



**Franklin City Council Agenda
September 11, 2023
Council Chambers
207 West Second Avenue
Franklin, Virginia 23851**

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

**CALL TO ORDER. MAYOR ROBERT L. CUTCHINS
PLEASE TURN OFF CELL PHONES. MAYOR ROBERT L. CUTCHINS**

PLEDGE OF ALLEGIANCE

CITIZEN'S TIME

AMENDMENTS TO AGENDA

1. CONSENT AGENDA:

- A. Approval of August 28, 2023 minutes
- B. Recognition of STAR Performers
- C. Constitution Week Resolution 2023-22

2. FINANCIAL MATTERS

- A. Budget Amendment 2023-24
- B. Budget Amendment 2024-04

3. OLD/ NEW BUSINESS:

- A. Davenport Financial Plan of Action Update
- B. VIBE Mural Renderings
- C. City Manager's Report

4. COUNCIL/STAFF REPORTS ON BOARDS/COMMISSIONS

5. ADJOURNMENT

Work Session & Regular City Council Meeting Minutes August 28, 2023

Call to order

The Franklin City Council held a Work Session to discuss various amendments to the City of Franklin Zoning Ordinance, on August 28, 2023 at 6:00 P.M. in the City Council Chambers located at 207 West Second Avenue, Franklin, Virginia 23851.

Council Members in Attendance: Robert “Bobby” Cutchins, Mayor; Vice-Mayor Wynndolyn Copeland Councilman Linwood Johnson (6:45 PM); Councilman Mark Kitchen; Councilman Gregory McLemore; Councilwoman Jessica Banks; Councilman Ray Smith.

Council Members not in Attendance:

Staff in Attendance: Amanda Jarratt, City Manager; Haleigh Pinto, Administrative Assistant, recording minutes.

Other Staff in Attendance: Steve Patterson, Chief of Police; Carlee Gurskiy, Director of Community Development; Matthew Jezierski, Director of IT; Dinah Babb, Treasurer; Selenia Boone, Commissioner of the Revenue; Sarah Rexrode, Director of Social Services; Vernie Francis, Chief of EMS.

City Manager Amanda Jarratt stated during the Regular City Council meeting there will be two scheduled public hearings regarding two items impacted by the City of Franklin zoning ordinance. The Planning Commission has been working on the rezoning of the City for about two years now. Ms. Carlee Gurskiy will discuss with Council the food truck ordinance, and it has come time for a public hearing.

Ms. Carlee Gurskiy stated since 2019, there has been a large interest in allowing mobile food units has become prevalent within the City, and many vendors have expressed interest and desire in wanting to set-up in the City of Franklin. This ordinance will default to States definition of what a mobile food unit would be. Which is restaurant that is mounted on wheels and readily movable from place to place at all times during operation. They will administer the mobile food unit through the City of Franklin Business License, limit the number of food trucks that can operate within the City to 12 units per year, limit the time of operations to 9 PM, regardless of what the property owner allows.

Councilman Ray Smith stated that 12 mobile units are excessive and should be brought down to less amount of allowable food trucks. Councilman Mark Kitchen asked if the property owners have to allow the customers to use their restrooms if not utilizing their business. Ms. Gurskiy stated that this ordinance does not state anything about restrooms.

Mayor Bobby Cutchins stated that it must be monitored and they must pay their taxes (meal tax). Mayor’s research shows there is one food truck per 1,000 feet per area. 12 would put the City in an overage. Councilman Gregory McLemore stated that it would be a rare occasion to have 12 on site and we want to be as business friendly as possible. Councilwoman Jessica Banks asked if a preexisting restaurant be added to the number of food trucks allowable. Ms. Gurskiy stated that it would be a first come first serve bases and they would be able to become one of the 12 allowable amounts.

Ms. Carlee Gurskiy stated that there has been a lot of growth in the City, the purpose of the zoning ordinance is to regulate how each parcel in the City is used. The Planning Commission is looking to

consolidate some of the residential districts. Pretlow Farm Estate, Joyner Farms, and Lake Charles are proposed to be zoned from R-OA to R-O. Meadow View North Townhomes, Meadowbridge Apartments, Dorchester Apartments, Pretlow-Old Town Apartments, and Newport Village Apartments are proposed to be zoned from R-1A to R-3. Adam Tyler Townhomes, Alo of Virginia Townhomes, COHO Investments Apartments, Clinton Smith Townhomes, Forest Pine Apartments-Adjacent Properties, and Forest Pine Apartments-F P Associates are proposed to be zoned from R-1A to R-2 Conditional. Langston Court is proposed to be zoned from R-UR to R-2.

Councilman Gregory McLemore stated that it would be in the best interest to have a joint meeting with the Planning Commission to have a better understanding of their recommendations. Councilman Linwood Johnson agreed that a meeting would be needed. Mayor Bobby Cutchins asked if there could be a work session scheduled with the Planning Commission. City Manager Amanda Jarratt stated a session can be scheduled.

Mayor Bobby Cutchins adjourned the August 28, 2023 Work Session.

Call to order

The Franklin City Council held a regular City Council meeting on August 28, 2023 at 7:07 p.m. in the City Council Chambers located at 207 West Second Avenue, Franklin, Virginia 23851.

Council Members in Attendance: Robert “Bobby” Cutchins, Mayor; Wynndolyn Copeland, Vice-Mayor; Councilman Linwood Johnson; Councilwoman Jessica Banks; Councilman Mark Kitchen; Councilman Ray Smith; Councilman Gregory McLemore.

Council Members not in Attendance:

Staff in Attendance: Amanda Jarratt, City Manager; Haleigh Pinto, Administrative Assistant, recording minutes.

Other Staff in Attendance: Steve Patterson, Chief of Police; Carlee Gurskiy, Director of Community Development; Matthew Jezierski, Director of IT; Sarah Rexrode, Director of Social Services; Dinah Babb, Treasurer; Selenia Boone, Commissioner of the Revenue; Vernie Francis, Chief of EMS.

Citizen’s Time

No one signed up at this time.

Amendments to Agenda

No amendments to the agenda.

Consent Agenda:

A. Approval of August 14, 2023 Meeting Minutes

Mayor Bobby Cutchins asked if there were any corrections or additions for the August 14, 2023 meeting minutes. Mayor Bobby Cutchins entertained a motion to approve the August 14, 2023 meeting minutes as presented. Councilman Linwood Johnson made a motion to approve the August 14, 2023 meeting minutes with a second from Councilman Mark Kitchen.

