



**Franklin City Council Agenda  
March 11, 2024  
Council Chambers  
207 West Second Avenue  
Franklin, Virginia 23851**

**5:30 P.M.**

Franklin City Council will meet in Closed Session pursuant to Code Section 2.2.-3711-A-1 to conduct interviews of potential candidates for Interim City Manager.

**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 February 26, 2024 and March 4, 2024 minutes
- 2. FINANCIAL MATTERS**
  - A. Franklin City Public Schools Carryover Request
    - a. Budget Amendment 2024-15
  - B. Overview of Initial Information for FY 25
- 3. OLD/ NEW BUSINESS:**
  - A. Overview of Roof Condition Franklin City Public Buildings
  - B. Health Insurance Renewal
  - C. Consideration of an Interim City Manager
  - D. 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, and discussion of performance of employees of the public body to discuss the following subject or subjects:, the appointment of an Interim City Manager, and Franklin City School Board, Industrial Development Authority, HRPDC Community Advisory Committee, Board of Zoning Appeals, Southview Cemetery Advisory Committee,

Blackwater Regional Library, Historic Preservation Commission, Beautification Commission, Social Services Advisory Board.

**6. ADJOURNMENT**

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# City of Franklin School Board Ward 6 Interview Meeting Minutes

## February 26, 2024

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### Call to order

The Franklin City Council held a Closed Session for the Franklin City School Board Ward 6 Interviews on February 26, 2024 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; Wynndolyn Copeland, Vice-Mayor; Councilman Mark Kitchen; Councilwoman Jessica Banks; Councilman Gregory McLemore; Councilman Linwood Johnson.

Council Members not in Attendance: Councilman Ray Smith

Staff in Attendance: Amanda Jarratt, City Manager.

**Councilman Mark Kitchen made a motion to go into closed session, with a second from Vice-Mayor Wynndolyn Copeland.**

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

**The vote was as follows:**

<b>Councilman Linwood Johnson</b>	<b>Aye</b>
<b>Vice-Mayor Wynndolyn Copeland</b>	<b>Aye</b>
<b>Councilman Mark Kitchen</b>	<b>Aye</b>
<b>Mayor Bobby Cutchins</b>	<b>Aye</b>
<b>Councilwoman Jessica Banks</b>	<b>Aye</b>
<b>Councilman Ray Smith</b>	<b>Absent</b>
<b>Councilman Gregory McLemore</b>	<b>Aye</b>

Mayor Robert “Bobby” Cutchins affirmed the motion carried unanimously.

### Motion Upon Returning 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 February 26, 2024, meeting were hear, discussed or considered by the City of Franklin, Virginia 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 5-0**

**The vote was as follows:**

<b>Councilman Linwood Johnson</b>	<b>Aye</b>
<b>Vice-Mayor Wynndolyn Copeland</b>	<b>Aye</b>
<b>Councilman Mark Kitchen</b>	<b>Aye</b>
<b>Mayor Robert “Bobby” Cutchins</b>	<b>Aye</b>
<b>Councilwoman Jessica Banks</b>	<b>Aye</b>
<b>Councilman Ray Smith</b>	<b>Absent</b>
<b>Councilman Gregory McLemore</b>	<b>Aye</b>

The February 26, 2024 City Council Closed Session was adjourned at 6:45 P.M.

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Mayor

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Clerk to City Council



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# Regular City Council Meeting Minutes February 26, 2024

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## Call to order

The Franklin City Council held a regular City Council meeting on February 26, 2024 at 7:00 p.m. in the City Council Chambers located at 207 West Second Avenue, Franklin, Virginia 23851.

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

Council Members not in Attendance: Councilman Ray Smith

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

Other Staff in Attendance: Steve Patterson, Chief of Police; Robert Porti, Deputy Chief of Police; Vernie Francis, Chief of EMS; Rachel Trollinger, Director of Finance; Matthew Jezierski, Director of IT; Zachary Wright, Director of Power & Light; Arisha Jones, Tourism Manager; Dinah Babb, Treasure; Chad Edwards, Director of Public Works; Sarah Rexrode, Director of Social Services; Beverly Walkup, Interim. Director of Community Development; Scott Miller, Deputy Code Official

## Citizen’s Time

**No one signed up at this time.**

## Amendments to Agenda

**No amendments to the agenda.**

## Consent Agenda:

### A. Introduction of New Employees

City Manager Amanda Jarratt introduced Ms. Haleigh Pinto as Executive Assistant to the City Manager. City Manager Amanda Jarratt stated that Ms. Pinto has been employed with the City of Franklin for two years in April. City Manager Amanda Jarratt stated that Ms. Pinto is very involved with various committees within the City of Franklin. Ms. Pinto assisted Mrs. Jones, Tourism Manager with various City events during the recruitment process for Tourism Manager. City Manager Amanda Jarratt stated that Ms. Pinto looks forward to providing additional services to the future City Manager, Council, Staff and Residents. City Manager Amanda Jarratt stated that Ms. Pinto has excelled in her new role and personally thanked her.

Mayor Robert Cutchins thanked Ms. Pinto for her professionalism and attentiveness to Council.

### B. Approval of February 12, 2024 Meeting Minutes

Mayor Robert Cutchins asked if there were any corrections or additions for the February 12, 2024 meeting minutes. Mayor Robert Cutchins entertained a motion to approve the February 12, 2024 meeting minutes as presented. Councilman Linwood Johnson made a motion to approve the February 12, 2024 meeting minutes with a second from Councilwoman Jessica Banks.

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

**The vote was as follows:**

<b>Councilman Linwood Johnson</b>	<b>Aye</b>
<b>Councilman Mark Kitchen</b>	<b>Aye</b>
<b>Councilwoman Jessica Banks</b>	<b>Aye</b>
<b>Vice-Mayor Wynndolyn Copeland</b>	<b>Aye</b>
<b>Mayor Robert Cutchins</b>	<b>Aye</b>
<b>Councilman Ray Smith</b>	<b>Absent</b>
<b>Councilman Gregory McLemore</b>	<b>Aye</b>

Mayor Robert Cutchins affirmed the motion carried.

**Financial Matters:**

**A. Budget Amendment 2024-14**

City Manager Amanda Jarratt called on Ms. Rachel Trollinger, Director of Finance to present the Budget Amendment 2024-14. Ms. Rachel Trollinger stated be it resolved by the Council of the City of Franklin, Virginia that the 2023-2024 City Budget is hereby amended to:

1. Adjust appropriations in various grants for the School Operating Fund as requested by the School Board.

**BUDGET AMENDMENT 2024-14**

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

1. *Adjust appropriations in various grants for the School Operating Fund as requested by the School Board.*

	<b>2023-2024 BUDGET</b>	<b>AMENDED BUDGET</b>	<b>INCREASE (DECREASE)</b>
<b>#1</b>			
<b>250 EDUCATION FUND</b>			
<b>REVENUE</b>			
250-3-33010-0273 NCLB Grant - Title III Part A	\$ 5,751	\$ 5,777	\$ 26.19
250-3-33010-0277 Title IV Part A LEA	89,787	93,135	3,348.34
250-3-33010-0271 NCLB Grant - Title I	1,596,983	1,656,218	59,235.16
250-3-33010-0272 NCLB Grant - Title II A	203,551	204,048	496.59
250-3-24000-0293 Stronger Connections Grant	227,934	223,204	(4,729.22)
250-3-24000-0233 GAE State Grant	1,099	-	(1,099.10)
250-3-41050-1000 Restricted Fund Balance	308,656	305,110	(3,546.00)
			<b>\$ 53,731.96</b>
<b>EXPENDITURES</b>			
250-4-60000-0073 NCLB Grant - Title III Part A	\$ 5,751	\$ 5,777	\$ 26.19
250-4-60000-0077 Title IV Part A LEA	89,787	93,135	3,348.34
250-4-60000-0071 NCLB Grant - Title I Part A	1,596,983	1,656,218	59,235.16
250-4-60000-0072 NCLB Grant - Title II A Tchrr Qualit	203,551	204,048	496.59
250-4-60000-0293 Stronger Connections Grant	227,934	223,204	(4,729.22)
250-4-60000-0233 GAE State Grant	1,099	-	(1,099.10)
250-4-60000-0004 Operation and Maintenance Services	2,054,809	2,051,263	(3,546.00)
			<b>\$ 53,731.96</b>

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

*Clerk to the City Council*

Mayor Bobby Cutchins entertained a motion to approve Budget Amendment 2024-14. Councilman Linwood Johnson made a motion to approve Budget Amendment 2024-14 with a second from Councilman Mark Kitchen.

**The motion carried the vote 5-1-0**

**The vote was as follows:**

<b>Councilman Linwood Johnson</b>	<b>Aye</b>
<b>Councilman Mark Kitchen</b>	<b>Aye</b>
<b>Councilwoman Jessica Banks</b>	<b>Aye</b>
<b>Vice-Mayor Wyndolyn Copeland</b>	<b>Aye</b>
<b>Mayor Robert Cutchins</b>	<b>Aye</b>
<b>Councilman Ray Smith</b>	<b>Absent</b>
<b>Councilman Gregory McLemore</b>	<b>Abstained</b>

Mayor Robert Cutchins affirmed the motion carried.

Old/New Business:

A. Vacate Alley – Community Development Public Hearing

City Manager Amanda Jarratt asked Ms. Beverly Walkup, Interim Director of Community Development to provide an overview for Council. Ms. Walkup, Interim Director of Community Development explained that this was an application from Johnnie Cowan to vacate the 10 foot unimproved alley between Lot 11 and Lot 5 which runs parallel to Fontaine Street and Norfleet Street in the City of Franklin. Ms. Walkup, Interim Director of Community Development stated that the applicant has applied to vacate the unimproved alley that way he can enlarge the lot. Mayor Robert Cutchins asked Ms. Walkup, Interim Director of Community Development if the Planning Commission has approved the applications, she responded that they have.

Mayor Robert Cutchins opened the Public Hearing for vacating the alley between Lot 11 and Lot 5 which runs parallel to Fontaine Street and Norfleet Street.

Mayor Robert Cutchins called for public comment three times.

**No citizens spoke at this time.**

Mayor Robert Cutchins closed the Public Hearing.

City Manager Amanda Jarratt reminded Council that the Planning Commission had forwarded the application for recommendation of approval, City Council conducted the appropriate Public Hearing, therefore Council can choose to take an action to approve the Alley Vacation, choose to consider it further, or not approve the vacation.

Mayor Bobby Cutchins entertained a motion to approve the action of vacating the alley between Lot 11 and Lot 5 which runs parallel to Fontaine Street and Norfleet Street. Councilman Linwood Johnson made a motion to approve with a second from Councilman Mark Kitchen.

**The motion carried the vote 5-1-0**

**The vote was as follows:**

<b>Councilman Linwood Johnson</b>	<b>Aye</b>
<b>Councilman Mark Kitchen</b>	<b>Aye</b>
<b>Councilwoman Jessica Banks</b>	<b>Aye</b>
<b>Vice-Mayor Wynndolyn Copeland</b>	<b>Aye</b>
<b>Mayor Robert Cutchins</b>	<b>Aye</b>
<b>Councilman Ray Smith</b>	<b>Absent</b>
<b>Councilman Gregory McLemore</b>	<b>Abstained</b>

Mayor Robert Cutchins affirmed the motion carried.

**B. 1038 Clay Street Conditional Use Permit – Public Hearing**

Ms. Beverly Walkup, Interim Director of Community Development informed Council that Richard and Cheryl Bennett for conditional use permit to allow home occupation in an accessory building located at 1038 Clay Street in the City of Franklin. Ms. Beverly Walkup, Interim Director of Community Development added that the owners, have applied to operate a home occupation in an accessory building to accommodate a long arm quilting machine as part of their quilting business. There will be no additional employees and the hours of operation are typically 2-3 hours per day, Monday through Friday. The business operates as an internet-based business with no customers coming to the home. The quilting machine is approximately 3’ wide by 12.5’ long.

Ms. Beverly Walkup, Interim Director of Community Development stated that the Ordinance was amended last year to allow a home occupation in an accessory building as a conditional use permit. Ms. Beverly Walkup, Interim Director of Community Development stated that the Planning Commission conducted a Public Hearing and they recommended approval by City Council.

Mayor Robert Cutchins opened the Public Hearing regarding the Conditional Use Permit at 1038 Clay Street.

Mayor Robert Cutchins called for public comment three times.

**No citizens spoke at this time.**

Mayor Robert Cutchins closed the Public Hearing.

Mayor Bobby Cutchins entertained a motion to approve the Conditional Use Permit at 1038 Clay Street. Councilman Mark Kitchen made a motion to approve with a second from Councilman Gregory McLemore.

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

**The vote was as follows:**

<b>Councilman Linwood Johnson</b>	<b>Aye</b>
<b>Councilman Mark Kitchen</b>	<b>Aye</b>
<b>Councilwoman Jessica Banks</b>	<b>Aye</b>
<b>Vice-Mayor Wynndolyn Copeland</b>	<b>Aye</b>
<b>Mayor Robert Cutchins</b>	<b>Aye</b>
<b>Councilman Ray Smith</b>	<b>Absent</b>
<b>Councilman Gregory McLemore</b>	<b>Aye</b>

Mayor Robert Cutchins affirmed the motion carried.

**C. Franklin City Public Schools – Ward 6 Consideration of Appointment**

City Manager Amanda Jarratt reminded Council that Mr. McCreary tendered his resignation as the Ward 6 representative on the Franklin City School Board. She informed them that the current term for this position is an unexpired term which will end on June 30, 2024. City Manager Amanda Jarratt informed Citizen’s that Council conducted two interviews before the regular Council meeting and the Public Hearing for this position was held at the February 12, 2024 Council Meeting. City Manager reminded Citizen’s and Council that no one can be considered for the Franklin City School Board if they were not nominated at the Public Hearing.

City Manager Amanda Jarratt stated that Council has several choices before them. Council can choose to appoint an individual who was nominated at the Public Hearing and who has interviewed or Council can choose to not make any decisions and instructed staff to advertise the position again.

Mayor Robert Cutchins informed Citizen’s that Council interviewed two candidates early that day, Ms. Peggy Scott and Jheresa Barnes.

Councilman Gregory McLemore made a motion to nominate Ms. Peggy Scott for the Ward 6 position with the Franklin City School Board with a second from Councilwoman Jessica Banks.

**The motion carried the vote 4-2-0**

**The vote was as follows:**

<b>Councilman Linwood Johnson</b>	<b>Abstained</b>
<b>Councilman Mark Kitchen</b>	<b>Aye</b>
<b>Councilwoman Jessica Banks</b>	<b>Aye</b>
<b>Vice-Mayor Wynndolyn Copeland</b>	<b>Aye</b>

**Mayor Robert Cutchins** **Abstained**

**Councilman Ray Smith** **Absent**

**Councilman Gregory McLemore** **Aye**

Mayor Robert Cutchins affirmed the motion carried.

**D. Consideration of Amendment to Parades Chapter 20, Article 2 Ordinance 2024-01**

City Manager Amanda Jarratt reminded Council that there are several sections of the City Code that are in need of being updated, therefore the following items that will be considered individually are regarding those updates. City Manager Amanda Jarratt informed Council that Steve Patterson, Chief of Police worked with Legal Counsel to have the current Ordinances amended. City Manager Amanda Jarratt also informed Council that included in their packet is the staff memo from the Chief, Steve Patterson, the red line version of the Ordinance and the amended Ordinance for Councils consideration to adopt.

City Manager Amanda Jarratt stated that the main changes for the first section of the City Code with regards to Parades asks for an email address to modernize the ordinance as many individuals use email as primary contact. City Manager Amanda Jarratt stated that the current code and application has created a lot of ambiguity in the past as to whether the entire area will be blocked off or if you are solely utilizing sidewalks. City Manager Amanda Jarratt also stated that the changes to the ordinance is minimal.

Mayor Robert Cutchins entertained any questions or discussion from Council.

Councilman Linwood Johnson made a motion to amend Parades Chapter 20, Article 2 Ordinance 2024-01 with a second from Councilwoman Jessica Banks.

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

**The vote was as follows:**

**Councilman Linwood Johnson** **Aye**

**Councilman Mark Kitchen** **Aye**

**Councilwoman Jessica Banks** **Aye**

**Vice-Mayor Wynndolyn Copeland** **Aye**

**Mayor Robert Cutchins** **Aye**

**Councilman Ray Smith** **Absent**

**Councilman Gregory McLemore** **Aye**

Mayor Robert Cutchins affirmed the motion carried.

E. Consideration of Amendment to Public Assemblies Chapter 20, Article 3 Ordinance 2024-02

City Manager Amanda Jarratt informed Council that most of the amendments are to bring the current ordinances into a much more contemporary state. City Manager Amanda Jarratt directed Council’s attention to Section 20-97, which extends the time frames to apply no less than fifteen (15) days before the event. City Manager Amanda Jarratt stated that public assemblies require additional resources which would need to be scheduled, therefore moving the time period from five (5) days to fifteen (15) days will allow the City to prepare better. City Manager Amanda Jarratt also stated that the amended ordinance would require a set up time, start time, end time, and clean up time.

Mayor Robert Cutchins entertained any questions or discussion from Council.

Councilman Linwood Johnson made a motion to amend Public Assemblies Chapter 20, Article 3 Ordinance 2024-02 with a second from Councilman Mark Kitchen.

**The motion carried the vote 4-2-0**

**The vote was as follows:**

<b>Councilman Linwood Johnson</b>	<b>Aye</b>
<b>Councilman Mark Kitchen</b>	<b>Aye</b>
<b>Councilwoman Jessica Banks</b>	<b>Abstained</b>
<b>Vice-Mayor Wynndolyn Copeland</b>	<b>Aye</b>
<b>Mayor Robert Cutchins</b>	<b>Aye</b>
<b>Councilman Ray Smith</b>	<b>Absent</b>
<b>Councilman Gregory McLemore</b>	<b>Abstained</b>

Mayor Robert Cutchins affirmed the motion carried.

F. Consideration of Amendment to Parking Penalty Code 17-103 Ordinance 2024-03

City Manager Amanda Jarratt stated that the current charge for a parking violation is \$10.00, the amendment would increase the fine to \$100.00. City Manager Amanda Jarratt stated that the \$10.00 ticket is not improving the behavior. City Manager Amanda Jarratt reminded Council that there is a staff memo from the Chief, Steve Patterson, the red line version of the Ordinance and the amended Ordinance for Councils consideration to adopt.

Mayor Robert Cutchins asked Steve Patterson, Chief of Police if the City was having a problem with individuals parking in the fire lane and etc. Steve Patterson, Chief of Police stated that individuals have informed the Police Officer’s that \$10.00 is worth paying to prevent having to walk in the rain. Councilman Gregory McLemore asked how many tickets are written for parking in the City of Franklin. Chief Patterson stated that he does not have the number right in front of him but it is not a lot.

Vice-Mayor Copeland asked if the \$100.00 fee is the amount in other localities. Steve Patterson, Chief of Police stated that a handicap parking ticket has a much higher fee. Councilman Gregory McLemore



stated that the City is very close to having to raise taxes, therefore this parking fee will add additional effects to the citizens. Vice-Mayor Copeland asked if there was an option to change the amount from \$100.00 to \$50.00-\$75.00. Steve Patterson, Chief of Police stated that the \$100.00 was put in for Council's approval, the number can change based upon Council's vote.

Councilman Gregory McLemore made a motion to amend the Parking Penalty Code 17-103 Ordinance 2024-03 with the parking ticket fine being \$50.00 with a second from Councilwoman Jessica Banks.

**The motion carried the vote 5-1-0**

**The vote was as follows:**

<b>Councilman Linwood Johnson</b>	<b>Nay</b>
<b>Councilman Mark Kitchen</b>	<b>Aye</b>
<b>Councilwoman Jessica Banks</b>	<b>Aye</b>
<b>Vice-Mayor Wynndolyn Copeland</b>	<b>Aye</b>
<b>Mayor Robert Cutchins</b>	<b>Aye</b>
<b>Councilman Ray Smith</b>	<b>Absent</b>
<b>Councilman Gregory McLemore</b>	<b>Aye</b>

Mayor Robert Cutchins affirmed the motion carried.

**G. City Manager's Report**

City Manager Amanda Jarratt reminded Citizen's that the Spring Fest is on April 20<sup>th</sup> and we currently have 58 vendors already registered. She also stated that if anyone is interested in participating as a vendor, applications are available at the Tourism Department or online. City Manager Amanda Jarratt added that the City is also seeking vendors for the Farmer's Market, the grand opening is also on April 20<sup>th</sup>.

**General Updates**

- Staff continues to work on the various capital projects approved by City Council.
  - 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 and has been referred to final review. HBA has been procured as the architect and the kick off meeting was held on January 3, 2024. Survey work is almost complete. Conceptual design is underway.
  - 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. Final conceptual plans are complete and architectural plans will be under development soon.
  - We anticipate bidding out the improvements to Riverwalk Park in the next 30 days.
- Staff continues to work with DHCD and Kimely Horn 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.
- Three responses were received for the Franklin Southampton radio project and they are currently under review by the review team. Competitive negotiations with these firms is scheduled for next week. This is anticipated to be on the March 25<sup>th</sup> agenda.
- 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. Mosley Architects has been selected to assist the Western Tidewater Jail Board to conduct the necessary feasibility study. A kick off meeting with Mosely was held on November 20<sup>th</sup>.
- The Great American Cleanup is scheduled for March 22<sup>nd</sup> and 23<sup>rd</sup> in Hampton Roads. Each year over 1,000 volunteers team up to clean up Hampton Roads for the regional two-day event. Volunteers from military commands, local businesses and non-profits join forces with private citizens across Hampton Roads to rid the land and water of litter, tend community gardens and improve public parks. Since 2019, volunteers have cleared more than 196 tons of litter from our environment. Staff would like to organize and register the City of Franklin for the Great American Cleanup.
- My last day with the City of Franklin is March 26<sup>th</sup>. I am working with the staff and City Council on a transition plan and to finalize the FY 25 budget.

a. Revised Budget Calendar

City Manager Amanda Jarratt stated that in a result of her and the Finance Director, Rachel Trollinger’s departure, it is in the best interest of the City to change the Budget Calendar. City Manager Amanda Jarratt reminded Council that previously, the City of Franklin has had a May adoption of the Budget. She added that it is mandatory to adopt a Budget by June 30<sup>th</sup>, therefore the draft would move everything back to give Council time to have additional staff in place, but still leave the City within the statutory guidelines. City Manager Amanda Jarratt stated that the Revised Budget Calendar would move the adoption back to June 10<sup>th</sup> to allow a buffer of one Council meeting should Council need it.

***FY 2024-2025 Budget Calendar***

<u>Dates Subject to Change</u>	Day	Action Item
December 6, 2023	Monday	• FY 2024-2025 Budget Requests Forms for Agencies Posted on City Webpage
December 14, 2023	Thursday	• Joint Budget Work Session #1 with School Board
January 8, 2024	Monday	• FY 2024-2025 Budget Requests Due from Agencies & Organizations
January 12, 2024	Friday	• FY 2024-2025 Proposed Department Budgets Requests Due to City Manager
January 16-26, 2024		• Management Budget Meetings with Department Directors
January 22, 2024*	Monday	• 6:00 P.M. Agencies & Organizations Budget Presentations
March 11, 2024*	Monday	• 6:00 P.M. Budget Work Session with City Council
March 18, 2024	Monday	• FY 2024-2025 School Board Budget Submitted to City Manager
March 25, 2024*	Monday	• 6:00 P.M. Budget Work Session with City Council (as necessary)
April 11, 2024	Thursday	• Joint Budget Work Session #2 with School Board
April 24, 2024	Wednesday	• Release Advertisement for Public Hearing
May 13, 2024*	Monday	• 6:00 P.M. – Tentative Budget Work Session (as necessary) • 7:00 P.M. – Public Hearing(s) on the FY 2024-2025 Proposed Budget & City Council Considers Action on School Board Budget
June 10, 2024*	Monday	• City Council Considers Action on FY 2024-2025 Budget, Sets Tax Rates and Adopt Budget Resolutions

Mayor Robert Cutchins asked for questions or discussion from Council.

Councilman Mark Kitchen made a motion to adopt the Revised Budget Calendar with a second from Vice-Mayor Wynndolyn Copeland.

