



**Franklin City Council Agenda  
April 8, 2024  
Council Chambers  
207 West Second Avenue  
Franklin, Virginia 23851**

**6:00 P.M. Work Session**  
Budget Work Session

**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**  
**INTRODUCTION OF INTERIM CITY MANAGER. . . . . MAYOR ROBERT L. CUTCHINS**  
**CITIZEN'S TIME**  
**AMENDMENTS TO AGENDA**

**1. INTRODUCTION OF NEW EMPLOYEE:**

A. Aaron Barnes, Director of Community Development

**2. CONSENT AGENDA:**

- A. Approval of March 25, 2024 meeting minutes
- B. Approval of April 2, 2024 meeting minutes

**3. ORDINANCES & RESOLUTIONS:**

- A. Proclamation #2024-06 - National Public Safety Telecommunications Week
- B. Proclamation #2024-07 - National Animal Care and Control Appreciation Week
- C. Resolution #2024-08 - 100<sup>th</sup> Anniversary of the Franklin Rotary Club

**4. FINANCIAL MATTERS**

A. Budget Amendment 2024-18

**5. OLD/ NEW BUSINESS:**

A. City Manager's Report

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

**7. 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 HRPDC Community Advisory Committee, Hampton Roads Transportation Planning Organization, Hampton Roads Transportation Advisory Committee, Board of Zoning Appeals, Southview Cemetery Advisory Committee, Building Code Appeals Board, Historic Preservation Commission, Beautification Commission, Western Tidewater Regional Jail, SPSA.

## **8. ADJOURNMENT**

# City Council Work Session Meeting Minutes March 25, 2024

## Call to order

The Franklin City Council held a Budget Work Session on March 25, 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 Linwood Johnson; Councilman Mark Kitchen; Councilwoman Jessica Banks; Councilman Ray Smith.

Council Members not in Attendance: Councilman Gregory McLemore

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; Camara Jacobs, Director of Human Resources; Arisha Jones, Tourism Manager; Dinah Babb, Treasurer; Chad Edwards, Director of Public Works; Sarah Rexrode, Director of Social Services; Selenia Boone, Commissioner of the Revenue; Sammara Green, Director of Parks and Recreation; Trevelyn Linton, Airport Manager.

## Fiscal Year 2024-2025 Budget Presentation

City Manager Amanda Jarratt stated that this is the second of many discussions that Council will have regarding the FY24-25 Budget. City Manager stated that she has requested all Department Heads attend the meeting to ensure that all questions will be answered. The City Manager stated that unfortunately, a lot of the information that the City has been waiting on remain unknown. She added that Council will adopt the FY24-25 Budget Calendar later in the Open Session but two additional Budget Work Sessions have been added, as well as a June 3, 2024 adoption date.

The City Manager informed Council that once the rate advertisement is released, the City can only keep the same rate or decrease the rate.

The City Manager stated that if all things remain the same the total amount of projected Revenue right now, including the newly approved Health Insurance Premiums for employees as well as a 3% raise for employees is \$30,664,719 and \$32,886,497 in requested Expenditures which gives a delta of \$2,241,485. City Manager Amanda Jarratt stated that Council as well as Interim City Manager Burcham may want to change the raise percentage. City Manager Amanda Jarratt stated that staff has used what the based on trend, new sales tax, meals tax, lodging tax, and cigarette tax as well as personal property. She also stated that the numbers listed again are if all things remain the same with real estate.

Real Estate Tax Rate Analysis	
④	
□ Proposed FY25 Real Estate Tax Rate remains the same at \$1.03 per \$100 of assessed property value.	
□ Each One Cent on the Real Estate Rate = approximately \$61,938 at a 98.5% collection rate.	
□ Real Estate Taxes – 20% increase in values	\$ 1,397,687

And added that the Worker’s Compensation rates as well as personal property insurance for the City have not come back which can also have an impact on the budget.

The City Manager noted that included in the FY24-25 Budget is a transfer from the Electric Fund in the amount of \$1,799,993. In addition, \$300,000 from the Water & Sewer Fund, and \$100,000 from the Solid Waste Fund is included.

Enterprise Fund Support	
5	
Transfer from Enterprise Funds:	
Electric Fund	\$ 1,799,993
Water & Sewer Transfer	300,000
Solid Waste	100,000
	\$ 2,199,993

Closing the Budget Gap Revenue Adjustments Options	
6	
Real Estate Taxes – 20% increase in values	\$ 1,397,687
General Fund Unassigned Fund Balance	\$ 345,236

The City Manager stated that it is important to note that you are only supposed to use the Unassigned Fund Balance for one time purchases and added that in years past, the City would use their Unassigned Fund Balance to balance the budget, this would be why in 2019 the Unassigned Fund Balance was left at 11%, is below the 15% policy. At this point, the Unassigned Fund Balance is closer to 40%.

**Expenditure Adjustments**

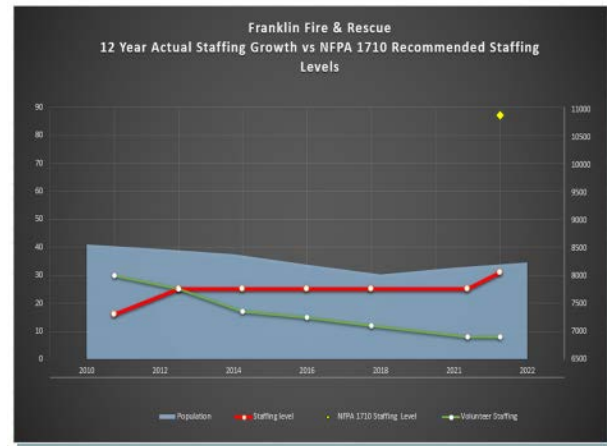
Expenditure Increases	Amount
Police Personnel Increase (one position with benefits)	\$ 77,000
Emergency Services Personnel Increase (three positions with benefits)	250,000
CSA Expenditures	100,000
General District Court Position	40,000
Legislative Change: DSS Personnel 3% Raise – Local Share – Transfer	54,900
Tax Relief for the Elderly/Disabled	39,000
<b>Total Preliminary Proposed Increases</b>	<b>\$560,900</b>
Expenditure Reductions	Amount
VRS Rate Change from 13.47 to 12.01 & VLDP from .85 to .74	(\$152,805)

The City Manager entertained any questions that Council may have. Councilman Linwood Johnson asked if the three additional Fire & Rescue employees were for the Southampton County or City of Franklin area. The City Manager responded that these were for the City of Franklin and nothing to do with Southampton County.

The City Manager stated that two decisions Council will need to provide guidance on is whether or not the cost of an Assistant City Manager and Part-Time Grant Writer are included in the FY24-25 Budget. City Manager Amanda Jarratt that the cost of an Assistant City Manager with benefits is \$119,000 and Part-Time Grant Writer is \$21,700.00.