The motion carried the vote 6-1-0**The vote was as follows:**

| | |
|--------------------------------------|------------------|
| Councilman Linwood Johnson | Aye |
| Councilman Mark Kitchen | Aye |
| Councilwoman Jessica Banks | Aye |
| Vice-Mayor Wynndolyn Copeland | Aye |
| Mayor Bobby Cutchins | Abstained |
| Councilman Ray Smith | Aye |
| Councilman Gregory McLemore | Aye |

Mayor Bobby Cutchins affirmed the motion carried.

Old/New Business:**A. Public Hearing Food Truck Ordinance**

City Manager Amanda Jarratt stated as Council is aware of the last several months there have been request to provide an ordinance to allow food trucks in the City of Franklin. This has been given to the Planning Commission, Ms. Carlee Gurskiy will give updates prior to the public hearing.

Ms. Carlee Gurskiy Community Development has previously worked with Planning Commission and City Council to develop regulations to allow mobile food units to operate within the City of Franklin city limits. Compared to the 2019 edition of the ordinance amendments, the 2023 proposal amends some of the text with the following highlights:

- Default to the State of Virginia's definition of Mobile Food Unit
- Administer the mobile food unit through the City of Franklin Business License
- Limit the number of food trucks that can operated within the City of Franklin to 12 units per year
- Addition of language that would specify the location of mobile food units be limited to ensure operation within the business and industrial zoning districts, in conjunction with prior determined guidelines, excluding where residents may hire food units as a catering vendor
- Limiting the time of operations of mobile food units to 9 PM, regardless of what the property owner allows

The Planning Commission recommended the approval of the proposed texts amendments as submitted.

Councilman Linwood Johnson asked why only 12 mobile trucks per year. Ms. Gurskiy stated this text allows the City to get started, and if it needs to be modified it can be in the future to accommodate. Councilman Linwood Johnson asked about the 9 PM cutoff time. Mayor Bobby Cutchins stated that it would be different for events done on private property.

Mr. Christopher Mackenzie, City Attorney, stated that a wedding or any private event would fall under a different zoning ordinance that would be separate from the mobile food truck. Councilman Ray Smith stated that he would prefer 8 units instead of 12 units. Councilman Gregory McLemore asked if any food truck owners gave input when drafting the ordinance with the Planning Commission and if it is a conflict of interest to participate in the drafting if that person owns a restaurant.

Mayor Bobby Cutchins opened the public hearing.

Ms. Samantha of Southampton County, stated that the ordinance sounds good and that the 12 units are excessive and 8 units would be a good start. Ms. Samantha is in agreements with the ordinance.

Ms. Trisha a food truck owner, enjoys the City of Franklin and loves the people and the culture. Ms. Trisha disagrees with Ms. Samantha that 12 units is excessive, with a City that is ever growing, food trucks offer a diversity of food, the City should be able to sustain 12 units. Ms. Trisha believes that the food trucks are not affecting the local businesses in the area. With the food trucks paying the meals tax, that would bring revenue like the local businesses.

Mayor Bobby Cutchins called for any other speakers.

Mr. Bobby Tyler of Franklin, VA, is pro the food trucks being allowed in the City and the amazing things about the food trucks I that most started out as a food truck. If there is an empty lot that is available, the trucks could park there and serve.

Ms. Pearlle Banks of Franklin, VA, what is the difference between a food truck and a truck as Captain Bob's, they have been able to operate in the City of Franklin.

Mayor Bobby Cutchins closed the public hearing and opened for discussion with Council.

Council discussed the amount of allowable food trucks for the year, who will monitor those food trucks, and locations of where the food trucks can set-up.

Councilman Mark Kitchen stated that he agrees to restrict the amount of food trucks allowed because there would be no way to enforce 50 trucks at one time. Mr. Christopher Mackenzie stated on the conflict of interest, if there is a business that may be impact the voter can abstained and give a disclaimer.

Mayor Bobby Cutchins entertained a motion to adopt the food truck ordinance. Councilman Ray Smith made a motion to adopt the ordinance for food trucks as presented with a second from Councilman Mark Kitchen.

The motion carried the vote 6-1-0

The vote was as follows:

| | |
|-----------------------------------|------------|
| Councilman Linwood Johnson | Aye |
| Councilman Mark Kitchen | Aye |
| Councilwoman Jessica Banks | Aye |

| | |
|--------------------------------------|------------------|
| Vice-Mayor Wynndolyn Copeland | Aye |
| Mayor Bobby Cutchins | Abstained |
| Councilman Ray Smith | Aye |
| Councilman Gregory McLemore | Aye |

Mayor Bobby Cutchins affirmed the motion carried.

Vice-Mayor Wynndolyn Copeland asked for the effective date. City Manager Amanda Jarratt stated that staff will meet to compile the paperwork and notices will be sent via social media to notify the public.

B. Public Hearing Comprehensive Zoning Amendments

City Manager Amanda Jarratt stated this is a review of the residential zoning districts within the City of Franklin as discussed during the work session. This has been an ongoing project with the Community Development and the Planning Commission for the last two years, over time the City of Franklin continued to add additional districts. This is an attempt to condense it and become in line with more modern planning practice.

Ms. Carlee Gurskiy stated this is a comprehensive zoning ordinance amendment, over time this has been additions to some districts. Ms. Gurskiy went into detail of changes for the properties in the ordinance. Council had questions regarding these changes and what they meant.

Mr. Christopher Mackenzie, City Attorney stated depending on the district the property would be in if the ordinance is adopted, a lot of the amendments do reduce the size, and must be looked at on a case by case basis.

Mayor Bobby Cutchins opened the public hearing (called 3 times).

Mayor Bobby Cutchins closed the public hearing and opened for discussion.

Councilman Ray Smith made a motion to adopt the ordinance amendments as presented with a second from Councilman Mark Kitchen.

Councilman Gregory McLemore stated that a meeting with the Planning Commission needs to be had to understand what the ordinance and amendments mean.

The motion did not carry the vote 5-2-0

The vote was as follows:

| | |
|--------------------------------------|------------|
| Councilman Linwood Johnson | Nay |
| Councilman Mark Kitchen | Aye |
| Councilwoman Jessica Banks | Nay |
| Vice-Mayor Wynndolyn Copeland | Nay |
| Mayor Bobby Cutchins | Nay |

Councilman Ray Smith Aye

Councilman Gregory McLemore Nay

Mayor Bobby Cutchins affirmed the motion failed.