**The motion carried the vote 5-1-0**

**The vote was as follows:**

<b>Councilman Linwood Johnson</b>	<b>Aye</b>
<b>Councilman Mark Kitchen</b>	<b>Aye</b>
<b>Councilwoman Jessica Banks</b>	<b>Aye</b>
<b>Vice-Mayor Wynndolyn Copeland</b>	<b>Aye</b>
<b>Mayor Robert Cutchins</b>	<b>Aye</b>
<b>Councilman Ray Smith</b>	<b>Absent</b>
<b>Councilman Gregory McLemore</b>	<b>Abstained</b>

Mayor Robert Cutchins affirmed the motion carried.

**b. Discussion of Interim City Manager**

City Manager Amanda Jarratt reminded Council that her last day with the City of Franklin is March 26, 2024, therefore it is important for there to be a smooth transition and that Council decide what they would like to do regarding an Interim City Manager and also decide how Council would like to approach the recruitment process. City Manager Amanda Jarratt stated that the item has been placed on Council’s agenda in two locations, it is in the Open Session Discussion as well as Closed Session.

Councilman Linwood Johnson made a motion to hire the Berkley Group for the Interim City Manager Clarence Monday with a second from Councilman Mark Kitchen.

Councilman Gregory McLemore stated he feels a work session is needed upon the discussion as he has had the experience of working with Mr. Monday and he feels the City needs an Interim who would be more familiar with the Department Heads and Staff. Councilman Gregory McLemore stated he would like to table the motion until Council can have a meeting to discuss this topic in a greater detail.

Councilman Linwood Johnson stated that he would like Council to move forward with the discussion as the Council needs to make sure the City is secure. Councilman Linwood Johnson added that the Berkley Group has professional who have worked as City Manager’s before therefore the City of Franklin needs an individual who is qualified to help with the Budget and not someone who is just familiar with employees of the City. Councilman Linwood Johnson stated that experience is necessary.

Mayor Robert Cutchins stated that his goal as Mayor, is to make the transition smooth for the Citizens. Councilwoman Jessica Banks asked if Council could be presented more candidates for Interim City Manager to choose from. Mayor Robert Cutchins stated that Clarence Monday is available to act as Interim City Manager, but there are other qualifying candidates that Council can review. Mayor Robert

Cutchins stressed to Council that he does not want to procrastinate on making a decision as Council is accountable for the City of Franklin.

Mayor Robert Cutchins reminded Council that Councilman Linwood Johnson made a motion to hire the Berkley Group for the Interim City Manager Clarence Monday with a second from Councilman Mark Kitchen.

Councilwoman Jessica Banks asked if the first motion does not pass, will she be able to make another motion. Christopher Mackenzie, the City’s Attorney stated that the motion is Councilman Johnson’s, he can proceed with the specific motion to hire the Berkley Group for the Interim City Manager Clarence Monday or Councilman Johnson can revise the motion to hire the Berkley Group and have them send a list of eligible candidates for Interim City Manager.

Councilman Linwood Johnson revised his motion to hire the Berkley Group and have them send a list of eligible candidates with a second from Vice-Mayor Wynndolyn Copeland.

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

**The vote was as follows:**

<b>Councilman Linwood Johnson</b>	<b>Aye</b>
<b>Councilman Mark Kitchen</b>	<b>Aye</b>
<b>Councilwoman Jessica Banks</b>	<b>Aye</b>
<b>Vice-Mayor Wynndolyn Copeland</b>	<b>Aye</b>
<b>Mayor Robert Cutchins</b>	<b>Aye</b>
<b>Councilman Ray Smith</b>	<b>Absent</b>
<b>Councilman Gregory McLemore</b>	<b>Aye</b>

Mayor Robert Cutchins affirmed the motion carried.

**Council/Staff Reports on Boards/Commissions:**

Councilman Linwood Johnson stated that the Hampton Roads Workforce Council has increased the employment rate for internships from \$12.00 hourly to \$15.50 hourly. Councilman Linwood Johnson stated that the new employment rate will reach out throughout the City of Franklin and Southampton County.

**Closed Session**

Councilman Mark Kitchen 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, and discussion of performance of employees of the public body to discuss the following subject or subjects:, the appointment of an Interim City Manager, and Franklin City School Board, Industrial Development Authority, HRPDC Community Advisory Committee, Board of Zoning Appeals,

Southview Cemetery Advisory Committee, Historic Preservation Commission, Beautification Commission, Social Services Advisory Board, Franklin Southhampton Economic Development, Family Assessment and Planning Team. The motion was seconded by Councilwoman Jessica Banks.

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

**The vote was as follows:**

<b>Councilman Linwood Johnson</b>	<b>Aye</b>
<b>Councilman Mark Kitchen</b>	<b>Aye</b>
<b>Councilwoman Jessica Banks</b>	<b>Aye</b>
<b>Vice-Mayor Wynndolyn Copeland</b>	<b>Aye</b>
<b>Mayor Robert Cutchins</b>	<b>Aye</b>
<b>Councilman Ray Smith</b>	<b>Absent</b>
<b>Councilman Gregory McLemore</b>	<b>Aye</b>

Mayor Robert 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 January 8, 2024, 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 6-0**

**The vote was as follows:**

<b>Councilman Linwood Johnson</b>	<b>Aye</b>
<b>Councilman Mark Kitchen</b>	<b>Aye</b>
<b>Councilwoman Jessica Banks</b>	<b>Aye</b>
<b>Vice-Mayor Wynndolyn Copeland</b>	<b>Aye</b>
<b>Mayor Robert Cutchins</b>	<b>Aye</b>
<b>Councilman Ray Smith</b>	<b>Absent</b>
<b>Councilman Gregory McLemore</b>	<b>Aye</b>

Mayor Robert Cutchins stated the motion carried the vote.

Vice-Mayor Wynndolyn Copeland made a motion to appoint Walter Hobbs to the City of Franklin’s Zoning Appeals Board – Ward 6 with a second from Councilman Linwood Johnson.

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

**The vote was as follows:**

<b>Councilman Linwood Johnson</b>	<b>Aye</b>
<b>Councilman Mark Kitchen</b>	<b>Aye</b>
<b>Councilwoman Jessica Banks</b>	<b>Aye</b>
<b>Vice-Mayor Wynndolyn Copeland</b>	<b>Aye</b>
<b>Mayor Robert Cutchins</b>	<b>Aye</b>
<b>Councilman Ray Smith</b>	<b>Absent</b>
<b>Councilman Gregory McLemore</b>	<b>Aye</b>

Mayor Robert Cutchins stated the motion carried the vote.

Vice-Mayor Wynndolyn Copeland made a motion to appoint Justin Campbell to the City of Franklin’s Zoning Appeals Board – Ward 2 with a second from Councilman Linwood Johnson.

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

**The vote was as follows:**

<b>Councilman Linwood Johnson</b>	<b>Aye</b>
<b>Councilman Mark Kitchen</b>	<b>Aye</b>
<b>Councilwoman Jessica Banks</b>	<b>Aye</b>
<b>Vice-Mayor Wynndolyn Copeland</b>	<b>Aye</b>
<b>Mayor Robert Cutchins</b>	<b>Aye</b>
<b>Councilman Ray Smith</b>	<b>Absent</b>
<b>Councilman Gregory McLemore</b>	<b>Aye</b>

Mayor Robert Cutchins stated the motion carried the vote.

Vice-Mayor Wynndolyn Copeland made a motion to appoint Robert “Bob” Luck to the City of Franklin’s Building Code Appeals Local Board with a second from Councilman Linwood Johnson.

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

**The vote was as follows:**

<b>Councilman Linwood Johnson</b>	<b>Aye</b>
<b>Councilman Mark Kitchen</b>	<b>Aye</b>
<b>Councilwoman Jessica Banks</b>	<b>Aye</b>
<b>Vice-Mayor Wynndolyn Copeland</b>	<b>Aye</b>
<b>Mayor Robert Cutchins</b>	<b>Aye</b>
<b>Councilman Ray Smith</b>	<b>Absent</b>
<b>Councilman Gregory McLemore</b>	<b>Aye</b>

Mayor Robert Cutchins stated the motion carried the vote.

Vice-Mayor Wynndolyn Copeland made a motion to appoint Meghan Council to the City of Franklin Southampton Economic Development, Inc. Advisory Board with a second from Councilman Linwood Johnson.

**The motion carried the vote 5-1-0**

**The vote was as follows:**

<b>Councilman Linwood Johnson</b>	<b>Aye</b>
<b>Councilman Mark Kitchen</b>	<b>Aye</b>
<b>Councilwoman Jessica Banks</b>	<b>Aye</b>
<b>Vice-Mayor Wynndolyn Copeland</b>	<b>Aye</b>
<b>Mayor Robert Cutchins</b>	<b>Aye</b>
<b>Councilman Ray Smith</b>	<b>Absent</b>
<b>Councilman Gregory McLemore</b>	<b>Abstained</b>

Mayor Robert Cutchins stated the motion carried the vote.

Vice-Mayor Wynndolyn Copeland made a motion to appoint Ronnie Gehring to the Family Assessment and Planning Team (FAPT) with a second from Councilman Linwood Johnson.

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

**The vote was as follows:**

<b>Councilman Linwood Johnson</b>	<b>Aye</b>
<b>Councilman Mark Kitchen</b>	<b>Aye</b>

<b>Councilwoman Jessica Banks</b>	<b>Aye</b>
<b>Vice-Mayor Wynndolyn Copeland</b>	<b>Aye</b>
<b>Mayor Robert Cutchins</b>	<b>Aye</b>
<b>Councilman Ray Smith</b>	<b>Absent</b>
<b>Councilman Gregory McLemore</b>	<b>Aye</b>

Mayor Robert Cutchins stated the motion carried the vote.

Adjournment

Councilman Mark Kitchen made a motion to adjourn the February 26, 2024 City Council meeting with a second from Vice-Mayor Wynndolyn Copeland.

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

**The vote was as follows:**

<b>Councilman Linwood Johnson</b>	<b>Aye</b>
<b>Councilman Mark Kitchen</b>	<b>Aye</b>
<b>Councilwoman Jessica Banks</b>	<b>Aye</b>
<b>Vice-Mayor Wynndolyn Copeland</b>	<b>Aye</b>
<b>Mayor Robert Cutchins</b>	<b>Aye</b>
<b>Councilman Ray Smith</b>	<b>Absent</b>
<b>Councilman Gregory McLemore</b>	<b>Aye</b>

Mayor Robert Cutchins stated the meeting stands adjourned.

The February 26, 2024 City Council meeting was adjourned at 7:58 P.M.

\_\_\_\_\_  
Mayor

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

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# City of Franklin Special Called Meeting Minutes

## March 4, 2024

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### Call to order

The Franklin City Council held a Closed Session for the Special Called Meeting on March 4, 2024 at 6:01 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 Mark Kitchen; Councilwoman Jessica Banks; Councilman Gregory McLemore; Councilman Linwood Johnson.

Council Members not in Attendance: Councilman Ray Smith

Staff in Attendance: Amanda Jarratt, City Manager.

**Councilman Mark Kitchen made a motion to go into closed session, with a second from Vice-Mayor Wynndolyn Copeland.**

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

**The vote was as follows:**

<b>Councilman Linwood Johnson</b>	<b>Aye</b>
<b>Vice-Mayor Wynndolyn Copeland</b>	<b>Aye</b>
<b>Councilman Mark Kitchen</b>	<b>Aye</b>
<b>Mayor Bobby Cutchins</b>	<b>Aye</b>
<b>Councilwoman Jessica Banks</b>	<b>Aye</b>
<b>Councilman Ray Smith</b>	<b>Absent</b>
<b>Councilman Gregory McLemore</b>	<b>Aye</b>

Mayor Robert Cutchins stated the motion carried the vote.

### Motion Upon Returning 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 February 26, 2024, meeting were hear, discussed or considered by the City of Franklin, Virginia 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 5-1-0**



**The vote was as follows:**

<b>Councilman Linwood Johnson</b>	<b>Aye</b>
<b>Vice-Mayor Wynndolyn Copeland</b>	<b>Aye</b>
<b>Councilman Mark Kitchen</b>	<b>Aye</b>
<b>Mayor Robert “Bobby” Cutchins</b>	<b>Aye</b>
<b>Councilwoman Jessica Banks</b>	<b>Aye</b>
<b>Councilman Ray Smith</b>	<b>Absent</b>
<b>Councilman Gregory McLemore</b>	<b>Abstained</b>

Mayor Robert Cutchins stated the motion carried the vote.

Vice-Mayor Wynndolyn Copeland made a motion to move forward with Interim City Manager interviews of Darlene Burcham and Michael Rodgers with a second from Councilman Linwood Johnson.

**The motion carried the vote 5-1-0**

**The vote was as follows:**

<b>Councilman Linwood Johnson</b>	<b>Aye</b>
<b>Vice-Mayor Wynndolyn Copeland</b>	<b>Aye</b>
<b>Councilman Mark Kitchen</b>	<b>Aye</b>
<b>Mayor Robert “Bobby” Cutchins</b>	<b>Aye</b>
<b>Councilwoman Jessica Banks</b>	<b>Aye</b>
<b>Councilman Ray Smith</b>	<b>Absent</b>
<b>Councilman Gregory McLemore</b>	<b>Abstained</b>

Mayor Robert Cutchins stated the motion carried the vote.

Councilman Linwood Johnson made a motion to retain the Berkley Group to conduct a statewide search for the permanent City Manager with a second from Vice-Mayor Wynndolyn Copeland.

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

**The vote was as follows:**

<b>Councilman Linwood Johnson</b>	<b>Aye</b>
<b>Vice-Mayor Wynndolyn Copeland</b>	<b>Aye</b>

<b>Councilman Mark Kitchen</b>	<b>Aye</b>
<b>Mayor Robert “Bobby” Cutchins</b>	<b>Aye</b>
<b>Councilwoman Jessica Banks</b>	<b>Aye</b>
<b>Councilman Ray Smith</b>	<b>Absent</b>
<b>Councilman Gregory McLemore</b>	<b>Aye</b>

Mayor Robert Cutchins stated the motion carried the vote.

Councilman Linwood Johnson made a motion to use current Department Heads to assist the Interim City Manager upon their personal approval with a second from Councilwoman Jessica Banks.

**The motion carried the vote 5-1-0**

**The vote was as follows:**

<b>Councilman Linwood Johnson</b>	<b>Aye</b>
<b>Vice-Mayor Wynndolyn Copeland</b>	<b>Aye</b>
<b>Councilman Mark Kitchen</b>	<b>Aye</b>
<b>Mayor Robert “Bobby” Cutchins</b>	<b>Aye</b>
<b>Councilwoman Jessica Banks</b>	<b>Aye</b>
<b>Councilman Ray Smith</b>	<b>Absent</b>
<b>Councilman Gregory McLemore</b>	<b>Abstained</b>

Mayor Robert Cutchins stated the motion carried the vote.

Councilman Mark Kitchen made a motion to adjourn the March 4, 2024 Special Called Meeting with a second from Vice-Mayor Wynndolyn Copeland.

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

**The vote was as follows:**

<b>Councilman Linwood Johnson</b>	<b>Aye</b>
<b>Councilman Mark Kitchen</b>	<b>Aye</b>
<b>Councilwoman Jessica Banks</b>	<b>Aye</b>
<b>Vice-Mayor Wynndolyn Copeland</b>	<b>Aye</b>
<b>Mayor Robert Cutchins</b>	<b>Aye</b>
<b>Councilman Ray Smith</b>	<b>Absent</b>

**Councilman Gregory McLemore**

**Aye**

Mayor Robert Cutchins stated the meeting stands adjourned.

The March 4, 2024 Special Called Meeting was adjourned at 7:58 P.M.

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Mayor

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Clerk to City Council

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# Franklin City Public Schools

Dr. Carlton Carter, Superintendent  
Dr. Clint Walters, Director of Operations

March 11, 2024

# HVAC ISSUES AT S. P. MORTON ELEMENTARY SCHOOL

Since the beginning of FY 2024, there have been 49 work orders placed to address the HVAC at S. P. Morton.

Of those, most require replacement of the condenser due to the age of the system.

# RENOVATION OF HVAC AT S.P. MORTON ELEMENTARY SCHOOL

An estimate of replacement cost was received from a local vendor to replace the building level controls and the water-source heat pumps (WSHP) throughout the building.

Component	Quantity	Cost per Unit	Total Cost
DDC Control Upgrades	1	\$65,629.00	\$65,629.00
10-ton WSHP and Controls Replacement	2	\$36,000.00	\$72,000.00
5-ton WSHP and Controls Replacement	5	\$23,000.00	\$115,000.00
4-ton WSHP and Controls Replacement	13	\$22,000.00	\$286,000.00
3-ton WSHP and Controls Replacement	22	\$21,000.00	\$462,000.00
2-ton WSHP and Controls Replacement	13	\$20,000.00	\$260,000.00
			\$1,260,629.00

# RENOVATION OF HVAC AT S.P. MORTON ELEMENTARY SCHOOL

Recognizing the financial impact this will have, both on the City and FCPS, this project is proposed to be divided into two phases.

- Phase I - Replace building level controls and WSHP that directly impact classrooms.  
(Estimated Cost - \$630,314.50)
- Phase II - Replace WSHP that impact common areas in the school such as the cafeteria, hallways, and gym.  
(Estimated Cost - \$630,314.50)

# FUNDING REQUEST

FCPS is requesting funding in the amount of \$582,855.25 to pay for a portion of Phase I to replace the HVAC system at S. P. Morton Elementary School.



## BUDGET AMENDMENT 2024-15

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

1. *Appropriate remaining School Operating Fund balance from FY23 to FY24 to cover one time capital costs as requested by the School Board.*

		<b>2023-2024 BUDGET</b>	<b>AMENDED BUDGET</b>	<b>INCREASE (DECREASE)</b>
	<b>#1</b>			
<b>250 EDUCATION FUND</b>				
<b>REVENUE</b>				
250-3-41050-1000	Restricted Fund Balance	\$ 305,110	\$ 887,965	<u>582,855.25</u>
				<u>582,855.25</u>
<b>EXPENDITURES</b>				
250-4-60000-0010	Facilities	179,208	762,063	<u>582,855.25</u>
				<u>582,855.25</u>

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

---

*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. Carlton Carter  
Division Superintendent

**DATE:** March 7, 2024

**RE:** Budget Amendment Request

The Franklin City School Division requests a FY24 Budget Amendment as follows:

**Portion of Phase I to Replace SPM HVAC system** **\$582,855.25**

The resulting budget amendment entry would be as follows:

<i>Accounting Use Only</i>	<i>School Account</i>	<i>Amount</i>	<i>City Account</i>
Increase Expenditures	Capital Improvements	582,855.25	250-4-60000-0010
Increase Revenues	Restricted Fund Balance	582,855.25	250-3-41050-1000

*Franklin City Public Schools is an equal educational opportunity school system. The School Board of the City of Franklin also adheres to the principles of equal opportunity in employment and, therefore, prohibits discrimination in terms and conditions of employment on the basis of race, sex, national origin, color, religion or disability.*



*Office of the City Manager  
Amanda C. Jarratt*

March 6, 2024

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: City of Franklin FY 25 Budget

**Background**

Staff will provide an overview of estimated expenditures and revenues based on the information known at this time. The City reassessment is underway and as a result not all information is available.

**Recommended Action**

Provide direction to staff based on the initial information.



*Office of the City Manager  
Amanda C. Jarratt*

March 6, 2024

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: City of Franklin Public Building Roof Condition

**Background**

Collin Daniels with Gardner will be present to provide City Council an overview of the City of Franklin roof conditions based on the recent analysis that was conducted.

**Recommended Action**

Franklin City Council will need to take the recommendations for roof repair and replacement into consideration as they consider the FY 25 budget.



# CITY OF FRANKLIN, VIRGINIA FY 24 ASSESTMENT / BUDGETS

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### SOLUTION EXAMPLES

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The Garland Company  
3800 E. 91<sup>st</sup> Street  
Cleveland, OH 44105

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**DIMENSIONS  
TO BE  
VERIFIED**

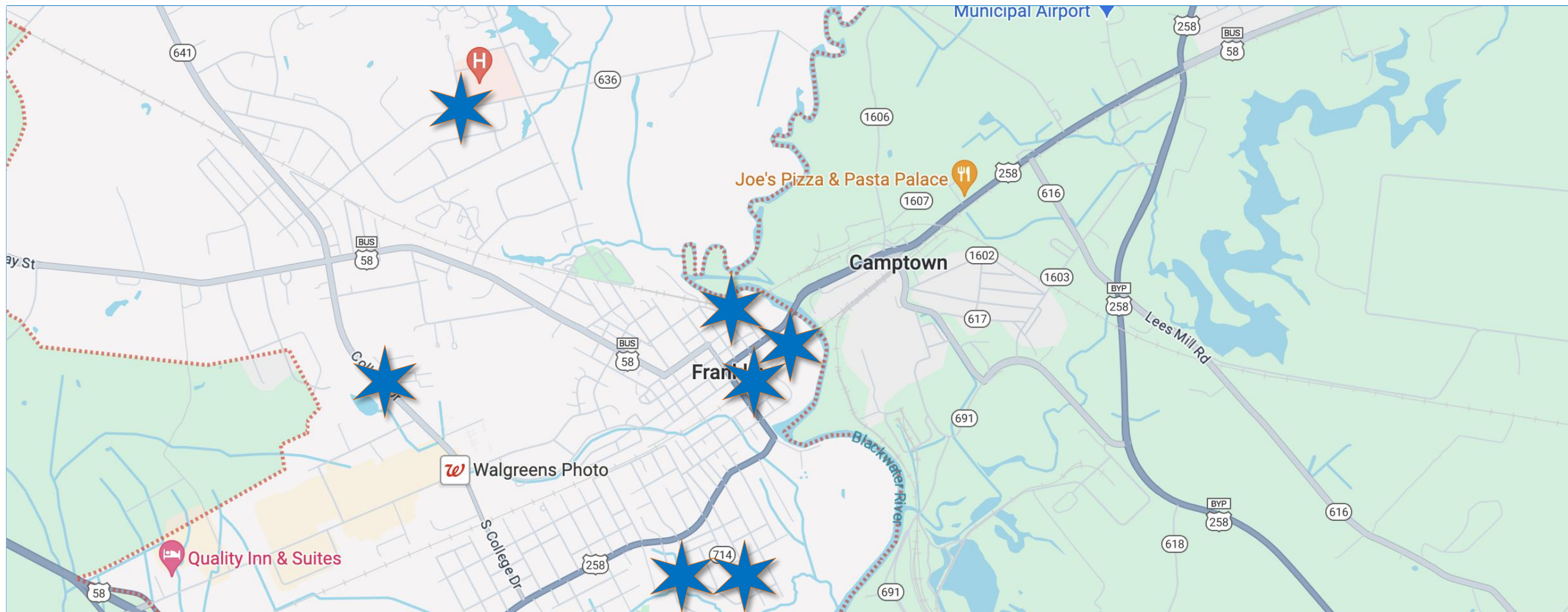
FRANKLIN CITY PUBLIC WORKS  
1050 PRETLOW ST.,  
FRANKLIN, VA 23851

SHEET TITLE:

COVER

SHEET NO.

**A-1**





# CITY OF FRANKLIN CONDITION REPORT



The Garland Company  
3800 E. 91<sup>st</sup> Street  
Cleveland, OH 44105

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TO BE  
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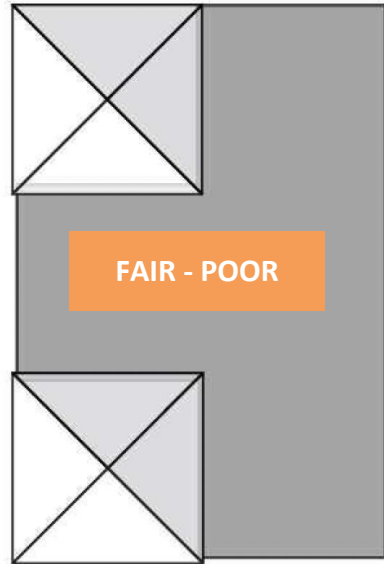
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1050 PRETLOW ST.,  
FRANKLIN, VA 23851

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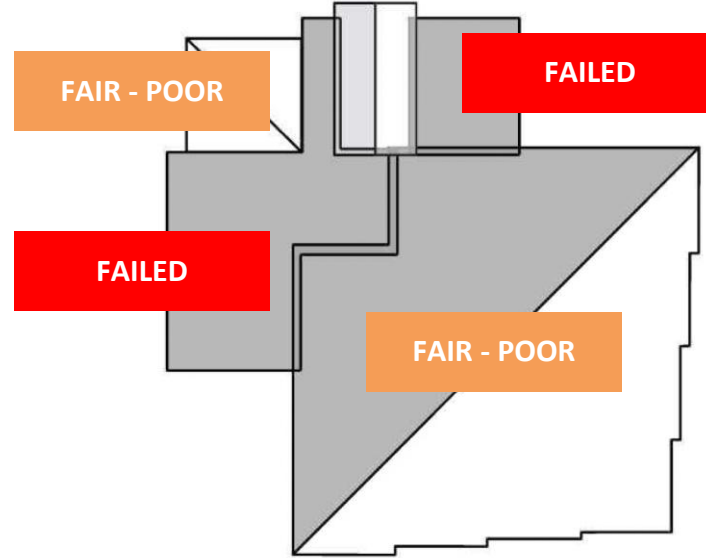
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REPORT

SHEET NO.

