



**Franklin City Council Agenda  
January 11, 2021  
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 Minutes from November 23, 2020 Regular City Council Meeting; December 10, 2020 Joint Meeting with School Board and City Council & December 14, 2020 Regular City Council Meeting
- B. Recognition of the City of Franklin Employee of the Year
- C. Recognition of STAR Performers
- D. Presentation by Western Tidewater Free Clinic

**2. FINANCIAL MATTERS**

- A. Budget Amendment, 2021-15, 2021-16
- B. Franklin City Public Schools Carryover Request

**3. OLD/ NEW BUSINESS:**

- A. FSEDI Update
- B. Exhibit C- Public Safety Pay Scale
- C. Golf Cart Legislation Discussion
- D. Courthouse Update
- E. City Manager's Report

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

**5. CLOSED SESSION**

I move that the City of Franklin, Virginia City Council adjourn into a closed meeting pursuant to Virginia Code Section 2.2-3711-A-1, 1. discussion of appointments to boards and commissions, to discuss the following subject or subjects: Franklin Southampton Economic Development, Inc. interview panel, Beautification Commission, Industrial Development Authority, Planning Commission, 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.

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 January 11, 2021; (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**

## MINUTES FROM THE NOVEMBER 23, 2020 REGULAR CITY COUNCIL MEETING

The Franklin City Council held a Regular City Council Meeting on November 23, 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; Bobby Cutchins, Vice-Mayor; Councilwoman Wynndolyn Copeland, Councilman Gregory McLemore; Councilman Ray Smith and Councilman Mark R. Kitchen

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

**Other Staff in Attendance:** Steve Patterson, Franklin Police Chief; Robert Porti, Deputy Chief of Franklin Police; Steve Newsome, Information Technology Specialist; Sarah Rexrode, Director of Social Services; Russ Pace, Director of Public Works; Sammara Green-Bailey, Director of Parks & Recreation Department; Tracy Spence, Director of Finance and Zachary Wright, Interim Director Power & Light

### Call to Order

Mayor Frank Rabil called the November 23, 2020 Regular City Council Meeting to order at 7:00 p.m.

### Citizen's Time

There were no speakers for Citizen's Time.

### Amendments to Agenda

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

**Councilman Gregory McLemore moved to amend the agenda to receive a briefing by City Manager, Amanda Jarratt and Steve Patterson, Chief of Franklin Police on the recent gun violence in the City of Franklin. The motion was seconded by Councilwoman Wynndolyn Copeland.**

**The motion carried the vote by 7-0.**

Mayor Rabil suggested to move the above amendment to item A Under Old/New Business which was in agreement with City Council.

**Consent Agenda**

**Approval of November 9, 2020 Regular Meeting Minutes**

Mayor Frank Rabil asked if there were any additions or corrections to the minutes from the November 9, 2020 regular City Council meeting.

There being no additions or corrections he asked for a motion of approval.

Councilwoman Wynndolyn Copeland made a motion to approve the minutes from the November 9, 2020 regular City Council meeting. The motion was seconded by Councilman Linwood Johnson.

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	Abstained due to being absent from the 11-09-2020 City Council meeting
Councilman Mark R. Kitchen	Aye
Councilman Ray Smith	Aye

**Arbor Day Proclamation**

Mayor Frank Rabil asked Councilwoman Wynndolyn Copeland to read the Arbor Day Proclamation. He then asked for a motion of approval.

Councilman Linwood Johnson made a motion to approve the Arbor Day Proclamation. The motion was seconded by Councilman Mark R. Kitchen.

The motion carried the vote by 7-0.

See Attached Proclamation:

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**ARBOR DAY PROCLAMATION**

- Whereas,** In 1872 J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and
- Whereas,** this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and
- Whereas,** Arbor Day is now observed throughout the nation and the world, and
- Whereas,** trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife, and
- Whereas,** trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and
- Whereas,** trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, and
- Whereas,** trees, wherever they are planted, are a source of joy and spiritual renewal,
- Whereas,** the City of Franklin celebrates its 36th consecutive year as a Certified “**TREE CITY USA**”, honored by the National Arbor Day Foundation,

**NOW, THEREFORE, Frank M. Rabil, Mayor of the City of Franklin, Virginia,**

does hereby proclaim November 19, 2020 as

**Arbor Day**

in the CITY OF FRANKLIN, and we urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and

**Further,** I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

**Dated** this 19th day of November, 2020

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Frank M. Rabil, Mayor

### October 2020 Departmental Reports (Separate File)

Mayor Frank Rabil stated if there were any questions concerning the October 2020 Departmental Reports.

There were no questions concerning the October 2020 Departmental Reports.

### Financial Matters

#### Budget Amendment 2021-12

City Manager Amanda Jarratt asked Tracy Spence, Finance Director to come forward and give a brief overview Budget Amendment 2021-12.

Director Spence gave the following overview of Budget Amendment 2021-12:

- To recognize Franklin City Public School's appropriations of Federal Coronavirus Relief Fund (CRF) revenue in the amount of \$177,958.00 and to appropriate such revenue for use.
- To recognize Franklin City Public School's supplemental appropriations of Federal and grant revenues in the amount of \$222,326.00 to appropriate such revenue for use.

Councilman Ray Smith asked what was the explanation of the Guidance Line Item and the Virtual Core Line Item.

Director Spence replied she would have to defer that question to Jeff Ryder, Assistant Superintendent of Operations for Franklin City Public Schools and get back to him.

City Manager stated she would follow-up with Council with the answer to their question.

Mayor Frank Rabil suggested to table approving Budget Amendment 2021-12 until further information could be obtained.

Vice-Mayor Bobby Cutchins was in agreement with Mayor Rabil's suggestion.

Councilman Gregory McLemore asked what happens if City Council does not approve it and the Franklin City Public Schools have already spent the funds.

City of Franklin's legal representation, Vivian Seay-Giles of Sands Anderson replied generally speaking City Council or any local governing body cannot direct how the Franklin City School Board appropriates the funds.

Councilman McLemore asked what was the point of tabling Budget Amendment 2021-12 if they have no control over how the funds are spent.

Vice-Mayor Cutchins stated that he deems it necessary and it is a simple courtesy to let Council know where the funds have been budgeted to be spent.

Councilman Linwood Johnson asked if there was a timeline when the schools have to spend the Cares Act funds.

Director Spence answered not as far as the schools are concerned.

City Manager Jarratt stated she would notify Tamara Sterling, Superintendent of the Franklin City Public Schools that City Council would like the above questions cleared up at the Joint City Council and Franklin City Public Schools meeting scheduled for Thursday, December 10, 2020.

Mayor Rabil stated City Council would take action on Budget Amendment 2021-12 at the regular City Council meeting scheduled for Monday, December 14, 2020 based on the conversation they have with the Franklin City Public Schools at the Joint meeting which is scheduled for December 10, 2020

**City Council agreed with the above statement, so there was no motion made on Budget Amendment 2021-12.**

#### **Presentation of the FY20 Audit**

City Manager Amanda Jarratt introduced Robin Jones of Creedle, Jones & Associates, P.C. who would be presenting an overview of the FY20 audit via teleconference due to the pandemic.

Tracy Spence, Director of Finance acknowledged the staff from the Finance Department for their contributions and dedication throughout the audit. She also thanked Mayor Frank Rabil, City Council and City Manager Jarratt for making possible the excellent financial position that the City is in at the moment. She then turned the floor over to Mrs. Jones.

Mrs. Jones informed City Council that the FY20 audit should be approved by June 2021. The auditors found nothing incorrect in the financial reports. There were no issues with internal control. The City of Franklin has had a clean report for the past three years.

Councilman Linwood Johnson asked what was our current bond rating.

City Manager Jarratt replied the City has held steady at a AA bond rating.

Councilman Gregory McLemore asked if the financial report includes everything the City has made and paid.

Mrs. Jones replied the financial report includes all agency funds which means that the City just handled the funds that were passed through the agency funds.

Councilman McLemore asked where in the financial report did it break down how much the City collects in fines and court costs.

Mrs. Jones answered page 170 in the financial report is about as detailed as it gets according to fines and court costs.

City Manager Jarratt replied the City collected \$26,129.00 in fines and court costs over the amount that was projected.

Mayor Frank Rabil stated typically there is a page within the financial report that reveals findings that the City needs to improve on, but he did not see one in this year's report.

Mrs. Jones replied that all findings were good within the financial report.

City Manager Jarratt thanked staff in all of the City departments for all their efforts in gathering accurate information for the financial report. She added she was going to request a copy of the Franklin City Public Schools audit to share with City Council.

Mayor Rabil asked for a motion to accept the Comprehensive Annual Financial Report for the City of Franklin for the period ending June 30, 2020.

**Councilman Johnson made a motion to accept the Comprehensive Annual Financial Report for the City of Franklin for the period ending June 30, 2020. The motion was seconded by Councilman Mark R. Kitchen.**

**The motion carried the vote by 7-0.**

#### **Ordinance Approving Christmas Bonus Payment**

City Manager Amanda Jarratt stated that every year the City of Franklin receives a bonus. It was brought to her attention from someone on staff that an ordinance needed to be done in order for this to take place. City Manager Jarratt added that the City of Franklin's legal counsel, Sands Anderson drafted an Ordinance for the Christmas bonuses that would be given this year.

**Councilman Ray Smith made a motion to approve Ordinance 2020-03 which was an Ordinance of the Franklin City Council of the City of Franklin, Virginia, for the Award of an Employee Bonus. The motion was seconded by Councilwoman Wynndolyn Copeland.**

**The motion carried the vote by 7-0.**



**Old / New Business**

**Briefing on the Recent Gun Violence in the City of Franklin**

City Manager Amanda Jarratt gave some introductory comments concerning the recent gun violence in the City of Franklin. There have been some incidents over the last three weekends in the City of Franklin. Several City Council members stated they had concerns about poor lighting in the neighborhoods. She stated that Zachary Wright, Interim Director of Power & Light had informed her that there were additional twenty street lights available and he has placed an order for an additional twenty-five which should arrive before the end of the year. Each street light cost the city \$103.00 a piece, once installed they cost \$11.00 a month. She stated she had also consulted with legal counsel to see if the City of Franklin had the authority to ban illegal gambling facilities that remain in the City. The City has no legal authority to close illegal gambling facilities until June 30, 2021. City Manager Jarratt then asked Steve Patterson, Chief of Franklin City Police to come forward for additional comments.

Chief Patterson informed City Council on October 25, 2020 there was a murder in the 600 block of Oak Street. The murder has still not been solved. He added on November 14, 2020 in the Maple Wood Avenue area there were two groups that resulted in a gun battle between and three houses were hit and unfortunately last night a shooting occurred at the Hi-Lo located on South Street and one individual was shot and killed and there is a suspect in custody. Chief Patterson stated we need some involvement from the community to assist with prevention as well as being proactive. Chief Patterson gave the following statistics for murders in the City of Franklin since 2015:

2015	two murders
2016	zero murders
2017	one murder
2018	one murder
2019	two murders
2020	two murders

Councilman Linwood Johnson read the following statement:

“The violence we are experiencing in the City of Franklin impacts our total communities. In the coming days City Council will meet with staff, the plan is to discuss measures being taken to reduce these senseless acts of violence. The Council supports finding ways to improve relationships in the community that is affected. We are encouraged to work with the City to aim to reduce violent crimes in the City. One life lost in the community is too much.”

Councilwoman Wynndolyn Copeland stated Wards three, four and five have been impacted by gun violence. She requested to arrange a date so that Councilwoman Copeland, Councilman Linwood Johnson and Councilman Gregory McLemore can meet with Chief Patterson as soon as possible.

City Manager Jarratt stated the requested meeting would have to be advertised as a public meeting and she would schedule a meeting as soon as possible.

Councilwoman Copeland stated citizens in the community were also alarmed at the violence and are requesting this meeting as well.

Councilman Ray Smith stated as was discussed in the Council retreat that was held on Monday, November 16, 2020 that one of the problems for keeping staff with the City of Franklin is the cost of health insurance. He added he has watched Chief Patterson for the last six months work as hard as anyone could work to recruit police officers. The City of Franklin's police department is seven police officers short. He requested if at all possible to issue emergency funding to reduce the insurance premiums in order to keep police officers.

City Manager Jarratt stated she asked Michelle Dandridge, Human Resources Director if employees that were on the Family Plan could be treated differently than employees that were on the Employee Plus One Plan or the Employee Only Plan. The City currently has ninety-two employees that are on the Employee Only Plan, thirteen employees on the Employee Plus One Plan, ten employees that are on the Family Plan and forty-one employees have waived health insurance due to the cost. She added she will meet with Director Dandridge and will have some information for City Council at the December 14, 2020, regular City Council meeting. Councilman Smith stated this problem will not wait until budget time in July.