Vice-Mayor Wynndolyn Copeland made a motion to defer action and schedule a work session with the Planning Commission with a second from Councilman Linwood Johnson.

The motion carried the vote 6-1-0

The vote was as follows:

Councilman Linwood Johnson Aye

Councilman Mark Kitchen Aye

Councilwoman Jessica Banks Aye

Vice-Mayor Wynndolyn Copeland Aye

Mayor Bobby Cutchins Nay

Councilman Ray Smith Aye

Councilman Gregory McLemore Aye

Mayor Bobby Cutchins affirmed the motion carried.

C. Alley Abandonment – Norfleet Street

City Manager Amanda Jarratt stated in a previous meeting there was a request to abandon an alley along Norfleet Street. Council did conduct the public hearing on the matter and a request to defer the matter to look at the desired property. There is a draft ordinance that was put together by counsel for Council to review.

Ms. Carlee Gurskiy stated that she received an application to vacate the alley between lot 6 on Norfleet Street and lots 12 and 13 on Fontaine Street. The applicant is requesting the alley to be vacated so that lot 6 can be used to develop a single family dwelling. The Planning Commission made a motion to approve the vacation of the portion of the alley between Norfleet and Fontaine Street as presented with direction to staff to confirm the original owner of the property, prior to the City’s ownership, if any.

Councilman Gregory McLemore made a motion to grant the alley abandonment with a second from Councilman Mark Kitchen.

The motion carried the vote 7-0

The vote was as follows:

Councilman Linwood Johnson Aye

Councilman Mark Kitchen Aye

| | |
|--------------------------------------|------------|
| Councilwoman Jessica Banks | Aye |
| Vice-Mayor Wynndolyn Copeland | Aye |
| Mayor Bobby Cutchins | Aye |
| Councilman Ray Smith | Aye |
| Councilman Gregory McLemore | Aye |

Mayor Bobby Cutchins affirmed the motion carried.

D. Paper Street Abandonment – Commerce Park Road

City Manager Amanda Jarratt stated being notified late this afternoon that upon addition work done at the Clerk of Court office, the property in question is not on Paper Street at this time. Legal counsel would provide an overview of the situation. Based on the current deed that was done, and the property was conveyed to the City of Franklin and Southampton County, there is a joint ownership of this property.

Mr. Christopher Mackenzie stated that Council could adopt to prepare an ordinance and the alley abandonment and have a right-a-way added. Council could also defer and hire someone to do a title search. City Manager Amanda Jarratt asked if Council would like to sell the property or have someone go through the process to hire a person to do a title search.

Council discussed how to move forward.

Mayor Bobby Cutchins asked Council for their desired action. Vice-Mayor Wynndolyn Copeland made a motion to divide the property equally at a price with a second from Councilman Linwood Johnson.

The motion carried the vote 6-1-0

The vote was as follows:

| | |
|--------------------------------------|------------------|
| Councilman Linwood Johnson | Aye |
| Councilman Mark Kitchen | Aye |
| Councilwoman Jessica Banks | Aye |
| Vice-Mayor Wynndolyn Copeland | Aye |
| Mayor Bobby Cutchins | Aye |
| Councilman Ray Smith | Aye |
| Councilman Gregory McLemore | Abstained |

Mayor Bobby Cutchins affirmed the motion carried.

E. City Manager’s Report

City Manager Amanda Jarratt stated the tropics have become quite active, there is a weather call scheduled for the following day to monitor the impending storm. COVID is back and several staff has been out. City Manager Amanda Jarratt reached out to Dr. Ross regarding the mural for the City of Franklin. Staff is continuing to prepare for the fall events: Fall Festival, the last Cruise In and other events coming up.

General Updates

- Staff continues to work on the various capital projects approved by City Council.
 - The staff committee for the Armory Project consists of Chad Edwards, Sammara Green, and Lin Darden. Carlee Gurskiy will also be involved. Camp Community College and other community partners will offer feedback throughout the design process. Staff has now participated in three webinars with HUD about our grant award. Kimley Horne has been hired to navigate the HUD Grant process as mentioned in the previous City Council meeting.
 - The staff committee for the courthouse renovation project will consist of Chief Steve Patterson, Chad Edwards, and Lin Darden. The judges, Clerk of Court, and Sherriff's Department in addition to other stakeholders will be consulted throughout the design process. The judges were not available on July 17th and I awaiting a date.
 - The staff committee met regarding Riverwalk Park.
 - The kayak design is underway. Survey is complete for the kayak launch additional area. We will incorporate this into the site plans.
 - Kayak launch design underway.
 - Flood study (no-rise study) underway. Not all bridge crossings requested from City are available. Awaiting completion of kayak launch to update.
 - At the moment we're currently awaiting the final site plan and kayak launch design before we can move forward with the Joint Permit Application for the VMRC and Corps permits. Once we have the final design in hand, we can prepare the required impacts mapping and update details relating to the VMRC component of the application. It should take us around 2 weeks to finalize the application after the plans are received.
- Staff continues to work with DHCD and Summit Engineering on the Laurel Street CDBG Grant. Client intake and income verifications have begun and contracts are about to be issued. There may be a funding shortage so the Management Team is investigating other sources of funds potentially including HOME Funds.
- Staff continues to meet with regional partners to discuss next steps on the regional radio system as well as violence and crime prevention.
- Staff continues to work with Court Services and our other locality partners for both short and long term solutions to the juvenile detention situation.
- The Literary Loan process continues with Franklin City Public Schools. A new contractor has been selected to assist the schools. The project estimates originally provided are not accurate and the project is estimated to cost an additional \$3M. We are working with the school system to phase the project and Davenport to develop a plan of finance. The Literary Loan was approved and we are working with our partners to complete the process.
- City Council held a retreat on March 2nd. The following topics were discussed and will be worked on by staff:
 - Food Trucks
 - A draft of updated regulations is being drafted by staff for review by the Planning Commission and Franklin City Council.
 - Increased Code Enforcement

- Staff is working on a demolition plan for the posted unsafe structures. We are putting a plan in place to prepare for high grass season. We are working with legal to draft updated ordinances for parking and vehicles.
- Communication with Franklin City Public Schools
 - We held a joint meeting with Franklin City Public Schools on March 30th. Additional meetings are being scheduled to maintain communication.
- Increased focus and investment in Public Safety
 - Additional positions are included in the FY 24 budget. The updated radio system project is moving to Phase 2.
- Historic District
 - Staff is reviewing the ordinance that is in place and providing a list of the individuals that need to be appointed. Staff is waiting on appointments from Franklin City Council.
- Youth
 - Working on updated youth programming and additional partnerships.
 - The College Drive park build was a success and is now open to the public. A variety of upcoming activities for youth are planned for the remainder of the summer.
- Special Tax Districts
 - Under discussion and research ongoing.
- Camp Community College Partnerships
 - Under discussion.
- Improved Communication with the Public through various means
 - A review of the PEG Channel and necessary equipment purchases are underway. Staff is working to update City Clips. Staff is researching other best practices. An Instagram page has been created.