The City Manager reiterated the need for employee raises. She added that the City has come a long way to increase employee salaries over the years. The City Manager stated that after discussions with other City Managers the employee raise percentage has ranged as high as 4-4.5%, but 3% seemed to be the average. Councilman Linwood Johnson asked if the 3% would keep the City of Franklin in competition with other localities. The City Manager stated it would.

Date of Raise	Percentage
7/1/2013	1.1% VRS Plan 1 Only
7/1/2013	2%
7/1/2014	1.1% VRS Plan 1 Only
7/1/2015	1.1% VRS Plan 1 Only
9/1/2015	2%
7/1/2016	1.1% VRS Plan 1 Only
12/1/2016	2%
7/1/2018	2%
11/1/2020	2%
7/1/2022	5%
7/1/2023	5%



The City Manager stated that the volunteer staffing in the Fire Department is declining. She added that is not a City of Franklin specific situation but a National trend. The City Manager directed Council’s attention to the positive impact from the additional employees added over the last few years but there is still room for growth.

The City Manager stated with regard to the City of Franklin Public Schools, she reported the Administration recommendation for flat funding is at \$4,330,237. However, the fact that Franklin City Public Schools has only had an Operation’s Budget then moved funds to a Capital Budget has created a sense of contention between Council and the School Board.

FY2025 FCPS Proposed Budget

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- Plan for a flat contribution of \$4,330,237
  - \$4,000,000 – Operation Budget
  - \$330,237 – Capital Budget (similar to federal grants)
- School Budget requests - \$4,913,092
- Waiting final budget from General Assembly and Governor

FCPS Fund Balance Carryover History

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FY18-19	\$ 207,158
FY19-20	\$ 335,330
FY20-21	\$ 703,158
FY21-22	\$ 557,200
FY22-23	\$ 321,663
FY23-24	\$ 308,655

City Manager Jarratt stated that she has requested Council take a 5% cut to their budget for the FY24-25. The City Manager stated that the 5% cuts are not included in the slide and the information will be passed to Interim City Manager.

The City Manager stated that the Water and Sewer Fund is balanced at \$5.2 million dollars which is \$1.8 million more than the FY23-24 budget. Capital spending is \$25,001 compared to \$339,963 in FY23-24 and there is no recommended increase in the City’s Water and Sewer rates. She added that the Fund Balance is at 65.97% which is an excess of Council’s guidelines of 15%-25%.

The City Manager then noted that the Solid Waste Fund is balanced at \$1.6 million dollars which is \$277,069 more than the Fy23-24 budget. She added that no increase has been budgeted for the City’s Solid Waste rates. The tipping fee for SPSA is decreasing from \$67.00 to \$65.00. The City Manager stated that The Fund Balance is at 68.74% which is inline with Council’s guidelines of 25%-40%. The City Manager stated that Dennis from SPSA will be at the regular City Council meeting to provide the current state of SPSA.

The City Manager stated that the Airport Fun is balance at \$204,030 which is \$16,412 more than the FY23-24 budget primarily due to the increase cost in linability insurance and fuel cost.

The City Manager stated that the Electric Fund is balanced at \$16.6 million dollars which is a decrease from the FY23-24 budget of \$2.4 million or 12% which is directly related to energy resale cost. She added that it was a much milder year, therefore the City has sold less energy which in turn means less revenue. The City Manager stated that the City will have to pay an estimated amount of \$600,000 “true-up” to Dominion which is the same as FY24 and there is no increase budgeted for the City’s electric rates therefore, all things remain the same. The City Manager stated as a reminder, the rates increased by 12% and the City is still providing a City subsidy. City Manager Jarratt added that the fuel adjustment cost is projected to decrease. City Manager Amanda Jarratt stated that all of this includes the transfer to the General Fund of \$1.8 million dollars. She added with all of that said, the Fund Balance remains in excess of Council guidelines at 35.01%. The City Manager stated that the Electric Fund is healthy.

The City Manager stated that with regards to the Social Services Fund, the local market requirement for FY25 is \$695,285 compared to the FY24 at \$640,674 which is an increase of \$54,611. The total DSS Budget is \$3,571,167 and includes a 3.0% state salary increase effective July 1, 2024.

SOCIAL SERVICES FUND		City of Franklin VIRGINIA Growth • Community • Spirit							
	2018	2019	2020	2021	2022	2023	2024	2024	
	Actual	Actual	Actual	Actual	Actual	Actual	Budget	Actual	
CSA Social Services Expenditure Total	159,073	177,162	225,411	263,116	376,213	823,668	625,312	451,811	
Percentage Change over previous year		11.37%	29.49%	14.09%	42.98%	118.94%	-24.08%	-45.13%	
Percentage change from FY18 to FY24 budget							293.10%	184.03%	
Juvenile Detention & Group Home	51,192	51,186	74,595	65,475	214,066	276,046	200,000	121,686	
Percentage Change over previous year		-0.01%	45.73%	-12.23%	226.94%	28.95%			

through 1/30/24

FY24-25 Debt Service Obligation (All Funds) Compared to FY 23-24 Budget			
Fund	FY23-24	FY24-25	Budget Variance FY24-25 over FY23-24
General Debt	\$ 788,169	\$ 1,360,137	\$ 571,968
School Debt	\$ 414,133	\$ 414,662	\$ 529
Tax Supported Debt	\$ 1,202,302	\$ 1,774,799	\$ 572,497
Water & Sewer Debt	\$ 339,963	\$ 25,001	\$ (314,962)
Solid Waste	\$ 28,533	\$ 30,196	\$ 1,663
Electric Debt	\$ 236,437	\$ 232,117	\$ (4,320)
Total Enterprise Debt	\$ 604,933	\$ 287,314	\$ (317,619)

In terms of debt service, the budget variance is shown year over year. She added that the City had a final payment on one Water and Sewer debt issue.