Vice-Mayor Bobby Cutchins asked Chief Patterson if there was anything that City Council or staff could do for the Police Department through the holiday season.

Chief Patterson replied community support, look out for each other and if someone sees something report it.

Chief Patterson replied he wanted to think about that and get back to Council, he has reached out to the Virginia State Police and asked if there were any Crime Prevention Programs that could be brought to the City.

Councilman Smith asked if the citizens of the City had been made aware that the City of Franklin is now part of the Crime Line.

City Manager Jarratt replied the Chamber of Commerce has not finalized that.

Vice-Mayor Cutchins stated if the Chamber of Commerce is not going to actively pursue the City of Franklin becoming a part of the Crime Line, can the City pursue it.

City Manager Jarratt answered yes the City could.

Councilwoman Copeland asked what was wrong with the 911 system, there have been complaints that some citizens have not been able to get through.

City Manager Jarratt answered four lines are dedicated for landlines and four are dedicated for cell phones so if five people call the landline or cell phone lines, an individual will get kicked to the land line provider or cell phone provider.

Councilman McLemore stated he does not think that the Crime Line should be handled by the Chamber of Commerce.

### **Courthouse Update**

City Manager Amanda Jarratt informed City Council that the stakeholder group reached consensus to accept “WEST ELEVATION - ALTERNATE 2” which replaces brick at the middle portion of the west elevation with fiber cement siding and removes (9) of the blind windows for an estimated cost savings of \$41,064.00.

Councilman Gregory McLemore asked if the representatives from the City Franklin were given an opportunity to voice their opinions.

City Manager Jarratt answered yes the City’s representative were given an opportunity to voice their opinions.

### **City Manager’s Report**

City Manager Amanda Jarratt informed City Council of the following updates:

- The COVID-19 cases in the City of Franklin continue to increase. The City’s positivity rate as of this morning was 14.3% and currently have 537 cases, 28 hospitalizations and 16 deaths accumulative from the beginning of the pandemic. 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.
- There has been recent action taken by the Virginia General Assembly. While the Commonwealth of Virginia is in a declared Public Health State of Emergency municipal utilities are prohibited from disconnected service to residential customers of non-payment of bills or fees until the Governor determines that the economic and public health conditions have improved such that the prohibition does not need to be in place, or until at least 60 days after such declared state of emergency ends, whichever is sooner. The utilities shall notify all customers who are at least 30 days in arrears which must be inserted in their bill or bill notice. The impact to the City of Franklin’s Enterprise Fund will have to be carefully monitored.
- City Manager Amanda Jarratt reviewed the 2021 City of Franklin Holiday Calendar.
- City Manager Jarratt reviewed the FY22 budget calendar.
- City Manager Jarratt announced that the City of Franklin offices will be closed on Wednesday, November 25<sup>th</sup> at 12:00 p.m. and remain closed on Thursday, November 26<sup>th</sup> and Friday, November 27<sup>th</sup> in observance of the Thanksgiving holiday. Trash collection that was scheduled for Thursday, November 26<sup>th</sup>, will be collected on Monday, November 30<sup>th</sup>. Trash collection that was scheduled for Friday, November 27<sup>th</sup> will be collected on Tuesday, December 1<sup>st</sup>.

## Community Events

City Manager Amanda Jarratt informed City Council of the following community events:

- Small Business Saturday is scheduled for Saturday, November 28, 2020.
- The drive-thru Christmas Parade that was scheduled for Friday, December 4, 2020 was cancelled due to additional COVID-19 restrictions. As a result, a drive-by Santa is planned in the City of Franklin on December 4, 2020 at 7:00 p.m. Santa will be on a City of Franklin Fire Truck in front of the Franklin Farmer's Market.
- The Candy Cane Hunt has been cancelled due to new COVID-19 restrictions.
- Registration is now open for the City of Franklin Ugly Sweater 5K run scheduled for December 12, 2020 at 1:00 p.m. Due to additional COVID-19 restrictions this event will be virtual.

City Manager Jarratt opened the floor for questions.

Councilman Gregory McLemore asked how long would it be before the utility bills were separated.

City Manager Jarratt replied she hoped to have a timeline for the above project at the December 14, 2020 regular City Council meeting.

## Council / Staff Reports on Boards / Commissions

Mayor Frank Rabil stated he had attended a Hampton Roads Transportation Planning Organization meeting and a Hampton Roads District Division meeting on Thursday, November 19, 2020 and one of the topics was legislation about toll relief for citizens that live in those areas.

Closed Session

There being no further items to discuss, Mayor Frank Rabil asked for 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, 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, Planning Commission, 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.

2.2-3711-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.

Councilman Linwood Johnson seconded the motion.

The motion carried the vote by 7-0.

Motion Upon Returning to Open Session

Councilman Gregory McLemore 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 November 23, 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.

The motion was seconded by Councilman Linwood Johnson.

The motion carried the vote by 7-0.

**Adjournment**

There being no further items to discuss Mayor Frank Rabil asked for a motion to adjourn the regular November 23, 2020 City Council meeting.

Councilwoman Wynndolyn Copeland made a motion to adjourn the regular November 23, 2020 City Council meeting. The motion was seconded by Councilman Linwood Johnson.

The motion carried the vote by 7-0.

The regular November 23, 2020 City Council meeting adjourned at 9:14 p.m.

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**Mayor**

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**Clerk to City Council**

## THE DECEMBER 10, 2020 JOINT SESSION I BETWEEN FRANKLIN CITY COUNCIL & FRANKLIN CITY PUBLIC SCHOOLS

The Franklin City Council held a joint meeting with the Franklin City Public Schools in the cafeteria of the Franklin High School located at 310 Crescent Drive, Franklin, Virginia 23851.

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

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

**School Board Members in Attendance:** Amy Phillips, Chairman; Robert Holt, Ward 1 Representative; Tonya Smith, Ward 3 Representative; Marchelle Williams, Ward 4 Representative; Dr. Andrea Shelton, Ward 5 Representative and Carrie Johnson, At Large

**Franklin City Public School Staff in Attendance:** Dr. Tamara Sterling, Superintendent; Jeff Ryder, Assistant Superintendent of Operations; Tammy Moore, Executive Assistant, recording minutes

### Call to Order

Mayor Frank Rabil called the December 10, 2020 joint meeting between Franklin City Council and Franklin City Public Schools to order at 7:00 p.m.

Amy Phillips, Chairman of the Franklin City Public School Board called the December 10, 2020 joint meeting between Franklin City Council and Franklin City Public Schools to order at 7:00 p.m.

### Purpose

Jeff Ryder, Assistant Superintendent of Operations and Finance gave an overview of items that would be covered throughout the joint meeting.

### Unfinished Business

#### Cares Act Update

Jeff Ryder, Assistant Superintendent of Operations stated that the CARES Act is a series of funding measures enacted by the federal government in 2020 to alleviate tremendous burdens on all sectors of the economy brought on by the coronavirus pandemic.

Franklin City Public Schools (FCPS) was notified three separate times that funding was coming under three different titles of the CARES Act, which will be referred throughout the presentation as (revenue) Streams 1, 2 and 3.

- **Stream 1;** was in March 2020 and was the largest of the 3 at \$617,639.00, which is a reimbursement grant that needs to be spent by September 2022.
- **Stream 2;** was in August for \$88,560 but was reduced to \$87,606 in November, which also is a reimbursement grant and FCPS has until 2022 to spend the funds.
- **Stream 3;** FCPS was notified on October 9, 2020 and that the funds would be pre-paid at \$177,958 The entire amount of these funds has to be spent by December 31, 2020 (11 weeks) and anything left has to be paid back.





THE DECEMBER 10, 2020 JOINT SESSION I BETWEEN FRANKLIN CITY COUNCIL & FRANKLIN CITY  
PUBLIC SCHOOLS

**Franklin City Public Schools Capital Expenditures FY 2020**

<b>Source</b>	<b>Actual Cost</b>
Building Improvements	\$ 368,591.00
FY 2020 Rollover	\$ 126,121.00
FY 2020 Rollover	\$ 97,498.00
Band and Athletic Equipment	\$ 304,250.00
Vehicle Replacements in Accordance with Board Approved Plan From 2017	\$ 178,708.04
Activity Busses to Expand Meal Distribution and Provide Post Covid Transportation to Activities and After School Events	\$ 177,750.00
<b>Grand Total for FY 2020</b>	<b>\$1,252,918.04</b>

Assistant Superintendent Ryder stated he sent the above information to Mayor Frank Rabil and City Manager Amanda Jarratt and the question he received back what did the FCPS spend the \$330,000.00 rollover funds on.

Assistant Ryder stated the \$330,000.00 rollover funds were spent on bus repairs, transmission replacement, hired a new maintenance man, computers and laptop replacements.

### Franklin City Public Schools Rollover Request

Assistant Ryder gave the following overview of the Franklin City Public Schools rollover request:

Appropriations provide the authority for spending.

- Franklin City Public Schools has no spending authority at all unless it is granted through an appropriation by the City Council. An appropriation by the City to the schools defines the maximum amount of money that a school division is authorized to spend in any given period.
- The appropriation does not provide the authority for a division to spend more than will actually be received. Spending is capped by either the amount of funds expected to be received (if revenues will not meet budget), or by the appropriation limit (if revenues exceed budget).
- What this basically means is if a school division is appropriated \$100.00 for revenues and \$100.00 for expenditures, and is expecting to receive revenues of \$95.00, they may not spend more than \$95.00.
  
- If the school division expects to receive more money than the appropriation, the school cannot spend more than the appropriation. For example, if the revenue is actually \$105.00, the division only has the authority to spend up to \$100.00. The additional revenue of \$5.00 is required by law to be returned to the City. This additional revenue becomes part of what is referred to as a “reversion” and by law must be returned to the City. The City is not required to return the reversion to the division for future use, however, traditionally, these funds have been returned to the schools by a re-appropriation.
- Most reversions are from expenditure appropriations that are not spent. Every division has some level of “reversion” each year because it is impossible to spend down to exactly \$0.00.

School funding is based on average daily membership (ADM).

THE DECEMBER 10, 2020 JOINT SESSION I BETWEEN FRANKLIN CITY COUNCIL & FRANKLIN CITY PUBLIC SCHOOLS

**New Business**

**Franklin City Public Schools Reconciliation to City Fund Balance as of June 30, 2020**

**Fund Balance Report**

Fund Balance at July 1, 2019 CAFR	\$653,432.00
Appropriation from City from City for FY 2020	(\$335,330.00)
Surplus Fund 10 from FY 2020	\$385,035.99
Fund Balance at July 1, 2020	\$703,137.99
Appropriation from City for FY 2021	(\$252,068.00)
Unallocated Fund Balance	\$451,069.99

FCPS would like to request the city revert the \$451,069.99 to FCPS in FY 2021.

Note: The \$335,330.00 appropriation was spent. The \$49,804.00 surplus is the NET of \$385,134.00 surplus and \$335,330.00 expenditure.

**Franklin City Public Schools – FY 2020 per City CAFR**

**Fund Balance Report**

Fund Balance at July 1, 2019 CAFR	\$653,432.00
Fund Balance at July 1, 2020 CAFR	\$715,263.53
Appropriation from City for FY 2021	(\$252,068.00)
Unallocated Fund Balance in CAFR	\$463,195.53
Portion of Fund Balance attributed to Federal Grants	(\$ 12,125.54)
Unallocated Fund Balance	\$451,069.99

Franklin City Public Schools would like to request the City revert the amount of \$451,069.99 to FCPS in FY 2021.

Vice-Mayor Bobby Cutchins asked for clarification that the Franklin City Public Schools could have gotten by without \$451,069.99 in the Unallocated Fund Balance.

Vice-Mayor Bobby Cutchins stated for every \$.01 of tax increase equals \$55,000.00 for the citizens in the City of Franklin. He added this \$451,069.99 that is in the Unallocated Fund Balance equals \$.08 off the tax base to the citizens of the City of Franklin that could have been used in other places. He stated his point was Franklin City Council is always searching for a way to keep from raising taxes, if that kind of money is laying around unneeded that makes City Council look bad.

Councilman Gregory McLemore asked what was FCPS planning on doing with the \$451,069.99.

Assistant Superintendent Ryder answered he will be projecting salaries, benefits and other projects.

Councilman McLemore stated this year is \$451,069.99, last year was \$335,000.00. If this was a one-time occurrence he could understand, but it seems like there is roll over funds every year.

THE DECEMBER 10, 2020 JOINT SESSION I BETWEEN FRANKLIN CITY COUNCIL & FRANKLIN CITY PUBLIC SCHOOLS

Councilman Ray Smith stated the City School System is trying to maintain three different school buildings at some point and time the City needs to move forward and start thinking about combining all students into one school building.

Mayor Rabil stated the continued carryover every year can go towards building a new school.

Councilman McLemore directed the following statement to Tamara Sterling, Superintendent of Franklin City Public Schools, that in all of her past presentations she has never requested to combine students into one newly constructed school building.

