor vehicle operating on a public road, private road, or on City property which results in:

1. A loss of human life; or
2. Bodily injury to a person requiring immediate medical treatment away from the scene of the accident; or
3. Damage to, or disability of, one or more vehicles requiring that the vehicle(s) be transported away from the scene of the accident by a tow truck or other vehicle.

4. As soon as practicable following an accident, the City shall test for alcohol and controlled substances each surviving driver employed by the City:

a. Who was performing safety-sensitive functions with respect to the vehicle, if the accident involved loss of human life; or

b. Who received a citation for a moving traffic violation arising from the accident that involved: i. Injury requiring medical treatment away from the scene, or ii. One or more vehicles having to be towed from the scene.

5. The testing of drivers following an accident in which there is no personal injury, vehicles towed or citations issued may be administered by on-site Police or public safety officials if there is reasonable suspicion that the driver is under the influence of alcohol or controlled substances. This type of testing may be particularly useful if that test can be administered before the manager/supervisor can get to the scene. Human resources must obtain a copy of the test results.

6. Time limits for testing and appropriate record-keeping:

a. Alcohol Testing: If a test is not administered within two (2) hours following the accident, the manager/supervisor shall prepare and maintain on file a record stating the reasons the test was not promptly administered. If a test is not administered within eight (8) hours following the accident, the manager/supervisor shall cease attempts to administer an alcohol test and shall prepare and maintain the same record.

b. Controlled Substance Testing: If the required testing is not administered within thirty-two (32) hours following the accident, the manager/supervisor shall cease attempts to administer a controlled substance test and shall prepare and maintain a record stating the reasons the test was not promptly administered.

c. Human Resources personnel need to maintain copies of this documentation in their departments in a medical file which is separate from other personnel related documents.

E. Return-To-Duty Testing:

1. All employees who have received first offense alcohol test results of 0.02 - 0.039, must undergo a return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02.

2. All employees who have been referred to a substance abuse professional as a result of an independent admission of an alcohol or controlled substance problem shall be subject to return-to-duty testing and must provide a test result of less than 0.02 for alcohol and/or a negative controlled substance test result.

F. Follow-Up Testing: Employees who independently admit to an alcohol or controlled substance problem and have been referred to a substance abuse professional shall be subject to follow-up testing. Following a determination by a substance abuse professional that an employee is in need of assistance in resolving problems associated with alcohol or controlled substance misuse, the employee shall be subject to unannounced follow-up alcohol and/or controlled substance testing for up to twenty-four (24) months as directed by a substance abuse professional following the employee's return-to-duty. In addition, federal law mandates the following requirements for drivers of commercial vehicles:

1. Follow-up testing shall be conducted just before, during, or just after the driver performs safety-sensitive functions.
2. The number and frequency of testing shall be as directed by the substance abuse professional and consist of at least six (6) tests in the first twelve (12) months following the driver's return to duty. The employee shall be subject to unannounced follow-up alcohol and/or controlled substance testing for up to sixty (60) months from the date of the driver's return to duty.
3. The substance abuse professional may terminate the requirement for follow-up testing at any time after the six (6) tests have been administered, if the substance abuse professional determines that such testing is no longer necessary.

## VI. COLLECTION AND TESTING PROCEDURES

- A. Controlled Substances Testing: The City requires a strict collection and testing protocol which includes but is not limited to the following controlled substances: Marijuana, Cocaine, Opiates, Amphetamines, and Phencyclidines (PCP). Urine samples are collected in a controlled environment at pre-assigned collection sites under strict chain of custody conditions. Privacy is assured unless reasonable cause exists that specimens have been tampered with. Only certified laboratories are used for specimen testing to assure accuracy. If a urine sample tests positive, the laboratory automatically performs a second "state of the art" procedure, to again assure accuracy of the testing result. The result is then communicated to a Medical Review Officer (MRO) who is a licensed physician knowledgeable in prescription and over the counter medications. The employee has the opportunity to discuss the positive result with the MRO. The employee will be advised that the split sample of the original urine specimen can be tested at another laboratory if the MRO is asked by the employee to do so within 72 hours of notification. The requesting employee will be asked to reimburse the City for all costs associated with the follow-up testing of the split sample of the original urine specimen.
- B. Alcohol Testing Procedure: Alcohol testing is done with an approved Breath Alcohol device called an Evidential Breath Testing Device (EBT), a scientific instrument which determines the concentration of alcohol expressed as percent

by weight. Alcohol testing is performed by a certified Breath Alcohol Technician (BAT) who has received extensive training unless administered by trained City personnel.

A Chain of Custody form will be used to document the breath alcohol collection. The employee will be required to sign this form and will be given a copy.

## VII. HANDLING SUSPECTED VIOLATIONS

A. Supervisory Responsibility: Department Heads and/or managers/ supervisors shall discuss any case of suspected violation of this policy with the Director of Human Resources or his/her designee as soon as practical. Department Heads and managers/supervisors are responsible for identifying and documenting instances of unacceptable work performance, patterns of inadequate or deteriorating work performance, and abnormal behavior which suggests that an employee may have an alcohol or controlled substance problem. Department Heads and/or managers/supervisors who fail to take appropriate action to detect and/or properly deal with substance abuse by employees under their supervision will themselves be subject to disciplinary action, up to and including dismissal.