CITY OF FRANKLIN, VIRGINIA CONTRIBUTIONS TO AGENCIES & ORGANIZATIONS									
Name of Organization (City Council Budget)	Requested	Adopted	Adopted	Requested	Adopted	Requested	City Manager Recommendation - See Council's Agenda	Change Requested	Percent
	FY 2024-2023	FY 2023-2023	FY 2022-2023	FY 2023-2023	FY 2023-2023	FY 2024-2023	FY 2024-2023	Increase (Decrease)	Increase (Decrease)
Blackwater Community Events	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ -	0%
Bees & Bats Club	7,000	4,000	4,000	7,000	4,000	4,000	4,000	(4,000)	-200%
Chesterfield County Fire & EMS Meet Rights	300	-	-	300	-	-	-	-	ND/DC
Children's Center	2,800	-	-	2,800	-	-	-	-	ND/DC
Club 3	2,000	-	1,000	20,000	-	-	-	(19,000)	-200%
Enterprise Inc	4,000	6,000	6,000	4,000	6,000	6,000	6,000	2,000	50%
FR District CASA Program-Visitors for Kids	5,000	2,800	2,800	5,000	2,800	2,800	2,800	(2,200)	-220%
Franklin Equine Arts Inc	4,000	4,000	4,000	4,000	4,000	4,000	4,000	0	0%
Franklin - Southwestern County Fair (New for FY22)	4,000	4,000	4,000	4,000	4,000	4,000	4,000	0	0%
General Center	4,000	4,000	4,000	4,000	4,000	4,000	4,000	0	0%
H.R. Sullivan & Partners Facilities Alliance	5,000	4,321	4,321	5,000	4,321	4,321	4,321	(679)	-14%
Hampton Roads Visionforce Council (Disability Inc.)	3,323	3,323	2,096	3,323	2,096	2,096	2,096	(1,227)	-37%
H. S. C. C.	13,000	13,000	13,000	13,000	13,000	13,000	13,000	0	0%
Historic Museum Arts - New Grant	15,000	15,000	15,000	15,000	15,000	15,000	15,000	0	0%
Senior Services of Virginia	10,000	10,000	10,000	10,000	10,000	10,000	10,000	0	0%
Smart Region Virginia Western Tidewater	13,000	13,000	13,000	13,000	13,000	13,000	13,000	0	0%
SPCC Incorporated	9,549	3,000	3,000	9,549	3,000	3,000	3,000	(6,549)	-69%
Virginia Legal Aid Society, Inc.	4,404	-	-	4,404	-	-	-	(4,404)	ND/DC
Western Tidewater Press Clinic	40,000	3,000	3,000	40,000	3,000	3,000	3,000	(37,000)	-93%
Franklin Southampton Econ Development, Inc.	300,000	300,000	300,000	300,000	300,000	300,000	300,000	0	0%
<b>Totals</b>	<b>\$ 2,918,633</b>	<b>\$ 70,154</b>	<b>\$ 71,067</b>	<b>\$ 2,918,633</b>	<b>\$ 70,154</b>	<b>\$ 71,067</b>	<b>\$ 2,918,633</b>	<b>\$ (2,848,479)</b>	<b>-98%</b>
<b>Other Agencies (Various Departments)</b>									
San District Court Serv- Juvenile Detention	\$ 324,288	\$ 93,000	\$ 300,000	\$ 324,288	\$ 293,000	\$ 293,000	\$ 293,000	\$ (31,288)	-10%
Blackwater Regional Library	364,527	364,527	328,346	364,527	328,346	328,346	328,346	(36,181)	-10%
Community Connections Program-San Judicial District	12,484	6,000	6,000	12,484	6,000	6,000	6,000	(6,484)	-52%
Franklin Southampton Econ Development, Inc.	300,000	300,000	300,000	300,000	300,000	300,000	300,000	0	0%
Franklin Southampton Chamber	6,000	6,000	6,000	6,000	6,000	6,000	6,000	0	0%
Hampton Roads Planning District Comm.	58,987	58,987	58,524	58,987	58,736	58,736	58,736	(251)	-0%
Health Department	110,000	110,000	106,250	110,000	106,250	106,250	106,250	(3,750)	-3%
Joint Operations - Southampton County	374,110	374,110	374,653	374,110	374,117	374,117	374,117	67	0%
Western Tidewater Community Service Board	69,587	69,587	69,242	69,587	69,249	69,249	69,249	(338)	-0%
Western Tidewater Regional Jail	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	0	0%
<b>Totals</b>	<b>\$ 3,341,982</b>	<b>\$ 3,391,678</b>	<b>\$ 3,370,558</b>	<b>\$ 3,341,982</b>	<b>\$ 3,370,558</b>	<b>\$ 3,370,558</b>	<b>\$ 3,370,558</b>	<b>\$ 28,576</b>	<b>1%</b>

City Manager Amanda Jarratt stated she understands this is a lot of information and entertained any questions that Council may have. She also stressed the importance of having Council’s guidance of general consensus of what Council would like to see. City Manager Amanda Jarratt stated that



unfortunately she is unable to provide a balanced budget or recommendation at this point do to the unknown real estate assessment, but based on where the City is today, ideally it is at 20% or higher and there will not be an adjustment to the rate. City Manager Amanda Jarratt added that this does not include any of the Capital needs.

The City Manager stated that the main question for Council is the addition of Assistant City Manager and Part-Time Grant Writer positions to the FY24-25 Budget. Councilman Ray Smith stated that his opinion is the Part-Time Grant Writer position would pay for themselves. Therefore, he feels the City should fill the Part-Time Grant Writer position. Councilman Linwood Johnson stated he agreed, the Part-Time Grant Writer would focus on receiving various grants which would pay for itself. Mayor Robert Cutchins added the Part-Time Grant Writer would fill a void which the City is experiencing.

Vice-Mayor Wynndolyn Copeland stated she would like to delay the hire for the Assistant City Manager position until the City of Franklin has a permanent City Manager.

The Mayor stated the take away is that Council would like to see the Part-Time Grant Writer funded and the Assistant City Manager position kept within the personnel compliment with a delayed hire. Franklin City Council agreed. Councilman Linwood Johnson thanked The City Manager for her time preparing the information presented.

### Adjournment

**Mayor Bobby Cutchins adjourned the Budget Work Session.**

The Work 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 March 25, 2024

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## Call to order

The Franklin City Council held a regular City Council meeting on March 25, 2024 at 7:05 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 Ray Smith.

Council Members not in Attendance: Councilman Gregory McLemore

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; Camara Jacobs, Director of Human Resources; Arisha Jones, Tourism Manager; Dinah Babb, Treasurer; Chad Edwards, Director of Public Works; Sarah Rexrode, Director of Social Services; Selenia Boone, Commissioner of the Revenue; Sammara Green, Director of Parks and Recreation; Trevelyn Linton, Airport Manager.

## Citizen’s Time

**Mr. Gary Wyse of 205 Willis Road, Franklin, Virginia** brought to Council his concern regarding the salary and recruitment of electoral workers.

**Mrs. Judy Wyse of 205 Willis Road, Franklin, Virginia** yielded her time to Mr. Gary Wyse.

**Mr. Gary Wyse of 205 Willis Road, Franklin, Virginia** furthered his concern regarding the salary and recruitment of electoral workers.

**Mrs. Mary Ensell, of Franklin, Virginia** expressed her concern regarding the salary of electoral workers and express the amount of work involved.

**Mr. Kevin Ensell, of Franklin, Virginia** discussed his concern regarding the salary of electoral workers and having short staff for the upcoming election.