Mayor Rabil asked which superintendent was in charge of Capital Improvement Projects (CIP).

Superintendent Sterling replied Assistant Superintendent Ryder was in charge of Capital Improvement Projects.

There being no more items to discuss Mayor Frank Rabil asked for a motion to adjourn the December 10, 2020 Joint Session I between Franklin City Council and Franklin City Public Schools. The motion was seconded by Councilman Gregory McLemore.

The motion carried the vote by 7-0.

There being no more items to discuss Amy Phillips, Chairwoman for the Franklin City Public School Board made a motion to adjourn the December 10, 2020 Joint Session I between Franklin City Council and Franklin City Public Schools.

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**Mayor**

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**Clerk to City Council**

## MINUTES FROM THE DECEMBER 14, 2020 REGULAR CITY COUNCIL MEETING

The Franklin City Council held a Regular City Council Meeting on December 14, 2020 at 6:00 p.m. in the City Council Chambers located at 207 West Second Avenue, Franklin, Virginia 23851.

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

**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; Sarah Rexrode, Director of Social Services; Russ Pace, Director of Public Works; Chad Edwards Interim Director of Power & Light; Dinah Babb, Treasurer; Brenda Rickman, Commissioner of Revenue; Vernie Francis, III, Chief of Emergency Services; Gerald Griffith, Deputy Chief of Emergency Services; Jennifer Maynard, Voter Registrar; Katelyn Newsome, Voter Registrar Administrative Assistant and Tracy Spence, Director of Finance

### Call to Order

Mayor Frank Rabil called the December 14, 2020 Regular City Council Meeting to order at 6:00 p.m.

### Announcement

Mayor Frank Rabil announced that Citizen's Time would be delayed due to the Franklin City Council would be going into closed session.

### Amendments to Agenda

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

Vice-Mayor Bobby Cutchins made a motion to amend the agenda by switching Item 5, Closed Session to the first topic of discussion under Item 1, Consent Agenda. The motion was seconded by Councilwoman Wynndolyn Copeland.

The motion carried the vote by 7-0.

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: Franklin Southampton Economic Development, Inc. interview panel, Beautification Commission, Industrial Development Authority, Planning Commission, 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 on Clay Street, 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.

2.2-3711-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 vote by 7-0.

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 December 14, 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.

Councilman Linwood Johnson seconded the motion.

The motion carried the vote by 7-0.

Reconvene the December 14, 2020 Regular City Council Meeting

Mayor Frank Rabil reconvened the December 14, 2020 regular City Council meeting at 6:44 p.m.

## Citizen's Time

### 1<sup>st</sup> Speaker

**Reverend Perlie E. Banks; resides at 105 Artis Street, Franklin, Virginia 23851;** She thanked Steve Patterson, Police Chief and the Police Department for their protection on November 3<sup>rd</sup>, 2020 which was election day. Mrs. Banks also thanked Councilman Gregory McLemore for visiting the voter registration building, he was the first person she saw upon arrival at 5:28 a.m. She added she is speaking on the behalf of the City of Franklin Electoral Board and is in support of giving the poll workers the hazard pay that was being requested.

City Manager Amanda Jarratt shared that due to social distancing requirements the following public comments were received via email in advance of the meeting:

### 2<sup>nd</sup> Speaker

**Mary Insull;** "I worked the polls in May, June and October before the election. I think every citizen should do their part to make sure our elections are accurate. I know that there is risk and everyone wants to exercise their right to vote but do they consider that as a poll worker we may come into contact with a thousand people at every election. Seems to me that is above and beyond a normal risk. Hope you feel the same."

### 3<sup>rd</sup> Speaker

**Bonnie Widner;** "I support Jennifer Maynard, Voter Registrar's proposal to provide hazard pay for the November presidential election poll workers. Workers reported for work at 5 a.m. and did not leave until the paperwork was complete. This meant working more than a fifteen-hour day among some voters who chose not to wear masks. Some workers spent long periods of time outside in cold temperatures to greet voters and verify proper voting documentation. The November Presidential election was unique due to voting changes. Those who helped Registrar Maynard process absentee ballots prior to election day discovered that a great deal of work and preparation were required to make this election successful. For at least six weeks before this year's November election she put in long hours and weekends making sure the needed equipment, supplies, information, PPE, and training were provided. Registrar Maynard deserves special recognition and a huge THANK YOU for her hard work and long hours to ensure workers were prepared and supported during the election process.

**Consent Agenda**

**Approval of November 16, 2020 Retreat Minutes**

Mayor Frank Rabil asked if there were any additions or corrections to the minutes from the November 16, 2020 regular City Council meeting.

Councilman Mark R. Kitchen stated there was an error on page 6, paragraph 6, sentence 3, which reads:

“He estimated that it will cost a little over \$1,000,000,000.00 to do this.”

This sentence needs to be corrected to read:

“He estimated that it will cost a little over \$1,000,000.00.”

Mayor Frank Rabil asked for a motion of approval of the minutes from the November 16, 2020 regular City Council meeting as amended.

Councilman Mark R. Kitchen made a motion to approve the minutes from the November 16, 2020 regular City Council meeting as amended. The motion was seconded by Council Linwood Johnson.

The motion carried the vote by 6-1.

The motion was as follows:

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



### **Recognition of STAR Performers**

City Manager Amanda Jarratt stated the City has reinstated the recognition of the STAR Performers program. City Manager Jarratt asked Selenia Boone, Accounting Clerk I, for the Treasurer Department to come forward which was nominated by Dinah Babb, Treasurer. Mrs. Boone has worked at the City of Franklin for three years. Mrs. Boone was nominated for the STAR Performer award because she took the responsibility of researching the guidelines and requirements to request funds from the Department of Treasury's Unclaimed Property division. Requesting the funds through unclaimed property has become harder to get. Selenia took this task seriously and the results proved it. Since January 2020, the City of Franklin has received 1,148 checks for a total of \$62,209.30. Without her persistence, the City would not have received the additional revenue towards the delinquent taxes / utilities owed to the City.

Selenia is a hard worker and comes to work with a positive attitude every day. She is very knowledgeable with the computer and has learned ways to process work that is more efficient and less time-consuming.

### **Financial Matters**

#### **Budget Amendments, 2021-12, 2021-13, & 2021-14**

#### **Budget Amendment 2021-12**

City Manager Amanda Jarratt gave the following overview of Budget Amendment #2021-12 which was also reviewed in the December 10, 2020 Joint Session I between Franklin City Council and Franklin City Public Schools:

- To recognize the School's appropriation of Federal Coronavirus Relief Fund (CRF) revenue in the amount of \$177,958.00 and to appropriate such revenue for use.
- To recognize the School's supplemental appropriations of Federal and grant revenues in the amount of \$222,326.00 and to appropriate for use.

**Councilman Gregory McLemore made a motion to approve Budget Amendment 2021-12. The motion was seconded by Councilwoman Wynndolyn Copeland.**

**The motion carried the vote by 7-0.**

**Budget Amendment 2021-13**

Tracy Spence, Finance Director gave the following overview of Budget Amendment #2021-13:

- To recognize grant revenues in the amount of \$7,838.00 from Center for Tech and Civic Life to support safe and secure election administration.
- To reallocate appropriations to fund purchasing of the following various equipment to operate grounds and landscaping operations for City properties:

	2020-2021 Budget	Amended Budget	Increase (Decrease)
Reserve-General Fund	\$810,525.00	\$609,320.00	(\$201,205.00)
Mower	\$ 0.00	\$ 43,590.00	\$ 43,590.00
Vehicle	\$ 0.00	\$ 128,234.00	\$ 128,234.00
Trailer	\$ 0.00	\$ 24,599.00	\$ 24,599.00
Hand Equipment	\$ 0.00	\$ 4,782.00	\$ 4,782.00

- To recognize Governor’s Agriculture grant revenues in the amount of \$40,000.00 for Economic Development on behalf of business in City of Franklin and to appropriate such revenue for new use.
- To recognize grant revenues in the amount of \$5,608.00 from the Litter Prevention and Recycling Program and to appropriate such revenue for new use.
- To reallocate appropriations in the amount of \$95,000.00 to fund the removal of the Confederate monument.
- To recognize grant revenues in the amount of \$32,000.00 from Franklin Southampton Charities for the Learning Center equipment and build out.
- To recognize Federal Coronavirus Aid Relief, and Economic Security Act (CARES Act) funds in the amount of \$757,797.00 to assist with municipal utility customer relief and to appropriate such revenue for new use.

Councilman Ray Smith asked for an explanation about the Litter Prevention and Recycling Program. He asked if these were funds that had not been included in the City’s budget and how were these funds budgeted.

Director Spence replied these funds are specifically spent by the Public Works Department on beautification items such as trash cans, trash bags and liter collecting items.

City Manager explained when the City applies for a grant and receives the funds, the revenue is grant specific and must be spent on grant related items.

**Councilman Gregory McLemore made a motion to approve Budget Amendment #2021-13 with the exception of the reallocating appropriations in the amount of \$95,000.00 to fund the removal of the Confederate monument until further information could be obtained. The motion was seconded by Councilwoman Wynndolyn Copeland.**

Mayor Frank Rabil opened the floor for discussion.

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Councilman Ray Smith clarified for public interest that City Council excluded the reallocating appropriations in the amount of \$95,000.00 to fund the removal of the Confederate monument due to the consensus of City Council thinks that this price needs to be renegotiated.

Councilman McLemore asked if the City could set up a budget for the removal of the Confederate monument.

Vice-Mayor Bobby Cutchins asked Councilman McLemore if he was in agreement to leave the Confederate monument.

Councilman McLemore replied yes until the City can find a company to remove it for an approved amount.

City Manager Jarratt stated that City Administration was instructed to relocate the Confederate monument so a Request for Proposal (RFP) with specific requirements to have the Confederate monument safely moved and reestablished to the cemetery. The City only received one response to the RFP for \$95,000.00. If City Administration issues another RFP, that means the City is rejecting the first proposal of \$95,000.00. The City can wait until the until the FY 2022 budget process and put in some additional funds for the project and reissue a RFP at that time.

Councilman Linwood Johnson stated he agreed with waiting until the FY 2022 budget process and see how much the City can add to the project before issuing an RFP.

Mayor Rabil requested City Manager Jarratt to come back with a recommendation. He added he does not have a conflict of interest but does need to abstain from the portion of Budget Amendment #2021-13 which is to recognize the Governor’s Agriculture grant revenues in the amount of \$40,000.00 for Economic Development on behalf of business in City of Franklin and to appropriate such revenue for new use.

City Manager Jarratt directed Mayor Rabil to abstain from the entire motion of approval.

**The motion carried the vote by 6-1.**

The vote was as follows:

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

### **Budget Amendment 2021-14**

Finance Director Spence gave the following overview of Budget Amendment #2021-14:

- The 2020-2021 City Budget will be amended to adjust the appropriations in the amount of (\$467,136.00) to reflect the separation of the Building Inspection / Code Enforcement and Planning / Zoning Departments from Southampton County.

**Councilman Linwood Johnson made a motion to approve Budget Amendment #2021-14. The motion was seconded by Councilwoman Wynndolyn Copeland.**

The motion carried the vote by 7-0.

### **First Quarter Financial Projections**

#### **Highlights – Enterprise Funds for the Period Ending October 31, 2020**

Finance Director Spence gave the following highlights on the Enterprise Funds for the period ending October 31, 2020:

The report contains provisions for revenue and expenditure accruals.

- Reflects four months of revenue and expenditures – full accrual basis of accounting.

#### **Airport Fund**

**Revenue Analysis;** Fuel sales and airport rental fees are below target with 7% of budgeted realized. Total revenues for the fund are at below target with eleven of budget realized.

**Expense Analysis;** Expenses in the fund are below target with 24% of budget expended (net of transfers and depreciation).

**Cash Balance;** Cash balance in the Airport Fund is (\$56,213.00).

Director Spence stated the airport skydiving project needs to take place and has not happened at the moment. If the skydiving project does not take place in the next four weeks City Council and staff will have to revisit the future of the airport. Currently the Airport Fund owes the General Fund \$56,000.00.

#### **Water & Sewer Operating Fund**

**Revenue Analysis;** Revenue from the sale of water and sewer service charges of \$1.1 million at the end of the period is above target at 35% of budget and is \$28 thousand greater than prior year period charges.

**Expense Analysis;** Expenses in the fund are \$435 thousand and below target at 22.6% (net of transfers, debt service and depreciation).

### **Solid Waste Fund**

**Revenue Analysis;** Revenue for the Solid Waste Fund is slightly above target with revenue at \$449 thousand or 35% of budget and is comparable to prior year.

**Expense Analysis;** Expenses in the fund at \$203 thousand are below target with 20% of budget expended (net of depreciation, transfers and debt service) and comparable to prior year expenses.