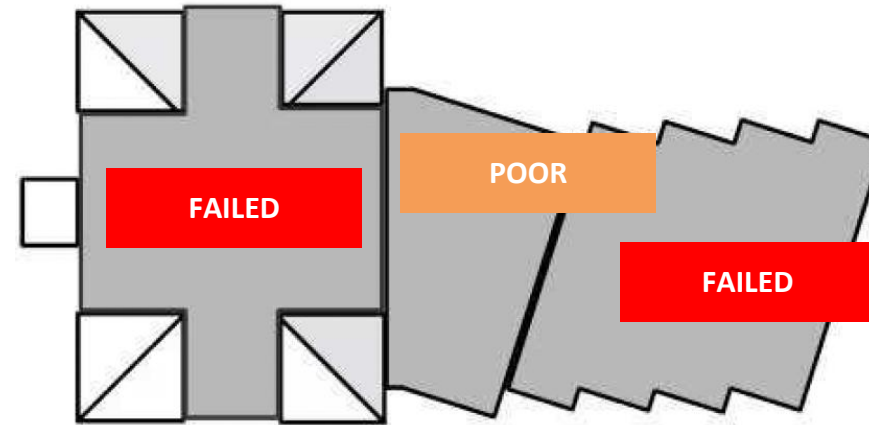
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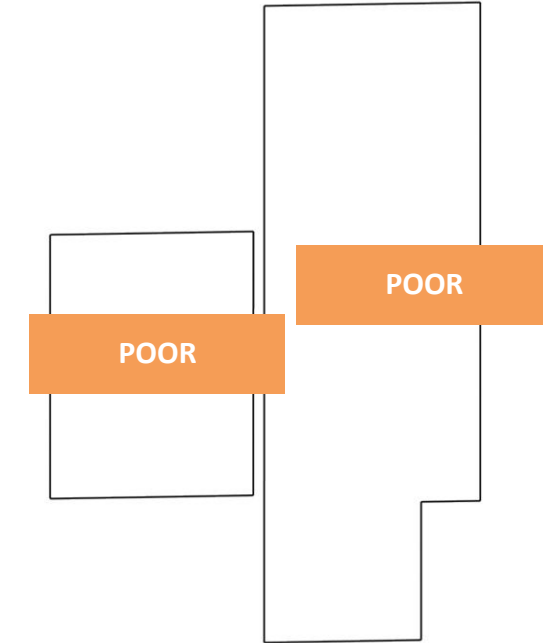
FRANKLIN POLICE  
DEPARTMENT



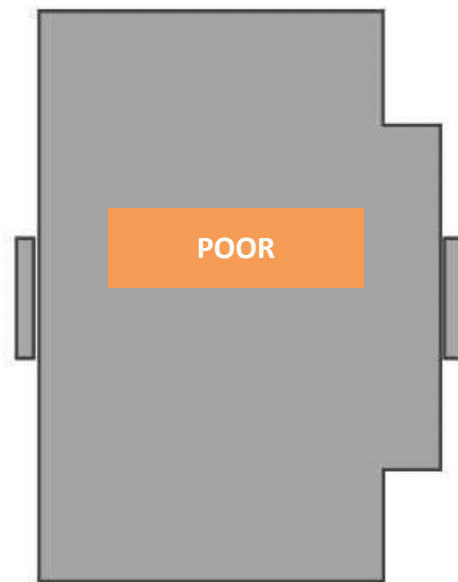
FRANKLIN LIBRARY



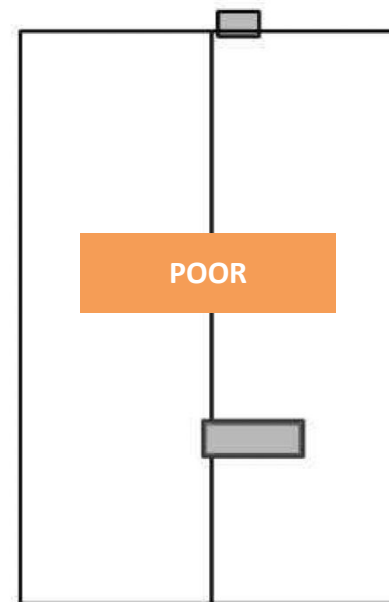
FRANKLIN FIRE AND RESCUE



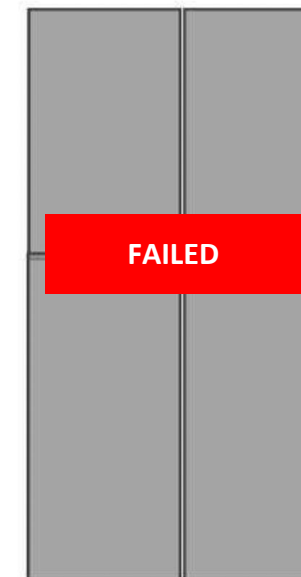
FRANKLIN HEALTH CENTER



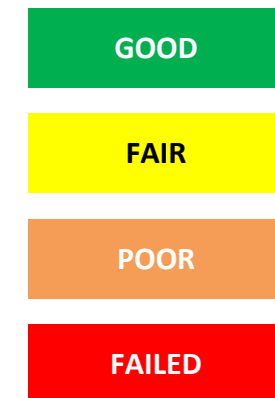
FRANKLIN CITY HALL



CITY OF FRANKLIN  
INCUBATOR



MLK JR.  
COMMUNITY  
CENTER





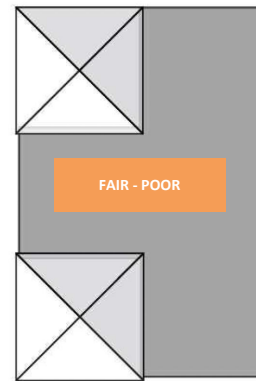
# CITY OF FRANKLIN PRIORITY LISTING



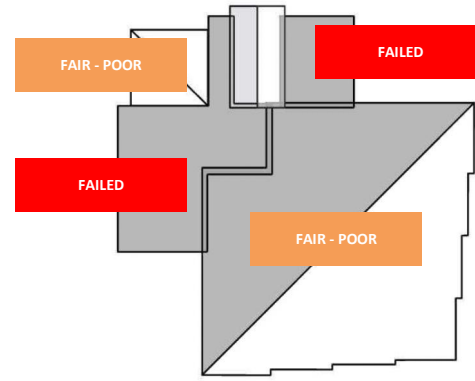
The Garland Company  
3800 E. 91<sup>st</sup> Street  
Cleveland, OH 44105

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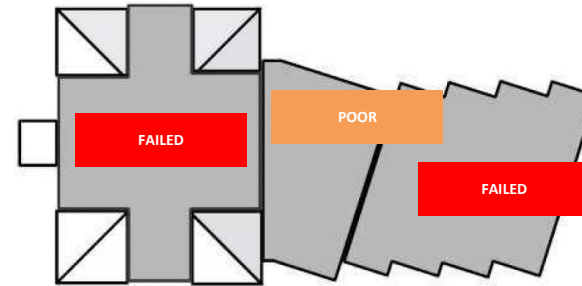
**DIMENSIONS  
TO BE  
VERIFIED**



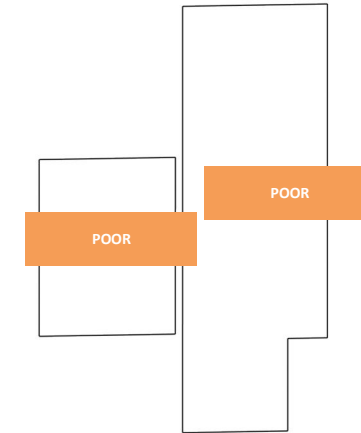
FRANKLIN POLICE DEPARTMENT



FRANKLIN LIBRARY



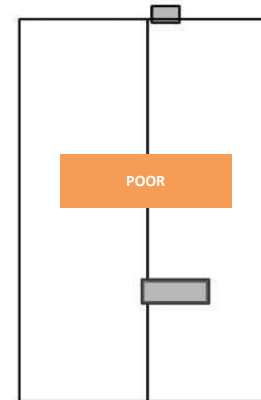
FRANKLIN FIRE AND RESCUE



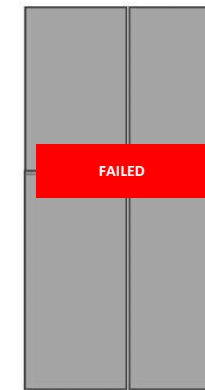
FRANKLIN HEALTH CENTER



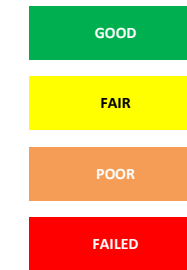
FRANKLIN CITY HALL



CITY OF FRANKLIN INCUBATOR



MLK JR. COMMUNITY CENTER



**PRIORITY LISTING**

FACILITY	SQFT	RATING	RECOMMENDATION	NEXT STEPS	BUDGET	ACTION YEAR
MARTIN LUTHER KING JR COMMUNITY CENTER	11280	FAILED	HYBRID ROOF SYSTEM	BUDGET APPROVAL / STRUCTURAL EVAL / PRE-BID	\$210K - \$270K	2024
FRANKLIN CITY HALL	15430	POOR	POLYUREA FLUID-APPLIED ROOF SYSTEM	PREVENTATIVE MAINTENANCE / IR SCAN	\$260K - \$320K	2025
FRANKLIN POLICE DEPARTMENT	14835	FAIR-POOR	POLYUREA FLUID-APPLIED ROOF SYSTEM	PREVENTATIVE MAINTENANCE / IR SCAN	\$240K - \$300K	2025
FRANKLIN BUSINESS CENTER [INCUBATOR]	10016	POOR	POLYUREA FLUID-APPLIED ROOF SYSTEM	PREVENTATIVE MAINTENANCE / IR SCAN	\$190K - \$235K	2025
FRANKLIN HEALTH CENTER	5629	POOR	POLYUREA FLUID-APPLIED ROOF SYSTEM	PREVENTATIVE MAINTENANCE / IR SCAN	\$70K - 90K	2026
FRANKLIN LIBRARY	10684	FAIR-POOR/FAILED	POLYUREA FLUID-APPLIED ROOF SYSTEM / 2-PLY COLD REPLACEMENT	PREVENTATIVE MAINTENANCE / IR SCAN	\$140K - \$170K / 120K - \$150K	2026
FRANKLIN FIRE AND RESCUE	12747	POOR-FAILED	POLYUREA FLUID-APPLIED ROOF SYSTEM / 2-PLY COLD REPLACEMENT	PREVENTATIVE MAINTENANCE / IR SCAN	\$140K - 165K	2025 [SECT 3] / 2027

FRANKLIN CITY PUBLIC WORKS  
1050 PRETLOW ST,  
FRANKLIN, VA 23851

SHEET TITLE:

CONDITION  
REPORT

SHEET NO.

**A-2A**



**ROOF SECTION PHOTO(S):**



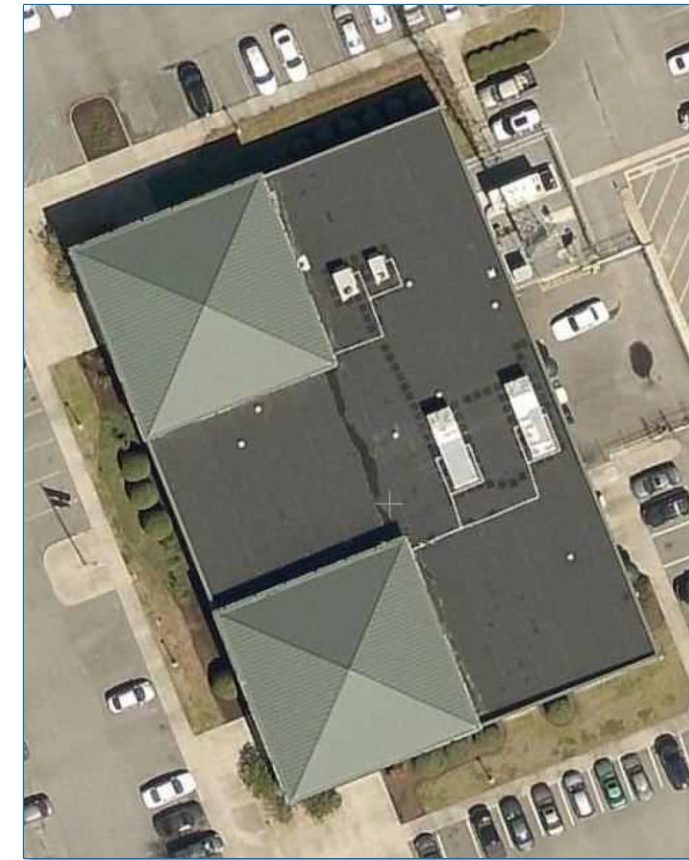
**ROOF SECTION INFORMATION:**

**Roof Section Name:** FRANKLIN PD  
**Square Footage:** 14835 sq ft  
**Year Installed/Age:** 18 Years Old  
**System Type:** EPDM  
**Slope:** 0 : 12  
**Height:** 30 ft  
**Drainage System:** Internal Roof Drain  
**Accessibility:** Ladder Needed  
**Inspection Rating:** **POOR - FAIR**  
**Notes:** The roof is membrane is showing signs of its age although seems to be dry throughout the field.

**Core Sample:**



**LOCATION: FRANKLIN POLICE DEPARTMENT**

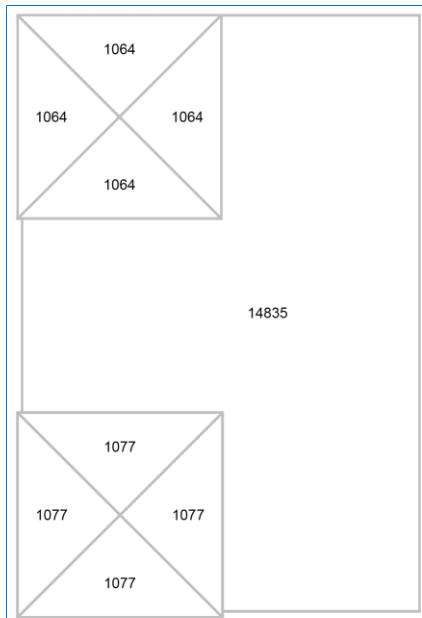


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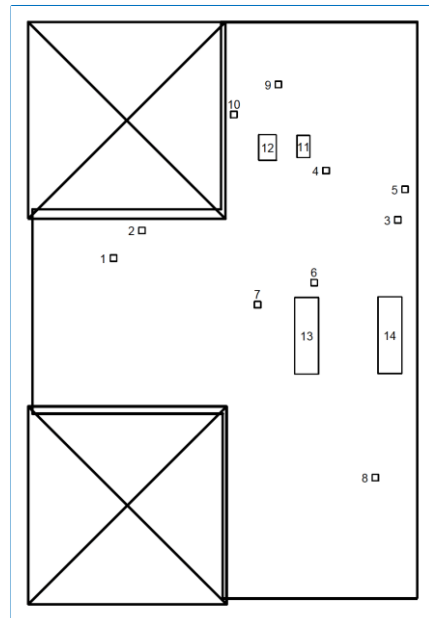
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**DIMENSIONS TO BE VERIFIED**

**ROOF SECTION DRAWINGS:**

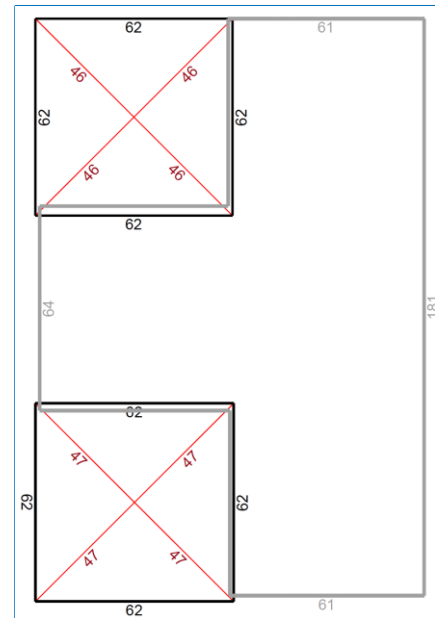


Total Area = 23,397 sq ft, with 9 facets.



Total Penetrations: 14  
Total Penetrations Perimeter = 255 ft

Total Penetrations Area: 472 sq ft  
Total Roof Area Less Penetrations = 22,925 sq ft



Total Line Lengths: Ridges = 0 ft  
Hips = 372 ft  
Eaves = 496 ft  
Parapets = 602 ft

**CONDITION SUMMARY:**

*The Overall Condition of the Franklin Police Department is **POOR**.*

- The fully adhered EPDM roof system is over 18 years in age. The roof is reaching the end of its serviceable life but is not quite in a failed condition.
- A few leaks have occurred over the last year due to seam failures, holes forming in the membrane, and failing wall sealants.
- Core samples found the insulation to be dry and in good condition.
- In its current state the roof may be a candidate for a restoration or recover if performed before the condition worsens and becomes failed.
- The edge metal was in good condition and the perimeter of the membrane appeared adequately attached.

**Recommendation:** *Either restore the existing roof with a fluid applied system or install a new membrane over the existing roof system. A long term solution should be utilized if going with the membrane option.*

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SHEET TITLE:

SUMMARY

SHEET NO.

**A-3**



**ROOF DISCREPANCIES PHOTOS:**

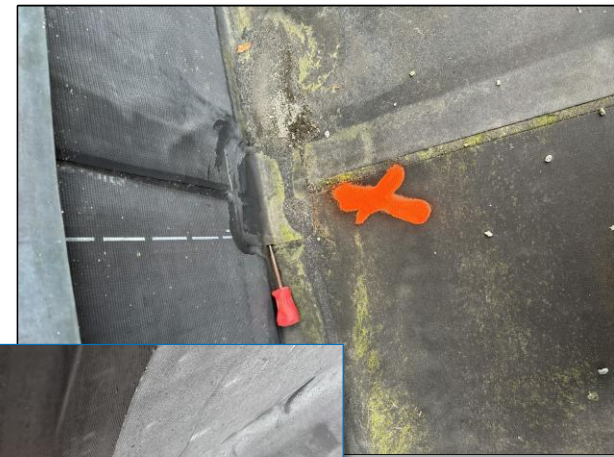
**LOCATION: FRANKLIN POLICE DEPARTMENT**



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**DIMENSIONS  
TO BE  
VERIFIED**



**PUNCTURES / RIPS / TEARS**

**SEALANT HAS DETERIORATED. THE LOCATION OF POSSIBLE WATER INTRUSION AND LEAKS**

**SEAM FAILURES AND AGE SHOWN DETERIORATION**

**ROOF SOLUTIONS / BUDGETS:**

**Polyurea Restoration System**

**15-20 Year Warranty**  
Fluid-applied Roof System

- Perform repairs to correct existing deficiencies per Liquitec application guide.
- Replace wet insulation in kind as identified in the infrared moisture survey.
- Power-wash the entire surface of the existing membrane with cleaning solution & rinse clean.
- Install "Unibond" fabric reinforced tape over all seams; including but not limited to roof field, vertical flashings, curbs flashings.
- \*\*\*FOR 20 YEAR WARRANTY FABRIC REINFORCEMENT IN INSTALLED THROUGHOUT THE FIELD\*\*\*
- Install "Liquitec" Polyurea Coating over all "Unibond" tape.
- Install "Liquitec" Base Coat over the entire roof surface at a rate of 1.5 gal / sq.
- Allow base coat 12 hours to cure before top coat.
- Install "Liquitec" Top Coat over the entire roof surface at a rate of 1.5 gal / sq.

**\$240K - \$300K**

**2-PLY Hot Retrofit System**

**30 Year Warranty**  
2-PLY ModBit Roof System

- Remove existing roof down to existing insulation package, replace any deteriorated insulation in-kind at unit cost.
- Instal new ½" Densdeck Prime coverboard in insulation adhesive. Ribbon pattern per provided engineered project wind uplift calculations.
- Install new SBS modified bitumen base sheet in hot asphalt adhesive.
- Install new SBS modified bitumen mineral surfaced cap sheet in hot asphalt adhesive.
- Install new 2-ply flashings to match associated base sheet and cap sheet.
- Liquid flash all penetrations and drains with 6" Unibond tape LiquidTec.
- Fabricate & install new perimeter .040 aluminum Kynar coated coping per engineers ES-1 ANSI/SPRI design.
- Raise all equipment, conduit, perimeter walls, and scupper, as needed to achieve manufacturer required flashing heights.

**\$450K - \$540K**

**2-PLY Cold Retrofit System**

**30 Year Warranty**  
2-PLY ModBit Roof System

- Remove existing roof down to existing insulation package, replace any deteriorated insulation in-kind at unit cost.
- Instal new ½" Densdeck Prime coverboard in insulation adhesive. Ribbon pattern per provided engineered project wind uplift calculations.
- Install new SBS modified bitumen base sheet in cold process adhesive.
- Install new SBS modified bitumen mineral surfaced cap sheet in cold process adhesive.
- Install new 2-ply flashings to match associated base sheet and cap sheet.
- Liquid flash all penetrations and drains with 6" Unibond tape LiquidTec.
- Fabricate & install new perimeter .040 aluminum Kynar coated coping per engineers ES-1 ANSI/SPRI design.
- Raise all equipment, conduit, perimeter walls, and scupper, as needed to achieve manufacturer required flashing heights.

**\$480K - \$570K**

**2-PLY Cold System**

**30 Year Warranty**  
2-PLY ModBit Roof System

- Remove existing roof down to the structural deck, replace any deteriorated decking in-kind at cost.
- Fastening pattern per provided engineered project wind uplift calculations.
- Install new tapered Polyiso insulation in insulation adhesive. Average thickness to equal R-30. Ribbon pattern per provided engineered project wind uplift calculations.
- Instal new ½" Densdeck Prime coverboard in insulation adhesive. Ribbon pattern per provided engineered project wind uplift calculations.
- Install new SBS modified bitumen base sheet in cold process adhesive.
- Install new SBS modified bitumen mineral surfaced cap sheet in cold process adhesive.
- Install new 2-ply flashings to match associated base sheet and cap sheet.
- Liquid flash all penetrations and drains with 6" Unibond tape LiquidTec.
- Fabricate & install new perimeter .040 aluminum Kynar coated coping per engineers ES-1 ANSI/SPRI design.
- Raise all equipment, conduit, perimeter walls, and scupper, as needed to achieve manufacturer required flashing heights.

**\$540K - \$600K**

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SHEET TITLE:

**DISCREPANCIES / SOLUTIONS / BUDGETS**

SHEET NO.