## Amendments to Agenda

**No amendments to the agenda.**

## Consent Agenda:

- A. Introduction of New Employees



City Manager stated that Mr. Aaron Barnes, Director of Community Development is scheduled to start on April 1, 2024 and will be introduced by Interim City Manager Darlene Burcham at a later meeting.

City Manager Amanda Jarratt introduced Mr. Terrell Majette as the Administrative Assistant and Permit Technician for the Department of Community Development. City Manager Amanda Jarratt stated that Mr. Majette has left the City of Franklin on several occasions: the first being an 8 year tour as a Sergeant in the Army and he also pursued his entertainment dream in Atlanta, Georgia. City Manager expressed her appreciation for Mr. Majette’s hard work and welcomed him back to the City of Franklin.

City Manager Amanda Jarratt introduced Mrs. Kenya Hardin and stated that Mrs. Hardin initially started as a temporary employee with the Department of Community Development for 6 months. The City Manager noted that Mrs. Hardin was recently married and that the City of Franklin is very excited for her commitment to the Department of Community Development.

Mayor Robert Cutchins welcomed both employees to the City of Franklin.

**B. Approval of March 11, 2024 Meeting Minutes**

Mayor Robert Cutchins asked if there were any corrections or additions for the March 11, 2024 meeting minutes. Mayor Robert Cutchins entertained a motion to approve the March 11, 2024 meeting minutes as presented. Councilman Linwood Johnson made a motion to approve the March 11, 2024 meeting minutes with a second from Councilman Mark Kitchen.

**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>Aye</b>
<b>Councilman Gregory McLemore</b>	<b>Absent</b>

Mayor Robert Cutchins affirmed the motion carried.

**C. National Small Business Week Resolution #2024-04**

National Small Business Week  
April 28, 2024 – May 4, 2024  
Proclamation #2024-04

**WHEREAS**, America’s strongest economic growth has been driven by the resilience of our small businesses who continue to pioneer innovative solutions to our country’s greatest challenges and create opportunities for families and workers; and,

**WHEREAS**, from the storefront shops that anchor Main Street to the high-tech startups that keep America on the cutting edge to the small manufacturers driving our competitiveness on the global stage, small businesses are the backbone of our economy and the cornerstones of our nation’s promise; and,

**WHEREAS**, when we support small business, jobs are created, and local communities preserve their unique culture and vibrancy; and,

**WHEREAS**, because this country’s more than 33 million small businesses create nearly two out of three new jobs in the United States, we cannot resolve ourselves to create jobs and spur economic growth in America without discussing ways to support our entrepreneurs; and,

**WHEREAS**, the President of the United States has proclaimed National Small Business Week every year since 1963 to highlight the programs and services available to entrepreneurs through the U.S. Small Business Administration and other government agencies; and,

**WHEREAS**, the City of Franklin Council hereby supports and joins in this national effort to help America’s small businesses do what they do best – grow their business, create jobs, and ensure that our local communities remain as vibrant tomorrow as they are today

**NOW, THEREFORE**, the City of Franklin recognizes April 28th - May 4<sup>th</sup>, 2024 as **SMALL BUSINESS WEEK**, and I call this observance to the attention of our citizens in order to celebrate and support our City’s small businesses and entrepreneurs.

Signed this 25<sup>th</sup> day of March 2024.

\_\_\_\_\_  
Robert “Bobby” Cutchins, Mayor  
City of Franklin, Virginia

Mayor Robert Cutchins entertained a motion to approve National Small Business Week Proclamation #2024-04. Vice-Mayor Wynndolyn Copeland made a motion to approve 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>Aye</b>
<b>Councilman Gregory McLemore</b>	<b>Absent</b>

Mayor Robert Cutchins affirmed the motion carried.

**Financial Matters:**

**A. Budget Amendment 2024-15**

The City Manager called on Mrs. Rachel Trollinger, Director of Finance to present the Budget Amendment 2024-15. Mrs. Rachel Trollinger recommended the Council of the City of Franklin, Virginia that the 2023-2024 City Budget is amended :

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

**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.*

		2023-2024 BUDGET	AMENDED BUDGET	INCREASE (DECREASE)
	<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>

Councilman Linwood Johnson made a motion to approve Budget Amendment 2024-15 with a second from Councilman Mark Kitchen.

**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>Aye</b>    |
| <b>Councilman Gregory McLemore</b>   | <b>Absent</b> |

Mayor Robert Cutchins affirmed the motion carried.

**Budget Amendment 2024-16**

Mrs. Rachel Trollinger, then presented Budget Amendment 2024-16 asking that Council of the City of Franklin, amend the 2023-2024 Budget as follows:

1. Recognize grant revenue from SERCAP, Inc. for the Laurel Street Revitalization Project and to appropriate such revenue for use; and
2. Recognize sponsorships from Dominion Energy Services, Inc., Bronco Federal Credit Union, and Repair Tech Industrial Contractors and appropriate such revenue for use.

**BUDGET AMENDMENT 2024-16**

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

1. recognize grant revenue from SERCAP, Inc. for the Laurel Street Revitalization Project and to appropriate such revenue for use; and
2. recognize sponsorships from Dominion Energy Services, Inc., Bronco Federal Credit Union, and Repair Tech Industrial Contractors and appropriate such revenue for use.

		2023-2024 BUDGET	AMENDED BUDGET	INCREASE (DECREASE)
				<b>#1</b>
<b>501 WATER &amp; SEWER REVENUE</b>				
501-3-16190-6081	SERCAP Inc. Grant Revenue	\$ -	\$ 30,000	<u>30,000</u>
				<u>30,000</u>
<b>EXPENDITURES</b>				
501-4-44113-3190	Contractual Services	\$ 97,721	\$ 127,721	<u>30,000</u>
				<u>30,000</u>
				<b>#2</b>
<b>100 GENERAL FUND REVENUE</b>				
100-3-13030-0052	Farmer's Market Fees	\$ 1,380	\$ 1,880	500
100-3-18990-3016	Donations Tourism	\$ 2,750	\$ 6,250	<u>3,500</u>
				<u>4,000</u>
<b>EXPENDITURES</b>				
100-4-81600-7001	Farmers' Market Expenses	\$ 5,000	\$ 5,500	500
100-4-81600-5892	Festival and Events	15,688	19,188	<u>3,500</u>
				<u>4,000</u>

Councilman Linwood Johnson made a motion to approve Budget Amendment 2024-16 with a second from Councilman Mark Kitchen.

**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>Aye</b>    |
| <b>Councilman Gregory McLemore</b>   | <b>Absent</b> |

Mayor Robert Cutchins affirmed the motion carried.