**Cash Balance;** Cash balance in the Solid Waste Operating and Capital Fund is \$731,369.00.

### **Electric Fund**

**Revenue Analysis;** Revenue from energy sales at \$4.5 million is slightly below target at 30% of budget.

**Expense Analysis;** Expenses associated with the sale of energy for the fiscal year was \$2.8 million and is below budget at 21% of the total budget (net of depreciation, transfers and debt service).

Finance Director opened the floor for questions.

Councilman Linwood Johnson asked if the City was on target with the fuel adjustment.

City Manager Amanda Jarratt replied the City will receive a new fuel adjustment in March of 2021.

### **Projected Impact from Utility Disconnection Moratorium**

Upon completion of the Director Spence's presentation of the highlights of the Enterprise Funds for the period ending October 31, 2020 she introduced the COVID-19 Municipal Utility Relief Program to Assist Customers which was to be discussed during the City Manager's report.

The consensus of City Council was to discuss the relief program at the present time.

City Manager Amanda Jarratt informed Council that the City of Franklin had been awarded federal Coronavirus Aid, Relief, and Economic Security Act (CARES Act) funds in the amount of \$757,000.00 to assist municipal utility customers experiencing economic hardship due to the COVID-19 pandemic. These funds can be used to pay the full amount of arrearages owed by eligible customers for arrearages owed from March 1, 2020 through the current time period. The one-time payment excludes payments for late fees, penalties, interest and garbage related fees. Municipal customers with overdue utility bills will need to complete a Customer Intake Form which will include a certification that the customer has been negatively impacted by the COVID-19 pandemic, which must be received by December 30, 2020.

Councilman Gregory McLemore asked what determines the amount that the customers receive.

City Manager Jarratt replied we can only give the amount that the City receives. She added she had Director Spence run reports to see the status. The utility department reviewed 126 applications which totaled \$37,480.00 and there are an additional 125 applications to review.

**Highlights – General Fund for the Period Ending October 31, 2020**

Finance Director Spence gave the following highlights on the General Fund for the period ending October 31, 2020:

The General Fund update reflects three months of revenues and expenditures in modified accrual basis of accounting.

**General Property Taxes – Overall Budget Comparison – Cash Basis**

<b>Current</b>	<b>\$953,291.00</b>
<b>Prior Year</b>	<b>\$453,276.00</b>
<b>Net Change \$</b>	<b>\$500,014.00</b>
<b>Net Change %</b>	<b>110.31%</b>

**Local Tax Revenue – Prior Year Comparison – Modified Accrual Basis**

	<b>Meals Taxes</b>	<b>Lodging Taxes</b>	<b>Cigarette Taxes</b>	<b>Sales Taxes</b>	<b>Total</b>
Mar- 2020	\$1,032,498.00	\$ 97,350.00	\$310,499.00	\$1,417,716.00	\$2,858,063.00
Mar-2019	\$1,058,181.00	\$106,898.00	\$232,260.00	\$1,432,587.00	\$2,829,926.00
Prior Year \$	(\$ 25,683.00)	(\$ 9,548.00)	\$ 78,239.00	(\$ 14,871.00)	\$ 28,137.00
Prior Year %	-2.43%	-8.93%	33.69%	-1.04%	0.99%

**Local Tax Revenue Budget to Actual Comparison**

	<b>FY 20-21 Budget</b>	<b>10/31/2020</b>	<b>% of Budget Realized</b>
Local Sales & Use	\$1,450,000.00	\$ 580,987.00	40.1%
Cigarette Taxes	\$ 128,000.00	\$ 65,133.00	50.9%
Meals Taxes	\$ 292,000.00	\$ 101,827.00	34.9%
Lodging Taxes	\$1,450,000.00	\$ 655,195.00	45.25
<b>Total Local Tax Revenue</b>	<b>\$3,320,000.00</b>	<b>\$ 1,403,142.00</b>	<b>42.3%</b>

At four months into the fiscal year, all local tax revenue have met targeted projections.

Local Tax Revenue Cash Comparison to Prior Year

	FY 20-21 Collected at 10-31-2020	FY 19-20 Cash Collected at 10-31-2019	Difference
Local Sales & Use (3 months)	\$ 327,597.00	\$ 304,888.00	\$22,709.00
Cigarette Taxes (4 months)	\$ 101,827.00	\$ 123,869.00	(\$22,042.00)
Meals Taxes (3 months)	\$ 435,740.00	\$ 396,626.00	\$39,114.00
Lodging Taxes (3 months)	\$ 48,850.00	\$ 44,112.00	\$ 4,738.00
<b>Total Local Tax Revenue</b>	<b>\$ 914,014.00</b>	<b>\$ 869,495.00</b>	<b>\$44,519.00</b>

In the pandemic, all local revenue collections were higher with the exception of cigarette tax revenues.

Revenue & Expenditure Summary – Cash Basis

General Fund revenue at the end of the period totaled \$6.49 million and represented 26% of budget which is \$1.2 million greater than the prior year. This is primarily attributable to the EMS contract and delinquent collections in taxes due to late billing due to COVID.

General Fund expenditures at the end of the period totaled \$7.3 million and represented 29% of the total budget; when compared to the prior year period of \$7 million, this is a \$211 thousand increase.

FY21 Fund Balance Appropriated by Council for planned expenditures at October 31, 2020: \$412,715.00.

Presentation of Tax Delinquencies

City Manager Amanda Jarratt called Dinah Babb, Treasurer forward to give a presentation on tax delinquencies.

Treasurer Babb gave the following highlights:

- The delinquent tax amount for the City of Franklin as of November 30, 2020 is \$428,376.58. This amount reflects tax years 2018 and older for all taxes owed to the City. The last collection report dated November 30, 2019 was reported with delinquencies of \$635,329.14. This is a reduction of \$206,952.56 along with adding a full tax year.

Real Estate

- As of November 30, 2020 there is a \$168,931.69 in delinquent Real Estate taxes for years 2003-2018. The cumulative collection rate for these years is 99.80%.

### Personal Property

- As of November 30, 2020 there is \$259,244.64 in delinquent personal property taxes for tax year 2008-2018. The cumulative collection rate for these years is 98.71%.
- For PP2019 tax year, of the 2.8 million budgeted, we have \$163,904.09 uncollected, showing a 94% collection rate as of November 30, 2020.
- Due to the Statute of Limitations as per Code of Virginia 58.1-3040, Treasurer Babb will be requesting City Council to approve charging off Personal Property 2013 in the amount of \$24,801.31.

### Meals and Lodging

- Currently there are no delinquent Meals Taxes that have been filed with the Commissioner of the Revenue's office.
- Currently there are no delinquent Lodging Taxes that have been filed with the Commissioner of the Revenue's office.

### Business License

- As of November 30, 2020 there are three delinquent business license in the amount of \$218.25. All of three businesses are no longer in operation and the owners have not been located.

### Charge Offs

Treasurer Babb asked City Council for their approval to charge off 2013 personal property accounts which amounts to \$24,801.31 of uncollected personal property.

Mayor Frank Rabil entertained a motion to charge off \$24,801.31 of uncollected personal property.

**Councilman Linwood Johnson made a motion to charge off uncollected Personal Property taxes in the amount of \$24,801.31 under Virginia Code 58.1-3040. The motion was seconded by Councilwoman Wynndolyn Copeland.**

The motion carried the vote by 7-0.



**Old / New Business**

**Appointments to Boards and Commissions**

**Beautification Commission**

Mayor Frank Rabil asked if there were any additional nominees to serve on the City of Franklin's Beautification Commission.

Vice-Mayor Bobby Cutchins requested that Susan Kitchen be appointed to serve on the Beautification Commission.

Mayor Rabil asked for a motion to appoint Linda Smith, Diane Cutchins, Mandy Crumpler and Susan Kitchen to be appointed to serve on the Beautification Commission.

**Councilman Ray Smith made a motion to appoint Linda Smith, Diane Cutchins, Mandy Crumpler and Susan Kitchen to serve on the Beautification Commission. The motion was seconded by Councilman Linwood Johnson.**

The motion carried the vote by 7-0.

**Planning Commission**

**Councilwoman Wynndolyn Copeland made a motion to appoint Carolyn Williams to serve on the City of Franklin's Planning Commission. The motion was seconded by Councilman Linwood Johnson.**

The motion carried the vote by 7-0.

**Travel Policy**

City Manager Amanda Jarratt called Michelle Dandridge, Human Resources Director to come forward and review an updated Travel Policy for the Personnel Policy.

Director Dandridge stated the purpose of the travel policy is to provide City Council, employees and citizens with a clear reference on the procedures for reporting and recording travel expenses as required by and within the course of official duty for the City of Franklin. It is the purpose of this regulation to provide a reasonable, systematic means by which the costs of such travel and expenses may be estimated for budget preparation purposes and controlled for purposes of economy. These regulations are intended to be consistent with efficient operation, while providing guidance for the traveler and maintaining accountability of the City's resources. For purposes of this policy, out-of-town travel is defined as all travel outside the City's limit in excess of 120 miles roundtrip from the employee's normal worksite.

**Councilman Ray Smith made a motion to adopt the updated Travel Policy for the Personnel Policy. The motion was seconded by Councilman Linwood Johnson.**

The motion carried the vote by 7-0.

### Health Insurance Update

City Manager Amanda Jarratt updated City Council on the Health Insurance Premium issue that was discussed at the City Council retreat. She provided a recommendation with associated costs should Franklin City Council authorize additional contributions toward the premiums of employees with the Employee Plus 1 plan and the Employee Family plans. The City of Franklin's health insurance premiums have been a long time deterrent for recruitment and retention of employees to the City of Franklin. The City has a large number of positions throughout the City that need to be filled and hope that this will assist in recruitment. A RFP was done last and the decision was made to remain with Local Choice, but with Southampton Memorial/Bon Secours terminating their relationship Anthem, City Manager Jarratt and staff think it prudent that another RFP be done. She suggested as of January 2021 the City of Franklin contribute 70% of the premium.

**Councilman Ray Smith made a motion to authorize City Manager Amanda Jarratt to direct staff to begin contributing 70% of the premium to those individuals on the Employee Plus I and Employee Family plans effective with the January deductions through the remainder of fiscal year 2021. The motion was seconded by Councilwoman Wynndolyn Copeland.**

The motion carried the vote by 7-0.

### Board of Equalization Update

City Manager Amanda Jarratt called Brenda Rickman, Commission of the Revenue to come forward and give and brief update on the Board of Equalization.

Commissioner Rickman informed City Council that the Board of Equalization was trained via Webinar by the Department of Taxation on October 8, 2020 that was 4 ½ hours long. Since all of the board members were new to the process, we offered additional training using our maps and assessor's records prior to the hearings. The board held hearings that were advertised and open to the public in the City Hall Council Chambers on November 2, 4, 5 and 9, 2020. There were ten appointments which included fifteen parcels. The Board of Equalization made four changes to the 2020-2021 General Reassessment; one was residential and three were commercial properties. The total values changed are as follows:

\$157,700.00 – reduction in commercial

\$ 1,200.00 – reduction in residential

There were no increases in value for commercial or residential.

The 2020 Board of Equalization has completed their hearings and all Notices of Change have been mailed and the City Treasurer notified.

Commissioner Rickman thanked Mr. Sion A. Carr, III, Chairman, Ms. Peggy R. Scott, Secretary, Ms. Micah N. Dillon and Mr. Ronald L. Rusnak, Alternate for their service to the City of Franklin. She also thanked Betty Tarkington, Real Estate Clerk, who worked closely with the board during the hearing process.

**Crime Line Presentation**

City Manager Amanda Jarratt introduced Tommy Potter who currently serves as the President of the Virginia Crime Line Association to give a brief presentation on the program on a local, regional and state level.

Mr. Potter defined the Crime Stoppers program as a local community based, community run program that joins media, citizens and law enforcement which provides a non-threatening, risk free way for citizens to help law enforcement.

The Crime Stoppers program assist law enforcement fight crime by:

- Identifying criminals
- Locating fugitives
- Recovering stolen property
- Seizing illegal drugs
- Identifying unknown crimes

**CARES Act Projects – Round 2**

City Manager Amanda Jarratt informed City Council the City has received a second round of CARES ACT Funds from the State to aide in the City’s COVID-19 response. City Manager Jarratt has been working with Department Heads in order to obtain addition equipment needed to assist the City through the pandemic. Below is a list of some of the equipment needed:

• Access Control	\$17,460.42
• Electronic Applicant System	\$10,500.00
• Portable Dispatch Center	\$92,842.46
• Communications Trailer	\$32,013.26
• Isolation Transport Van	\$66,024.47
• Remodel FD Bunk Rooms	\$45,000.00
• PPE (N95, Gowns, Shields & Disinfectant Supplies for City Operation	\$30,000.00
• Power & Shower Shelter Operation	
Portable ADA Restroom / Shower Trailer	\$61,900.00
• Generator for P & S Trailer	\$ 1,500.00
• FF / EMS PPE Gear	\$80,000.00
• Generator Hookup for P & S at Armory Field House	\$25,000.00
• HVFD Respiratory Protection	\$ 8,000.00
• City of Franklin Health Equity Program	\$40,000.00
<b>Total</b>	<b>\$667,140.61</b>

Councilman Linwood Johnson made a motion to authorize each CARES Act project as presented. The motion was seconded by Councilwoman Wynndolyn Copeland.