**A-4**



**ROOF SECTION PHOTO(S):**



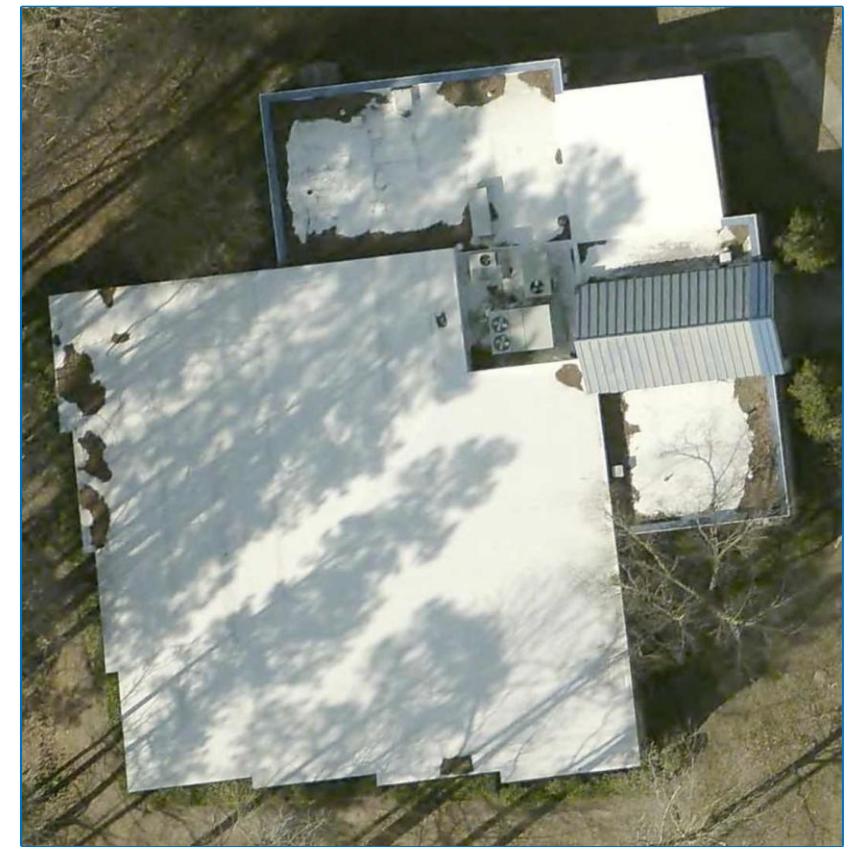
**ROOF SECTION INFORMATION:**

**Roof Section Name:** FRANKLIN LIBRARY  
**Square Footage:** 10684 sq ft  
**Year Installed/Age:** 20+ Years Old  
**System Type:** TPO  
**Slope:** 0 : 12 / 3:12  
**Height:** 20 ft  
**Drainage System:** Roof Drain / Scuppers  
**Accessibility:** Roof Hatch  
**Inspection Rating:** **POOR - FAILED**  
**Notes:** The flat sections are completely wet and the sloped sections appear to be in poor – fair condition.

**Core Sample:**



**LOCATION: FRANKLIN LIBRARY**

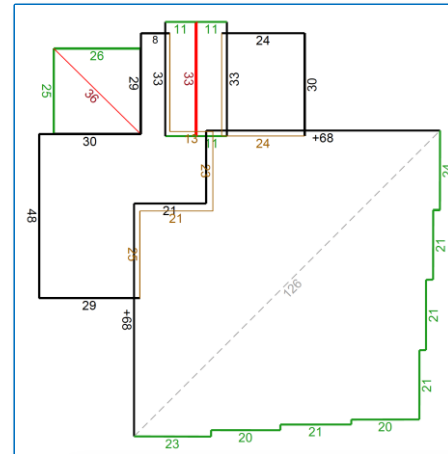
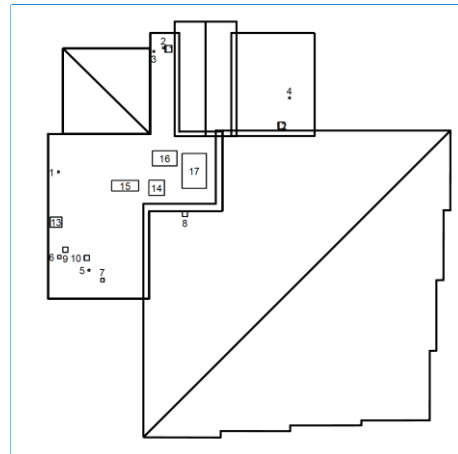
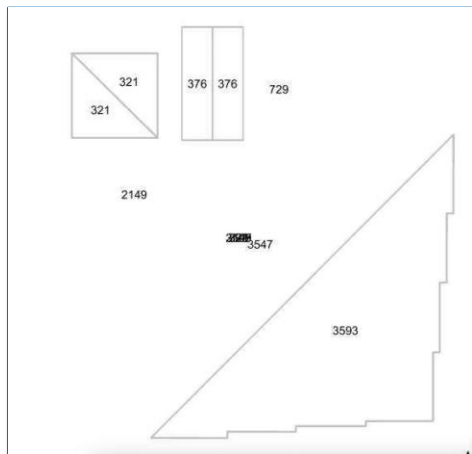


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**DIMENSIONS TO BE VERIFIED**

**ROOF SECTION DRAWINGS:**



Total Area = 11,413 sq ft, with 8 facets.

Total Penetrations Area: 176 sq ft  
 Total Roof Area Less Penetrations = 11,237 sq ft  
 Total Penetrations: 17  
 Total Penetrations Perimeter = 162 ft

Total Line Lengths:  
 Ridges = 34 ft  
 Hips = 37 ft  
 Valleys = 0 ft  
 Rakes = 279 ft  
 Flashing = 166 ft  
 Step flashing = 0 ft  
 Eaves = 496 ft  
 Parapets = 0 ft

**CONDITION SUMMARY:**

*The Overall Condition of the Franklin Library Roof is **POOR - FAILED**.*

- The mechanically attached TPO roof system is over 20 years in age. The flat roof sections is reaching the end of its serviceable life and is in a failed condition.
- The poor detailing of this roof has caused serious water intrusion. The only reason the roof has not shown more leaks is due to the OSB board deck absorbing the water.
- Core samples found the insulation to be in a completely wet condition.
- In its current state the roof needs immediate attention to the flat sections and the sloped sections are in the window for a possible restoration.
- The edge metal was in poor condition due to poor detailing throughout.

**Recommendation:** *The flat sections need to be addressed immediately before possible deck deterioration and catastrophic failure.*

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SHEET TITLE:

SUMMARY

SHEET NO.

**A-5**



**ROOF DISCREPANCIES PHOTOS:**

**LOCATION: FRANKLIN LIBRARY**



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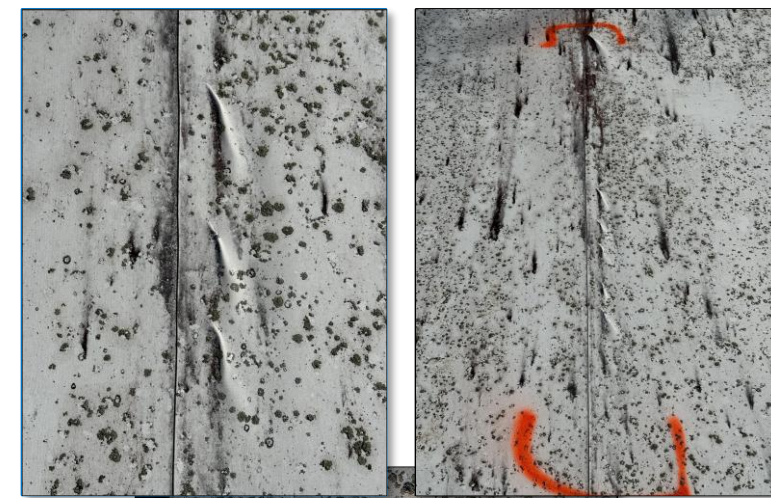
**DIMENSIONS TO BE VERIFIED**



**IMPROPER METAL DETAIL**



**SEALANT HAS DETERIORATED. THE LOCATION OF POSSIBLE WATER INTRUSION AND LEAKS**



**SEAM FAILURES DUE TO POOR INSTALL AND AGE SHOWN DETERIORATION**

**ROOF SOLUTIONS / BUDGETS:**

**Polyurea Restoration System**

**15-20 Year Warranty**  
Fluid-applied Roof System

- Perform repairs to correct existing deficiencies per Liquitec application guide.
- Replace wet insulation in kind as identified in the infrared moisture survey.
- Power-wash the entire surface of the existing membrane with cleaning solution & rinse clean.
- Install "Unibond" fabric reinforced tape over all seams; including but not limited to roof field, vertical flashings, curbs flashings.
- \*\*\*FOR 20 YEAR WARRANTY FABRIC REINFORCEMENT IN INSTALLED THROUGHOUT THE FIELD\*\*\*
- Install "Liquitec" Polyurea Coating over all "Unibond" tape.
- Install "Liquitec" Base Coat over the entire roof surface at a rate of 1.5 gal / sq.
- Allow base coat 12 hours to cure before top coat.
- Install "Liquitec" Top Coat over the entire roof surface at a rate of 1.5 gal / sq.

**\$140K - \$170K**

**\*3:12 SLOPE SECTIONS\***

**2-PLY Hot System**

**30 Year Warranty**  
2-PLY ModBit Roof System

- Remove existing roof down to the structural deck, replace any deteriorated decking in-kind at cost.
- Fastening pattern per provided engineered project wind uplift calculations.
- Install new tapered Polyiso insulation in insulation adhesive. Average thickness to equal R-30. Ribbon pattern per provided engineered project wind uplift calculations.
- Instal new 1/2" Densdeck Prime coverboard in insulation adhesive. Ribbon pattern per provided engineered project wind uplift calculations.
- Install new SBS modified bitumen base sheet in cold process adhesive.
- Install new SBS modified bitumen mineral surfaced cap sheet in cold process adhesive.
- Install new 2-ply flashings to match associated base sheet and cap sheet.
- Liquid flash all penetrations and drains with 6" Unibond tape LiquidTec.
- Fabricate & install new perimeter .040 aluminum Kynar coated coping per engineers ES-1 ANSI/SPRI design.
- Raise all equipment, conduit, perimeter walls, and scupper, as needed to achieve manufacturer required flashing heights.

**\$120K - \$140K**

**\*LOW-SLOPE SECTIONS\***

**2-PLY Cold System**

**30 Year Warranty**  
2-PLY ModBit Roof System

- Remove existing roof down to the structural deck, replace any deteriorated decking in-kind at cost.
- Fastening pattern per provided engineered project wind uplift calculations.
- Install new tapered Polyiso insulation in insulation adhesive. Average thickness to equal R-30. Ribbon pattern per provided engineered project wind uplift calculations.
- Instal new 1/2" Densdeck Prime coverboard in insulation adhesive. Ribbon pattern per provided engineered project wind uplift calculations.
- Install new SBS modified bitumen base sheet in cold process adhesive.
- Install new SBS modified bitumen mineral surfaced cap sheet in cold process adhesive.
- Install new 2-ply flashings to match associated base sheet and cap sheet.
- Liquid flash all penetrations and drains with 6" Unibond tape LiquidTec.
- Fabricate & install new perimeter .040 aluminum Kynar coated coping per engineers ES-1 ANSI/SPRI design.
- Raise all equipment, conduit, perimeter walls, and scupper, as needed to achieve manufacturer required flashing heights.

**\$125K - \$150K**

**\*LOW-SLOPE SECTIONS\***

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SHEET TITLE:

**DISCREPANCIES / SOLUTIONS / BUDGETS**

SHEET NO.

**A-6**



**ROOF SECTION PHOTO(S):**



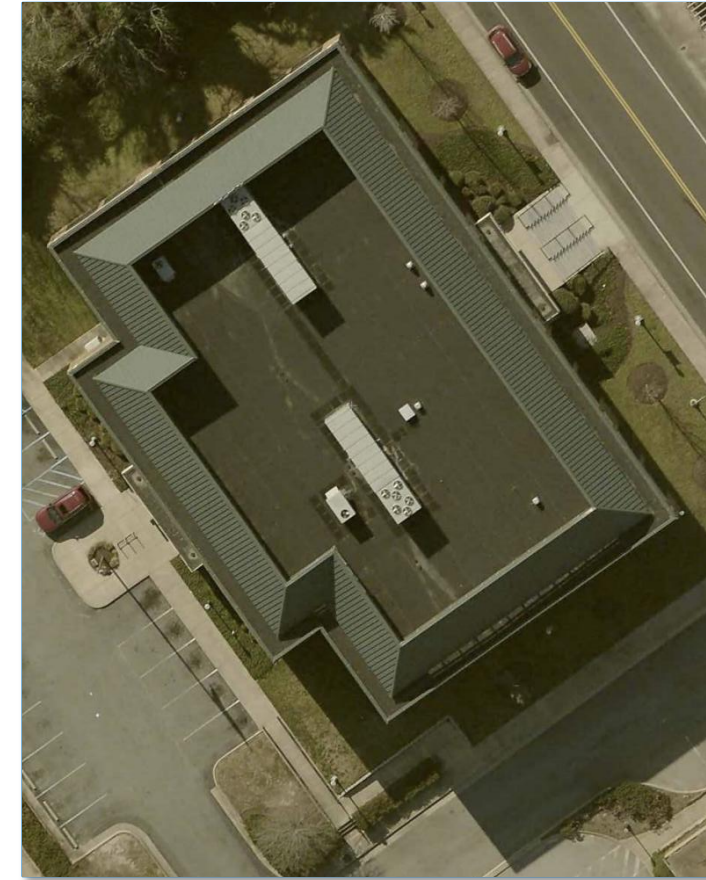
**ROOF SECTION INFORMATION:**

**Roof Section Name:** CITY HALL  
**Square Footage:** 15430 sq ft  
**Year Installed/Age:** 20 Years Old  
**System Type:** EPDM  
**Slope:** 0 : 12  
**Height:** 40 ft  
**Drainage System:** Roof Drain  
**Accessibility:** Roof Hatch  
**Inspection Rating:** **POOR**  
**Notes:** The roof is membrane is showing signs of its age although seems to be dry throughout the field.

**Core Sample:**



**LOCATION: FRANKLIN CITY HALL**

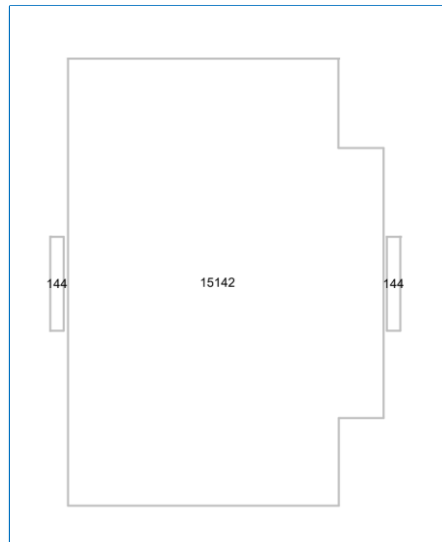


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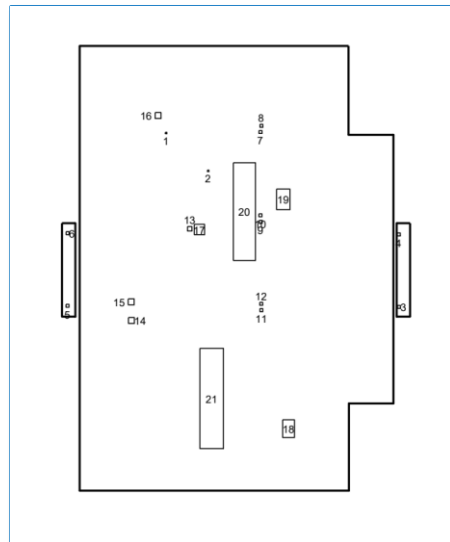
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**DIMENSIONS  
TO BE  
VERIFIED**

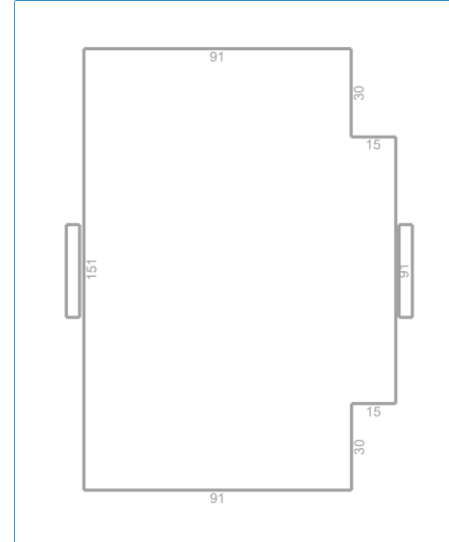
**ROOF SECTION DRAWINGS:**



Total Area = 15,430 sq ft, with 3 facets.



Total Penetrations: 21  
 Total Penetrations Perimeter = 297 ft  
 Total Penetrations Area: 613 sq ft  
 Total Roof Area Less Penetrations = 14,817 sq ft



Parapets = 660 ft

**CONDITION SUMMARY:**

**The Overall Condition of the Franklin City Hall Roof is **POOR**.**

- The fully adhered EPDM roof system is over 20 years in age. The roof is reaching the end of its serviceable life but is not quite in a failed condition.
- A few leaks have occurred over the last year due to seam failures, holes forming in the membrane, and failing sealants.
- Core samples found the insulation to be dry and in good condition.
- In its current state the roof may be a candidate for a restoration or recover if performed before the condition worsens and becomes failed.
- The edge metal was in good condition and the perimeter of the membrane appeared adequately attached.

***Recommendation: Either restore the existing roof with a fluid applied system or install a new membrane over the existing roof system. A long term solution should be utilized if going with the membrane option.***

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SHEET TITLE:

SUMMARY

SHEET NO.

**A-7**



**ROOF DISCREPANCIES PHOTOS:**

**LOCATION: FRANKLIN CITY HALL**



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**DIMENSIONS TO BE VERIFIED**



**SEALANT HAS DETERIORATED. THE LOCATION OF POSSIBLE WATER INTRUSION AND LEAKS**



**SEAM FAILURES DUE TO POOR INSTALL AND AGE SHOWN DETERIORATION**

**ROOF SOLUTIONS / BUDGETS:**

**Polyurea Restoration System**

**15-20 Year Warranty**  
Fluid-applied Roof System

- Perform repairs to correct existing deficiencies per Liquitec application guide.
- Replace wet insulation in kind as identified in the infrared moisture survey.
- Power-wash the entire surface of the existing membrane with cleaning solution & rinse clean.
- Install "Unibond" fabric reinforced tape over all seams; including but not limited to roof field, vertical flashings, curbs flashings.
- \*\*\*FOR 20 YEAR WARRANTY FABRIC REINFORCEMENT IN INSTALLED THROUGHOUT THE FIELD\*\*\*
- Install "Liquitec" Polyurea Coating over all "Unibond" tape.
- Install "Liquitec" Base Coat over the entire roof surface at a rate of 1.5 gal / sq.
- Allow base coat 12 hours to cure before top coat.
- Install "Liquitec" Top Coat over the entire roof surface at a rate of 1.5 gal / sq.

**\$260K - \$320K**

**2-PLY Hot Retrofit System**

**30 Year Warranty**  
2-PLY ModBit Roof System

- Remove existing roof down to existing insulation package, replace any deteriorated insulation in-kind at unit cost.
- Instal new ½" Densdeck Prime coverboard in insulation adhesive. Ribbon pattern per provided engineered project wind uplift calculations.
- Install new SBS modified bitumen base sheet in hot asphalt adhesive.
- Install new SBS modified bitumen mineral surfaced cap sheet in hot asphalt adhesive.
- Install new 2-ply flashings to match associated base sheet and cap sheet.
- Liquid flash all penetrations and drains with 6" Unibond tape LiquidTec.
- Fabricate & install new perimeter .040 aluminum Kynar coated coping per engineers ES-1 ANSI/SPRI design.
- Raise all equipment, conduit, perimeter walls, and scupper, as needed to achieve manufacturer required flashing heights.

**\$470K - \$560K**

**2-PLY Cold Retrofit System**

**30 Year Warranty**  
2-PLY ModBit Roof System

- Remove existing roof down to existing insulation package, replace any deteriorated insulation in-kind at unit cost.
- Instal new ½" Densdeck Prime coverboard in insulation adhesive. Ribbon pattern per provided engineered project wind uplift calculations.
- Install new SBS modified bitumen base sheet in cold process adhesive.
- Install new SBS modified bitumen mineral surfaced cap sheet in cold process adhesive.
- Install new 2-ply flashings to match associated base sheet and cap sheet.
- Liquid flash all penetrations and drains with 6" Unibond tape LiquidTec.
- Fabricate & install new perimeter .040 aluminum Kynar coated coping per engineers ES-1 ANSI/SPRI design.
- Raise all equipment, conduit, perimeter walls, and scupper, as needed to achieve manufacturer required flashing heights.

**\$490K - \$590K**

**2-PLY Cold System**

**30 Year Warranty**  
2-PLY ModBit Roof System

- Remove existing roof down to the structural deck, replace any deteriorated decking in-kind at cost.
- Fastening pattern per provided engineered project wind uplift calculations.
- Install new tapered Polyiso insulation in insulation adhesive. Average thickness to equal R-30. Ribbon pattern per provided engineered project wind uplift calculations.
- Instal new ½" Densdeck Prime coverboard in insulation adhesive. Ribbon pattern per provided engineered project wind uplift calculations.
- Install new SBS modified bitumen base sheet in cold process adhesive.
- Install new SBS modified bitumen mineral surfaced cap sheet in cold process adhesive.
- Install new 2-ply flashings to match associated base sheet and cap sheet.
- Liquid flash all penetrations and drains with 6" Unibond tape LiquidTec.
- Fabricate & install new perimeter .040 aluminum Kynar coated coping per engineers ES-1 ANSI/SPRI design.
- Raise all equipment, conduit, perimeter walls, and scupper, as needed to achieve manufacturer required flashing heights.

**\$560K - \$620K**

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SHEET TITLE:

**DISCREPANCIES / SOLUTIONS / BUDGETS**

SHEET NO.

**A-8**



**ROOF SECTION PHOTO(S):**



**ROOF SECTION INFORMATION:**

**Roof Section Name:** INCUBATOR  
**Square Footage:** 10016 sq ft  
**Year Installed/Age:** 19 Years Old  
**System Type:** TPO  
**Slope:** 1 : 12  
**Height:** 40+ ft  
**Drainage System:** External Gutter  
**Accessibility:** Roof Hatch  
**Inspection Rating:** **POOR**  
**Notes:** The roof is membrane is showing signs of its age although seems to be dry throughout the field.

**Core Sample:**



**LOCATION: CITY OF FRANKLIN INCUBATOR**

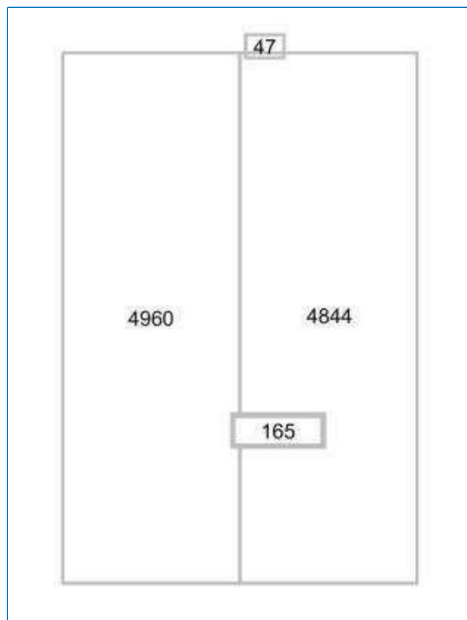


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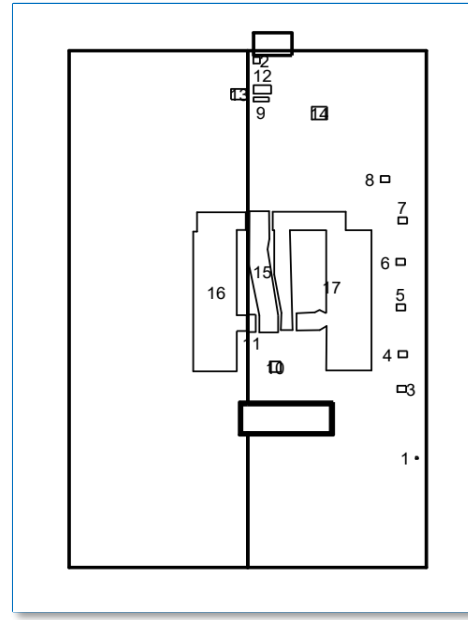
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**DIMENSIONS TO BE VERIFIED**

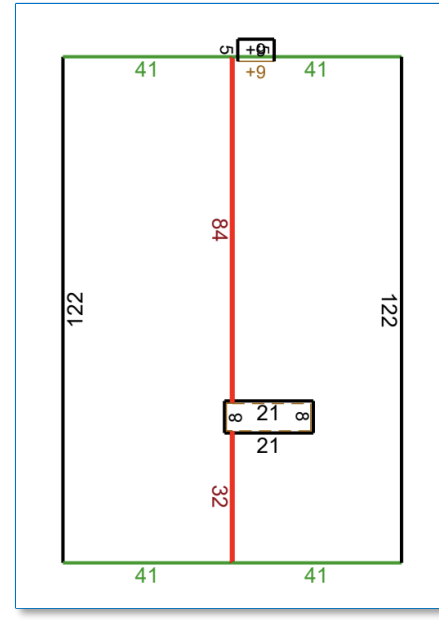
**ROOF SECTION DRAWINGS:**



Total Area = 10,016 sq ft, with 4 facets.