**Budget Amendment 2024-17**

Mrs. Rachel Trollinger, presented Budget Amendment 2024-17 requesting that Council of the City of Franklin, Virginia that the 2023-2024 City Budget is amended as follows:

1. Request the use of Unassigned Fund Balance to purchase a weapons scanner for S.P. Morton Elementary School as requested by the School Board.

**BUDGET AMENDMENT 2024-17**

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

1. Request the use of Unassigned Fund Balance to purchase a weapons scanner for S.P. Morton Elementary School as requested by the School Board.

		2023-2024 BUDGET	AMENDED BUDGET	INCREASE (DECREASE)
<b>250 EDUCATION FUND #1</b>				
<b>REVENUE</b>				
250-3-41050-6100	Funds Local Government - Capital Proj	\$ -	\$ 152,653	<u>152,653</u>
<b>EXPENDITURES</b>				
250-4-60000-0011	Technology	1,317,919	1,470,572	<u>152,653</u>
				<u>152,653</u>
<b>100 GENERAL FUND #2</b>				
<b>REVENUE</b>				
100-3-41050-0150	Use of Unassigned Fund Balance	\$ 1,444,712	\$ 1,597,365	<u>152,653</u>
<b>EXPENDITURES</b>				
100-4-93100-9260	Transfers to School Operations	4,330,237	4,482,890	<u>152,653</u>
				<u>152,653</u>

Councilman Linwood Johnson made a motion to approve Budget Amendment 2024-17 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>Nay</b>
<b>Vice-Mayor Wynndolyn Copeland</b>	<b>Aye</b>
<b>Mayor Robert Cutchins</b>	<b>Aye</b>
<b>Councilman Ray Smith</b>	<b>Aye</b>
<b>Councilman Gregory McLemore</b>	<b>Absent</b>

Mayor Robert Cutchins affirmed the motion carried.

**B. Line of Credit Extension**

City Manager Amanda Jarratt introduced David Rose, the City of Franklin’s financial advisor with Davenport & Company to provided Council with an overview of the Line of Credit Extension. Mr. Rose, stated that in 2022, Davenport & Company recommended that Council would set up a line of credit in the amount of \$4,000,000.00.

Mr. Rose, further stated that this was completed through a competitive process and ultimately picked Powell Valley National Bank. Mr. Rose stated that when this was completed, the thought was that the City of Franklin would want to prevent imposing on the fund balance, allowing the City to have cash flow to take care of capital projects.

Mr. Rose, added that the Line of Credit becomes due on January 15, 2025 and has been very successful, making money for the City which was not the initial plan. Mr. Rose stated that the interest rate will be 4.5%, which is still below the rate that the City of Franklin can earn and recommended approval of Resolution #2024-05.

a. Line of Credit Resolution #2024-05

RESOLUTION PROVIDING FOR THE EXTENSION OF THE GENERAL OBLIGATION LINE OF CREDIT NOTE, SERIES 2022, OF THE CITY OF FRANKLIN, VIRGINIA RESOLUTION #2024-05

WHEREAS, the City Council (the "City Council") of the City of Franklin, Virginia (the "City") previously determined it necessary and advisable and in the best interest of the City to authorize the borrowing of money in an amount not to exceed \$4,000,000 in order to provide interim financing for (i) roof projects at City Schools (the "School Roof Projects") and (ii) other general fund and school capital projects for the City (the "City Capital Projects," together with the School Roof Projects, the "Projects") and to pay the costs of issuance thereof by the issuance by the City of its general obligation bond anticipation note or notes therefor; and

WHEREAS, the City held a public hearing, duly noticed, on August 22, 2022, on the issuance of up to \$4,000,000 of general obligation bonds or notes of the City in accordance with Section 15.2-2606 of the Act; and

WHEREAS, on September 12, 2022, the City issued its up to \$4,000,000 General Obligation Line of Credit Note, Series 2022 (the "Note") maturing January 15, 2025, from Powell Valley National Bank (the "Lender") to finance the Projects;

WHEREAS, the City has requested and the Lender has agreed to extend the term of the Note by approximately one year to January 15, 2026 with interest payable at the rate of 4.50% per annum, as set forth in an allonge to the Note (the "Allonge") and a Modification Agreement between the City and the Lender (the "Modification Agreement") the forms of which have been filed with the records of the City, and the City Council desires to accept such arrangement and proceed with such modification;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA:

1. The Mayor or Vice Mayor and City Manager are each hereby designated as authorized representatives of the City (collectively, the "Authorized Representatives") and any one of such Authorized Representatives are hereby authorized and directed to execute and deliver the Modification Agreement on behalf of the City. The Allonge shall be signed by the Mayor or Vice Mayor of the City and the City's seal shall be affixed thereon and attested by the City Clerk or Deputy City Clerk. Any officer of the City or any Authorized Representative is hereby authorized and directed to execute and deliver any other instruments, certificates and documents, on behalf of the City, as are necessary or appropriate to effect the transactions contemplated by the Modification Agreement, including amendments to existing agreements with the Lender ancillary or related to the Note. Each officer and Authorized Representative is authorized and directed to do and perform all things necessary or useful in furtherance of the execution and delivery of the Modification Agreement and the Allonge.

2. The City's full faith and credit are pledged to secure the payment of the principal of, premium, if any, and interest on the Note, as amended by the Allonge. Unless other funds are lawfully available and appropriated for timely payment of the Note, as amended by the Allonge, the City agrees to levy an annual tax upon all property subject to local taxation in the City sufficient to pay the principal of and premium, if any, and interest on the Note, as amended by the Allonge.

3. The City covenants that it shall not permit the proceeds of the Note, as amended by the Allonge, or the property financed thereby to be used in any manner that would result in (a) 5% or more of such proceeds or the facilities financed with such proceeds being used in a trade or business carried on by any person other than a governmental unit, as provided in Section 141(b) of the Code, (b) 5% or more of such proceeds or the facilities financed with such proceeds being used with respect to any output facility (other than a facility for the furnishing of water), within the meaning of Section 141(b)(4) of the Code, or (c) 5% or more of such proceeds being used directly or indirectly to make or finance loans to any persons other than a governmental unit, as provided in Section 141(c) of the Code; provided, however, that if the City receives an opinion of nationally recognized bond counsel that any such covenants need not be complied with to prevent the interest on the Note, as amended by the Allonge, from being includable in the gross income for federal income tax purposes of the registered owners thereof under existing law, the City need not comply with such covenants.