The motion carried the vote by 7-0.

### **Hazard Pay Stipend for Pollworkers**

City Manager Amanda Jarratt read a letter from Jen Maynard, Voter Registrar stating the following:

“The City of Franklin was awarded \$7,837.50 in grant funds by the Center for Tech and Civic Life (CTCL). CTCL is a 501 (c) (3) nonprofit organization which received a \$250,000,000 contribution to help local election officials safely administer the November 2020 election while dealing with the COVID-19 pandemic. The grant funds were meant to ensure election offices had adequate staffing, training, and equipment. Having adequate staffing on Election Day was a major concern because without pollworkers, there would be no election. Most pollworkers are in the high-risk category and some chose not to work in May, June, or November because of the pandemic for fear of their own safety or that of their loved ones. The CTCL grant specifically states that hazard pay is an acceptable expense for pollworkers, therefore, I am respectfully requesting that \$162.71 be paid to each pollworker who served during the November 3, 2020 election cycle, a total of \$7,647.37

**Councilman Mark R. Kitchen made a motion to authorize the pollworkers to receive hazard pay. The motion was seconded by Councilwoman Wynndolyn Copeland.**

**The motion carried the vote by 7-0.**

### **Fire Department Staffing**

City Manager Amanda Jarratt informed City Council as discussed at the retreat increased staffing of Franklin Fire and Rescue will be required over the next few years. There are several options available to the City of Franklin however, due to grant timelines and budget preparation it is essential to receive guidance from Council at this time. The last staffing increase the City received was in 2012, the City added an additional nine Firemen. The City needs to begin preparing for increasing staffing levels. To meet future needs and stay compliant with NFPA 1720, the Emergency Services Department needs to add an additional twelve firemen.

Below are several options to consider:

- Adding three additional firemen for the next four years.
- Adding six additional firemen every two years.
- Adding twelve additional firemen.
- Applying for a SAFER Grant and if awarded adding all twelve firemen.

City Manager Jarratt and staff believe the first option is the best option.

The objectives of the SAFER grant program are to assist local fire departments with staffing and deployment capabilities to respond to emergencies and assure that communities have adequate protection from fire and fire-related hazards. Local fire departments accomplish this by improving staffing and deployment capabilities, so they may more effectively and safely respond to emergencies. With enhanced staffing levels, recipients should experience a reduction in response times and an increase in the number of trained personnel assembled at the incident scene.

Mayor Frank Rabil and City Council were in agreement with the option of adding three additional firemen for the next four years.

## City Manager's Report

### General Updates

City Manager Amanda Jarratt gave City Council the following general updates:

- The COVID-19 cases in the City of Franklin continue to increase to 603 cases, 31 hospitalizations and 17 deaths. Precautions remain in place and the City asks all citizens to continue to follow the recommendations of the Virginia Department of Health and Center for Disease Control.
- City offices will be closed on Thursday, December 24, 2020 and remain closed on Friday, December 25, 2020 in observance of the Christmas holiday. Trash collection that was scheduled for Friday, December 25, 2020 will be collected on Tuesday, December 29, 2020.
- City offices will be closed on Friday, January 1, 2021 for New Year's Day. Friday's trash route will be collected on Monday, January 4, 2021.
- Streetlights have been repaired on Laurel Street, Oak Street, Virginia Street and Artis Street and fifteen new lights have been installed. The City is waiting for additional lights to be delivered.

### Community Events

- The Franklin Experience coordinated a twenty-five-foot mega tree located at the Farmer's Market that provides 15 – 20-minute light shows every Friday, Saturday and Sunday evenings up to Christmas Eve. The week of Christmas the shows will run every night through December 24, 2020.

### Council / Staff Reports on Boards / Commissions

Mayor Frank Rabil asked if there was anything to report on Council Staff reports on Boards and Commissions.

Councilman Linwood Johnson reported that the Franklin City Public Schools presented a drive by Christmas light show with a different theme at every school and it was very well attended.

Councilman Linwood Johnson reported on the Western Tidewater Regional Jail Board Meeting that was held on December 9, 2020. He reported that DOC is planning to put 118 inmates back in the system slowly. There are 225 inmates that are under quarantine at the moment and the annual financial report came back clean.

Mayor Frank Rabil reported that he and City Manager Jarratt had the chance to go to City Departments and personally deliver service awards.

### Adjournment

There being nothing further to discuss Mayor Frank Rabil asked for a motion to adjourn the December 14, 2020 regular City Council meeting.

Councilwoman Wynndolyn Copeland made a motion to adjourn the December 14, 2020 regular City Council meeting. The motion was seconded by Councilman Ray Smith.

The motion carried the vote by 7-0.

The December 14, 2020 regular City Council meeting adjourned at 9:39 p.m.

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**Mayor**

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**Clerk to City Council**



Date: Monday, October 26, 2020

To: PEP Committee

From: Russell L. Pace, Director

Re: Star Performer Award

**I am nominating the above for the STAR Performer award because:**

Charles Butler joined the City of Franklin on October 1, 1991 as a Senior Automotive Mechanic. When the Garage Supervisor retired around 2004 Charles was chosen to be the new Garage Supervisor. Charles is an ASE Certified Master Automotive Mechanic, a Master Fabricator and Welder. His many years of service include repairing and servicing of heavy equipment, heavy diesel trucks, sanitation collection equipment, electrical line trucks, fire apparatus of all levels, police support vehicles (cars to military assault vehicles), school division vehicles and all vans, light trucks and cars for all City Departments. His expertise includes small equipment service and repair as well as heavy to light hydraulic diagnosis and servicing.

Charles has honed his supervisory skills by demonstrating that he and his staff of two master Automotive Mechanics can handle the workload of the entire City. This has been achieved through careful and thought out scheduling and communications with multiple departments to understand their individual needs as well as allowing them to understand they too have a role in good vehicle maintenance and proper servicing. Prioritizing the needs of our first responders to assuring safe dependable transportation for our most cherished position our children is a key factor to the success our Garage enjoys. Every department must have transportation and equipment to deliver their services and Charles assures that every need is met.

I have nominated Charles Butler for the STAR performer award because he 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.

**I consider this employee's performance above the expectations of his or her job because:**

Charles's performance is above expectations because of one reason. That one-character trait blossoms into many positive traits that make him an exceptional person, mechanic, fabricator, and supervisor. Character. Charles Butler 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.

**1. Improvement to the quality of service delivered to the public.**

Technically the City Garage does not deliver services to the public. They do however provide service and maintenance to every city vehicle, for every city department. City departments would not be able to function without the vehicles and equipment they use everyday in the delivery of services.

**2. Improvement in productivity of city operations.**

The garage lost a Mechanic II position about a year ago. The workload remains the same. Implementation of concise scheduling with prioritization of service has allowed production to remain steady with no loss of critical services to our citizens.

**3. Enhancement of workplace safety.**

Not only has Charles improved the safety of our garage he consistently works with our staff to assure that our employees understand and utilize proper safety PPE and practices like lock out-tag out when performing routine maintenance on trucks and equipment. The garage is kept neat, clean, and orderly with hazardous substances used and stored in accordance with MSDS guidelines. Charles provides training on forklifts, loaders and backhoes when required. He always provides the proper manpower for large complex repairs and assures all procedures are followed for safe and complete repairs and services.

**4. Strengthening teamwork and cooperation among employees.**

I spoke briefly about the character Charles exhibits. Character, integrity, honesty, dependability are all personal traits that Charles demonstrates daily. To be a strong effective leader, to have a positive atmosphere and promote teamwork one must have these character traits. Charles and his staff work seamlessly as a team. Charles leads his team by example, he never asks anyone to do anything he has not already done. If they get a snag on a job, he is there to bring them through it. This builds self-esteem and respect while demonstrating what the team effort is all about.

**5. Accomplishment of stated City Council or Departmental goals.**

Certainly, the multitude of services our garage provides to all departments within our city plays a key role in accomplishing City Council and Departmental goals. In fact, it plays a huge role for without our police cruisers and fire trucks how would our emergency responders provide service to our citizens. Without our school busses how would our children get to school and football practice, field trips and extra-curricular activities. How would the trash get collected and what about the potholes how would they get fixed? How does social services make that call for a family in crisis? Charles's dedication and initiative drive the garage staff to assure that all vehicle needs are met on a daily basis.



**6. Development of innovative solutions to city problems or innovative approaches to job duties.**

Another trait of good character is being humble. Charles is frequently approached by multiple departments for solutions for a need they may have. Many times, you cannot get a piece or part to fix a certain thing and it must be fabricated. Many times, we purchase things, equipment that are made better through Charles's ability to observe and detect a weak point in that item. I can assure you that when you are working on the assortment of trucks, buses, and equipment the city garage sees you become innovative in every aspect you can. If you do not you will never survive the workload. If you ask Charles about this he will just smile and say, "Just doing my job".

**Closing thoughts:**

I have told you a lot about what I have witnessed the last 26 years of Charles Butler and his service to Franklin. One unique situation Charles has everyday is interaction with multiple departments who have multiple needs and with that comes multiple personalities. He does this with ease due to professionalism and respect. I have never had a complaint from anyone in my 26 years here at Public Works. Charles comes to work everyday 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.



Date: Monday, October 26, 2020

To: PEP Committee

From: Russell L. Pace, Director

Re: Star Performer Award

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I have nominated Charles Butler for the STAR performer award because he 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.

**I consider this employee's performance above the expectations of his or her job because:**

Charles's performance is above expectations because of one reason. That one-character trait blossoms into many positive traits that make him an exceptional person, mechanic, fabricator, and supervisor. Character. Charles Butler 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.

**1. Improvement to the quality of service delivered to the public.**

Technically the City Garage does not deliver services to the public. They do however provide service and maintenance to every city vehicle, for every city department. City departments would not be able to function without the vehicles and equipment they use everyday in the delivery of services.

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The garage lost a Mechanic II position about a year ago. The workload remains the same. Implementation of concise scheduling with prioritization of service has allowed production to remain steady with no loss of critical services to our citizens.

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**5. Accomplishment of stated City Council or Departmental goals.**

Certainly, the multitude of services our garage provides to all departments within our city plays a key role in accomplishing City Council and Departmental goals. In fact, it plays a huge role for without our police cruisers and fire trucks how would our emergency responders provide service to our citizens. Without our school busses how would our children get to school and football practice, field trips and extra-curricular activities. How would the trash get collected and what about the potholes how would they get fixed? How does social services make that call for a family in crisis? Charles's dedication and initiative drive the garage staff to assure that all vehicle needs are met on a daily basis.

**6. Development of innovative solutions to city problems or innovative approaches to job duties.**

Another trait of good character is being humble. Charles is frequently approached by multiple departments for solutions for a need they may have. Many times, you cannot get a piece or part to fix a certain thing and it must be fabricated. Many times, we purchase things, equipment that are made better through Charles's ability to observe and detect a weak point in that item. I can assure you that when you are working on the assortment of trucks, buses, and equipment the city garage sees you become innovative in every aspect you can. If you do not you will never survive the workload. If you ask Charles about this he will just smile and say, "Just doing my job".

**Closing thoughts:**

I have told you a lot about what I have witnessed the last 26 years of Charles Butler and his service to Franklin. One unique situation Charles has everyday is interaction with multiple departments who have multiple needs and with that comes multiple personalities. He does this with ease due to professionalism and respect. I have never had a complaint from anyone in my 26 years here at Public Works. Charles comes to work everyday 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.

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.

**FORM A**

**EMPLOYEE RECOGNITION LETTER**

**To:** Valerie Taylor  
**Position:** Administrative Program Assistant II  
**Department:** Social Services  
**From:** Gwen Wilson

**Description of actions, performance, event:**

Valerie has been a big asset to the Dept. of Social Services. Valerie goes above and beyond her job duties and helping others wherever she can. She is also the backup for the Clerical Staff and Administrative Service Manager.

**Expression of appreciation:**

Thank you Valerie for your hard work and dedication to this Agency. Always making sure things are working smoothly. I really appreciate you.