Total Penetrations: 17  
 Total Penetrations Perimeter = 470 ft  
 Total Penetrations Area: 1,099 sq ft  
 Total Roof Area Less Penetrations = 8,917 sq ft



Total Line Lengths: Ridges = 116 ft  
 Hips = 0 ft  
 Valleys = 0 ft  
 Rakes = 164 ft  
 Flashing = 22 ft  
 Step flashing = 41 ft  
 Eaves = 322 ft  
 Parapets = 0 ft

**CONDITION SUMMARY:**

**The Overall Condition of the Franklin City Incubator Roof is **POOR**.**

- The mechanically attached TPO roof system is over 19 years in age. The roof is reaching the end of its serviceable life but is not quite in a failed condition.
- A few leaks have occurred due to seam failures, punctures / slashes in the membrane, and failing sealants.
- Core samples found the insulation to be dry and in good condition.
- In its current state the roof may be a candidate for a restoration or recover if performed before the condition worsens and becomes failed.
- The edge metal was in good condition and the perimeter of the membrane appeared adequately attached.
- There are a few areas of depressed insulation that are causing water to pond on the roof accelerating its ageing.

**Recommendation: Restore the existing roof with a fluid applied system or complete a full tear-off and install a new roof system.**

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SHEET TITLE:

SUMMARY

SHEET NO.

**A-9**



**ROOF DISCREPANCIES PHOTOS:**

**LOCATION: CITY OF FRANKLIN INCUBATOR**



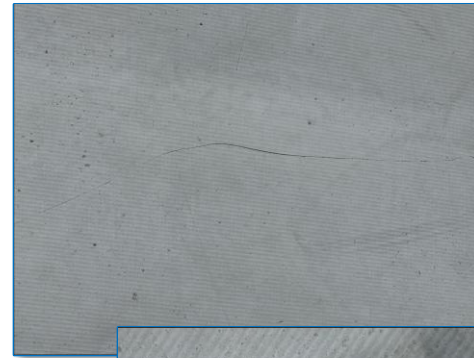
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**DIMENSIONS TO BE VERIFIED**



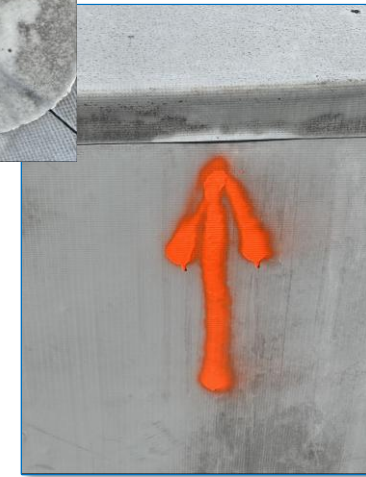
**PONDING OCCURRING OVER DEPRESSED INSULATION**



**SLASHES / PUNCTURES THE LOCATION OF POSSIBLE WATER INTRUSION AND LEAKS**



**SEAM FAILURES AND SEALANT FAILURES HAVE OCCURRED DUE TO AGE**



**ROOF SOLUTIONS / BUDGETS:**

**Polyurea Restoration System**

**15-20 Year Warranty**  
Fluid-applied Roof System

- Perform repairs to correct existing deficiencies per Liquitec application guide.
- Replace wet insulation in kind as identified in the infrared moisture survey.
- Power-wash the entire surface of the existing membrane with cleaning solution & rinse clean.
- Install "Unibond" fabric reinforced tape over all seams; including but not limited to roof field, vertical flashings, curbs flashings.
- \*\*\* FOR 20 YEAR WARRANTY FABRIC REINFORCEMENT IN INSTALLED THROUGHOUT THE FIELD\*\*\*
- Install "Liquitec" Polyurea Coating over all "Unibond" tape.
- Install "Liquitec" Base Coat over the entire roof surface at a rate of 1.5 gal / sq.
- Allow base coat 12 hours to cure before top coat.
- Install "Liquitec" Top Coat over the entire roof surface at a rate of 1.5 gal / sq.

**\$190K - \$235K**

**2-PLY Hot System**

**30 Year Warranty**  
2-PLY ModBit Roof System

- Remove existing roof down to the structural deck, replace any deteriorated decking in-kind at cost.
- Fastening pattern per provided engineered project wind uplift calculations.
- Install new tapered Polyiso insulation in insulation adhesive. Average thickness to equal R-30. Ribbon pattern per provided engineered project wind uplift calculations.
- Instal new ½" Densdeck Prime coverboard in insulation adhesive. Ribbon pattern per provided engineered project wind uplift calculations.
- Install new SBS modified bitumen base sheet in cold process adhesive.
- Install new SBS modified bitumen mineral surfaced cap sheet in cold process adhesive.
- Install new 2-ply flashings to match associated base sheet and cap sheet.
- Liquid flash all penetrations and drains with 6" Unibond tape LiquidTec.
- Fabricate & install new perimeter .040 aluminum Kynar coated coping per engineers ES-1 ANSI/SPRI design.
- Raise all equipment, conduit, perimeter walls, and scupper, as needed to achieve manufacturer required flashing heights.

**\$375K - \$430K**

**2-PLY Cold System**

**30 Year Warranty**  
2-PLY ModBit Roof System

- Remove existing roof down to the structural deck, replace any deteriorated decking in-kind at cost.
- Fastening pattern per provided engineered project wind uplift calculations.
- Install new tapered Polyiso insulation in insulation adhesive. Average thickness to equal R-30. Ribbon pattern per provided engineered project wind uplift calculations.
- Instal new ½" Densdeck Prime coverboard in insulation adhesive. Ribbon pattern per provided engineered project wind uplift calculations.
- Install new SBS modified bitumen base sheet in cold process adhesive.
- Install new SBS modified bitumen mineral surfaced cap sheet in cold process adhesive.
- Install new 2-ply flashings to match associated base sheet and cap sheet.
- Liquid flash all penetrations and drains with 6" Unibond tape LiquidTec.
- Fabricate & install new perimeter .040 aluminum Kynar coated coping per engineers ES-1 ANSI/SPRI design.
- Raise all equipment, conduit, perimeter walls, and scupper, as needed to achieve manufacturer required flashing heights.

**\$400K - \$450K**

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SHEET TITLE:  
**DISCREPANCIES / SOLUTIONS / BUDGETS**

SHEET NO.  
**A-10**



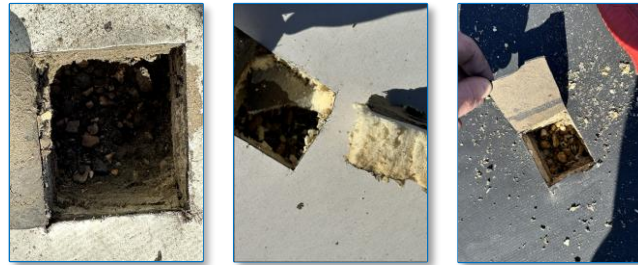
**ROOF SECTION PHOTO(S):**



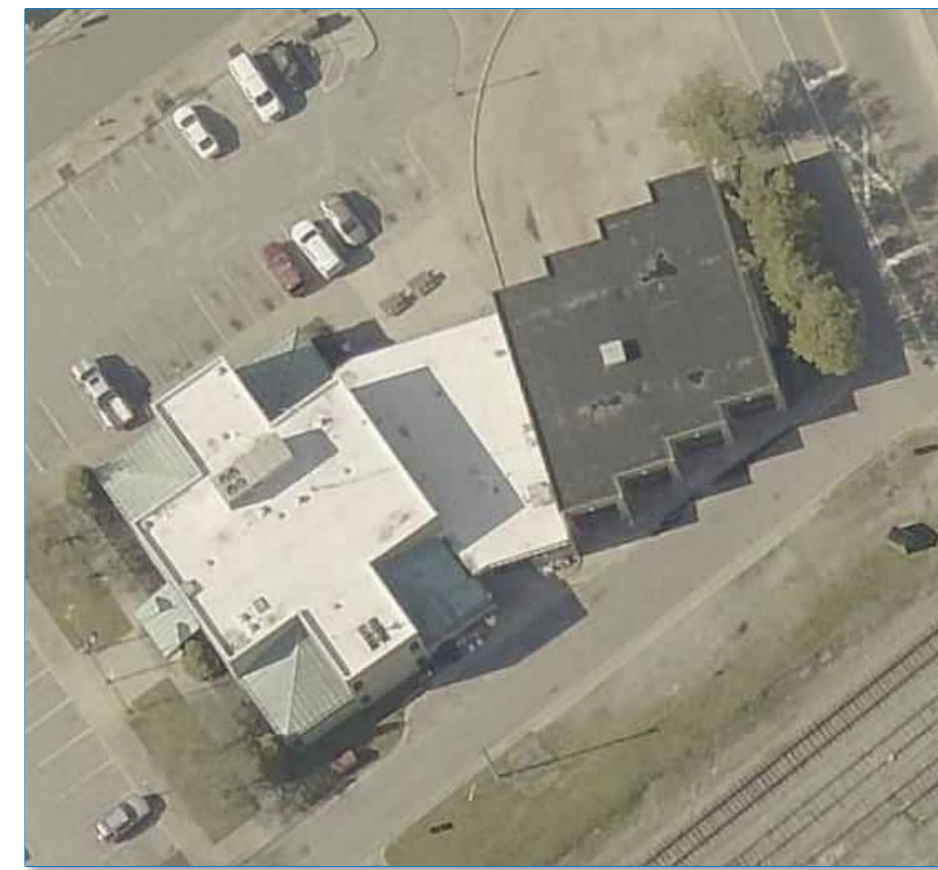
**ROOF SECTION INFORMATION:**

**Roof Section Name:** FRANKLIN FD  
**Square Footage:** 12747 sq ft  
**Year Installed/Age:** 10-20+ Years Old  
**System Type:** 1-2: TPO 3:EPDM  
**Slope:** 0 : 12  
**Height:** 30+ ft  
**Drainage System:** Roof Drain / Gutter  
**Accessibility:** Roof Hatch  
**Inspection Rating:** **POOR - FAILED**  
**Notes:** The roof is membrane is showing signs of its age and is wet in both sections 1 and 3.

**Core Sample:**



**LOCATION: FRANKLIN FIRE AND RESCUE**

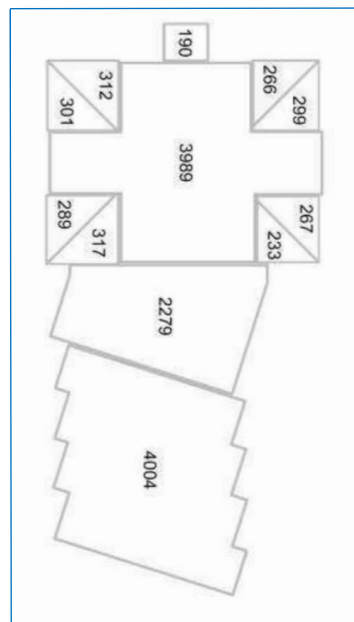


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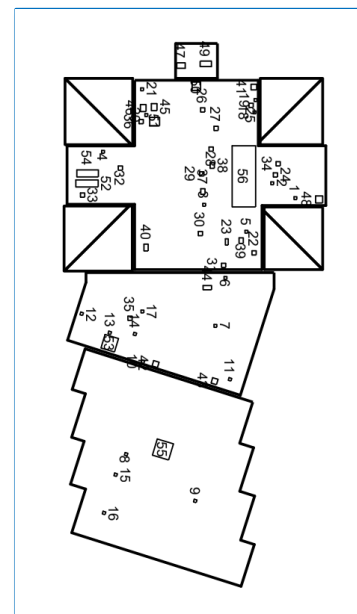
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**DIMENSIONS TO BE VERIFIED**

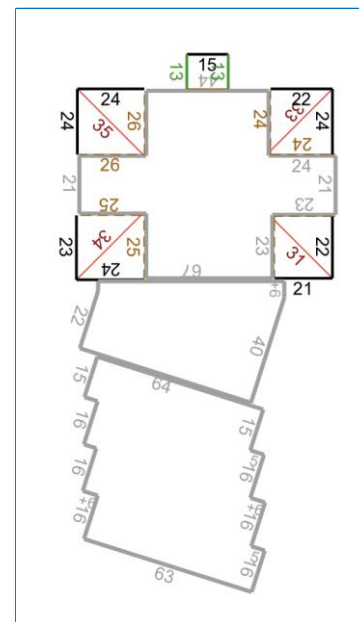
**ROOF SECTION DRAWINGS:**



Total Area = 12,747 sq ft, with 12 facets.



Total Penetrations: 56  
 Total Penetrations Perimeter = 457 ft  
 Total Penetrations Area: 414 sq ft  
 Total Roof Area Less Penetrations = 12,333 sq ft



Total Line Lengths:  
 Ridges = 0 ft  
 Hips = 133 ft  
 Valleys = 0 ft  
 Rakes = 26 ft  
 Flashing = 20 ft  
 Step flashing = 194 ft  
 Eaves = 199 ft  
 Parapets = 805 ft

**CONDITION SUMMARY:**

**The Overall Condition of the Franklin Fire and Rescue is *Failed*.**

- The mechanically attached TPO/EDPM roof system is over 10/20 years in age. The roof is reaching the end of its serviceable life and in a failed condition.
- A few leaks have occurred due to seam failures, punctures / slashes in the membrane, and failing sealants.
- Core samples found the insulation to be wet in Section 1 and in poor condition throughout. Section 1-2 (10 years old) have three roof systems, Section 3 (20 years +) has two roof systems.
- Section 3 is completely detached
- Due to the poor condition of the system and the presence of moisture within a full replacement is the only viable option. Current building and energy code needs to be taken into consideration when designing the new roof.

**Recommendation:** *Tear off all existing roof systems to the metal deck, install new code compliant R-30 insulation with proper taper to create positive slope and drainage, and install a new long term roof system.*

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SHEET TITLE:

SUMMARY

SHEET NO.

**A-11**



**ROOF DISCREPANCIES PHOTOS:**

**LOCATION: FRANKLIN FIRE AND RESCUE**



**SLASHES / PUNCTURES THE LOCATION OF POSSIBLE WATER INTRUSION AND LEAKS**



**SEAM FAILURES AND SEALANT FAILURES AND IMPROPER DETAILS**



**PONDING OCCURRING OVER DEPRESSED INSULATION**



**DIMENSIONS TO BE VERIFIED**

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**ROOF SOLUTIONS / BUDGETS:**

**Preventative Maintenance**

**Leak Repair and Comprehensive Preventative Maintenance**

- Thoroughly investigate all areas of active leaks.
- Water testing may be necessary to identify the source of water intrusion.
- Repair any deficient seams or cracks within the roof membrane.
- Replace all failed sealant joints across the roof surface and between all perimeter coping stones.
- Reseal any failed areas of duct work at HVAC units

**\$2.5K - \$10K**

**Polyurea Restoration System**

**15-20 Year Warranty Fluid-applied Roof System**

- Perform repairs to correct existing deficiencies per Liquitec application guide.
- Replace wet insulation in kind as identified in the infrared moisture survey.
- Power-wash the entire surface of the existing membrane with cleaning solution & rinse clean.
- Install "Unibond" fabric reinforced tape over all seams; including but not limited to roof field, vertical flashings, curbs flashings.
- \*\*\*FOR 20 YEAR WARRANTY FABRIC REINFORCEMENT IN INSTALLED THROUGHOUT THE FIELD\*\*\*
- Install "Liquitec" Polyurea Coating over all "Unibond" tape.
- Install "Liquitec" Base Coat over the entire roof surface at a rate of 1.5 gal / sq.
- Allow base coat 12 hours to cure before top coat.
- Install "Liquitec" Top Coat over the entire roof surface at a rate of 1.5 gal / sq.

**\$110K - \$140K**

**\*SECTION 1/2 ONLY\***

**2-PLY Hot System**

**30 Year Warranty 2-PLY ModBit Roof System**

- Remove existing roof down to the structural deck, replace any deteriorated decking in-kind at cost.
- Fastening pattern per provided engineered project wind uplift calculations.
- Install new tapered Polyiso insulation in insulation adhesive. Average thickness to equal R-30. Ribbon pattern per provided engineered project wind uplift calculations.
- Instal new 1/2" Densdeck Prime coverboard in insulation adhesive. Ribbon pattern per provided engineered project wind uplift calculations.
- Install new SBS modified bitumen base sheet in cold process adhesive.
- Install new SBS modified bitumen mineral surfaced cap sheet in cold process adhesive.
- Install new 2-ply flashings to match associated base sheet and cap sheet.
- Liquid flash all penetrations and drains with 6" Unibond tape LiquidTec.
- Fabricate & install new perimeter .040 aluminum Kynar coated coping per engineers ES-1 ANSI/SPRI design.
- Raise all equipment, conduit, perimeter walls, and scupper, as needed to achieve manufacturer required flashing heights.

**\$140K - \$160K**

**\*SECTION 3 ONLY\***

**2-PLY Cold System**

**30 Year Warranty 2-PLY ModBit Roof System**

- Remove existing roof down to the structural deck, replace any deteriorated decking in-kind at cost.
- Fastening pattern per provided engineered project wind uplift calculations.
- Install new tapered Polyiso insulation in insulation adhesive. Average thickness to equal R-30. Ribbon pattern per provided engineered project wind uplift calculations.
- Instal new 1/2" Densdeck Prime coverboard in insulation adhesive. Ribbon pattern per provided engineered project wind uplift calculations.
- Install new SBS modified bitumen base sheet in cold process adhesive.
- Install new SBS modified bitumen mineral surfaced cap sheet in cold process adhesive.
- Install new 2-ply flashings to match associated base sheet and cap sheet.
- Liquid flash all penetrations and drains with 6" Unibond tape LiquidTec.
- Fabricate & install new perimeter .040 aluminum Kynar coated coping per engineers ES-1 ANSI/SPRI design.
- Raise all equipment, conduit, perimeter walls, and scupper, as needed to achieve manufacturer required flashing heights.

**\$150K - \$165K**

**\*SECTION 3 ONLY\***

SHEET TITLE:  
**DISCREPANCIES / SOLUTIONS / BUDGETS**

SHEET NO.  
**A-12**



**ROOF SECTION PHOTO(S):**



**ROOF SECTION INFORMATION:**

**Roof Section Name:** Health Dept  
**Square Footage:** 5629 sq ft  
**Year Installed/Age:** 10-20+ Years Old  
**System Type:** 1-2: TPO 3:EPDM  
**Slope:** 0 : 12  
**Height:** 16+ ft  
**Drainage System:** Scuppers  
**Accessibility:** Ladder Needed  
**Inspection Rating:** **POOR**  
**Notes:** The roof is membrane is showing signs of its aging but poor detailing accelerated roof age without preventative maint.

**Core Sample:**



**LOCATION: CITY OF FRANKLIN HEALTH DEPT**

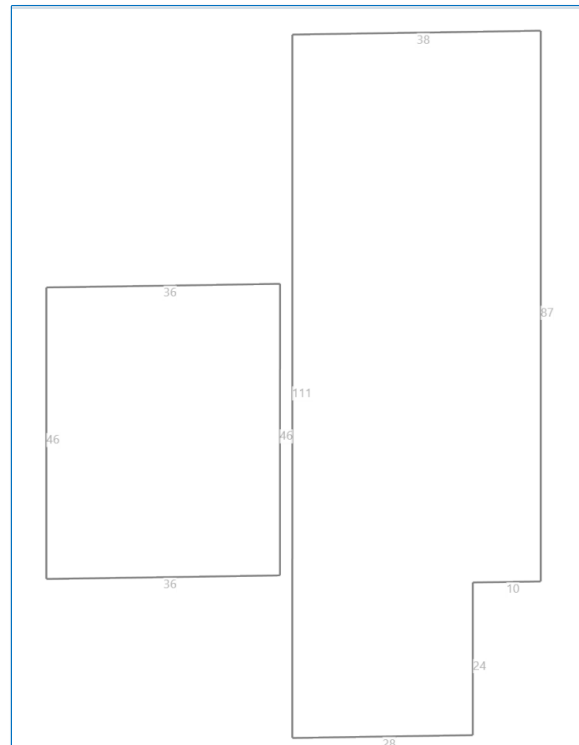
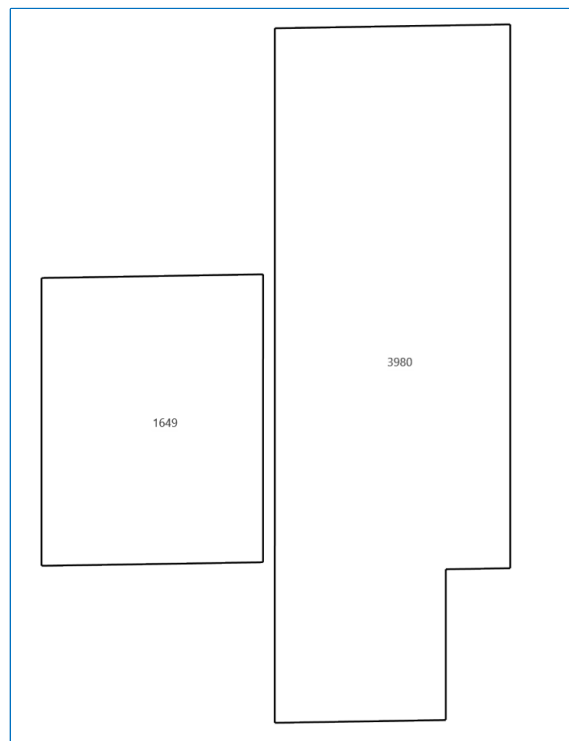


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**DIMENSIONS TO BE VERIFIED**

**ROOF SECTION DRAWINGS:**



Total Line Lengths:

- Ridges = 0 ft
- Hips = 0 ft
- Valleys = 0 ft
- Rakes = 0 ft
- Eaves = 0 ft
- Flashing = 0 ft
- Step flashing = 0 ft
- Parapets = 463 ft

Total Area = 5,629 sq ft, with 2 facets.

**CONDITION SUMMARY:**

*The Overall Condition of the Franklin Health Department is **Poor**.*

- The mechanically attached TPO/EPDM roof system is approximately 10/20+ years in age. The roof is reaching the end of its serviceable life and in a failed condition.
- A few leaks have occurred due to poor detail / design and failing sealants.
- Core samples found the insulation to be dry and in good condition.
- Due to the poor condition of the Section 2 system preventative maintenance must be addressed as soon as possible . Section 1 is in good enough condition to be a viable candidate for a fluid applied system.

**Recommendation:** *Either restore the existing Section 1 roof with a fluid applied system or install a new membrane over the existing roof system. A long term solution should be utilized if going with the membrane option.*

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SHEET TITLE:

SUMMARY

SHEET NO.

**A-13**



**ROOF DISCREPANCIES PHOTOS:**

**LOCATION: FRANKLIN HEALTH DEPT**



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**DIMENSIONS TO BE VERIFIED**



**SEALANT FAILURES AND IMPROPER DETAILS HAVE LEAD TO WATER INTRUSION**



**PONDING OCCURRING DUE TO THE SCUPPER DRAINS BEING TOO HIGH**

**FAILURES AT THE SEAMS AND PREVIOUS REPAIRS**

**ROOF SOLUTIONS / BUDGETS:**

**Preventative Maintenance**

**Leak Repair and Comprehensive Preventative Maintenance**

- Thoroughly investigate all areas of active leaks.
- Water testing may be necessary to identify the source of water intrusion.
- Repair any deficient seams or cracks within the roof membrane.
- Replace all failed sealant joints across the roof surface and between all perimeter coping stones.
- Reseal any failed areas of duct work at HVAC units

**\$2.5K - \$10K**

**Polyurea Restoration System**

**15-20 Year Warranty Fluid-applied Roof System**

- Perform repairs to correct existing deficiencies per Liquitec application guide.
- Replace wet insulation in kind as identified in the infrared moisture survey.
- Power-wash the entire surface of the existing membrane with cleaning solution & rinse clean.
- Install "Unibond" fabric reinforced tape over all seams; including but not limited to roof field, vertical flashings, curbs flashings.
- \*\*\*FOR 20 YEAR WARRANTY FABRIC REINFORCEMENT IN INSTALLED THROUGHOUT THE FIELD\*\*\*
- Install "Liquitec" Polyurea Coating over all "Unibond" tape.
- Install "Liquitec" Base Coat over the entire roof surface at a rate of 1.5 gal / sq.
- Allow base coat 12 hours to cure before top coat.
- Install "Liquitec" Top Coat over the entire roof surface at a rate of 1.5 gal / sq.