4. The City covenants that it shall not take or omit to take any action the taking or omission of which will cause the Note, as amended by the Allonge, to be an "arbitrage bond" within the meaning of Section 148 of the Internal Revenue Code of 1986, as amended, and regulations issued pursuant thereto (the "Code"), or otherwise cause interest on the Note, as amended by the Allonge, to be includable in the gross income for Federal income tax purposes of the registered owner thereof under existing law. Without limiting the generality of the foregoing, the City shall comply with any provision that may require the City at any time to rebate to the United States any part of the earnings derived from the investment of the gross proceeds of the Note, as amended by the Allonge, unless the City receives an opinion of nationally recognized bond counsel that such compliance is not required to prevent interest on the Note, as amended by the Allonge, from being included in the gross income for federal income tax purposes of the registered owners thereof under existing law. The City shall pay any such required rebate from legally available funds.

5. The City Council hereby acknowledges that the Note, as amended by the Allonge, is expected to be deemed designated as a "qualified tax-exempt obligation" as defined in Section 265(b)(3)(B) of the Code as the Note was originally designated as such and the Note, as amended by the Allonge, satisfies the requirements of Section 265(b)(3)(D)(i) of the Code.

6. This Resolution shall become effective immediately upon its passage. After such passage, a certified copy of this Resolution shall be filed by the Clerk with the Clerk of the Circuit Court of the County of Southampton, Virginia. Any ordinances or resolutions inconsistent herewith previously adopted by the City Council are amended to be consistent with this Resolution.

The foregoing Resolution was adopted at a regular meeting of City Council on March 25, 2024. Members of the Council voted as follows:

YES NO

ABSTAINED ABSENT

Adopted this 25<sup>th</sup> day of March, 2024.

The undersigned Clerk of the City Council of the City of Franklin, Virginia, hereby certifies that the foregoing constitutes a true and correct copy of a Resolution adopted at a meeting of the City Council of the City of Franklin, held on March 25, 2024. I hereby further certify that such a meeting was a regular meeting, duly called and held, during open meeting and that during the consideration of the foregoing Resolution, a quorum was present.

Clerk, City Council of the City of Franklin, Virginia

Councilman Linwood Johnson made a motion to adopt Line of Credit Resolution #2024-05 with a second from Councilman Mark Kitchen.

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 Aye
Councilman Gregory McLemore Absent

Mayor Robert Cutchins affirmed the motion carried.

Old/New Business:

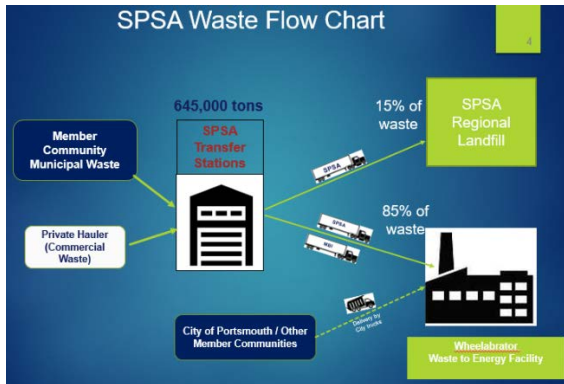
A. SPSA Update and Overview

City Manager Amanda Jarratt recognized Mr. Dennis Bagley, Executive Director of SPSA. She added that Mr. Bagley, would present an overview what has transpired with SPSA over the last few years.



Mr. Bagley, stated that on January 15, 2018 SPSA entered into identical Use & Support Agreement with each of SPSA’s eight (8) member communities. He added that the Use and Support Agreement is scheduled to expire on June 30, 2027. In 2018, SPSA executed a Solid Waste Disposal and Service Agreement with Wheelabrator Portsmouth to dispose of regional solid waste at the Waste to Energy plant located at the NNSY.

Mr. Bagley, explained that SPSA negotiated a very favorable disposal rate with the Waste to Energy plant located within NNSY. 85% of the regions solid waste was being incinerated and converted to steam and electricity to support NNSY. SPSA received approximately 30% of the total volume at the RLF in the form of ash.



Mr. Bagley, also stated that after a lot of back and forth with the Navy, Wheelabrator notified SPSA that they would exercise the early termination clause in the Waste Disposal and Service Agreement effective June 30, 2024. Unfortunately, on December 16, 2022 Wheelabrator suffered a catastrophic fire which destroyed the conveyor that moves waste from the RDF plant to the WTE facility. This resulted in a 60% decrease in volume of water the facility could process.

### The Impacts

- ▶ The RDF facility can only process 1,000 tons per day.
- ▶ SPSA must now divert approximately 1,250 tons per day away from the RDF facility.
- ▶ The volume equal to the total amount of commercial waste received is being diverted to private landfills using private haulers.
- ▶ MSW from member communities is being diverted to the RLF.
- ▶ The additional waste being diverted to the RLF is consuming airspace at a much faster pace than planned.
- ▶ The use of the additional airspace has accelerated the need for landfill expansion.

### Remaining Airspace at the Regional Landfill

Cells V & VI	Cell VII	Cells VIII & IX
Permitted And Constructed 2,323,999 CY	Permitted 8,243,331 CY	Not Permitted 13,970,463 CY
Life Expectancy April 2027	Life Expectancy 2037	Life Expectancy 2061

Mr. Bagley, Executive Director stated that after four years and \$3.2 million invested, SPSA is still working to secure the necessary permits to proceed with expansion of cells VIII and IX. To overcome the cumulative impacts argument made by the EPA, SPSA has agreed that if a permit is issued for cells VIII and IV, that an environmental easement would be placed on cells X, XI and XII to ensure no cumulative impacts exist. Mr. Bagley, stressed to Council that we must find alternative waste disposal mechanism and conserve the airspace we have for hard to manage waste.



## Considerations For Next Steps 10

- ▶ Current state of recycling
- ▶ Make-up of the regions waste stream
- ▶ Public opinion
- ▶ Environmental factors
- ▶ Available technologies
- ▶ Net system cost
- ▶ Contract terms
- ▶ MSW / Commercial waste



## Today's Takeaways 14

- Alternative Waste Disposal proposals will likely require companies to invest \$250 M +.
- Offeror's will likely propose a contract term of 20 years to enable them to offer a competitive tip fee.
- Current Use and Support Agreements with member communities expire June 30, 2027.
- SPSA will likely be requesting each member community renew the current Use and Support Agreements to match the negotiated contract term.

Mr. Bagley, Executive Director stated that the SPSA Board decided to post an RFI and received 10 responses, which gave SPSA the opportunity to reevaluate a few things. He added that an RFP has been posted until May 1, 2024.