Upcoming Community Events

- Every Wednesday Franklin Cruise In
- October 3rd – National Night Out
- September 29th & 30th – Food Truck Rodeo & Fall Festival
- October 21st – Trick or Trot 5k Run
- December 1st – Holiday Parade
- December 2nd – Elf Parade & Holiday Market

Council/Staff Reports on Boards/Commissions:

Councilman Mark Kitchen stated that Brenda Rickman is not able to work on the Blackwater Regional Library Board.

Councilman Linwood Johnson stated that Senator Warren was here and spoke about working on several tasks.

Closed Session

Councilman Mark Kitchen moved that the City of Franklin, Virginia City Council adjourn into closed meeting pursuant to Virginia Code Section 2.2-3711-A-1, 1. Discussion of appointments to boards and commissions, and discussion of performance of employees of the public body to discuss the following subject or subjects: Industrial Development Authority, HRPDC Community Advisory Committee, Community Services Board of Zoning Appeals, Blackwater Regional Library Board, Southview Cemetery Advisory Committee, Historic Preservation Commission, Beautification Commission.

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 related to the City of Franklin Zoning Ordinance.

2.2-37-11-8 and 2.2-3711-A-29. Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel and discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body specifically related to the procurement of a third party consultant for an administrative investigation.

The motion was seconded by Councilwoman Jessica Banks.

The motion carried the vote 6-1-0

The vote was as follows:

| | |
|--------------------------------------|------------------------------------|
| Councilman Linwood Johnson | Aye |
| Councilman Mark Kitchen | Aye |
| Councilwoman Jessica Banks | Aye |
| Vice-Mayor Wynndolyn Copeland | Aye |
| Mayor Bobby Cutchins | Aye |
| Councilman Ray Smith | Aye |
| Councilman Gregory McLemore | Absent (stepped out 8:58pm) |

Mayor Bobby Cutchins stated the motion carried the vote.

Motion Upon Return to Open Session

Councilman Mark Kitchen moved that the City of Franklin, Virginia City Council 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 August 28, 2023, meeting were heard, discussed or considered by the City of Franklin, Virginia City Council; and (ii) no action was taken in closed meeting regarding the items discussed.

The motion was seconded by Vice-Mayor Wynndolyn Copeland.

The motion carried the vote 7-0

The vote was as follows:

| | |
|-----------------------------------|------------|
| Councilman Linwood Johnson | Aye |
| Councilman Mark Kitchen | Aye |
| Councilwoman Jessica Banks | Aye |

| | |
|--------------------------------------|------------|
| Vice-Mayor Wynndolyn Copeland | Aye |
| Mayor Bobby Cutchins | Aye |
| Councilman Ray Smith | Aye |
| Councilman Gregory McLemore | Aye |

Mayor Bobby Cutchins stated the motion carried the vote.

Councilman Mark Kitchen made a motion to rewrite the political sign ordinance with a second from Vice-Mayor Wynndolyn Copeland.

The motion carried the vote 7-0

The vote was as follows:

| | |
|--------------------------------------|------------|
| Councilman Linwood Johnson | Aye |
| Councilman Mark Kitchen | Aye |
| Councilwoman Jessica Banks | Aye |
| Vice-Mayor Wynndolyn Copeland | Aye |
| Mayor Bobby Cutchins | Aye |
| Councilman Ray Smith | Aye |
| Councilman Gregory McLemore | Aye |

Mayor Bobby Cutchins stated the motion carried the vote.

Adjournment

Councilwoman Jessica Banks made a motion to adjourn the August 28, 2023 City Council meeting with a second from Councilman Mark Kitchen.

The motion carried the vote 7-0

The vote was as follows:

| | |
|--------------------------------------|------------|
| Councilman Linwood Johnson | Aye |
| Councilman Mark Kitchen | Aye |
| Councilwoman Jessica Banks | Aye |
| Vice-Mayor Wynndolyn Copeland | Aye |
| Mayor Bobby Cutchins | Aye |
| Councilman Ray Smith | Aye |

Councilman Gregory McLemore

Aye

Mayor Bobby Cutchins stated the meeting stands adjourned.

The August 28, 2023 City Council meeting was adjourned at 9:27 P.M.

Mayor

Clerk to City Council

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 Taylor

Job Title: Administrative Programs Assistant II

Department: Social Services

Immediate Supervisor: Gwendolyn Wilson

I am nominating the above for the STAR Performer award because:
Please see the attached.

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

Name of person making nomination Sarah Rexrode

Date of nomination 9/5/2023

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:

| Demonstrated Traits | Degree |
|--|--------|
| A positive attitude | 10 |
| A cooperative spirit with fellow employees | 10 |
| Personal initiative | 10 |
| Excellent job performance | 10 |

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.

See Attached



Department Head



DEPARTMENT OF SOCIAL SERVICES

STAR Performer Award Nomination-Attachment

Valerie Taylor has been with the Department of Social Services for 18 years. She started as a Secretary I, and over the years worked her way up to an Administrative Programs Assistant II. While her role as administrative staff is to support the operations of the agency, Ms. Taylor has consistently gone above and beyond the scope of her duties as the needs of the agency have increased.

During the last six months, Ms. Taylor has willingly taken on additional responsibilities including setting up and monitoring Family Assessment and Planning Team meetings when the Coordinator has been absent; learning and navigating a new Human Resources system and onboarding individuals quickly, all while teaching other team members important tasks. Additionally, Ms. Taylor administers newer initiatives that save staff time, including an electronic sign-in system and an electronic timekeeping system. Ms. Taylor even helps to supervise children who are brought to the office awaiting foster care placements, ensuring they have food and other necessary items. She can often be found working beyond a normal workday in evenings or on weekends to accomplish tasks to support the agency. She does not have to be asked to step in when needed, but just does so seamlessly. As a member of the agency's Activities Committee, Ms. Taylor helps to implement events to improve staff morale and embrace the sense of family that is Franklin City Department of Social Services.