**\$70K - \$90K**

**\*EPDM SECTION ONLY\***

**2-PLY Hot System**

**30 Year Warranty 2-PLY ModBit Roof System**

- Remove existing roof down to the structural deck, replace any deteriorated decking in-kind at cost.
- Fastening pattern per provided engineered project wind uplift calculations.
- Install new tapered Polyiso insulation in insulation adhesive. Average thickness to equal R-30. Ribbon pattern per provided engineered project wind uplift calculations.
- Install new ½" Densdeck Prime coverboard in insulation adhesive. Ribbon pattern per provided engineered project wind uplift calculations.
- Install new SBS modified bitumen base sheet in cold process adhesive.
- Install new SBS modified bitumen mineral surfaced cap sheet in cold process adhesive.
- Install new 2-ply flashings to match associated base sheet and cap sheet.
- Liquid flash all penetrations and drains with 6" Unibond tape LiquidTec.
- Fabricate & install new perimeter .040 aluminum Kynar coated coping per engineers ES-1 ANSI/SPRI design.
- Raise all equipment, conduit, perimeter walls, and scupper, as needed to achieve manufacturer required flashing heights.

**\$140K - \$160K**

**\*EPDM SECTION ONLY\***

**2-PLY Cold System**

**30 Year Warranty 2-PLY ModBit Roof System**

- Remove existing roof down to the structural deck, replace any deteriorated decking in-kind at cost.
- Fastening pattern per provided engineered project wind uplift calculations.
- Install new tapered Polyiso insulation in insulation adhesive. Average thickness to equal R-30. Ribbon pattern per provided engineered project wind uplift calculations.
- Install new ½" Densdeck Prime coverboard in insulation adhesive. Ribbon pattern per provided engineered project wind uplift calculations.
- Install new SBS modified bitumen base sheet in cold process adhesive.
- Install new SBS modified bitumen mineral surfaced cap sheet in cold process adhesive.
- Install new 2-ply flashings to match associated base sheet and cap sheet.
- Liquid flash all penetrations and drains with 6" Unibond tape LiquidTec.
- Fabricate & install new perimeter .040 aluminum Kynar coated coping per engineers ES-1 ANSI/SPRI design.
- Raise all equipment, conduit, perimeter walls, and scupper, as needed to achieve manufacturer required flashing heights.

**\$150K - \$175K**

**\*EPDM SECTION ONLY\***

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SHEET TITLE:

**DISCREPANCIES / SOLUTIONS / BUDGETS**

SHEET NO.

**A-14**



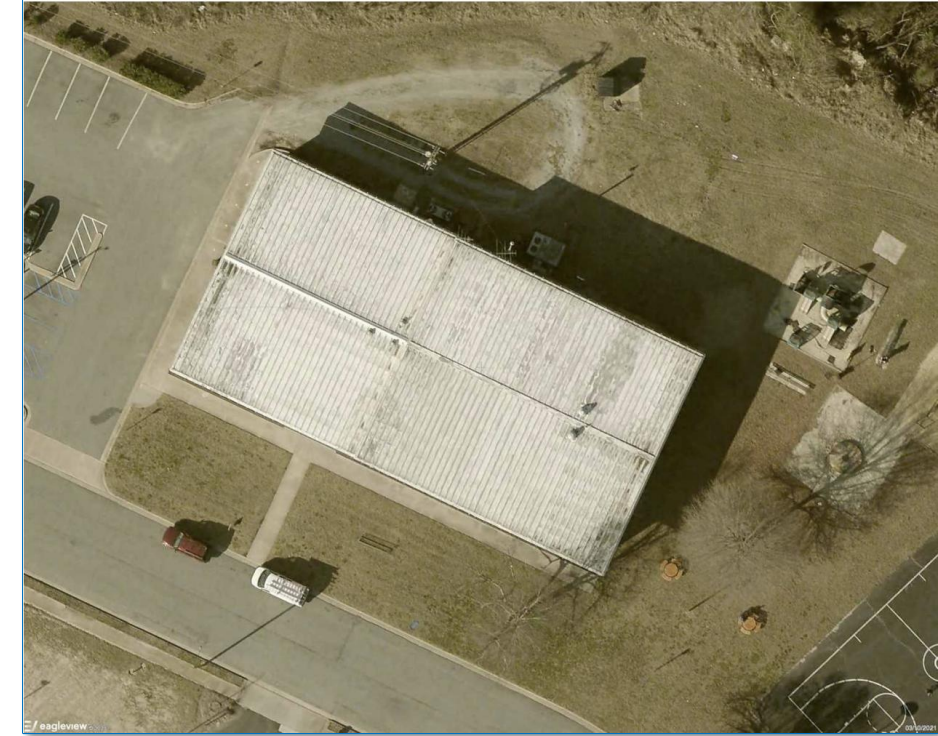
**ROOF SECTION PHOTO(S):**



**ROOF SECTION INFORMATION:**

**Roof Section Name:** MLK JR. CC  
**Square Footage:** 11280 sq ft  
**Year Installed/Age:** 30+ Years Old  
**System Type:** METAL  
**Slope:** 0 : 12  
**Height:** 16+ ft  
**Drainage System:** Gutters  
**Accessibility:** Ladder Needed  
**Inspection Rating:** **FAILED**  
**Notes:** The roof is at end of its serviceable life and should be replaced.

**LOCATION: MLK JR. COMMUNITY CENTER**

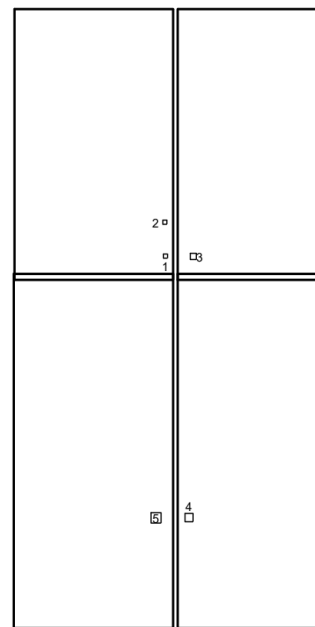


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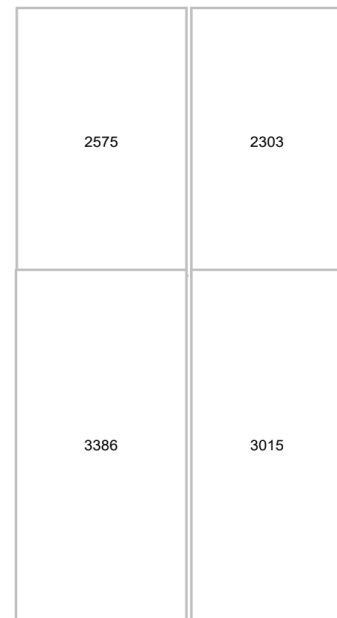
**DIMENSIONS TO BE VERIFIED**

**ROOF SECTION DRAWINGS:**

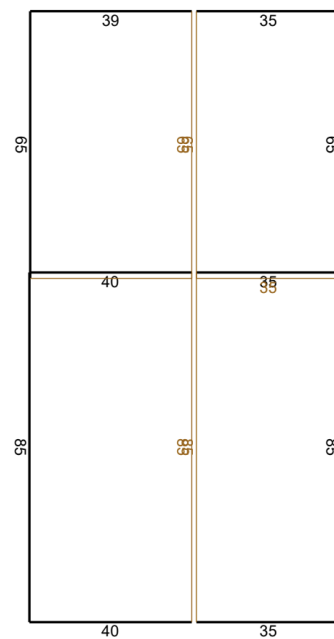


Total Penetrations: 5  
Total Penetrations Perimeter = 32 ft

Total Penetrations Area: 15 sq ft  
Total Roof Area Less Penetrations = 11,265 sq ft



Total Area = 11,280 sq ft, with 4 facets.



Total Line Lengths: Ridges = 0 ft  
Hips = 0 ft  
Valleys = 0 ft  
Rakes = 0 ft  
Flashing = 377 ft  
Step flashing = 0 ft  
Eaves = 527 ft  
Parapets = 0 ft

**CONDITION SUMMARY:**

**The Overall Condition of the MLK JR. Community Center roof has Failed.**

- The standing seam roof is currently at the end of its serviceable life and in a failed condition.
- A few leaks have occurred due to poor detail / design, failing sealants and age.
- Due to the failed condition a replacement needs to be planned and budgeted.

**Recommendation:** Tear off all existing roof systems to the perlins, install new code compliant insulation and install a new long term roof system.

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SHEET TITLE:

SUMMARY

SHEET NO.

**A-15**



**ROOF DISCREPANCIES PHOTOS:**

**LOCATION: MLK JR. COMMUNITY CENTER**



**PONDING OCCURRING DUE TO DEPRESSION IN THE METAL PANELS**



**PREVIOUS COATING IS STARTING TO DETERIORATE THROUGHOUT THE FIELD**



The Garland Company  
3800 E. 91<sup>st</sup> Street  
Cleveland, OH 44105

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**DIMENSIONS TO BE VERIFIED**

**ROOF SOLUTIONS / BUDGETS:**

**HYBRID SYSTEM**

**30 Year Warranty**  
Thermoplastic Hybrid Roof System

- All units shall be raised to achieve an 8" flashing height over the new roof surface. Contractor is responsible for raising the units including; disconnect / reconnect, crane costs, new curb, etc.
- Units are to have saddles installed on the high side to help with water diversion.
- Loose lay 3" of polyisocyanurate insulation in between the ribs on the existing standing seam system.
- Mechanically fasten 1/2" Dens Deck recovery board through the polyisocyanurate and into the existing standing seam metal. Fastening patterns from the wind uplift calculations are to be used.
- Install KEE LOC membrane in insulation adhesive per specification.
- Install new coping around the perimeter and install slip flashing on the units. Contractor to provide a unit cost for the wood nailer.
- Install new gutters and downspouts

**\$210K - \$270K**

**STANDING SEAM METAL ROOF**

**25 Year Warranty**  
ZIPRIB System

- Tear off existing roofing & plywood decking down to structural framing and; haul away all debris
- Install new plywood decking in-kind.
- Inspect, remove and; replace any damaged or deteriorated framing as an extra to this agreement (contractor's to provide unit cost).
- Apply one (1) layer of R-mer seal high temperature underlayment to wood substrate.
- Furnish and; install new 2.5" high x 16" wide 24 gauge steel ZipRib roof assembly.
- Cut roof along ridge to allow increased exhaust ventilation.
- Fabricate and; install new perforated Z-flashing along ridge cap.
- Fabricate and; install new rake edges, ridge caps, eave flashing and; other accessories using like materials.
- Provide 30 year manufacturer's warranty guaranteeing all materials and; workmanship.

**\$310K - \$360K**

**STANDING SEAM METAL ROOF**

**30 Year Warranty**  
RETROFIT METAL ROOF SYSTEM

- Install roof hugger hat channels into the existing purlins.
- Loose lay fiberglass insulation or EPS flute fill insulation into the existing flutes.
- Install new R-Mer Span standing seam metal roof system with concealed clips and fasteners.
- Install associated metal terminations and counter flashings

**\$315K - \$370K**

**STANDING SEAM METAL ROOF**

**30 Year Warranty**  
R-MER SPAN SYSTEM

- Tear off existing roofing & plywood decking down to structural framing and; haul away all debris
- Install new plywood decking in-kind.
- Inspect, remove and; replace any damaged or deteriorated framing as an extra to this agreement (contractor's to provide unit cost).
- Apply one (1) layer of R-mer seal high temperature underlayment to wood substrate.
- Furnish and; install new 2" high x 18" wide 040 prepainted aluminum R-mer span roof assembly.
- Cut roof along ridge to allow increased exhaust ventilation.
- Fabricate and; install new perforated Z-flashing along ridge cap.
- Fabricate and; install new rake edges, ridge caps, eave flashing and; other accessories using like materials.
- Provide 30 year manufacturer's warranty guaranteeing all materials and; workmanship.

**\$435K - \$495K**

FRANKLIN CITY PUBLIC WORKS  
1050 PRETLOW ST,  
FRANKLIN, VA 23851

SHEET TITLE:  
**DISCREPANCIES / SOLUTIONS / BUDGETS**

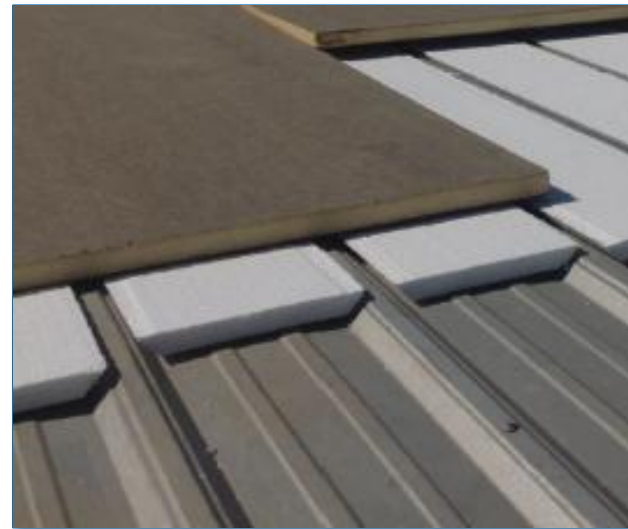
SHEET NO.  
**A-16**



# SOLUTION EXAMPLE

## METAL ROOF SECTIONS

**Hybrid System**



**Retrofit System**



**Standing Seam System**



The Garland Company  
3800 E. 91<sup>st</sup> Street  
Cleveland, OH 44105

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**DIMENSIONS  
TO BE  
VERIFIED**

FRANKLIN CITY PUBLIC WORKS  
1050 PRETLOW ST,  
FRANKLIN, VA 23851

SHEET TITLE:

EXAMPLES

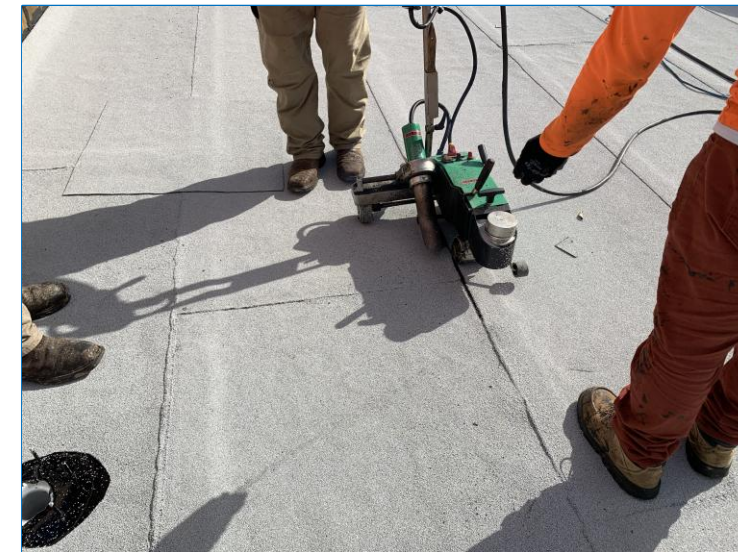
SHEET NO.

**A-17**



# SOLUTION EXAMPLE

## FLAT ROOF SECTIONS



The Garland Company  
3800 E. 91<sup>st</sup> Street  
Cleveland, OH 44105

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**DIMENSIONS  
TO BE  
VERIFIED**

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1050 PRETLOW ST.,  
FRANKLIN, VA 23851

SHEET TITLE:

EXAMPLES

SHEET NO.

**A-18**



*Office of the City Manager  
Amanda C. Jarratt*

March 6, 2024

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: Health Insurance Renewal

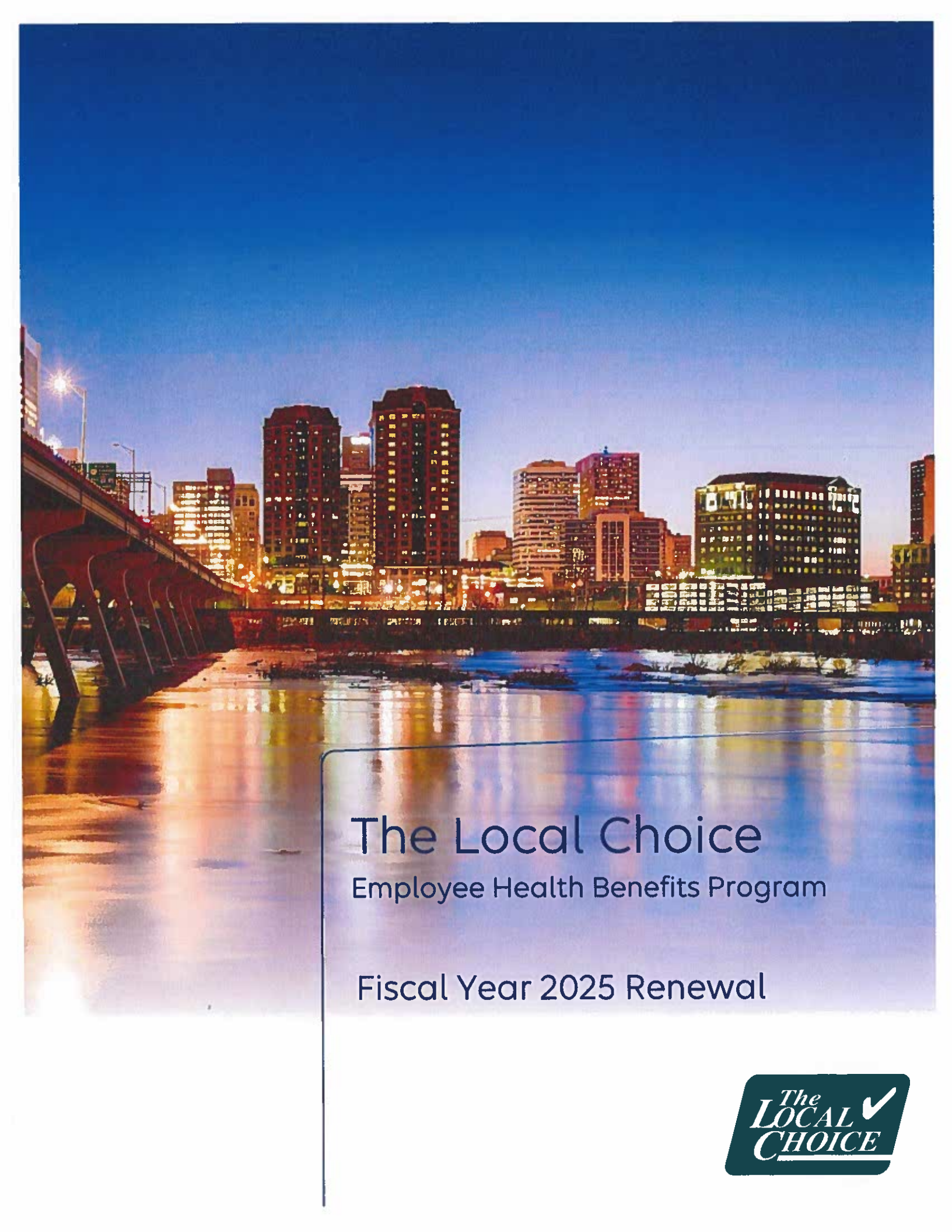
**Background Information**

The City of Franklin is a member of The Local Choice program. We received our renewal for the 2024-2025 fiscal year and are receiving a 11% increase. For the fiscal year 2023-2024 we received a 9.9% increase. In 2022-2023 we received an increase of 1.7%. The City of Franklin must submit our renewal documents no later than April 1, 2024. Several scenarios are provided for your review and consideration regarding rates for 2024-2025.

**Needed Action**

Authorize the City Manager to execute the City of Franklin Health Insurance renewal.





# The Local Choice

Employee Health Benefits Program

Fiscal Year 2025 Renewal





## The Local Choice Health Benefits Program

**To:** TLC Group Administrators

**From:** Michelle (Shelley) Rozzell  
TLC Program Manager

**Date:** January 2024

**Re:** The Local Choice Health Benefits Renewal

Thank you for your continuing support of The Local Choice (TLC) program. We are pleased to share the enclosed fiscal year 2025 renewal for TLC.

The Virginia Department of Human Resource Management (DHRM) and The Local Choice (TLC) Health Benefits Program are keenly aware of the high priority that TLC groups place on planning and budgeting for health benefits. We are constantly working to find new and innovative ways to add value to our plans and improve our service. Our statewide and regional plan offerings continue to provide choice, competitive pricing, and value-added services that offer opportunities to improve the health of your employees and their families.

TLC plan administrators remain as follows:

- Anthem BCBS: Medical, Behavioral Health, EAP and Routine Vision and Outpatient Prescription Drugs for statewide plans
- Delta Dental: Dental for statewide plans
- Kaiser Permanente: regional HMO
- Sentara Health Plans Vantage HMO: regional HMO

TLC will continue to offer five statewide plans to all local employer groups along with two regional HMOs available in defined service areas. Employer plan choices include:

### **Statewide plans**

- Key Advantage Expanded
- Key Advantage 250
- Key Advantage 500
- Key Advantage 1000
- TLC High Deductible Health Plan (HDHP) – HSA compatible

### **Regional HMO plans**

- Kaiser Permanente – available in defined service area
- Sentara Health Plans Vantage HMO – available in defined service area

### **Retiree Plans**

- Key Advantage or Regional Plan coverage (only available to retirees not eligible for Medicare)
- Advantage 65
- Advantage 65 with Dental/Vision
- Medicare Complementary (grandfathered for current participant groups, only)

All active employee TLC plans include the CommonHealth Wellness Program at no additional cost. CommonHealth features confidential, at-work medical screenings plus other health and wellness programs such as nutrition, stress management and fitness programs.

Your 2024-2025 renewal notebook includes a Comparison of Benefits brochure outlining the statewide benefits to assist you in determining which plan or plans you want to offer your employees.

Rates for all available plan options are listed in Section 2 (Renewal Rate Sheets and Information). A separate COBRA rate page is included.

Together, the statewide Key Advantage plans, TLC High Deductible Health Plan, the Kaiser Permanente and Sentara Health Plans Vantage HMO fully-insured regional plans (available in certain service areas) offer you a variety of choices with competitive administrative costs and quality coverage.

In an effort to provide the tools and resources for Benefits Administrators to expand their knowledge about the TLC Program, we will continue to provide focused training. Please look for information regarding upcoming webinars.

**Please read “IMPORTANT CHANGES FOR 2024-2025 PLAN YEAR” on the next page.**

We value your participation, and we look forward to continuing to build upon our partnership of caring for your employees.

Thank you for selecting The Local Choice.

If you have any questions, please contact us at [tlc@dhrm.virginia.gov](mailto:tlc@dhrm.virginia.gov) or at 888-642-4414.  
Sincerely,

*Michelle Rozzell*

Michelle (Shelley) Rozzell  
TLC Program Manager

## Important TLC Changes

### 2024-2025 Plan Year

1. All groups must submit their renewal selections in Cardinal Human Capital Management (HCM) by the deadlines stated below:
  - April 1, 2024, for July renewals
  - July 1, 2024, for October renewals

You will **NOT** be allowed to request an extension. Instructions to access Cardinal HCM will be provided at a later date.

2. Cardinal HCM will be used for Open enrollment.
  - Open Enrollment for all groups that renew in July will be May 1, 2024, through May 15, 2024.
  - Open Enrollment for all groups that renew in October will be August 1, 2024, through August 15, 2024.

**This is not a complete re-enrollment. No action is required if the participant is not making any health plan related changes.**

It is your group's responsibility to run the Cardinal Enrollment Report in Cardinal HCM to reconcile your open enrollment changes.