B. Employee Responsibility: Employees who have, or suspect they may have, a substance abuse problem are encouraged to seek assistance and are at liberty to do so through the City's Employee Assistance Program, community resources available through human resources or a provider of their choice. However, an employee whose substance abuse problem or impairment poses risk of harm or damage to himself/herself, fellow employees, the public, or City or private property, is obligated to notify his/her manager/supervisor immediately. Employees whose positions have been designated as safety-sensitive shall be relieved from duty until it is medically certified that they are fit to return to duty, regardless of whether they have sought or are receiving assistance for a substance abuse problem.

C. Personnel Actions: Violations of this policy related to alcohol or controlled substances are covered by the Section 801 Disciplinary Process.

1. An employee with a positive test result for controlled substances and/or an alcohol test result of 0.04 or greater will be dismissed.

2. An employee with a first offense alcohol test result of 0.02 -0.039 and no other infractions of misconduct may, at the discretion of the department head, be handled as a medical matter if the employee has an overall satisfactory record of job performance and conduct. In cases which are handled as medical matters, the employee shall be referred to a substance abuse professional for counseling and shall be subject to return-to-duty testing and not allowed to return to work until he/she can provide a test result of less than 0.02.

3. If an employee independently admits to an alcohol or controlled substance problem at a time other than when he/she has been directed to test and there have been no related misconduct or job performance problems, the employee shall be referred to a substance abuse professional.
4. If an employee refuses or fails to submit to an alcohol or controlled substance test required under this policy, the employee will be dismissed. In cases of reasonable suspicion, refusal to consent to a test shall be used as supporting evidence for disciplinary action.
5. Any refusal or failure to cooperate fully in alcohol or controlled substance testing, any behavior which makes testing more difficult, or any action to alter or attempt to alter a test will result in dismissal.
6. If an employee receives an adulterated sample (specimen) test result, this will be considered a refusal to test and the employee will be dismissed.
7. When referral is made to a substance abuse professional and the employee does not satisfactorily participate in the recommended treatment, does not cooperate or does not successfully complete the treatment, the employee will be dismissed.
8. If an employee is referred to the substance abuse professional and the conduct or performance problems continue, appropriate personnel action may be taken.
9. Off-the-Job Misconduct: An employee may be subject to disciplinary action up to and including dismissal if the employee commits off-the-job misconduct associated with alcohol or controlled substance use which affects the employee's effectiveness, credibility, or ability to fully carry out the responsibilities of the position held and is considered conduct unbecoming to a City employee which adversely reflects on the City. Such cases will be handled on a case by case basis. The employee may be subject to periodic unannounced follow-up testing and may be referred to a substance abuse professional.

#### D. Referral, Evaluation and Treatment:

1. Referral for evaluation and possible treatment does not circumvent disciplinary action for violations of this policy. Employees suspected of violating this policy, provided they are not being dismissed from employment, shall be evaluated by a substance abuse professional who shall determine what assistance, if any, the employee needs to resolve his/her alcohol/controlled substance related problem. This may be provided through the City's Employee Assistance Program (EAP) or a provider selected by the employee.

If the SAP performs a clinical evaluation of the employee and recommends



treatment and/or education, providing documentation to the Designated Employer Representative. The employee complies with the SAP's recommendations. The SAP then conducts a follow-up evaluation and determines the employee's eligibility to return to safety sensitive duty providing documentation to the DER.

Once the Designated Employee Representative receives the SAP's documentation indicating the employee is eligible to return to safety sensitive duty, the employee must pass a Return to Duty Drug/Alcohol Screening before returning to duty at the employer's discretion.

2. Employees who are dismissed as a result of violating this policy shall be provided with a list of community resources available to them for evaluation and resolution of problems associated with the misuse of alcohol and/or controlled substance abuse.

3. This referral process shall not apply to applicants for employment who refuse to submit to a pre-employment controlled substance test or who have a positive pre-employment test for controlled substances.

E. Re-employment of Former Employees and Employment of Persons with a Record of the Illegal Use of a Controlled Substance: Former employees who were in violation of this policy and who subsequently were dismissed from employment and applicants who have a record of the illegal use of a controlled substance may be eligible for consideration for future employment in accordance with regular City recruitment and selection policies if the applicant presents:

1. A statement from a qualified substance abuse professional or medical professional qualified to treat substance abuse that the former employee or applicant has successfully completed a rehabilitation program; and

2. Some evidence that the former employee or applicant has not used controlled substances for the preceding twelve (12) months. This evidence may be in the form of rehabilitation program reports, support group attendance reports, controlled substance test reports, successful job performance, conduct and attendance in other employment or other related documentation. This policy does not require the City to give the former employee or applicant any preference in the hiring decision nor does it require that the former employee be rehired.