Conceptual Schedule <span style="float: right;">15</span>				
ID	Task Name	Duration	Start	Finish
1	<b>Solid Waste Management Post WIN Contract</b>	<b>1310 days</b>	<b>1/1/24</b>	<b>1/5/29</b>
2	Finalize RFP	1 mon	1/1/24	1/26/24
3	Issue RFP	0 days	1/26/24	1/26/24
4	RFP Advertisement	4.5 mons	1/29/24	5/31/24
5	RFP Pre-proposal conference	5 days	2/12/24	2/16/24
6	Evaluate Responses	4 mons	6/3/24	9/20/24
7	Vendor Site Visits	4 mons	6/3/24	9/20/24
8	Board Deliberations	3 mons	9/23/24	12/13/24
9	Board selection of vendor(s)	1 mon	12/16/24	1/10/25
10	Contract Negotiations	3 mons	1/13/25	4/4/25
11	Board Approves Contract	1 mon	4/7/25	5/2/25

Mr. Bagley, then entertained questions from Council. Councilman Ray Smith asked what the additional cost of waste disposal was going to be. Mr. Bagley, requested that SPSA's hope is that there will not be an increase in waste disposal cost but until the bids are received, Mr. Bagley is unable to answer the question.

Mayor Robert Cutchins thanked Mr. Bagley, for his time.

### B. Franklin Southampton Public Radio System Memorandum of Understanding


City Manager Amanda Jarratt stated that the City and County Radio Project Team has been working on this project for 2.5 years. It was initially discussed at a previous Council Retreat at Camp Community College. The RFP was issued in two ways: One allowed the City to go our own way and the Second aloud a joint public safety radio project amongst the City of Franklin and Southampton County. The committee is made of City and County staff and that City staff is available to answer questions. City Manager Amanda Jarratt expressed to Council the amount of dedication and work put into this project and informed Council that they are being asked to approve and authorize execution of a Memorandum

of Understanding between the City of Franklin and Southampton County as well as approving the issuance of the Intent to Award.


City Manager stated that the radio system will be City wide, therefore this radio system will support Public Works, Power & Light, Fire & Rescue and the Police Department. She stated in the past the City has made departmental radio decisions but not for the entire City.

The City Manager introduced Rachel Soward, Consultant with CTA Consultants, LLC. to present an overview of the Franklin Southampton Public Safety Radio System project. Ms. Soward stated that in 2022 the City issued an RFP regarding the communication system. The presentation is provided to help Council understand the City’s Operability, Interoperability and save the Cities expenses and efficiencies. She added that in the past, the City has operated on separate radio systems and this project will allow the different departments to work together on one system.

### Current Communications Environment



- ❌ Lack of Coverage
  - Portable
  - In-Building
- ❌ Analog equipment no longer supported
- ❌ Equipment at end-of-life
- ❌ Lack of Operability
- ❌ Lack of Interoperability
- ❌ Interference
- ❌ Crowding
- ❌ Capacity



### Recommended Best Fit Alternative



**Stand alone 700/800 MHz P25 Phase 2 Trunked Simulcast Radio System is the BEST FIT for City of Franklin and Southampton County**

- ❌ Basis for Best Fit
  - Operability
  - Coverage
  - Interoperability
  - Long Term Costs
  - Cost Effectiveness
  - Competitive Procurement
  - Dispatch Operational Concept
  - Flexibility in channel/talk group Structure

### Procurement Accomplishments



- ❌ RFP 2024-01 Public Safety Radio System: released July 25, 2023
- ❌ Proposal Conference and site visits: August 16, 2023
- ❌ RFP Addenda 1- 4: August/September 2023
- ❌ Review Team Evaluation Strategy Meeting November 3, 2023
- ❌ Proposals Received November 3, 2023
- ❌ Technical/Price Evaluations December 2023
- ❌ Oral Presentations: January 4-8, 2024
- ❌ Competitive Negotiations with Offerors February 29, 2024
- ❌ Best and Final Offer March 8, 2024
- ❌ Review Team Meeting March 18, 2024


### JVCKenwood Proposed System Design



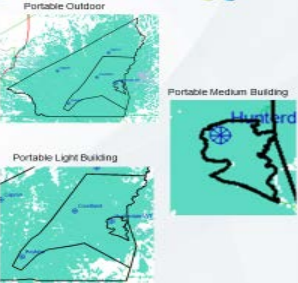
- 4-site, 4-channel 800 MHz ATLAS
- 95% Guaranteed service area coverage
- Redundancy - Cores at all sites (City and County)
- Connectivity - Microwave Ring Topology
- Paging - P25 System/G4 Unication Pagers
- Dispatch - Stargate Consoles, backup control stations, Eventide logging recorder (2)
  - Franklin (3), Command Trailer (2), Southampton (4)
- Dual Band / Single Band Radios with Vault Licenses




### L3Harris Proposed System Design



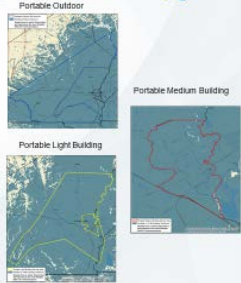
- 5-site, 4-channel 700 MHz Trunked Simulcast
- 95% Guaranteed service area coverage
- Redundancy - Geo-redundant cores (City-Hunterdale, County-Apex 2)
- Connectivity - Microwave Ring Topology
- Paging P25 System/G4 Unication Pagers
- Dispatch – Symphony Consoles, backup control stations, Exacom logging recorder (2)
  - Franklin (3), Command Trailer (2), Southampton (4)
- All Band / Single Band Radios




### Motorola Proposed System Design



- 3-site, 4-channel 700 MHz Trunked Simulcast
- 95% Guaranteed service area coverage
- Redundancy - Geo-redundant cores (City-Franklin PD, County-Apex 1)
- Connectivity - Microwave Star Topology
- Paging P25 System/G4 Unication Pagers
- Dispatch – Avtec Consoles, backup control stations, Eventide logging recorder (2)
  - Franklin (3), Command Trailer (2), Southampton (4)
- Dual Band / Single Band Radios



### Evaluation Pricing / Scoring




PRICING	JVCKenwood	L3Harris	Motorola
Design & Implement	\$ 7,999,842.00	\$ 11,706,496.85	\$ 9,191,070.26
Proposer Maintenance	\$ 4,526,141.48	\$ 4,437,547.93	\$ 5,921,019.00

EVALUATION	Allowed Points	JVCKenwood	L3Harris	Motorola
Pricing	30	28.89	22.08	25.43
Technical	70	67.93	66.78	66.72
<b>TOTAL BASE EVALUATION POINTS</b>	<b>100</b>	<b>96.82</b>	<b>88.86</b>	<b>92.15</b>
Oral Presentation	5	3.22	4.07	4.04
<b>TOTAL EVALUATION POINTS</b>	<b>105</b>	<b>100.04</b>	<b>92.93</b>	<b>96.19</b>

### Recommendations



Adhering to the methodology described in the RFP, and the allocation of points, CTA and the Franklin Southampton Review Team recommend issuing a Notice of Intent to Award to JVCKenwood to procure:

- 800 MHz P25 Phase 2 ATLAS Radio System
- 4 RF sites, 4 channels

- ❌ Ranked highest in Overall Scoring
- ❌ Meets RFP requirements
- ❌ Complies with Coverage Guarantee Requirements
- ❌ Offers enhanced system redundancy