**The navigation path to the report:** Navigator> Benefits> Reports> Cardinal Enrollment Report

NPUT / SEARCH CRITERIA: OUTPUT FORMAT: As of Date Business Unit (Optional) Company (Optional) Excel Screenshot of the Cardinal Enrollment Report Run Control Page

ADDITIONAL INFORMATION: The As of Date is the only required field; however, it is suggested that the user enter other Run Control Parameters.

### **TLC Regional Meetings Schedule**

Full location details will be provided in an e-News communication.

All meetings 10am – 12:30pm

- Monday, March 4: Southside Virginia Community College – Alberta
- Tuesday, March 5: Old Dominion University (ODU) - Norfolk
- Wednesday, March 6: Brightpoint Community College - Chester
- Tuesday, March 12: Southwest Virginia Higher Education Center - Abingdon
- Wednesday, March 13: Roanoke Higher Education Center - Roanoke
- Thursday, March 14: Frontier Culture Museum- Dairy Barn Lecture Hall - Staunton
- Tuesday, March 19: Northern Virginia Community College (NOVA) Manassas Campus - Fredericksburg

## **FY25 Benefit Changes**

### **Anthem Blue Cross Blue Shield**

- **Hearing Aid Benefit for Children (SB1003)- Mandate**

Starting this year, hearing aids and related services for children 18 and under are included in plan coverage. Coverage includes the cost of one hearing aid, per hearing-impaired ear, every 24 months, up to \$1,500 per hearing aid. Members have the option to choose a higher-priced hearing aid and pay the difference.

- **HDHP Deductible- Mandate**

The plan year deductible will increase to \$3,200 for Single In-Network, and \$6,400 for Family In-Network.

- **Building Healthy Families Replacing Future Moms**

Future Moms is now Building Healthy Families. Building Healthy Families provides personalized, on-demand health support from preconception through early parenthood. Building Healthy Families is now available via the Sydney Health app and anthem.com and delivers access to educational articles, personalized digital notifications, videos, health trackers, and personalized coaching via phone or chat. Building healthy families can provide useful resources according to each member's unique journey.

TLC Key Advantage 250 and Expanded members can waive their \$300 hospital co-pay by participating in the program and completing the following items:

- Register/completion of profile or assigned to a nurse
- Complete Pregnancy Screener
- Complete one of six mini-assessments available in the app

- **Virtual Physical Therapy from LiveHealth Online and SWORD Health**

New this year, LiveHealth Online and SWORD Health offer a Digital Physical Therapy program for in-home, virtual physical therapy. This effective and convenient digital physical therapy program addresses a broad range of musculoskeletal conditions and women's pelvic floor disorders and works at any point in the care journey - prevention, new conditions, chronic pain, and mobility management. The program leverages smart digital sensors that are shipped to the member, and dedicated licensed physical therapists who provide custom exercise plans and education, continuous engagement, and behavioral health resources to decrease pain and increase mobility.

Summary of Benefits (SBCs) are available on the web ([www.anthem.com/tlc](http://www.anthem.com/tlc)) and the website is now included on the back of the benefit summary booklets. Subsequently, members will no longer receive postcards with the web address to SBCs.

Please remember to order Open Enrollment Packets (which include Benefit Summaries and other member materials) for Open Enrollment. Order lead time is typically 10 business days.



## **Sentara Health Plans Vantage HMO**

- Name Change

Optima Health Plan will now be Sentara Health Plans, effective January 1, 2024

Optima Health Insurance Company will now be Sentara Health Insurance Company, effective January 1, 2024. New company names will show in 2024 documents.

Sentara Vantage HMO Medical Benefit Changes \*\* Effective January 1, 2024, regardless of a group's plan year effective date \*\*

- Hearing Aids and related services

This benefit for children ages 18 and younger are now covered in-network. Coverage is limited to the cost of one hearing aid per hearing-impaired ear every 24 months, up to \$1,500 per hearing aid. Members may choose a higher-priced hearing aid and pay the difference in cost above \$1,500. Coverage is limited to services and equipment recommended by an otolaryngologist(ENT) and provided or dispensed by an ENT, licensed audiologist, or licensed hearing aid specialist.

- Mobile Crisis Response Services

Services delivered to provide rapid response to, assessment of, and early intervention for individuals experiencing an acute mental health crisis that are deployed at the location of the individual.

- Residential Crisis Stabilization Unit

A short-term residential program providing support and stabilization for individuals who are experiencing an acute mental health crisis.

- Non-Emergency Ambulance Services

This benefit has been separated into Non-Emergent Ambulance Services: Ground and Water and Non-Emergent Ambulance Services: Air- Air ambulance services provided by non-participating providers are covered under in-network benefits. This applies to emergent service or pre-authorized non-emergent services.

Non-emergent ambulance services related to mental health diagnosis will be covered as Other Outpatient Services under the Mental Health and Substance Use Disorder Services benefit.

- Pharmacy Benefit Changes

All abortifacient drugs are no longer excluded. This include the addition of mifepristone 200mg tablet (Mifeprex) to the formularies as a Tier 2 medication as of 1/1/24. This medication, in combination with misoprostol, results in a medical termination of intrauterine pregnancy through 70days gestation.

- COVID-19 at home testing kits

Will no longer be covered under the pharmacy Tier 1, which previously limited members to four tests per month.

- New Plan Design

The new benefit design will have modest cost-share changes. Sentara Health Plans will issue new ID cards to all members for the new plan year and deliver those in June of 2024. The management team at Sentara Health Plans will continue to work with the TLC team at DHRM and any field Benefit Administrators to provide necessary support through the open enrollment and renewal activities.

**Kaiser Permanente**

- Dental Administrator Change

Kaiser Permanente will change its dental administrator from Dominion Dental to Liberty Dental Plan effective January 1, 2024. Members have been notified by letter from Kaiser Permanente regarding the details of the transition. The only change is the dental administrator. There is no change to the dental benefits under Kaiser.

## The Local Choice (TLC) FY25 Renewal

### **Section 1 Overview & Instructions**

Fiscal Year 2025 Program Overview

Medicare Eligibility Memo

### **Section 2 Renewal Rates**

### **Section 3 Renewal Forms**

Employer Data Sheet Instructions

TLC Material Ordering Instructions

### **Section 4 Comparison of Benefits**

### **Section 5 Regional Plan Benefit Summary (if offered in your area)**

### **Section 6 Statewide Medicare Plans Benefit Summaries (if you cover eligible retirees)**

### **Section 7 Additional Information**

Language Assistance Statement

Adverse Experience Adjustment (AEA)

GASB Memo

Anthem EmployerAccess Portal

Sydney Health App

Direct Bill Memo



# The Local Choice Health Benefits Program

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## TLC Renewal Rates

# THE LOCAL CHOICE HEALTH CARE PROGRAM

## CITY OF FRANKLIN

### GROUP # T68113

#### RATES EFFECTIVE 07/01/24 - 06/30/25

#### RATES WITH COMPREHENSIVE DENTAL

ACTIVE EMPLOYEES	SINGLE	DUAL	FAMILY
Key Advantage Expanded	\$1,274	\$2,358	\$3,442
Key Advantage 250	\$1,163	\$2,153	\$3,142
Key Advantage 500	\$1,032	\$1,909	\$2,786
* Key Advantage 1000	\$982	\$1,816	\$2,652
* High Deductible Health Plan	\$848	\$1,568	\$2,290
<b>RETIREES NOT ELIGIBLE FOR MEDICARE</b>			
Key Advantage Expanded	\$1,274	\$2,358	\$3,442
Key Advantage 250	\$1,163	\$2,153	\$3,142
Key Advantage 500	\$1,032	\$1,909	\$2,786
* Key Advantage 1000	\$982	\$1,816	\$2,652
* High Deductible Health Plan	\$848	\$1,568	\$2,290

#### RATES WITH PREVENTIVE DENTAL ONLY

ACTIVE EMPLOYEES	SINGLE	DUAL	FAMILY
Key Advantage Expanded	\$1,254	\$2,320	\$3,387
Key Advantage 250	\$1,143	\$2,113	\$3,086
Key Advantage 500	\$1,011	\$1,871	\$2,729
* Key Advantage 1000	\$961	\$1,778	\$2,595
* High Deductible Health Plan	\$827	\$1,530	\$2,233
<b>RETIREES NOT ELIGIBLE FOR MEDICARE</b>			
Key Advantage Expanded	\$1,254	\$2,320	\$3,387
Key Advantage 250	\$1,143	\$2,113	\$3,086
Key Advantage 500	\$1,011	\$1,871	\$2,729
* Key Advantage 1000	\$961	\$1,778	\$2,595
* High Deductible Health Plan	\$827	\$1,530	\$2,233

#### \* Benefit Plans Currently Offered

COVERAGE UNDER ALL THE LOCAL CHOICE PLANS IS APPLICABLE TO THE FOLLOWING :

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

IF COVERAGE IS OFFERED TO MEDICARE ELIGIBLE RETIREES AND THEIR MEDICARE ELIGIBLE DEPENDENTS, it must be obtained through one of our Medicare Supplemental Contracts which require participation in both Parts A and B of Medicare to receive maximum benefits.

THE PCORI FEE is the responsibility of the group and payment should be submitted directly to HHS; therefore, this fee is not included in the rates.

**THE LOCAL CHOICE HEALTH CARE PROGRAM**  
**CITY OF FRANKLIN**  
**GROUP # T68113**  
**COBRA RATES EFFECTIVE 07/01/24 - 06/30/25**

**COBRA RATES WITH COMPREHENSIVE DENTAL**

<b>ACTIVE EMPLOYEES</b>	<b>SINGLE</b>	<b>DUAL</b>	<b>FAMILY</b>
Key Advantage Expanded	\$1,299.48	\$2,405.16	\$3,510.84
Key Advantage 250	\$1,186.26	\$2,196.06	\$3,204.84
Key Advantage 500	\$1,052.64	\$1,947.18	\$2,841.72
* Key Advantage 1000	\$1,001.64	\$1,852.32	\$2,705.04
* High Deductible Health Plan	\$864.96	\$1,599.36	\$2,335.80
<b>RETIREES NOT ELIGIBLE FOR MEDICARE</b>			
Key Advantage Expanded	\$1,299.48	\$2,405.16	\$3,510.84
Key Advantage 250	\$1,186.26	\$2,196.06	\$3,204.84
Key Advantage 500	\$1,052.64	\$1,947.18	\$2,841.72
* Key Advantage 1000	\$1,001.64	\$1,852.32	\$2,705.04
* High Deductible Health Plan	\$864.96	\$1,599.36	\$2,335.80

**COBRA RATES WITH PREVENTIVE DENTAL ONLY**

<b>ACTIVE EMPLOYEES</b>	<b>SINGLE</b>	<b>DUAL</b>	<b>FAMILY</b>
Key Advantage Expanded	\$1,279.08	\$2,366.40	\$3,454.74
Key Advantage 250	\$1,165.86	\$2,155.26	\$3,147.72
Key Advantage 500	\$1,031.22	\$1,908.42	\$2,783.58
* Key Advantage 1000	\$980.22	\$1,813.56	\$2,646.90
* High Deductible Health Plan	\$843.54	\$1,560.60	\$2,277.66
<b>RETIREES NOT ELIGIBLE FOR MEDICARE</b>			
Key Advantage Expanded	\$1,279.08	\$2,366.40	\$3,454.74
Key Advantage 250	\$1,165.86	\$2,155.26	\$3,147.72
Key Advantage 500	\$1,031.22	\$1,908.42	\$2,783.58
* Key Advantage 1000	\$980.22	\$1,813.56	\$2,646.90
* High Deductible Health Plan	\$843.54	\$1,560.60	\$2,277.66

**\* Benefit Plans Currently Offered**

COVERAGE UNDER ALL THE LOCAL CHOICE PLANS IS APPLICABLE TO THE FOLLOWING :

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

IF COVERAGE IS OFFERED TO MEDICARE ELIGIBLE RETIREES AND THEIR MEDICARE ELIGIBLE DEPENDENTS, it must be obtained through one of our Medicare Supplemental Contracts which require participation in both Parts A and B of Medicare to receive maximum benefits.

THE PCORI FEE is the responsibility of the group and payment should be submitted directly to HHS; therefore, this fee is not included in the rates.



## THE LOCAL CHOICE HEALTH CARE PROGRAM MEDICARE RETIREE RATES

### RETIREES WITH MEDICARE

Advantage 65	\$183
Advantage 65 with Dental & Vision	\$218
*Medicare Complementary (Option I)	\$145

### RETIREES WITH MEDICARE - COBRA

Advantage 65	\$186.66
Advantage 65 with Dental & Vision	\$222.36
*Medicare Complementary (Option I)	\$147.90

COVERAGE UNDER ALL THE LOCAL CHOICE PLANS IS APPLICABLE TO THE FOLLOWING :

- active employees and their dependents
- retirees not eligible for medicare and their dependents not eligible for medicare, and/or dependents of medicare eligible retirees who are not medicare eligible.

IF COVERAGE IS OFFERED TO MEDICARE ELIGIBLE RETIREEES AND THEIR MEDICARE ELIGIBLE DEPENDENTS, it must be obtained through one of our medicare supplemental contracts which require participation in both parts a and b of medicare to receive maximum benefits.

## Assumptions & Conditions (Key Advantage & TLC HDHP Plans)



**If the following underwriting assumptions and conditions are not met, the terms and premium rates in this package will not be valid:**

1. Employees are given the option to purchase individual market insurance using cafeteria plan (Internal Revenue Code Section 125) funds.
2. Any taxes, fees and assessments set by any statutory, regulatory, or other legal authority, that in Anthem Blue Cross and Blue Shield discretion no longer makes the quote valid.
3. A change in contract period.
4. Changes in benefits, services, or networks.
5. Change in nature of the employer's business.
6. Change in ownership of employer's business.
7. Total enrollment or enrollment distribution by membership type, product, demographics or location changes by 10% or more from that assumed when preparing pricing for this package.
8. COBRA enrollment exceeds 10% of total enrollment.
9. Legislative and/or regulatory changes or mandates that materially impact the policy or the employer's plan documents. Plan documents will include those used to create the terms of the plan.
10. Changes in the terms, conditions, services or products from those assumed when developing the pricing.
11. A change in employee contributions of 10% or more.



**THE LOCAL CHOICE HEALTH CARE PROGRAM  
RENEWAL ANALYSIS**

(EXCLUDES ADVANTAGE 65 PREMIUMS & CLAIMS)

**CITY OF FRANKLIN  
GROUP # T68113  
EFFECTIVE 07/01/24 - 06/30/25**

I. Income at Current Rates <sup>1</sup>	\$1,476,444
II. Projected Medical Claims Related Charges <sup>2</sup>	
A. Paid Claims for 11/1/2022 through 10/31/2023	\$1,215,934
B. 2 Claims in excess of pooling limit \$125,000	(\$258,604)
C. Subtotal	\$957,330
D. Change in Incurred But Not Reported Claims	\$9,573
E. Enrollment Adjustment	\$52,890
F. Benefit Adjustment	(\$1,428)
G. Trend	\$118,130
H. Impact of blending	(\$96,856)
I. Total Medical Projected Incurred claims	\$1,039,640
III. Projected Reinsurance Charges	\$195,036
IV. Projected Medical Administrative Charges <sup>3</sup>	\$58,163
V. Projected Dental Capitation ( <i>assumes all have Comprehensive Dental</i> )	\$53,140
VI. Projected Drug Capitation	\$335,983
VII. TLC Contingency Reserve or Risk Fee <sup>4</sup>	(\$43,109)
VIII. Total Income Requirements (II. + III. + IV. + V. + VI. + VII.)	\$1,638,853
<b>PERCENTAGE ADJUSTMENT</b>	<b>11.0%</b>

<sup>1</sup> ILLUSTRATIVE INCOME AT CURRENT RATES IS BASED ON THE FOLLOWING ENROLLMENT:

	SINGLE	DUAL	FAMILY	TOTAL
KA 1000	64	13	10	87
HDHP	16	2	3	21
<b>TOTAL</b>	<b>80</b>	<b>15</b>	<b>13</b>	<b>108</b>

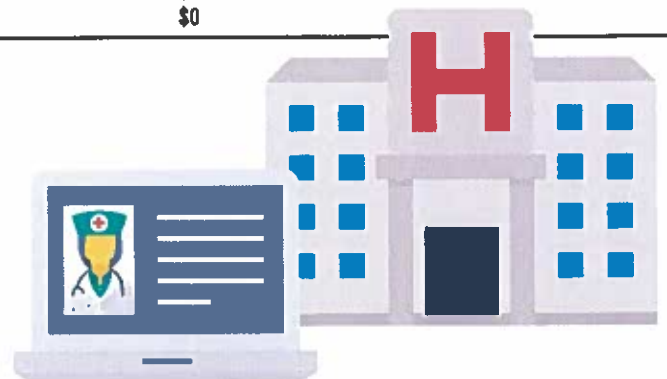
<sup>2</sup> ANNUAL MEDICAL TREND IS 6.8%; FOR 20 MONTHS, THIS EQUATES TO 11.6%

<sup>3</sup> MEDICAL ADMIN AS A PERCENTAGE OF TOTAL INCOME REQUIREMENTS IS 3.5%

<sup>4</sup> INCLUDES DHRM PROGRAM ADMINISTRATION AND COMMONHEALTH

# The Local Choice 2024 Comparison of Statewide Plans (continued)

Covered Services	Key Advantage Expanded In-Network You Pay	Key Advantage 250 In-Network You Pay
<b>Diabetic Education</b>	\$0	\$0
<b>Diabetic Equipment</b>	20% coinsurance after deductible	20% coinsurance after deductible
<b>Diabetic Supplies - See Outpatient Prescription Drugs</b>		
<b>Diagnostic Tests and X-rays</b> (for specific conditions or diseases at a doctor's office, emergency room or outpatient hospital department)	20% coinsurance, no deductible	20% coinsurance after deductible
<b>Doctor Visits - on an Outpatient Basis</b> <i>Primary Care Physicians</i> <i>Specialty Care Providers</i>	\$15 copayment \$25 copayment	\$20 copayment \$35 copayment
<b>Early Intervention Services</b>	Copayment/coinsurance determined by service received	Copayment/coinsurance determined by service received
<b>Emergency Room Visits</b> <i>Facility Services</i>  <i>Professional Provider Services</i> - Primary Care Physicians - Specialty Care Providers <i>Diagnostic Tests and X-rays</i>	\$250 copayment per visit (waived if admitted to hospital)  \$15 copayment \$25 copayment 20% coinsurance, no deductible	\$350 copayment per visit (waived if admitted to hospital)  \$20 copayment \$35 copayment 20% coinsurance after deductible
<b>Home Health Services</b> (90 visit plan year limit per member)	\$0	\$0
<b>Home Private Duty Nurse's Services</b>	20% coinsurance after deductible	20% coinsurance after deductible
<b>Hospice Care Services</b>	\$0	\$0
<b>Hospital Services</b> <i>Inpatient Treatment</i> • Facility Services • Professional Provider Services - Primary Care Physicians - Specialty Care Providers  <i>Outpatient Treatment</i> • Facility Services • Professional Provider Services - Primary Care Physicians - Specialty Care Providers <i>Diagnostic Tests and X-Rays</i>	\$300 copayment per stay  \$0 \$0  \$100 copayment  \$15 copayment \$25 copayment 20% coinsurance, no deductible	\$400 copayment per stay  \$0 \$0  \$150 copayment  \$20 copayment \$35 copayment 20% coinsurance after deductible
<b>Virtual Care through Sydney Health app</b> • LiveHealth Online • Symptom Checker • Text Chat or Video Visit with Medical Provider • Virtual Wellness/ Preventive Visit	\$0 no cost \$0 \$0	\$0 no cost \$0 \$0





**Key Advantage 500  
In-Network You Pay**

**Key Advantage 1000  
In-Network You Pay**

**High Deductible Health Plan  
In-Network You Pay**

\$0

\$0

20% coinsurance after deductible

20% coinsurance after deductible

20% coinsurance after deductible

20% coinsurance after deductible

20% coinsurance after deductible

20% coinsurance after deductible

20% coinsurance after deductible

\$25 copayment  
\$40 copayment

\$25 copayment  
\$40 copayment

20% coinsurance after deductible  
20% coinsurance after deductible

Copayment/coinsurance determined by  
service received

Copayment/coinsurance determined by  
service received

20% coinsurance after deductible

20% coinsurance after deductible

20% coinsurance after deductible

20% coinsurance after deductible

\$25 copayment  
\$40 copayment  
20% coinsurance after deductible

\$25 copayment  
\$40 copayment  
20% coinsurance after deductible

20% coinsurance after deductible  
20% coinsurance after deductible  
20% coinsurance after deductible

\$0

\$0

20% coinsurance after deductible

20% coinsurance after deductible

20% coinsurance after deductible

20% coinsurance after deductible

\$0

\$0

20% coinsurance after deductible

20% coinsurance after deductible

20% coinsurance after deductible

20% coinsurance after deductible

\$0  
\$0

\$0  
\$0

20% coinsurance after deductible  
20% coinsurance after deductible

20% coinsurance after deductible

20% coinsurance after deductible

20% coinsurance after deductible

\$25 copayment  
\$40 copayment  
20% coinsurance after deductible

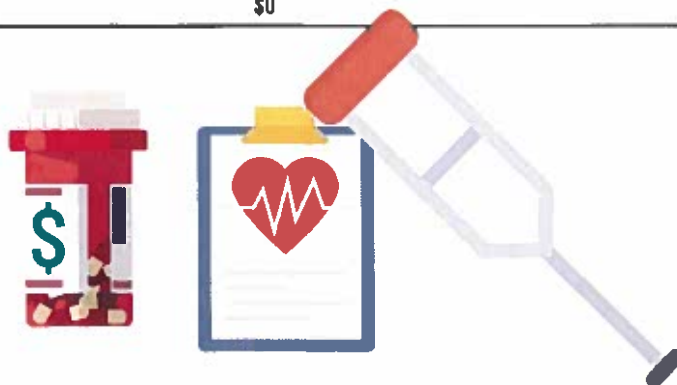
\$25 copayment  
\$40 copayment  
20% coinsurance after deductible

20% coinsurance after deductible  
20% coinsurance after deductible  
20% coinsurance after deductible

\$0  
no cost  
\$0  
\$0

\$0  
no cost  
\$0  
\$0

Determined by services received  
no cost  
\$39 or 20% coinsurance after deductible  
\$99 or 20% coinsurance after deductible



# The Local Choice 2024 Comparison of Statewide Plans (continued)

Covered Services	Key Advantage Expanded In-Network You Pay	Key Advantage 250 In-Network You Pay
<b>Maternity</b> <b>Professional Provider Services (Prenatal &amp; Postnatal Care)</b> - Primary Care Physicians - Specialty Care Providers	\$15 copayment \$25 copayment If your doctor submits one bill for delivery, prenatal and postnatal care services, there is no copayment required for physician care. If your doctor bills for these services separately, your payment responsibility will be determined by the services received.	\$20 copayment \$35 copayment
<b>Delivery</b> - Primary Care Physicians - Specialty Care Providers	\$0 \$0	\$0 \$0
<b>Hospital Services for Delivery (Delivery Room, Anesthesia, Routine Nursing Care for Newborn)</b>	\$300 copayment per stay*	\$400 copayment per stay*
<b>Outpatient Diagnostic Tests</b>	20% coinsurance, no deductible	20% coinsurance after deductible
<b>Medical Equipment, Appliances, Formulas, Prosthetics and Supplies</b>	20% coinsurance after deductible	20% coinsurance after deductible
<b>Outpatient Prescription Drugs - Mandatory Generic</b> Retail up to 34-day supply* *You may purchase up to a 90-day supply at a retail pharmacy by paying multiple copayments, or the coinsurance after the deductible	Tier 1 - \$10 copayment Tier 2 - \$30 copayment Tier 3 - \$45 copayment Tier 4 - \$55 copayment	Tier 1 - \$10 copayment Tier 2 - \$30 copayment Tier 3 - \$45 copayment Tier 4 - \$55 copayment
<b>Home Delivery Services (Mail Order)</b> Covered Drugs for up to a 90-Day Supply	Tier 1 - \$20 copayment Tier 2 - \$80 copayment Tier 3 - \$90 copayment Tier 4 - \$110 copayment	Tier 1 - \$20 copayment Tier 2 - \$80 copayment Tier 3 - \$90 copayment Tier 4 - \$110 copayment
<b>Diabetic Supplies</b>	20% coinsurance, no deductible	20% coinsurance, no deductible
<b>Prescription Insulin Drugs to Treat Diabetes</b>	34-day supply not to exceed \$50 90-day supply not to exceed \$150	34-day supply not to exceed \$50 90-day supply not to exceed \$150
<b>Routine vision - Blue View Vision Network</b> (Once Every Plan Year) <b>Routine Eye Exam</b> <b>Standard Eyeglass Lenses (in Lieu of Contact Lenses)</b> <b>Eyeglass Frames</b> <b>Contact Lenses (in Lieu of Eyeglass Lenses)</b> <ul style="list-style-type: none"> <li>• Elective</li> <li>• Non-Elective</li> </ul> <b>Upgrade Eyeglass Lenses (Available for Additional Cost)</b> <ul style="list-style-type: none"> <li>• UV Coating, Tints, Standard Scratch-Resistant</li> <li>• Standard Polycarbonate (Adult)</li> <li>• Standard Progressive</li> <li>• Standard Anti-Reflective</li> <li>• Other Add-Ons</li> </ul>	\$25 copayment \$20 copayment** Up to \$100 retail allowance*** Up to \$100 retail allowance Covered in full \$15 \$40 \$65 \$45 20% off retail	\$35 copayment \$20 copayment** Up to \$100 retail allowance*** Up to \$100 retail allowance Covered in full \$15 \$40 \$65 \$45 20% off retail
<b>Shots - Allergy &amp; Therapeutic Injections</b> (At Doctor's Office, Emergency Room or Outpatient Hospital Department)	20% coinsurance, no deductible	20% coinsurance after deductible

\*This plan will waive the hospital copayment if the member enrolls in the maternity management pre-natal program within the first 16 weeks of pregnancy, has a dental cleaning during pregnancy and satisfactorily completes the program.