Ms. Taylor is very organized, and helps to keep others organized. She ensures that staff have the tools necessary to do their jobs, and advocates for what the agency needs to support the community. She can always be seen walking down the hall with a smile and kind greeting. Ms. Taylor is the epitome of a team player, and embodies a cooperative spirit within the agency and City. She takes initiative and keeps a positive attitude. Her work is often unseen by the public, but impacts our ability to provide quality services to the citizens. She is an asset to the City behind the scenes.

It is for these reasons that I am nominating Ms. Valerie Taylor as a STAR Performer.

Submitted by:


Sarah W. Rexrode



Constitution Week

Proclamations #2023-22

WHEREAS, September 17, 2023, marks the two hundred and thirty-sixth anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention; and

WHEREAS, it is fitting and proper to accord official recognition to this magnificent document and its memorable anniversary and to the patriotic celebrations which will commemorate the occasion; and

WHEREAS, Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17th through the 23rd as Constitution Week,

NOW THEREFORE, BE IT RESOLVED, I, Robert Cutchins, by virtue of the authority vested in me as, Mayor of the City of Franklin, Virginia, do hereby proclaim the week of September 17th through the 23rd as

CONSTITUTION WEEK

AND ask our citizens to reaffirm the ideals the Framers of the Constitution had in 1787 by vigilantly protecting the freedoms guaranteed to us through this guardian of our liberties, remembering that lost rights may never be regained.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Franklin, Virginia to be affixed this 11th day of September, 2023.

Robert "Bobby" Cutchins, Mayor
City of Franklin, Virginia

Seal Attest:

BUDGET AMENDMENT 2023-24

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA that the 2022-2023 City Budget is hereby amended to:

1. *reallocate appropriations within the General Fund for year-end spending and*
2. *recognize revenues related to donations to Police Department and appropriate such revenue for designated use.*

| | | 2022-2023 BUDGET | AMENDED BUDGET | INCREASE (DECREASE) |
|------------------|-------------------------------------|---------------------|-------------------|------------------------|
| | #1 | | | |
| | 100 GENERAL FUND | | | |
| | EXPENDITURES | | | |
| 100-4-11010-3600 | Advertising | \$ 1,892 | \$ 2,014 | \$ 122 |
| 100-4-12110-2300 | Hospitalization/Medical Plans | 26,925 | 21,586 | (5,339) |
| 100-4-12210-3100 | Professional Services | 115,000 | 198,658 | 83,658 |
| 100-4-12210-3161 | Recording Fees | - | 83 | 83 |
| 100-4-12210-5230 | Telecommunications | - | 1,848 | 1,848 |
| 100-4-12220-2300 | Hospitalization/Medical Plans | 22,303 | 17,195 | (5,108) |
| 100-4-12220-2900 | Tuition Reimbursement | 5,200 | 1,273 | (3,927) |
| 100-4-12410-1101 | Salaries and Wages - Regular | 247,469 | 233,787 | (13,682) |
| 100-4-12410-2100 | FICA | 18,939 | 17,412 | (1,527) |
| 100-4-12410-2210 | Retirement - VRS | 33,347 | 31,997 | (1,350) |
| 100-4-12410-2300 | Hospitalization/Medical Plans | 47,264 | 29,569 | (17,695) |
| 100-4-12430-3160 | Professional Services | 54,137 | 66,963 | 12,826 |
| 100-4-12430-3190 | Contractual Services | - | 3,068 | 3,068 |
| 100-4-12430-5840 | Miscellaneous | 13,585 | 25,100 | 11,515 |
| 100-4-12535-1101 | Salaries and Wages - Regular | 185,704 | 181,240 | (4,464) |
| 100-4-12535-2210 | Retirement - VRS | 26,900 | 24,011 | (2,889) |
| 100-4-12535-2300 | Hospitalization/Medical Plans | 35,618 | 20,365 | (15,253) |
| 100-4-21910-3163 | Juvenile Detention & Group Home | 225,000 | 274,378 | 49,378 |
| 100-4-43600-5110 | Utilities - Electric Service | 102,632 | 102,700 | 68 |
| 100-4-52300-5699 | Contributions - Comm Organizations | 727,540 | 757,540 | 30,000 |
| 100-4-81100-1101 | Salaries and Wages - Regular | 57,713 | 25,713 | (32,000) |
| 100-4-81100-2100 | FICA | 4,415 | 1,960 | (2,455) |
| 100-4-81100-2210 | Retirement - VRS | 7,774 | 3,476 | (4,298) |
| 100-4-81100-2300 | Hospitalization/Medical Plans | 8,783 | 4,951 | (3,832) |
| 100-4-81600-2300 | Hospitalization/Medical Plans | - | 5,712 | 5,712 |
| 100-4-91300-5672 | Industrial Corridor Revenue Sharing | 700,000 | 615,541 | (84,459) |
| | | | <u>\$</u> | <u>-</u> |

| | | | | |
|------------------|-------------------------|----------|----------|-----------------|
| | #2 | | | |
| | 100 GENERAL FUND | | | |
| | REVENUE | | | |
| 100-3-18990-3041 | Donations-Police | \$ 2,025 | \$ 3,477 | <u>\$ 1,452</u> |
| | | | | <u>\$ 1,452</u> |
| | EXPENDITURES | | | |
| 100-4-31100-7300 | National Night Out | \$ 4,543 | \$ 5,995 | <u>\$ 1,452</u> |
| | | | | <u>\$ 1,452</u> |

Certified copy of resolution adopted by Franklin City Council.

Clerk to the City Council

INTEROFFICE MEMORANDUM

TO: JOANNE FAULK, ACCOUNTS RECEIVABLE
FROM: ROBERT PORTI
SUBJECT: DEPOSIT OF CHECK
DATE: JUNE 27, 2023
CC: FILE

Attached, please find the following check:

Check No. 1880 from Law Enforcement Partners in the amount of \$1,452.00. This is a fund raising event based upon calendar sales to support National Night Out. Please appropriate and deposit into expenditure line 100-4-31100-7300, National Night Out.

Thank you for your assistance!