  
Signature of department head or supervisor

**Original to employee**  
**Copy to City Manager**  
**Copy to personnel file**

FORM B

STAR PERFORMER AWARD  
NOMINATION FORM

To be completed by a citizen, a co-employee, a supervisor or department head to nominate an employee for a STAR Performer Award  
(type or print)

Name of Nominee: Valerie B. Taylor

Job Title: Administrative Program Assistant II

Department: Social Services

Immediate Supervisor: Gwendolyn Wilson

**I am nominating the above for the STAR Performer award because:**


Valerie goes above and beyond her job duties. Daily she is pulled in different directions helping the Workers in this Agency. Whether its in the receptionist office answering the phone and helping customers, or trying to solve computer issues, making copies, and putting together interview books and the list goes on. Then still responsible for getting her own assigned duties done.

**I consider this employee's performance above the expectations of his or her job because:**

Valerie has shown time and time again that she is a team player always willing to step in and help wherever needed. Very dependable and professional in her work ethics.

Name of person making nomination Gwendolyn Wilson

Date of nomination November 20, 2020

Endorsing Signature and any comments 



**Form B page 2**

**This page is to be completed by the employee's supervisor or department head and attached to page 1 in order to provide information to the PEP Committee for its consideration of nominees for Employee of the Year.**

**In addition to providing the information on page 1, please rate numerically on a scale of 1-10 (10 being the highest) the degree to which this employee demonstrates the following traits:**

<b>Demonstrated Traits</b>	<b>Degree</b>
<b>A positive attitude</b>	9
<b>A cooperative spirit with fellow employees</b>	10
<b>Personal initiative</b>	9
<b>Excellent job performance</b>	9

**Also specify whether the employee made specific and notable contributions in one or more of the following areas (taking into consideration the limits of his or her job):**

- 1. Improvement in the quality of service delivered to the public.**
- 2. Improvement in productivity of city operations.**
- 3. Enhancement of workplace safety.**
- 4. Strengthening teamwork and cooperation among employees.**
- 5. Accomplishment of stated City Council or departmental goals.**
- 6. Development of innovative solutions to city problems or innovative approaches to job duties.**

Valerie is on a committee for the City of Franklin. She also attends security trainings that the State offer. Other trainings that the State offer to improve the quality of service offered to our customers.

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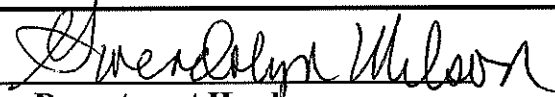
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**Department Head**

## BUDGET AMENDMENT 2021-15

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

1. to correct Budget Amendment 2021-9, 2021-13, and 2021-14 whereby Reserved-General Fund appropriation was reduced when Unassigned Fund Balance should have been utilized as a funding source;
2. to adjust the Reserve-General Fund to appropriate for Council approved projects.

		2020-2021	AMENDED	INCREASE
		BUDGET	BUDGET	(DECREASE)
	<b>#1</b>			
<b>100</b>	<b>GENERAL FUND</b>			
	<b>REVENUE</b>			
41050-0150	Use of Unassigned Fund Balance	\$412,715	\$986,774	<u>\$574,059</u>
				<b>\$574,059</b>
<b>100</b>	<b>GENERAL FUND</b>			
	<b>EXPENDITURES</b>			
91600-1000	Reserve-General Fund (Cost of 2% COLA)	\$344,176	\$451,886	\$107,710
91600-1000	Reserve-General Fund (Cost of Grounds & Landscaping Equipment)	451,886	653,091	201,205
91600-1000	Reserve-General Fund (Cost of Termination of SoCo Community Development Shared Services)	653,091	918,235	<u>265,144</u>
				<b>\$574,059</b>
	<b>#2</b>			
<b>100</b>	<b>GENERAL FUND</b>			
	<b>EXPENDITURES</b>			
91600-1000	Reserve-General Fund	\$918,235	\$251,094	\$(667,141)
43200-7210	Public Works- Council Approved Projects	3,450	20,911	17,461
12220-7210	Human Resources- Council Approved Projects	0	10,500	10,500
31100-7210	Police Dept- Council Approved Projects	173,980	426,360	252,380
32100-7210	Fire Dept- Council Approved Projects	454,748	841,548	<u>386,800</u>
				<b>\$0</b>

Certified copy of resolution adopted by  
Franklin City Council.

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

Agenda  
Franklin City Council  
January 11, 2021

Department	Item/Equipment	Cost Per Unit	Quantity	Actual Cost	Remaining Total
Public Works					
	Access Control	17,460.42	1		\$17,460.42
Human Resources					
	Electronic Applicant System	\$10,500.00	1		\$10,500.00
Franklin Police Dept					
	Portable Dispatch Center	\$92,842.46	1		\$92,842.46
	Communications Trailer	\$61,500.00	1		\$61,500.00
	Internet Connectivity Redundancy	\$32,013.26	1		\$32,013.26
	Isolation Transport Van	\$66,024.47	1		\$66,024.47
Fire Dept.					
	Remodel FD Bunk Rooms	\$45,000.00	1		\$45,000.00
	PPE (N95, Gowns, Shields) & Disinfectant Supplies for City Operation	\$30,000.00			\$30,000.00
	Power & Shower Shelter Operation				
	Portable ADA Restroom/Shower Trailer	\$61,900.00	2		\$123,800.00
	Generator for P & S Trailer	\$1,500.00	2		\$3,000.00
	FF/EMS PPE Gear	\$80,000.00	40		\$80,000.00
	Generator Hookup for P & S at Armory				
	Field House	\$25,000.00	1		\$25,000.00
	HVFD Respiratory Protection	\$8,000.00	5		\$40,000.00
	City of Franklin Health Equity Program	\$40,000.00			\$40,000.00
<b>Total:</b>					<b>\$667,140.61</b>



January 11, 2021

TO: Amanda Jarratt, City Manager

FROM: Tracy Spence, CPA, Director of Finance *TS*

RE: Unassigned General Fund Balance Evaluation – Effect of Adoption of Budget Amendment 2021-15 & FY21 History of Reserve for Council Discretion Budget

Adoption of Budget Amendment 2021-15 will bring the percentage of General Fund Balance to 21.55% and the Reserve for Council Discretion Budget will be \$251,094.

General Fund Balance Policy Evaluation

FY 20-21 Revised Budget	\$	25,806,208
Percentage of General Fund Balance		21.55%
Minimum Balance Needed for 15% Policy Compliance	\$	3,870,931.20
Amount In Excess of Policy Minimum	\$	1,691,377

Reserve for Council Discretion

Balance Approved with Original FY21 Budget	\$	141,753
BA 2021-01 - Transfer to General Fund from Airport Fund due to increase fuel sales		85,844
BA 2021-06 - Additional match for USDA Police Grant		(4,452)
BA 2021-08 - Public Safety salaries/benefits allowable for CARE		695,090
BA 2021-15 - Funding of Council Approved Projects		(667,141)
	\$	<u>251,094</u>

Note: At January 5th, it is questionable if the Airport Fund is going to be able to fund the General Fund the \$85,844 originally projected in July 2020.

If additional information is needed, please advise.

## BUDGET AMENDMENT 2021-16

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA that the 2020-2021 City Budget is hereby amended to recognize the School's supplemental appropriations of Federal and grant revenues and to appropriate for use.

		2020-2021	AMENDED	INCREASE
		BUDGET	BUDGET	(DECREASE)
<b>250</b>	<b><u>SCHOOL OPERATING FUND</u></b>			
	<b>REVENUE</b>			
33010-0253	21 <sup>st</sup> Century Grant	\$160,900	\$159,646	\$(1,254)
33010-0271	NCLB Grant - Title I	964,209	1,136,533	172,324
33010-0402	CARES ACT Grant	87,616	91,928	<u>4,312</u>
				<b>\$175,382</b>
	<b>EXPENDITURES</b>			
60000-0053	21 <sup>st</sup> Century Grant	\$160,900	\$159,646	\$(1,254)
60000-0071	NCLB Grant-Title VI Rural Ed	964,209	1,136,533	172,324
60000-0032	CARES ACT Grant GEER/ESSR	87,616	91,928	<u>4,312</u>
				<b>\$175,382</b>

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

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*Clerk to the City Council*



# FRANKLIN CITY PUBLIC SCHOOLS

OFFICE OF THE  
SUPERINTENDENT

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

## MEMORANDUM

**TO:** Amanda Jarratt  
Franklin City Manager

**FROM:** Dr. Tamara Sterling  
Division Superintendent

**DATE:** December 17, 2020

**RE:** Notice of Budget Adjustment

The Franklin City School Division requests that the following budget funds be adjusted to balance with grants for FY 2021 that have been recently approved.

<i>Accounting Use Only</i>	<i>School Account</i>	<i>Amount</i>	<i>City Account</i>
Revenue Decrease (21 <sup>st</sup> Century)	FUND 74	\$ ( 1,254.15)	250-3-33010-0253 W21
Expense Decrease (21 <sup>st</sup> Century)	FUND 74	\$ ( 1,254.15)	250-4-6000-0053
Revenue Increase (TITLE I)	FUND 12	\$ 172,323.56	250-3-33010-0271 WT1
Expense Increase (TITLE I)	FUND 12	\$ 172,323.56	250-4-6000-0062
Revenue Increase (ESSR/GEER)	FUND 14	\$ 4,312.00	250-3-33010-0402 WCG
Expense Increase (ESSR/GEER)	FUND 14	\$ 4,312.00	250-4-60000-0032



Office of the City Manager  
Amanda C. Jarratt

January 6, 2021

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: Franklin City Public Schools Carryover Request

**Background Information**

Each year after the completion and acceptance of the City of Franklin annual audit Franklin City Council considers a request from Franklin City Public Schools for the remaining funds from the previous fiscal year to be “carried over” for use in the current fiscal year.

Last year, the carryover request was reduced by \$50,000 to assist with the City of Franklin unassigned fund balance. Below is a five-year history of the requested and approved carry over request from Franklin City Public Schools.

City of Franklin, Virginia						
History of School Board Appropriation						
	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	
Base Appropriation from City - Cash Funded	4,987,395	4,987,395	5,037,395	5,037,395	5,037,395	
	494,643					
	5,482,038					
Approved Fund Balance Carryover	946,561	494,643		207,158	335,330	
Fund Balance available for appropriation at end of prior year per audit	1,083,986	(235,547)	(582,651)	207,158	653,432	

**Needed Action**

Discuss Franklin City Public Schools carryover request.





# FRANKLIN CITY PUBLIC SCHOOLS

OFFICE OF THE  
SUPERINTENDENT

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

## MEMORANDUM

**TO:** Amanda Jarratt, City Manager  
Franklin City

**FROM:** Dr. Tamara Sterling  
Division Superintendent

**DATE:** December 9, 2020

**RE:** Request of Carryover from FY 2020

The Franklin City School Board request that the following carryover funds be added to the current FY 2020-2021 Budget.

Description	Amount
Architect Fees for Bathroom Replacement	\$145,000
Alarm System Replacement for All 3 Schools	\$150,000
Bell Schedule Alarms (Digital Clocks)	\$65,000
ABM Lease Payment	\$91,000
<b>Total Requested</b>	<b>\$451,000</b>

To correctly account for these funds, the 2020-2021 FY Revenue Budget must be increased by \$451,000 in City Account 250-3-41050-0100. Expense would be increased by the same amount in the following categories:

Description	Amount
General – O&M	\$360,000
General	\$91,000



*Office of the City Manager  
Amanda C. Jarratt*

January 7, 2021

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: FSEDI Update

**Background Information**

Ashley Covington, Interim President and CEO of Franklin Southampton Economic Development, Inc. will provide several updates on recent and upcoming activities.

**Needed Action**

Appoint someone to the FSEDI interview panel.



*Office of the City Manager  
Amanda C. Jarratt*

January 7, 2021

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: Public Safety Salary Structure

**Background Information**

As a follow up to the Franklin City Council retreat attached for your review and approval is a Public Safety Salary Structure also known as Exhibit C. Staff has discovered a number of missteps that have occurred over the last five years and the official adoption of the attached salary structure corrects these errors and implements the actions of previous City Council's.

**Needed Action**

Adopt the Public Safety salary structure as presented.

# Franklin Fire and Rescue



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

January 7, 2021

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

Re: Exhibit C “Public Safety Salary Structure”

Dear Mrs. Jarratt,

As a follow-up to our conversation regarding the overall salary structure for the Fire Department. We identified that the current Section 202 Pay Administration does not reflect the salaries appropriately for each of our position. We also received guidance from the retreat to evaluate our positions for any equity issues.

We are beginning our promotional process for the vacant supervisor positions and now is the time to make some appropriate changes. Attached you will find an updated Exhibit C “Public Safety Salary Structure”. This will reflect industry standards for the supervisor positions and fix some equity issues.

I would like to thank you in advance for your consideration. Please let me know if you have any concerns or questions.

Respectfully,

A handwritten signature in black ink, appearing to read "Vernie W. Francis III", written over a horizontal line.