F. Criminal Convictions - Notification: It shall be the responsibility of every employee to notify the employee's Department Head, in writing, of any drug or alcohol conviction for a violation occurring in the workplace no later than five (5) calendar days after such conviction. Any employee who fails to comply with this requirement shall be subject to dismissal. Any Department Head who receives notification of a criminal drug or alcohol statute conviction for a violation occurring in the workplace shall immediately report the same to the Director of Human Resources who shall

determine whether the employee involved was directly engaged in the performance of work pursuant to the provisions of a Federal grant. In such event, the Director of Human Resources shall promptly notify the Federal agency administering the grant of the conviction.

G. Searches: The City reserves the right to conduct investigatory searches, without employee consent, of all areas and property over which the City maintains joint control with an employee, or full control. Such areas and property include, but are not limited to desks, closets, bookcases, lockers, file cabinets, City vehicles and/or private vehicles used in conducting City business. When possible, investigatory searches should be approved in advance by the Department of Human Resources or designee.

APPLICABLE POLICIES

TBD Drug-Free Workplace Policy

Approved:

Amanda Jarratt, City Manager

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



*Office of the City Manager  
Amanda C. Jarratt*

November 4, 2020

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: City Manager's Report

### **General Updates**

- The COVID-19 cases in the City of Franklin continue to increase. Precautions remain in place and we ask that all citizens continue to follow the recommendations of the Virginia Department of Health and Center for Disease Control.
- City offices will be closed on November 11<sup>th</sup> in observance of Veterans Day.

### **Community Events**

- Small Business Saturday is scheduled for Saturday November 28<sup>th</sup>.
- A drive thru Christmas Parade is planned in the City of Franklin on December 4<sup>th</sup> at 7:00 p.m. Those interested in having a float in the parade should e-mail [livesay@franklinva.com](mailto:livesay@franklinva.com) or call 757-562-8503.
- A Candy Cane Hunt is scheduled for Saturday, December 5<sup>th</sup> 2020 at Armory Park. The event is broken down into various age groups as follows:
  - Ages 4-6 @12:00 PM
  - Ages 7-9 @12:30 PM
  - Ages 10-12 @ 1:00 PM
- Registration is now open for the City of Franklin Ugly Sweater 5K run being held at the City of Franklin Regional Airport. The event is scheduled for Saturday December 12<sup>th</sup> at 1:00 p.m.



DEPARTMENT OF SOCIAL SERVICES  
 APPLICATION FOR  
 THE CHRISTMAS ASSISTANCE PROGRAM

**RETURN TO DSS BY NOVEMBER 6, 2020. \*Late Applications Will Not Be Accepted\***

Complete the information on this application in its entirety.

- I do not wish for my child(ren) to participate in the Christmas Assistance program this year or any future year. I acknowledge that if I change my mind and wish to participate in future years, I must call the Department of Social Services prior to the program start date or my child(ren) will not be included.

Parent/Guardian: \_\_\_\_\_

No. of children 0-17: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

1. Please check all benefits you and/or your child(ren) are **CURRENTLY** receiving from this agency:

- Child Care       TANF/VIEW       Foster Care       On-Going CPS

2. List all people in your household family unit, including yourself:

NAME	RELATIONSHIP	DATE OF BIRTH

By signing this application, I attest that the information given is true and correct. I understand that this application is related to Christmas assistance ONLY, and does NOT ensure that I will receive Christmas assistance. Also by signing, I authorize the Franklin City Department of Social Services, its agents/volunteers, to share my information with area organizations, businesses, and individuals as necessary to facilitate the Christmas assistance program.

\_\_\_\_\_  
 Parent/Guardian Signature

\_\_\_\_\_  
 Date

**SIZING/GIFT INFORMATION SHEET**

Leave Blank	Child's Full Name	Age	Sex	Height	Weight	Shirt/Blouse Size	Pant Size	Coat Size	Shoe Size	Child's Wish List

Please make your child's Wish List **brief, specific, inexpensive, and reasonable.**



DEPARTMENT OF SOCIAL SERVICES

Thank you for choosing to support the Christmas Assistance Program! This program provides supplemental Christmas assistance for children between the ages of 0-17 years who reside in the City of Franklin and who receive Child Care benefits, TANF (Temporary Assistance for Needy Families) benefits, Child Protection Services and/or Foster Care services.

Attached you will find information on your ANGEL.

We encourage you to wrap your donated gifts, **while providing a list of gifts on the outside of the wrapped items.**

**Please label each individual gift with the corresponding number of your ANGEL.**

*Please note: \*\*we are unable to distribute any used, second-hand, or already opened items. Please only donate new items that have not been opened or previously used. \*\**

**We will accept gifts anytime, but gifts must be dropped off at the department NO LATER THAN 4:30pm on Monday, December 14, 2020.** We are located at 306 N. Main St. in Franklin, and office hours are M-F from 8:30am – 5:00pm.

Again, thank you for helping make this a special holiday season for every child in Franklin City! We hope you have a Merry Christmas and a Happy New Year!

Sincerely,

Sarah W. Rexrode,  
Director