BUDGET AMENDMENT 2024-04

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA that the 2023-2024 City Budget is hereby amended to:

1. *reallocate ARPA unspent carryover appropriations within the General Fund and*
2. *recognize grant revenue from Byrne/Justice Assistance Grant Program for the Franklin Police Department and to appropriate such revenue for use.*

| | 2023-2024 BUDGET | AMENDED BUDGET | INCREASE (DECREASE) |
|--|---------------------|-------------------|------------------------|
| #1 | | | |
| 100 GENERAL FUND | | | |
| REVENUE | | | |
| 100-3-41050-0100 Use of Restricted Fund Balance | \$ 4,004,811 | \$ 3,991,792 | \$ (13,019) |
| | | | \$ (13,019) |
| EXPENDITURES | | | |
| 100-4-31100-8713 Police Truck | 15,389 | 11,404 | (3,985) |
| 100-4-41200-8729 Road Closure & Safety Equipment | 23,024 | 20,656 | (2,368) |
| 100-4-71300-8702 College Drive Park Renovations | 117,117 | 116,677 | (440) |
| 100-4-71300-8704 Riverwalk Park Project | 332,841 | 328,155 | (4,686) |
| 100-4-71300-8709 Blackwater Park | 20,424 | 18,884 | (1,540) |
| | | | \$ (13,019) |
| #2 | | | |
| 100 GENERAL FUND | | | |
| REVENUE | | | |
| 100-3-33010-0012 Justice Asst Grant Police | \$ - | \$ 5,165 | \$ 5,165 |
| | | | \$ 5,165 |
| EXPENDITURES | | | |
| 100-4-31100-6009 Vehicle Supplies | \$ 20,000 | \$ 25,165 | \$ 5,165 |
| | | | \$ 5,165 |

Certified copy of resolution adopted by Franklin City Council.

Clerk to the City Council

STATEMENT OF GRANT AWARD (SOGA)

Virginia Department of Criminal Justice Services
1100 Bank Street, 12th Floor
Richmond, Virginia 23219

| |
|--|
| Local Law Enforcement Block ("LOLE") Grant Program - FFY 22 |
|--|

| | |
|----------------------------|--|
| Subgrantee: Franklin | UEI #: |
| DCJS Grant Number: TBD | Grant End Date: 9/30/2023 |
| Grant Start Date: 3/1/2023 | Federal Grant Number: 15PBJA-22-GG-00616-MUMU |
| Federal Grant Number: | Federal Awardee: BJA |
| Federal Awardee: | Federal Catalog Number: 16.738 |
| Federal Catalog Number: | Project Description: To strengthen Crime Control |
| Project Description: | Federal Start Date: 10/1/2021 |
| Federal Start Date: | |

| | | | |
|----------------------|----------------|----------------------------|-----------------------|
| Federal Funds: | \$5,165 | | |
| State General Funds: | | | |
| State Special Funds: | | | |
| Local Match: | _____ | | |
| Total Budget: | \$5,165 | Indirect Cost Rate: _____% | *If applicable |

| Project Director | Project Administrator | Finance Officer |
|--|---|---|
| Scott Halverson Sergeant Special Operations 1018 Pretlow Street Franklin, Virginia 23851 757-562-8684 shalverson@franklinpolice.org | Amanda Jarratt City Manager 207 West Second Avenue Franklin, Virginia 23851 757-562-8508 ajarratt@franklinva.com | Tracey Spence Finance Director 207 West Second Avenue Franklin, Virginia 23851 757-562-8508 tspence@franklinva.com |

***If not indicated above, please provide your locality's Unique Entity Identifier (UEI #) in the space provided. This number replaces your DUNS number.** As the duly authorized representative, the undersigned, having received the Statement of Grant Awards (SOGA) and Special Conditions attached thereto, hereby accepts this grant and agrees to the conditions and provisions of all other Federal and State laws and rules and regulations that apply to this award.

Signature: 
Authorized Official (Project Administrator)

Title: CITY Manager

Date: 2/16/23

UEI #: NK31BMT505K9

2-22-23
 Emailed SOGA to Nicole and grants maint
 3-14-23 submitted grant
 3-15-23 awarded grant



*Office of the City Manager
Amanda C. Jarratt*

September 6, 2023

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: Davenport Financial Plan of Action Update

Background Information

Representatives from Davenport will be present to provide an updated overview of the financial plan of action taking the courthouse and Armory project into consideration.

Needed Action

None at this time.



*Office of the City Manager
Amanda C. Jarratt*

September 6, 2023

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: Virginia African American Cultural Center, Inc. and VIBE Mural Renderings

Background Information

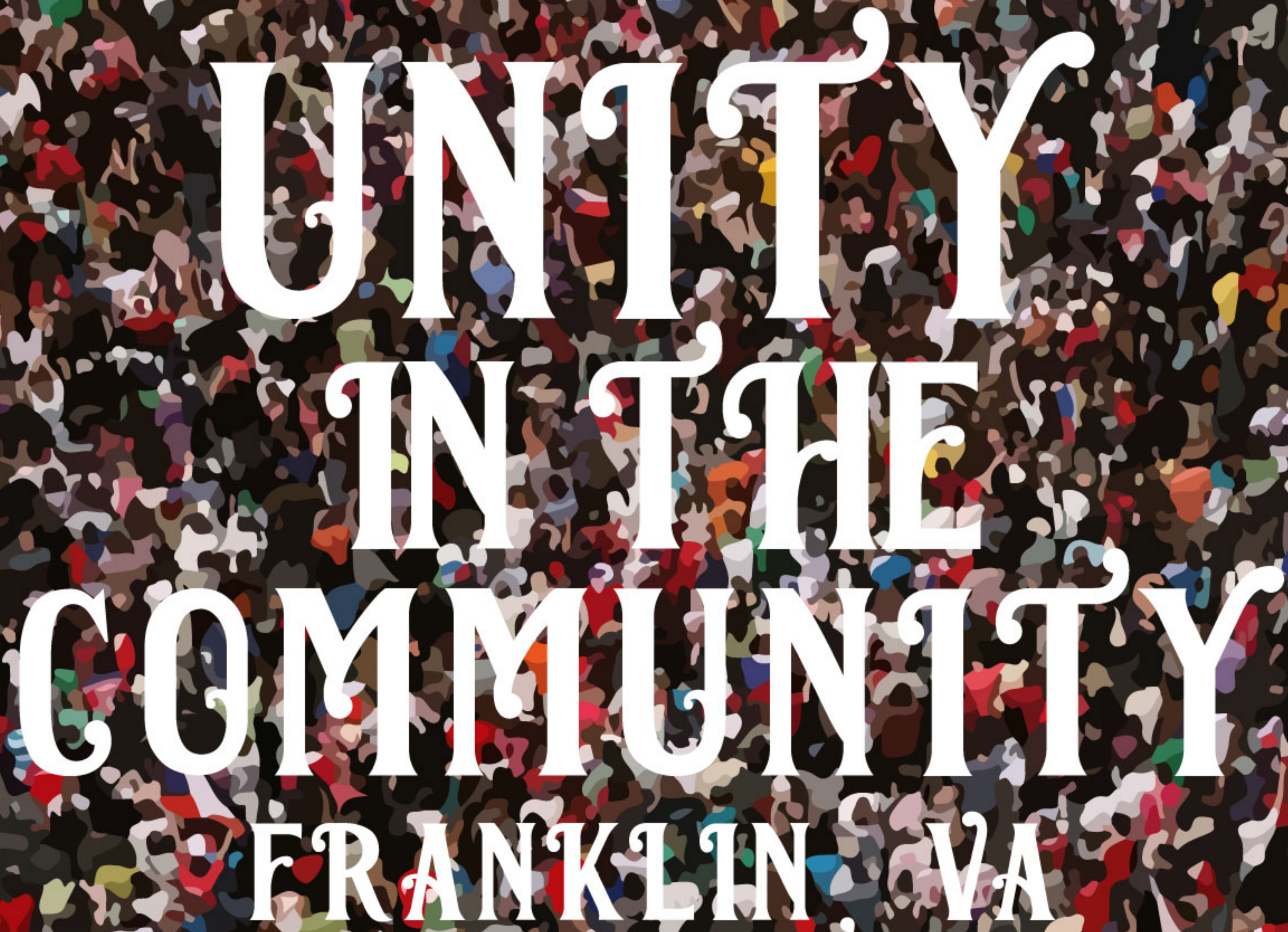
Attached are updated renderings from the VIBE Artist based on the previous City Council feedback. The artist Seth Lubaton is interested in available to paint in October for National Arts & Humanities Month if we can find a wall. Seth was featured in a cover story earlier this year for [Willie Crockett mural bedazzles Onancock - Eastern Shore Post](#) and also just completed a mural for ViBe's 6th Annual ViBe Mural Festival: [Seth Lubaton \(@lubatonmurals\) • Instagram photos and videos](#)