Vernie W. Francis III  
Chief of Emergency Services

## Exhibit C

### Public Safety Salary Structure FY 2020-2021

Grade	Public Safety	Min	Mid	Max
25	Police Chief	\$86,615	\$106,335	\$124,597
25	Fire Chief	\$88,347	\$108,462	\$127,089
24	Deputy Police Chief	\$76,708	\$93,222	\$109,735
24	Deputy Fire Chief	\$69,826	\$95,086	\$111,930
22	Fire Captain	\$61,808	\$74,551	\$87,283
22	Police Lieutenant	\$60,596	\$73,089	\$85,572
21	Fire Lieutenant	\$55,500	\$66,240	\$77,352
21	Police Sergeant	\$54,083	\$64,941	\$75,835
20	Fire Fighter Medic II	\$51,855	\$61,968	\$72,105
20	Police Corporal	\$48,417	\$57,860	\$67,325
19	Fire Fighter Medic I	\$43,000	\$59,017	\$68,672
19	Police Officer	\$45,783	\$54,563	\$63,349
18	Fire Fighter/EMT	\$37,137	\$55,654	\$64,610
18	Police Trainee	\$43,180	\$51,500	\$59,675
17	Fire Fighter Trainee	\$33,000	\$52,530	\$60,869



*Office of the City Manager  
Amanda C. Jarratt*

January 7, 2021

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: Golf Cart Discussion

**Background Information**

It has come to our attention that a member of the General Assembly has filed a bill that will allow individuals to drive golf carts in a 35 mile per hour zone in the Town of Smithfield. There is an opportunity to request to be added to this bill if you all would like. Being added to this bill would remove the complication of having to potentially lower speed limits within the City. Time is of the essence if we would like to pursue being added to the current bill.

**Needed Action**

Discuss and provide direction to staff.

**SENATE BILL NO. \_\_\_\_\_ HOUSE BILL NO. \_\_\_\_\_**

1 A BILL to amend and reenact § 46.2-916.3 of the Code of Virginia, relating to golf carts and utility  
2 vehicles; Town of Smithfield.

3 **Be it enacted by the General Assembly of Virginia:**

4 **1. That § 46.2-916.3 of the Code of Virginia is amended and reenacted as follows:**

5 **§ 46.2-916.3. Limitations on golf cart and utility vehicle operations on designated public**  
6 **highways.**

7 A. Golf cart and utility vehicle operations on designated public highways shall be in accordance  
8 with the following limitations:

9 1. A golf cart or utility vehicle may be operated only on designated public highways where the  
10 posted speed limit is 25 miles per hour or less. However, a golf cart or utility vehicle may cross a  
11 highway at an intersection controlled by a traffic light if the highway has a posted speed limit of no more  
12 than 35 miles per hour and in the Town of Colonial Beach or Smithfield may cross any highway at an  
13 intersection marked as a golf cart crossing by signs posted by the Virginia Department of Transportation;

14 2. In towns with a population of 2,000 or less, a golf cart or utility vehicle may cross a highway  
15 at an intersection conspicuously marked as a golf cart crossing by signs posted by the Virginia  
16 Department of Transportation if the highway has a posted speed limit of no more than 35 miles per hour  
17 and the crossing is required as the only means to provide golf cart access from one part of the town to  
18 another part of the town;

19 3. No person shall operate any golf cart or utility vehicle on any public highway unless he has in  
20 his possession a valid driver's license;

21 4. Every golf cart or utility vehicle, whenever operated on a public highway, shall display a slow-  
22 moving vehicle emblem in conformity with § 46.2-1081; and

23 5. Golf carts and utility vehicles shall be operated upon the public highways only between  
24 sunrise and sunset, unless equipped with such lights as are required in Article 3 (§ 46.2-1010 et seq.) of

25 Chapter 10 for different classes of vehicles.

26 B. The limitations of subdivision A 1 shall not apply to golf carts and utility vehicles being  
27 operated as follows:

28 1. To cross a highway from one portion of a golf course to another portion thereof or to another  
29 adjacent golf course or to travel between a person's home and golf course if (i) the trip would not be  
30 longer than one-half mile in either direction and (ii) the speed limit on the road is no more than 35 miles  
31 per hour;

32 2. To the extent necessary for local government employees, operating only upon highways  
33 located within the locality, to fulfill a governmental purpose, provided the golf cart or utility vehicle is  
34 being operated on highways with speed limits of 35 miles per hour or less;

35 3. As necessary by employees of public or private two-year or four-year institutions of higher  
36 education if operating on highways within the property limits of such institutions, provided the golf cart  
37 or utility vehicle is being operated on highways with speed limits of 35 miles per hour or less;

38 4. On a secondary highway system component that has a posted speed limit of no more than 35  
39 miles per hour and is within three miles of a motor speedway with a seating capacity of at least 25,000  
40 but less than 90,000 on the same day as any race or race-related event conducted on that speedway;

41 5. To the extent necessary for employees of the Department of Conservation and Recreation,  
42 operating only on highways located within Department of Conservation and Recreation property or upon  
43 Virginia Department of Transportation-maintained highways that are adjacent to Department of  
44 Conservation and Recreation property, to fulfill a governmental purpose, provided that the golf cart or  
45 utility vehicle is being operated on highways with speed limits of no more than 35 miles per hour; ~~and~~

46 6. To cross a one-lane or two-lane highway from one portion of a venue hosting an equine event  
47 to another portion thereof if (i) the crossing occurs on the same day as such equine event, (ii) a  
48 temporary traffic control zone is established at such crossing with speed limits of no more than 35 miles  
49 per hour, and (iii) the crossing and highway vehicular traffic are being monitored and controlled by a  
50 uniformed law-enforcement officer; and



51 7. In accordance with ordinances adopted pursuant to subsection D.

52 C. The governing body of any county, city, or town may by ordinance impose additional  
53 restrictions or limitations on operations of golf carts, utility vehicles, or both, on public highways within  
54 its boundaries, provided that the restrictions or limitations imposed by any such ordinance are no less  
55 stringent than the restrictions and limitations contained in this article. In the event that any provision of  
56 any such ordinance conflicts with any provision of this section other than subdivision B 5, the provision  
57 of the ordinance shall be controlling.

58 D. Notwithstanding the provisions of subdivision A 1, the governing body of the Town of  
59 Smithfield may by ordinance authorize a golf cart or utility vehicle to be operated on a designated public  
60 highway where the posted speed limit is 35 miles per hour or less.

61 #





*Office of the City Manager  
Amanda C. Jarratt*

January 7, 2021

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: Courthouse Update

**Background Information**

The design of the Southampton County Courthouse continues on schedule as demonstrated by the attached schedule. Construction is anticipated to begin in July of 2021 with completion scheduled for January of 2023. As has been discussed on numerous occasions the plan is for the Southampton County J&DR and General District Court to be conducted at the City of Franklin courthouse. The J&DR and General District judges have requested that the Clerk of that Court be placed in a modular trailer on site.

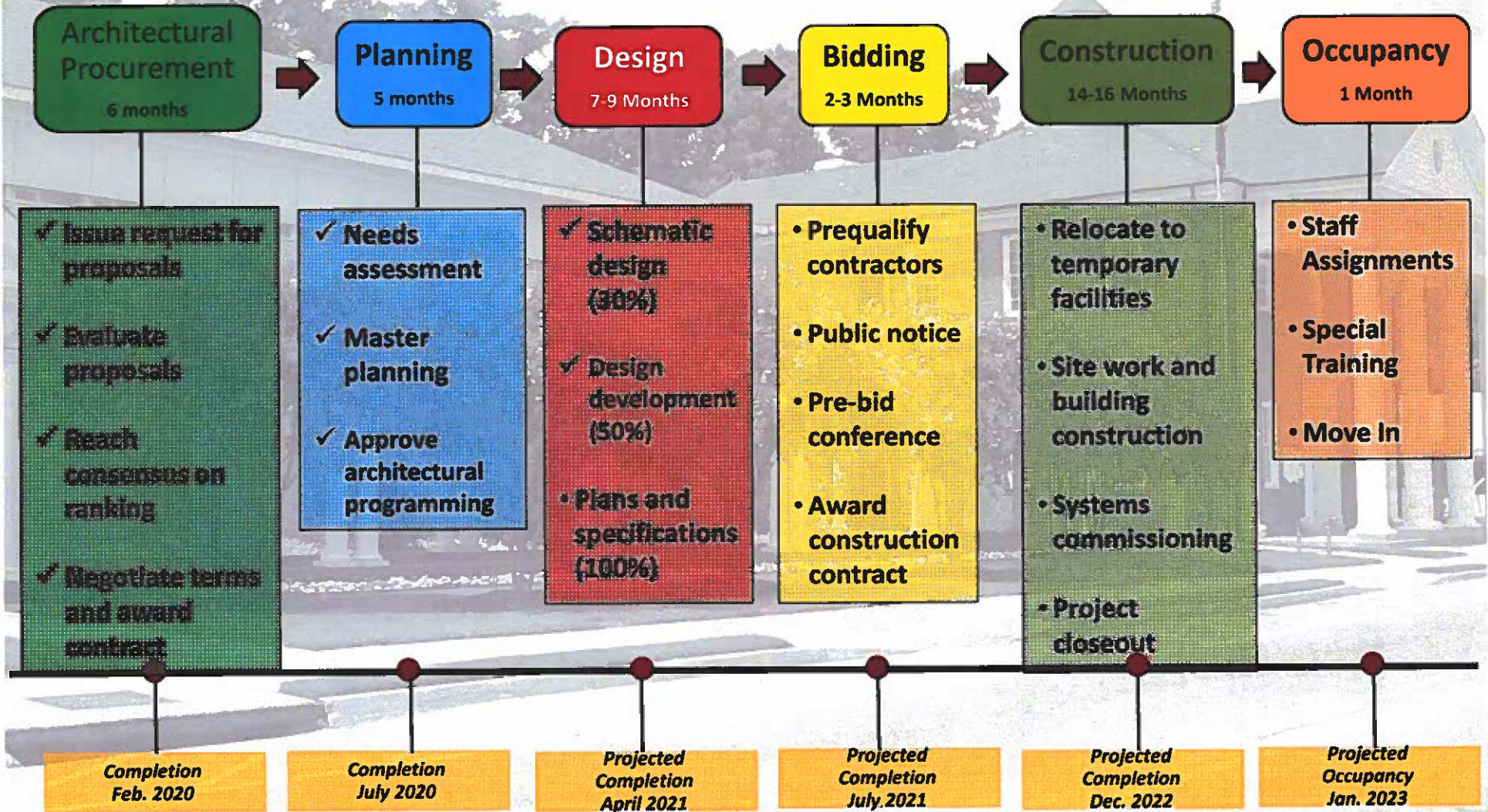
There are two options available to Southampton County and the City of Franklin related to the temporary placement of the Commonwealth's Attorney office and the Circuit Court Clerk of Court. The first is to place them in modular trailers in front of the Southampton County Administration building. The other option is to rent them available space in the Franklin Business Center. The space under consideration is not truly marketable space for startup businesses but is adequate for this need. This would be the timeliest and most cost effective option.