\*\*Polycarbonate lenses included at no additional cost for children under 19 years old.

\*\*\*You may select a frame greater than the covered allowance and receive a 20% discount for any additional cost over the allowance.

**Key Advantage 500**  
In-Network You Pay

**Key Advantage 1000**  
In-Network You Pay

**High Deductible Health Plan**  
In-Network You Pay

\$25 copayment  
\$40 copayment

If your doctor submits one bill for delivery, prenatal and postnatal care services, there is no copayment required for physician care. If your doctor bills for these services separately, your payment responsibility will be determined by the services received.

\$0  
\$0  
20% coinsurance after deductible

20% coinsurance after deductible

20% coinsurance after deductible

\$25 copayment  
\$40 copayment

\$0  
\$0  
20% coinsurance after deductible

20% coinsurance after deductible

20% coinsurance after deductible

20% coinsurance after deductible  
20% coinsurance after deductible

20% coinsurance after deductible  
20% coinsurance after deductible  
20% coinsurance after deductible

20% coinsurance after deductible

20% coinsurance after deductible

Tier 1 - \$10 copayment  
Tier 2 - \$30 copayment  
Tier 3 - \$45 copayment  
Tier 4 - \$55 copayment

Tier 1 - \$20 copayment  
Tier 2 - \$60 copayment  
Tier 3 - \$90 copayment  
Tier 4 - \$110 copayment

20% coinsurance, no deductible

34-day supply not to exceed \$50  
90-day supply not to exceed \$150

Tier 1 - \$10 copayment  
Tier 2 - \$30 copayment  
Tier 3 - \$45 copayment  
Tier 4 - \$55 copayment

Tier 1 - \$20 copayment  
Tier 2 - \$80 copayment  
Tier 3 - \$90 copayment  
Tier 4 - \$110 copayment

20% coinsurance, no deductible

34-day supply not to exceed \$50  
90-day supply not to exceed \$150

20% coinsurance after deductible

20% coinsurance after deductible

\$40 copayment  
\$20 copayment\*\*  
Up to \$100 retail allowance\*\*\*

Up to \$100 retail allowance  
Covered in full

\$15  
\$40  
\$65  
\$45  
20% off retail

20% coinsurance after deductible

\$40 copayment  
\$20 copayment\*\*  
Up to \$100 retail allowance\*\*\*

Up to \$100 retail allowance  
Covered in full

\$15  
\$40  
\$65  
\$45  
20% off retail

20% coinsurance after deductible

\$15 copayment  
\$20 copayment\*\*  
Up to \$100 retail allowance\*\*\*

Up to \$100 retail allowance  
Covered in full

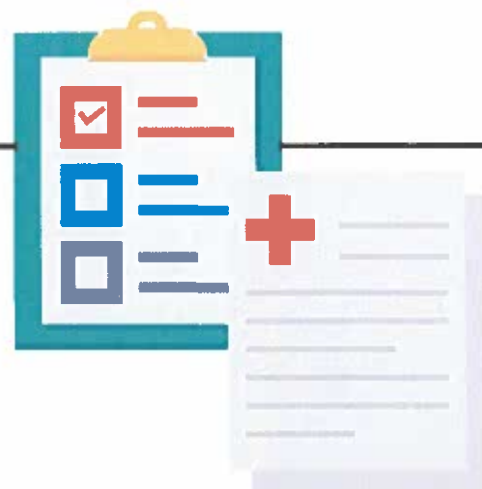
\$15  
\$40  
\$65  
\$45  
20% off retail

20% coinsurance after deductible



# The Local Choice 2024 Comparison of Statewide Plans (continued)

Covered Services	Key Advantage Expanded In-Network You Pay	Key Advantage 250 In-Network You Pay
<b>Skilled Nursing Facility Stays</b> (180-Day Per Stay Limit Per Member) <i>Facility Services</i> <i>Professional Provider Services</i>	\$0 \$0	\$0 \$0
<b>Spinal Manipulations and Other Manual Medical Interventions</b> (30 Visits Per Plan Year Limit Per Member) <i>Primary Care Physicians</i> <i>Specialty Care Providers</i>	\$15 copayment \$25 copayment	\$20 copayment \$35 copayment
<b>Surgery - See Hospital Services</b>		
<b>Therapy Services</b> <i>Infusion Services, Cardiac Rehabilitation Therapy, Chemotherapy, Radiation Therapy, Respiratory Therapy, Occupational Therapy, Physical Therapy, and Speech Therapy</i> <i>Facility Services</i> <i>Professional Provider Services</i> - Primary Care Physicians - Specialty Care Providers	20% coinsurance after deductible  20% coinsurance after deductible 20% coinsurance after deductible	20% coinsurance after deductible  20% coinsurance after deductible 20% coinsurance after deductible
<b>Wellness services</b> <i>Well Child (Office Visits at Specified Intervals Through Age 6)</i> - Primary Care Physicians; - Specialty Care Providers; - Immunizations and Screening Tests  <i>Routine Wellness - Age 7 &amp; Older</i> • Annual Check-Up Visit (One Per Plan Year) - Primary Care Physicians - Specialty Care Providers - Immunizations, Lab and X-Ray Services • Routine Screenings, Immunizations, Lab and X-Ray Services (Outside of Annual Check-Up Visit)  <i>Preventive Care (One of Each Per Plan Year)</i> • Gynecological Exam • Pap Test • Mammography Screening • Prostate Exam (Digital Rectal Exam) • Prostate Specific Antigen Test • Colorectal Cancer Screenings	No copayment, coinsurance, or deductible  No copayment, coinsurance, or deductible  No copayment, coinsurance, or deductible  No copayment, coinsurance, or deductible	No copayment, coinsurance, or deductible  No copayment, coinsurance, or deductible  No copayment, coinsurance, or deductible  No copayment, coinsurance, or deductible



**Key Advantage 500  
In-Network You Pay**

**Key Advantage 1000  
In-Network You Pay**

**High Deductible Health Plan  
In-Network You Pay**

\$0

\$0

20% coinsurance after deductible

\$0

\$0

20% coinsurance after deductible

\$25 copayment  
\$40 copayment

\$25 copayment  
\$40 copayment

20% coinsurance after deductible  
20% coinsurance after deductible

20% coinsurance after deductible

20% coinsurance after deductible

20% coinsurance after deductible

20% coinsurance after deductible  
20% coinsurance after deductible

20% coinsurance after deductible  
20% coinsurance after deductible

20% coinsurance after deductible  
20% coinsurance after deductible

No copayment, coinsurance, or deductible

No copayment, coinsurance, or deductible

No copayment, coinsurance, or deductible

No copayment, coinsurance, or deductible

No copayment, coinsurance, or deductible

No copayment, coinsurance, or deductible

No copayment, coinsurance, or deductible

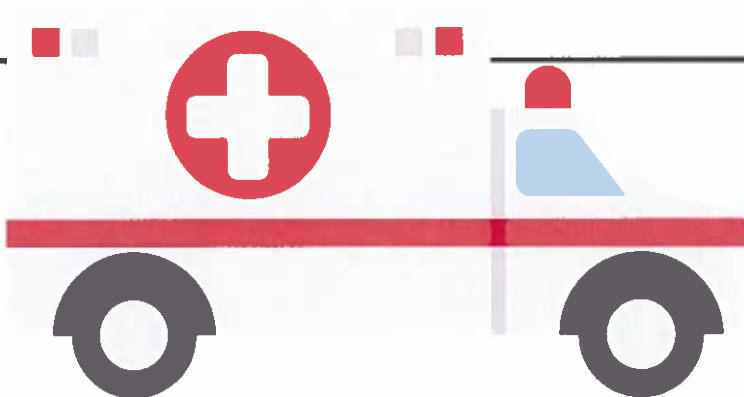
No copayment, coinsurance, or deductible

No copayment, coinsurance, or deductible

No copayment, coinsurance, or deductible

No copayment, coinsurance, or deductible

No copayment, coinsurance, or deductible



# Health Insurance Monthly Rates 2023-2024

	Premium	Emp	City
1000 Prev	866.00	82.00	784.00
1000 Prev +1	1602.00	458.00	1144.00
1000 Prev Fam	2338.00	670.00	1668.00
1000 Comp	885.00	101.00	784.00
1000 Comp +1	1636.00	470.00	1166.00
1000 Comp Fam	2389.00	685.00	1704.00
HDHP Prev	745.00	0.00	745.00
HDHP Prev +1	1378.00	374.00	1004.00
HDHP Prev Fam	2012.00	576.00	1436.00
HDHP Comp	764.00	0.00	764.00
HDHP Comp +1	1413.00	404.00	1009.00
HDHP Comp Fam	2063.00	591.00	1472.00
Optima Emp	813.00	70.00	743.00
Optima Emp +1	1505.00	449.00	1056.00
Optima Family	2179.00	651.00	1528.00

Current %	Health Insurance Monthly Rates 2024-2025			
		Premium	Emp	City
91%	1000 Prev	961.00	90.00	871.00
71%	1000 Prev +1	1778.00	508.00	1270.00
71%	1000 Prev Fam	2595.00	743.00	1852.00
89%	1000 Comp	982.00	112.00	870.00
71%	1000 Comp +1	1816.00	521.00	1295.00
71%	1000 Comp Fam	2652.00	760.00	1892.00
100%	HDHP Prev	827.00	0.00	827.00
73%	HDHP Prev +1	1530.00	415.00	1115.00
71%	HDHP Prev Fam	2233.00	639.00	1594.00
100%	HDHP Comp	848.00	0.00	848.00
71%	HDHP Comp +1	1568.00	448.00	1120.00
71%	HDHP Comp Fam	2290.00	656.00	1634.00
91%	Optima Emp	842.00	72.00	770.00
70%	Optima Emp +1	1557.00	464.00	1093.00
70%	Optima Family	2254.00	673.00	1581.00

Medicare Complementary		145.00
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Same Percent Proposed %	Health Insurance Biweekly Rates 2024-2025				
		Premium	Ded	Emp	City
91%	1000 Prev	480.50	331	45.00	435.50
71%	1000 Prev +1	889.00	332	254.00	635.00
71%	1000 Prev Fam	1297.50	333	371.50	926.00
89%	1000 Comp	491.00	351	56.00	435.00
71%	1000 Comp +1	908.00	352	260.50	647.50
71%	1000 Comp Fam	1326.00	353	380.00	946.00
100%	HDHP Prev	413.50	309	0.00	413.50
73%	HDHP Prev +1	765.00	310	207.50	557.50
71%	HDHP Prev Fam	1116.50	311	319.50	797.00
100%	HDHP Comp	424.00	312	0.00	424.00
71%	HDHP Comp +1	784.00	313	224.00	560.00
71%	HDHP Comp Fam	1145.00	314	328.00	817.00
91%	Optima Emp	421.00	355	36.00	385.00
70%	Optima Emp +1	778.50	356	232.00	546.50
70%	Optima Family	1127.00	357	336.50	790.50

## Health Insurance Monthly Rates 2023-2024

	Premium	Emp	City
1000 Prev	866.00	82.00	784.00
1000 Prev +1	1602.00	458.00	1144.00
1000 Prev Fam	2338.00	670.00	1668.00
1000 Comp	885.00	101.00	784.00
1000 Comp +1	1636.00	470.00	1166.00
1000 Comp Fam	2389.00	685.00	1704.00
HDHP Prev	745.00	0.00	745.00
HDHP Prev +1	1378.00	374.00	1004.00
HDHP Prev Fam	2012.00	576.00	1436.00
HDHP Comp	764.00	0.00	764.00
HDHP Comp +1	1413.00	404.00	1009.00
HDHP Comp Fam	2063.00	591.00	1472.00
Optima Emp	813.00	70.00	743.00
Optima Emp +1	1505.00	449.00	1056.00
Optima Family	2179.00	651.00	1528.00

## Health Insurance Monthly Rates 2024-2025

Current %			Premium	Emp	City
91%	48.00	1000 Prev	961.00	129.00	832.00
71%	88.00	1000 Prev +1	1778.00	546.00	1232.00
71%	129.00	1000 Prev Fam	2595.00	798.00	1797.00
89%	49.00	1000 Comp	982.00	149.00	833.00
71%	90.00	1000 Comp +1	1816.00	560.00	1256.00
71%	132.00	1000 Comp Fam	2652.00	816.00	1836.00
100%	82.00	HDHP Prev	827.00	0.00	827.00
73%	76.00	HDHP Prev +1	1530.00	450.00	1080.00
71%	111.00	HDHP Prev Fam	2233.00	686.00	1547.00
100%	84.00	HDHP Comp	848.00	0.00	848.00
71%	78.00	HDHP Comp +1	1568.00	481.00	1087.00
71%	114.00	HDHP Comp Fam	2290.00	704.00	1586.00
91%	15.00	Optima Emp	842.00	84.00	758.00
70%	26.00	Optima Emp +1	1557.00	475.00	1082.00
70%	38.00	Optima Family	2254.00	688.00	1566.00

Medicare Complementary		145.00
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Proposed %50/50	Health Insurance Biweekly Rates 2024-2025				
		Premium	Ded	Emp	City
87%	1000 Prev	480.50	331	64.50	416.00
69%	1000 Prev +1	889.00	332	273.00	616.00
69%	1000 Prev Fam	1297.50	333	399.00	898.50
85%	1000 Comp	491.00	351	74.50	416.50
69%	1000 Comp +1	908.00	352	280.00	628.00
69%	1000 Comp Fam	1326.00	353	408.00	918.00
100%	HDHP Prev	413.50	309	0.00	413.50
71%	HDHP Prev +1	765.00	310	225.00	540.00
69%	HDHP Prev Fam	1116.50	311	343.00	773.50
100%	HDHP Comp	424.00	312	0.00	424.00
69%	HDHP Comp +1	784.00	313	240.50	543.50
69%	HDHP Comp Fam	1145.00	314	352.00	793.00
90%	Optima Emp	421.00	355	42.00	379.00
69%	Optima Emp +1	778.50	356	237.50	541.00
69%	Optima Family	1127.00	357	344.00	783.00

# Health Insurance Monthly Rates 2023-2024

	Premium	Emp	City
1000 Prev	866.00	82.00	784.00
1000 Prev +1	1602.00	458.00	1144.00
1000 Prev Fam	2338.00	670.00	1668.00
1000 Comp	885.00	101.00	784.00
1000 Comp +1	1636.00	470.00	1166.00
1000 Comp Fam	2389.00	685.00	1704.00
HDHP Prev	745.00	0.00	745.00
HDHP Prev +1	1378.00	374.00	1004.00
HDHP Prev Fam	2012.00	576.00	1436.00
HDHP Comp	764.00	0.00	764.00
HDHP Comp +1	1413.00	404.00	1009.00
HDHP Comp Fam	2063.00	591.00	1472.00
Optima Emp	813.00	70.00	743.00
Optima Emp +1	1505.00	449.00	1056.00
Optima Family	2179.00	651.00	1528.00

## Health Insurance Monthly Rates 2024-2025

Current %			Premium	Emp	City
91%	71.00	1000 Prev	961.00	106.00	855.00
71%	132.00	1000 Prev +1	1778.00	502.00	1276.00
71%	193.00	1000 Prev Fam	2595.00	734.00	1861.00
89%	73.00	1000 Comp	982.00	125.00	857.00
71%	135.00	1000 Comp +1	1816.00	515.00	1301.00
71%	197.00	1000 Comp Fam	2652.00	751.00	1901.00
100%	82.00	HDHP Prev	827.00	0.00	827.00
73%	114.00	HDHP Prev +1	1530.00	412.00	1118.00
71%	166.00	HDHP Prev Fam	2233.00	631.00	1602.00
100%	84.00	HDHP Comp	848.00	0.00	848.00
71%	116.00	HDHP Comp +1	1568.00	443.00	1125.00
71%	170.00	HDHP Comp Fam	2290.00	648.00	1642.00
91%	22.00	Optima Emp	842.00	77.00	765.00
70%	39.00	Optima Emp +1	1557.00	462.00	1095.00
70%	56.00	Optima Family	2254.00	670.00	1584.00

Medicare Complementary		145.00
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75/25 Proposed %	Health Insurance Biweekly Rates 2024-2025				
		Premium	Ded	Emp	City
89%	1000 Prev	480.50	331	53.00	427.50
72%	1000 Prev +1	889.00	332	251.00	638.00
72%	1000 Prev Fam	1297.50	333	367.00	930.50
87%	1000 Comp	491.00	351	62.50	428.50
72%	1000 Comp +1	908.00	352	257.50	650.50
72%	1000 Comp Fam	1326.00	353	375.50	950.50
100%	HDHP Prev	413.50	309	0.00	413.50
73%	HDHP Prev +1	765.00	310	206.00	559.00
72%	HDHP Prev Fam	1116.50	311	315.50	801.00
100%	HDHP Comp	424.00	312	0.00	424.00
72%	HDHP Comp +1	784.00	313	221.50	562.50
72%	HDHP Comp Fam	1145.00	314	324.00	821.00
91%	Optima Emp	421.00	355	38.50	382.50
70%	Optima Emp +1	778.50	356	231.00	547.50
70%	Optima Family	1127.00	357	335.00	792.00





*Office of the City Manager  
Amanda C. Jarratt*

March 8, 2024

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: Interim City Manager

**Background**

Franklin City Council is in need of an Interim City Manager effective Wednesday, March 27, 2024. Candidates have been considered and interviewed by City Council.

**Recommended Action**

Appoint an Interim City Manager effective March 27, 2024.



*Office of the City Manager*  
*Amanda C. Jarratt*

March 7, 2024

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.
  - 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 and has been referred to final review. HBA has been procured as the architect and the kick off meeting was held on January 3, 2024. Survey work is almost complete. Conceptual design is underway.
  - 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. Final conceptual plans are complete and architectural plans will be under development soon.
  - We anticipate bidding out the improvements to Riverwalk Park in the next 30 days.
- Staff continues to work with DHCD and Kimely Horn 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.
- Three responses were received for the Franklin Southampton radio project and they are currently under review by the review team. Competitive negotiations with these firms is scheduled for next week. This is anticipated to be on the March 25<sup>th</sup> agenda.
- 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. Mosley Architects has been selected to assist the Western Tidewater Jail Board to conduct the necessary feasibility study. A kick off meeting with Mosely was held on November 20<sup>th</sup>.
- The Great American Cleanup is scheduled for March 22<sup>nd</sup> and 23<sup>rd</sup> in Hampton Roads. Each year over 1,000 volunteers team up to clean up Hampton Roads for the regional two-day event. Volunteers from military commands, local businesses and non-profits join forces with private citizens across Hampton Roads to rid the land and water of litter, tend community gardens and improve public parks. Since 2019, volunteers have cleared more than 196 tons of litter from our environment. Staff would like to organize and register the City of Franklin for the Great American Cleanup.
- My last day with the City of Franklin is March 26<sup>th</sup>. I am working with the staff and City Council on a transition plan and to finalize the FY 25 budget.





*Franklin's Market  
on Main  
Farmer's Market*

# Accepting Vendors!

**Franklin's Market on Main is now accepting  
new vendors for the 2024 market season!  
Apply today!**



**Opening day is Saturday April 20th from  
9 am-3 pm**

Saturday's- April 20th-November 16th  
9 am-12 pm

*210 South Main Street  
Franklin, VA 23851*





2024 Hampton Roads Great American Cleanup

# HELP THE CITY OF FRANKLIN CLEAN OUR COMMUNITY

The 2024 Hampton Roads Great American Cleanup is a two-day effort to remove litter & improve community appearance.

**Friday , March 22nd  
&  
Saturday, March 23rd**



Volunteers are needed to clean up roadways and community greenspaces. Clean up kits including trash bags and gloves will be provided to participants.

Please sign-up at :

<https://forms.gle/VCcDa5VEhUB91dSM7>

OR

SCAN







# MARCH

— upcoming events —

9th

## St. Patricks Day Arts & Crafts @ Storehouse

StoreHouse

10:30am - 12:00pm

102 E. Second Ave. Franklin, VA 23851

15th

## St. Patricks Day Cupcake Decor @ MLK Center

5:00pm - 6:30pm

683 Oak St. Franklin, VA. 23851



16th

## March Mayhem @ College Drive Park

Youth & Adult Basketball Tournament

10:00am-2:00pm

301 S. College Dr. Franklin, VA. 23851

(Registrations are now open)



23rd

## Helicopter Egg Drop @ Armory Field

1:00pm - 2:00pm

920 Armory Dr. Franklin, VA. 23851



## FDPR/Camp25 Winter Basketball League Championship Game

Sunday, March 3, 2024

Please see the attached game schedule.

Facebook: Franklin Department of Parks &  
Recreation  
(757)562-2475



FRANKLIN DEPARTMENT OF PARKS & RECREATION

# St Patrick's Day

Craft's



**9th MARCH 2024**

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



**StoreHouse Coffee Shop**

**102 E Second Avenue Franklin Va 23851**





# ST. PATRICK'S DAY CUPCAKE DECOR

## MARCH 15TH, 2024

DR. MARTIN LUTHER CENTER  
683 OAK STREET FRANKLIN, VA 2351  
5:00PM-6:30PM

PLEASE COME OUT & JOIN US AS WE DECORATE OUR FAVORITE  
CUPCAKE FOR ST. PATRICKS DAY!  
FOR MORE INFORMATION CONTACT: 562-8789 OR  
KTAYLOR@FRANKLINVA.COM





Franklin Parks And  
Recreation Presents

# MARCH MAYHEM

**MARCH 16 10am-2pm**

**College Drive Park  
301 S. College Drive, Franklin, Va**

**Outdoor Basketball Fun with food, contest, and more**

**ADULT BIG 3v3 Basketball Tournament**

**YOUTH 5v5 Games (AGES 8-10; 11-13;14-17)**

**Enter the 3-Point Shootout; Winner Awarded \$25**

**Register In-Person at MLK Community Center**

**683 Oak Street, Franklin, Va, 23851**

**Contact FDPR Athletic Specialist**

**Phone: (757)562-2475**

**Email: [tmyrick@franklinva.com](mailto:tmyrick@franklinva.com)**





Franklin Department of Parks & Recreation



3,000 eggs will be  
dropped!

# HELICOPTER EGG DROP

MARCH 23, 2024

1:30PM  
- 2:30PM

- Helicopter will  
arrive at 2pm  
- Pictures with  
Easter Bunny

ARMORY  
FIELD

FREE  
EVENT

- Free Easter Bags  
(While supplies last)

920 ARMORY DR.  
FRANKLIN, VA  
23851

FACEBOOK: FRANKLIN DEPARTMENT OF  
PARKS & RECREATION

757-562-2475