Needed Action

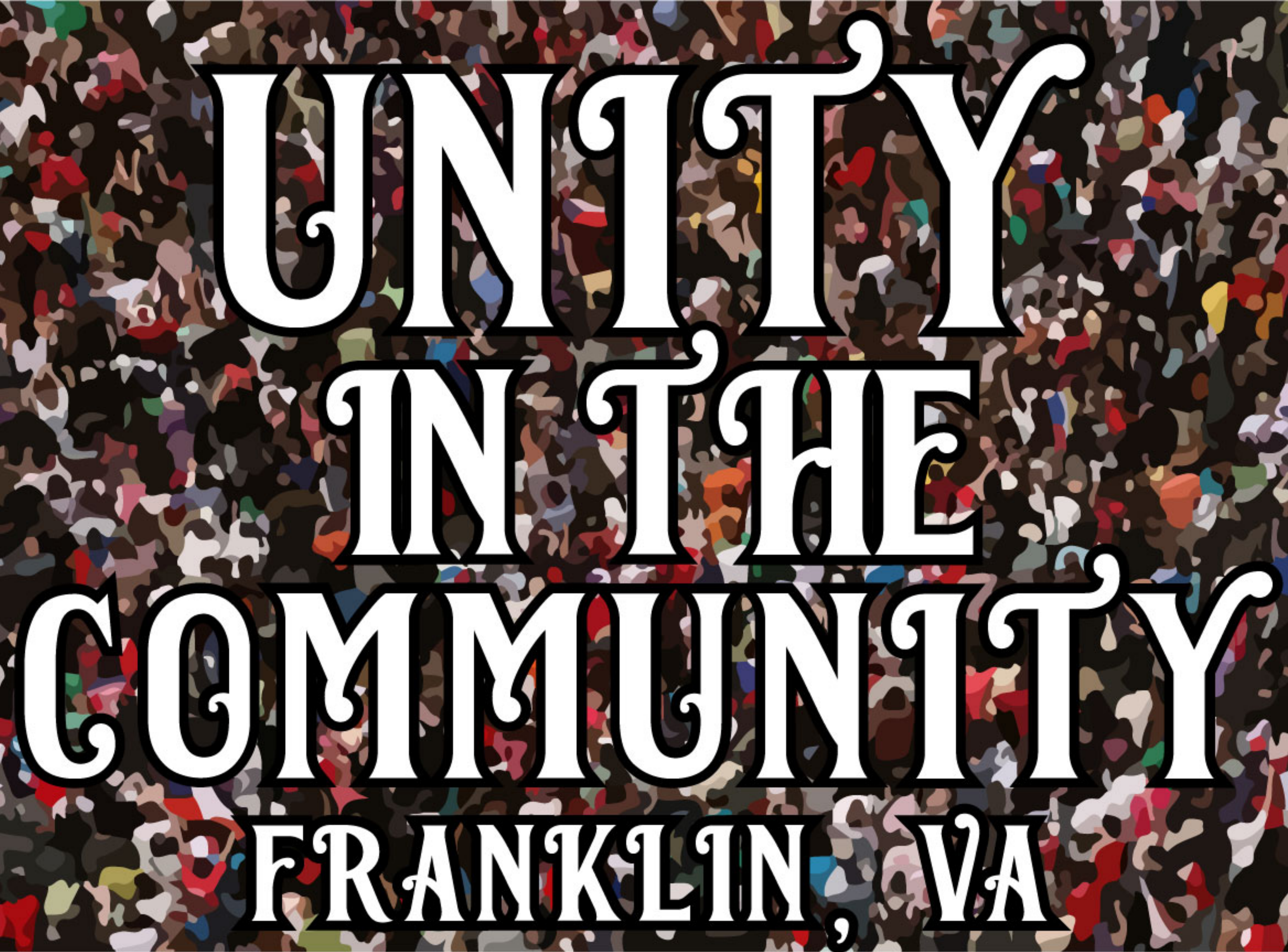
Provide direction on the preferred mural rendering in order to provide feedback to the Virginia African American Cultural Center, Inc. and VIBE so that the project can proceed.