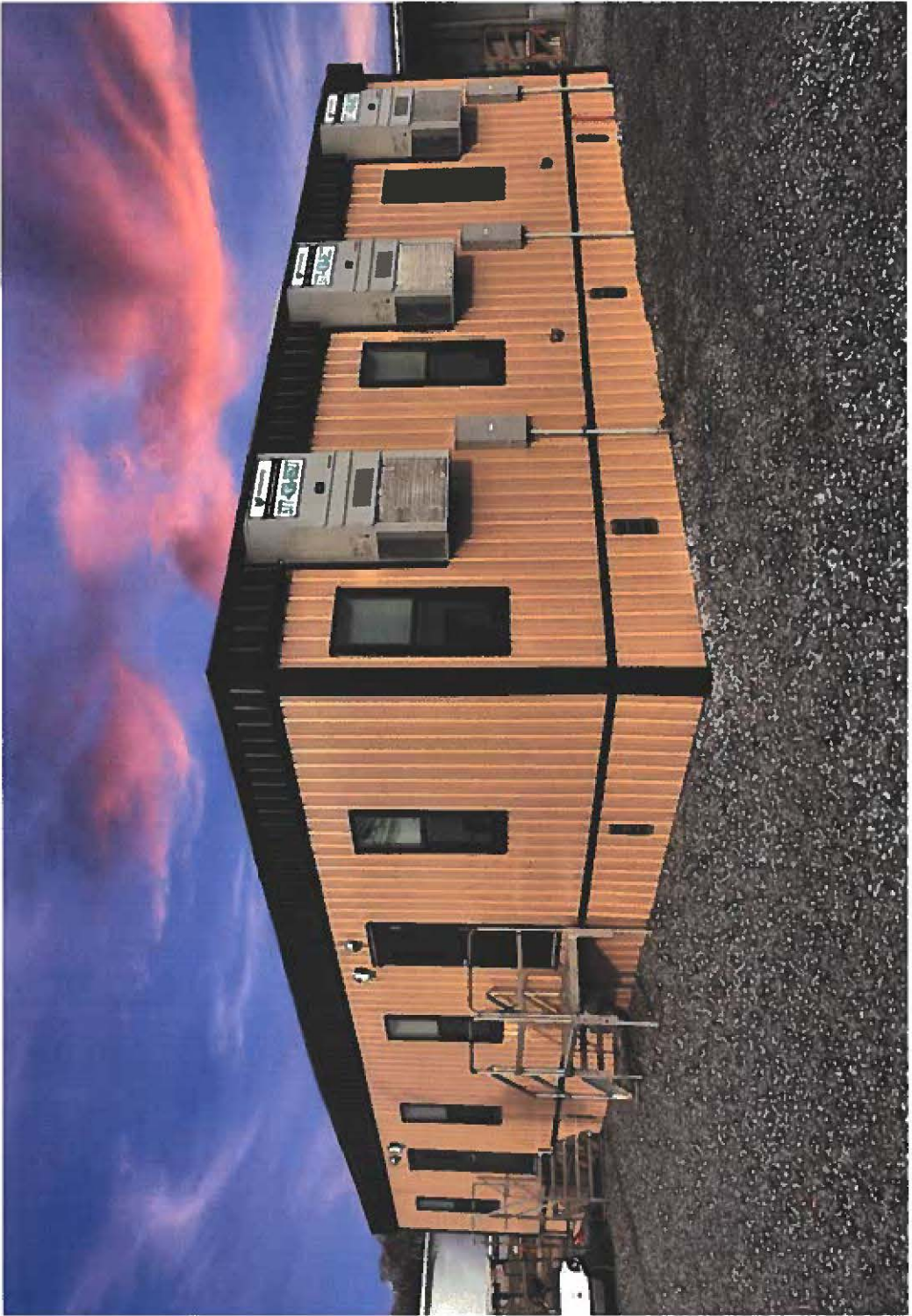
**Needed Action**

Discuss the request to utilize the available space at the Franklin Business Center for use by the Commonwealth's Attorney and General District Clerk of Court offices beginning in August of 2021 through January of 2023.

# Courthouse Project Development

Begin – September 2019



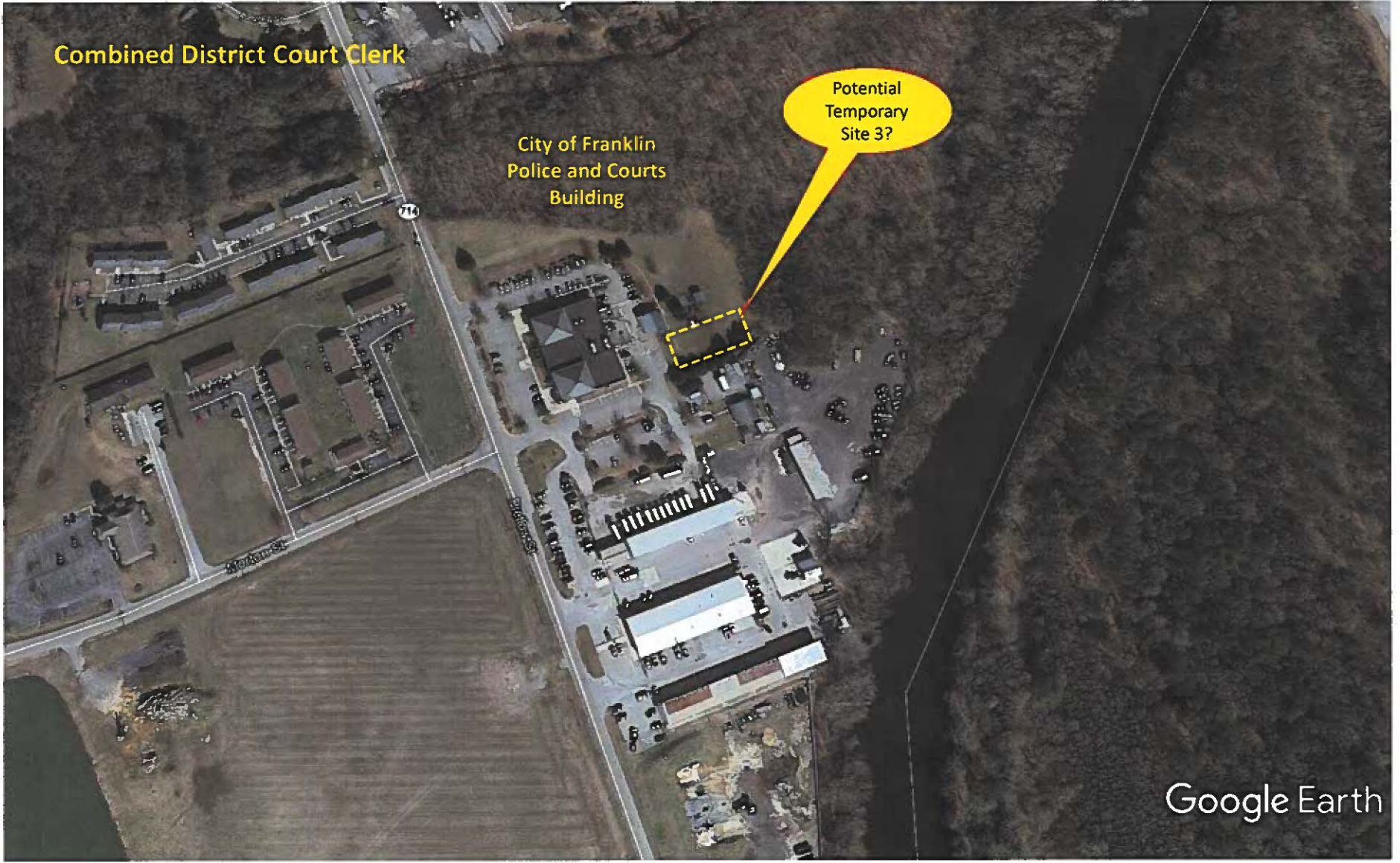


Combined District Court Clerk

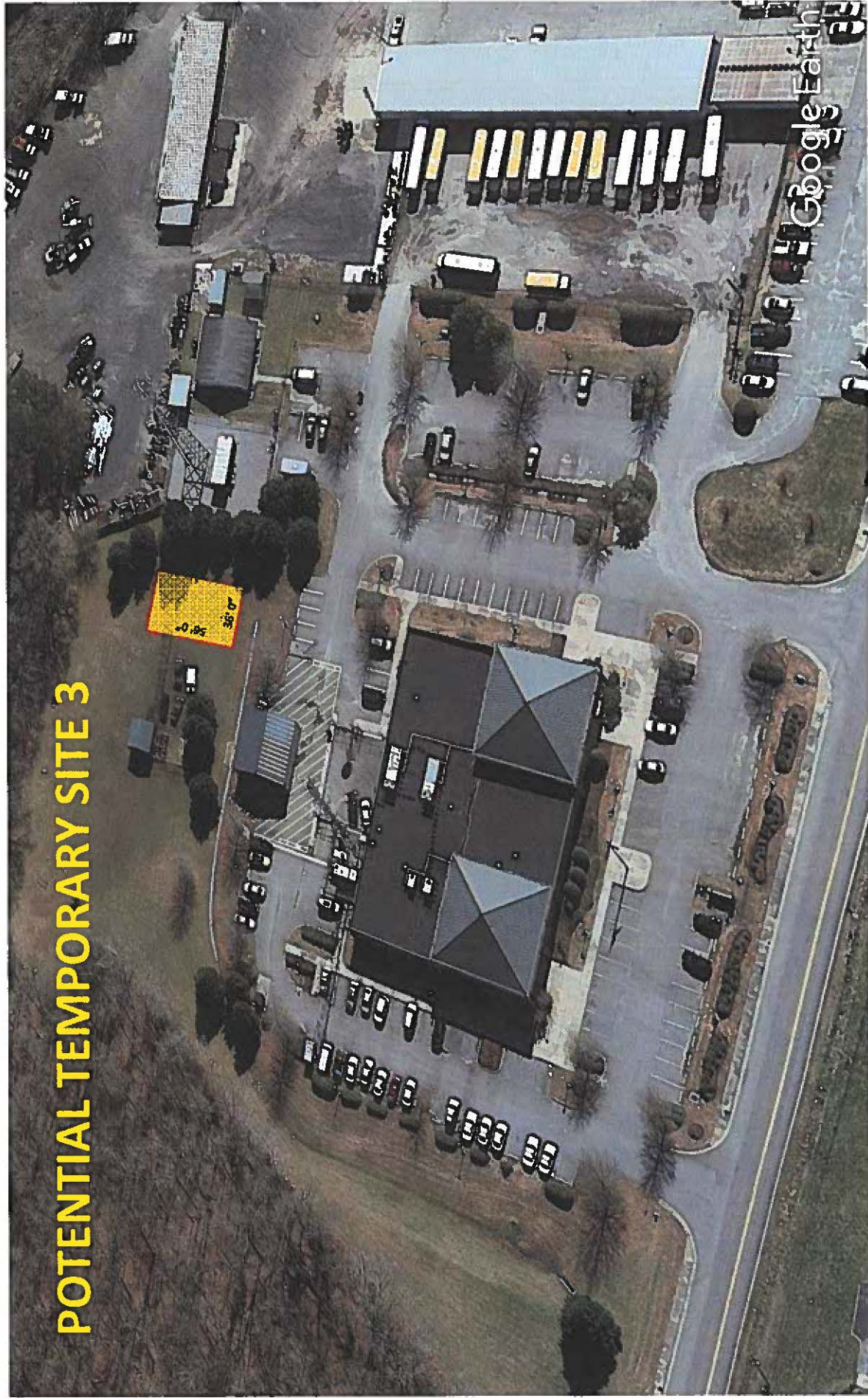
City of Franklin  
Police and Courts  
Building

Potential  
Temporary  
Site 3?

Google Earth



**POTENTIAL TEMPORARY SITE 3**





*Office of the City Manager  
Amanda C. Jarratt*

January 5, 2021

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. We continue to monitor the situation in the public as well as the City workforce.
- Interviews for employees in Community Development, Power and Light, and Tourism are in the process of being scheduled.
- The installation of additional lighting throughout the City continues. We are in need of 6' arms to continue and expect those to be delivered any day.
- 407 customers have been assisted via the Municipal Utility Arrearage Assistance Program at a total of \$92,102.74. There were a total of 4 checks delivered to the Treasurer – 3 on Monday totaling \$64,073.92 covering approximately 299 customers accounts and 1 check this morning totaling \$28,028.82 covering the remaining 108 customers. Of the 407 customers, 7 were commercial customers with \$8,840 in eligible assistance. There is \$665,694.26 remaining in these funds. No additional guidance has been provided from DHCD. We are anticipating more guidance by mid-January.
- City offices will be closed on Monday January 18, 2021 in observance of Martin Luther King Day. Trash collection normally scheduled for Monday will be collected on Tuesday January 19<sup>th</sup>.

### **Community Events**

- The Department of Parks and Recreation will be sponsoring the following programs:
  - Dr. King Sidewalk Art Show on Friday January 15, 2021 at the MLK Center located at 683 Oak Street.
  - Build a Bird House event scheduled for Saturday January 16, 2021 from 10:00 a.m. – 12:30 p.m. Advanced registration is required for this event.
  - Valentine's Day activity February 6<sup>th</sup> from 12:00 p.m. – 2:00 p.m.



Franklin Department of Parks & Recreation Presents

# DR. KING SIDEWALK ART SHOW

All are welcome to come chalk up a masterpiece of Martin Luther King Jr. or a quote on the sidewalk. Ages 8-12 and 13-16 will receive prizes. The top 3 winners of the art show will be announced on Facebook January 19, 2021.



Jan.  
15  
2021  
10AM-3PM

Dr. Martin Luther King Jr Community Center  
683 Oak Street  
Franklin, Virginia 23851

For More Information Call: 757-562-2475

# Build a Birdhouse Event

**SATURDAY, JANUARY 16, 2021**

Join Franklin Parks and Recreation and Changing the Narrative to learn how to build birdhouses and take one home.



**FREE  
Entry &  
Food**

**Where: Martin Luther King Center**

**Time: 10:00am - 12:30pm**

**Age Group: 8-11 Years old**

\*Per CDC Guidelines, there are only spots for 20 children (10 per group)  
The first 20 children to register will be selected.  
To sign up and get more information call:  
757.562.2475

Franklin Department of Parks & Recreation Presents

*Free Pictures*

*with*

*Mr. Heart*



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**February 6, 2021 12pm-2pm**

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**Come out and get your picture taken!**

**First 100 children will receive a box of goodies. Call to reserve your spot to have your picture taken.**

**Dr. Martin Luther King Community Center**

**For More Information Call :757-562-2475**