UNION
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COMMUNITY
FRANKLIN, WA



UNITY
IN THE
COMMUNITY
FRANKLIN, VA



**UNITY
IN THE
COMMUNITY
FRANKLIN, VA**



Office of the City Manager
Amanda C. Jarratt

September 7, 2023

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: City Manager's Report

General Updates

- Staff continues to work on the various capital projects approved by City Council.
 - The staff committee for the Armory Project consists of Chad Edwards, Sammara Green, and Lin Darden. Carlee Gurskiy will also be involved. Camp Community College and other community partners will offer feedback throughout the design process. Staff has now participated in three webinars with HUD about our grant award. Kimley Horne has been hired to navigate the HUD Grant process as mentioned in the previous City Council meeting. Our preliminary HUD package has been submitted to HUD. RRMM has been procured as the project architect.
 - The staff committee for the courthouse renovation project will consist of Chief Steve Patterson, Chad Edwards, and Lin Darden. The judges, Clerk of Court, and Sherriff's Department in addition to other stakeholders will be consulted throughout the design process. The judges were not available on July 17th and I awaiting a date.
 - The staff committee met regarding Riverwalk Park.
 - The kayak design is underway. Survey is complete for the kayak launch additional area. We will incorporate this into the site plans.
 - Kayak launch design underway.
 - Flood study (no-rise study) underway. Not all bridge crossings requested from City are available. Awaiting completion of kayak launch to update.
 - At the moment we're currently awaiting the final site plan and kayak launch design before we can move forward with the Joint Permit Application for the VMRC and Corps permits. Once we have the final design in hand, we can prepare the required impacts mapping and update details relating to the VMRC component of the application. It should take us around 2 weeks to finalize the application after the plans are received.
- Staff continues to work with DHCD and Summit Engineering on the Laurel Street CDBG Grant. Client intake and income verifications have begun and contracts are about to be issued. There may be a funding shortage so the Management Team is investigating other sources of funds potentially including HOME Funds.
- Staff continues to meet with regional partners to discuss next steps on the regional radio system as well as violence and crime prevention.
- Staff continues to work with Court Services and our other locality partners for both short and long term solutions to the juvenile detention situation. An RFP to procure an architect to design a potential expansion

of Western Tidewater Regional Jail. The review board of the Jail Board will review them on Tuesday September 12, 2023.

- The Literary Loan process continues with Franklin City Public Schools. The contactor is working on the project and the first draw of funds is underway.
- City Council held a retreat on March 2nd. The following topics were discussed and will be worked on by staff:
 - Food Trucks
 - A draft of updated regulations is being drafted by staff for review by the Planning Commission and Franklin City Council.
 - Increased Code Enforcement
 - Staff is working on a demolition plan for the posted unsafe structures. We are putting a plan in place to prepare for high grass season. We are working with legal to draft updated ordinances for parking and vehicles.
 - Communication with Franklin City Public Schools
 - We held a joint meeting with Franklin City Public Schools on March 30th. Additional meetings are being scheduled to maintain communication.
 - Increased focus and investment in Public Safety
 - Additional positions are included in the FY 24 budget. The updated radio system project is moving to Phase 2.
 - Historic District
 - Staff is reviewing the ordinance that is in place and providing a list of the individuals that need to be appointed. Staff is waiting on appointments from Franklin City Council.
 - Youth
 - Working on updated youth programming and additional partnerships.
 - The College Drive park build was a success and is now open to the public. A variety of upcoming activities for youth are planned for the remainder of the summer.
 - Special Tax Districts
 - Under discussion and research ongoing.
 - Camp Community College Partnerships
 - Under discussion.
 - Improved Communication with the Public through various means
 - A review of the PEG Channel and necessary equipment purchases are underway. Staff is working to update City Clips. Staff is researching other best practices. An Instagram page has been created.

Upcoming Community Events

- Every Wednesday Franklin Cruise In
- October 3rd- National Night Out
- October 3rd – Red Cross Blood Drive
- September 29th and 30th- Food Truck Rodeo & Fall Festival
- October 21st - Trick or Trot 5k Run
- December 1st- Holiday Parade
- December 2nd - Elf Parade & Holiday Market

THE CITY OF FRANKLIN PRESENTS

FOOD TRUCK

RODEO

FOOD
TRUCKS

LIVE
MUSIC



**FREE
ENTRY**

BEER &
WINE



**SEPTEMBER 29TH:
6-10 PM**

**BARRETT'S LANDING &
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FRANKLIN, VA**

Mackans
Stationery, Gifts & Printing

**The
Franklin
Experience**

"Come for an event,
embrace the experience,
yearn to return!"

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BLUEWATER RENTALS
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 Port-a-Johns and Hand Washing Stations
 757-630-4733



INTERNATIONAL  PAPER

 **Bon Secours**

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 ~ VA ~

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Brittney Vandford
 photography


HOME PLATE
Realty Group

Mackans
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FALL FEST




**30TH
 SEPT** 2023
 DOWNTOWN
 FRANKLIN

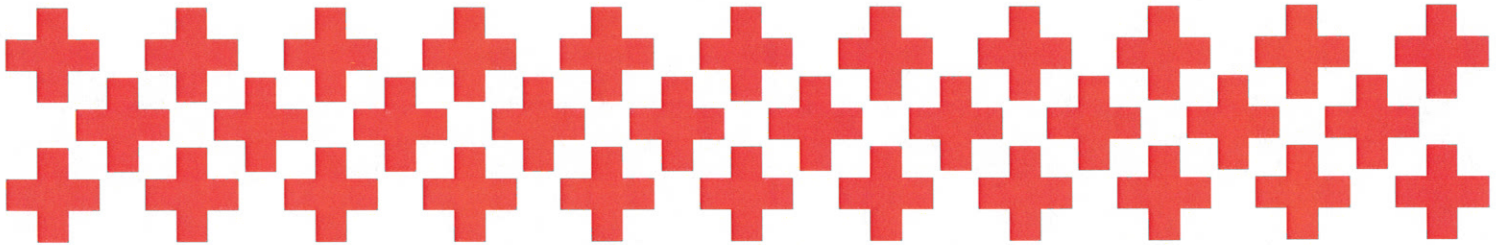
9AM-3PM



for more information
www.franklinva.com
 (757) 562-8508

American Red Cross

Give blood. Help save lives.



Blood Drive **City of Franklin**

The Franklin Business Incubator - Conference Room
601 N. Mechanic St.
Franklin, VA 23851

Tuesday, October 3, 2023
10:00 a.m. to 3:00 p.m.

Please call 1-800-RED CROSS (1-800-733-2767) or visit RedCrossBlood.org and enter: Franklin to schedule an appointment.

Maximize your blood donation. Help more patients.
If you are an eligible type O, B - or A - donor, consider making a Power Red donation.
Red blood cells are the most commonly transfused blood component.



Scan to be directed to
RapidPass®

**Fall into giving blood Oct 1 thru 20 get \$15
Amazon.com Gift Card by email. See
rcblood.org/together**



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