- ❌ Design & Implement represents the proposed system cost
- ❌ Proposer Maintenance cost represents a potential maintenance contract cost (to be negotiated)
- ❌ Final, negotiated costs may be different based on options selected
- ❌ Separate procurement for generators, estimated between \$500,000 - \$550,000


**Conceptual Timeline** 

Evaluation:

- ☒ Evaluation Complete – Mar 2024
- ☒ Sign Contract – April 2024

Implementation / Testing / Acceptance:

- ☒ Detailed Design Review – Aug 2024
- ☒ Staging Testing – April 2025
- ☒ Coverage Testing - Sep 2025
- ☒ Training – Oct 2025
- ☒ Cutover – Jan 2026
- ☒ Acceptance – Mar 2026

**Next Steps** 

- ☒ Notice of Intent to Award
- ☒ Negotiations with Selected Proposer
- ☒ Review Radio System Contract / Sign Contract
- ☒ Grant funds need to be expended by June 30, 2024, or request extension

Ms. Soward, stated that according to the methodology and the RFP and the allocation of points, CTA Consultants, LLC. with Franklin and Southampton review team recommends issuing a Notice of Intent to Award to JVCKenwood. JVCKenwood was rated highest in overall scoring, met the RFP requirements, complied with the coverage guarantees and offered an enhanced radio system redundancy.

Mayor Robert Cutchins asked if Council had any questions. Councilman Mark Kitchen asked for comment from staff on their feelings regarding the project. The City Manager did inform Council that the project has been inclusive process along the way. Brent Gayle, Accreditation Manager of Franklin Police Department stated the JVCKenwood system is going to allow the City growth and expansion for the next 15 years minimum. He added that this will allow further coverage for the many departments to communicate within the City of Franklin and Southampton County as well as other Hampton Roads agencies.

Vice-Mayor Wynndolyn Copeland made a motion to approve the Franklin Southampton Public Radio System Memorandum of Understanding and the Intent to Award to JVCKenwood 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>Aye</b>
<b>Councilman Gregory McLemore</b>	<b>Absent</b>

Mayor Robert Cutchins affirmed the motion carried.



### C. 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 Kimley 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 work with Court Services and our other locality partners for both short and long term solutions to the juvenile detention situation. An RFP was issued to procure an architect to design a potential expansion of Western Tidewater Regional Jail. Moseley Architects has been selected to assist the Western Tidewater Jail Board to conduct the necessary feasibility study. A kick off meeting with Moseley 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 during the regional two-day event. Volunteers from military commands, local businesses and non-profits join forces with private citizens across Hampton Roads to clear 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.
- The Berkley Group is scheduled to meet with Franklin City Council on Tuesday April 2<sup>nd</sup> at 5:30 p.m. to discuss the process for the recruitment of the new City Manager.

City Manager added that Camara Jacobs, Director of Human Resources will be in attendance to the April 2<sup>nd</sup> meeting as requested by Council. She added that Ms. Darlene Burcham, Interim City Manager would like to know if Council would like for her to attend the April 2<sup>nd</sup> meeting as well. The City Manager stated that in speaking with the Berkley Group, they have experienced both ways where the Interim did attend and or did not attend. She added that the Berkley Group has zero problems with the Interim attending but would like Council's direction.

Councilman Linwood Johnson requested the meeting time for the April 2<sup>nd</sup> meeting, to which the City Manager responded beginning at 5:30 p.m. Mayor Robert Cutchins asked Council if they would like to have Interim City Manager attend the Tuesday, meeting with the Berkley Group to discuss the recruitment process for the new City Manager. All of Council present responded "Yes."

- a. Revised FY 25 Budget Calendar

*FY 2024-2025 Budget Calendar*

<i>Dates Subject to Change</i>	Day	Action Item
<i>December 6, 2023</i>	Monday	<ul style="list-style-type: none"> <li>FY 2024-2025 Budget Requests Forms for Agencies Posted on City Webpage</li> </ul>
<i>December 14, 2023</i>	Thursday	<ul style="list-style-type: none"> <li>Joint Budget Work Session #1 with School Board</li> </ul>
<i>January 8, 2024</i>	Monday	<ul style="list-style-type: none"> <li>FY 2024-2025 Budget Requests Due from Agencies &amp; Organizations</li> </ul>
<i>January 12, 2024</i>	Friday	<ul style="list-style-type: none"> <li>FY 2024-2025 Proposed Department Budgets Requests Due to City Manager</li> </ul>
<i>January 16-26, 2024</i>		<ul style="list-style-type: none"> <li>Management Budget Meetings with Department Directors</li> </ul>
<i>January 22, 2024*</i>	Monday	<ul style="list-style-type: none"> <li>6:00 P.M. Agencies &amp; Organizations Budget Presentations</li> </ul>
<i>March 11, 2024*</i>	Monday	<ul style="list-style-type: none"> <li>6:00 P.M. Budget Work Session with City Council</li> </ul>
<i>March 18, 2024</i>	Monday	<ul style="list-style-type: none"> <li>FY 2024-2025 School Board Budget Submitted to City Manager</li> </ul>
<i>March 25, 2024*</i>	Monday	<ul style="list-style-type: none"> <li>6:00 P.M. Budget Work Session with City Council (as necessary)</li> </ul>
<i>April 8, 2024 *</i>	Monday	<ul style="list-style-type: none"> <li>6:00 P.M. Budget Work Session with City Council</li> </ul>
<i>April 11, 2024</i>	Thursday	<ul style="list-style-type: none"> <li>Joint Budget Work Session #2 with School Board</li> </ul>
<i>April 22, 2024*</i>	Monday	<ul style="list-style-type: none"> <li>6:00 P.M. Budget Work Session with City Council (as necessary)</li> </ul>
<i>April 24, 2024</i>	Wednesday	<ul style="list-style-type: none"> <li>Release Advertisement for Public Hearing</li> </ul>
<i>May 13, 2024*</i>	Monday	<ul style="list-style-type: none"> <li>6:00 P.M. – Tentative Budget Work Session (as necessary)</li> <li>7:00 P.M. – Public Hearing(s) on the FY 2024-2025 Proposed Budget &amp; City Council Considers Action on School Board Budget</li> </ul>
<i>June 3, 2024</i>	Monday	<ul style="list-style-type: none"> <li>City Council Considers Action on FY 2024-2025 Budget, Sets Tax Rates and Adopt Budget Resolutions</li> </ul>

City Manager Amanda Jarratt stated that it has been a pleasure working with Council over the last 5 years. She stated she was reflecting with staff and the City has been through a micro burst, pandemic, fund balance below policy, barricade situation the night before the City fireworks display, an explosion, several tragedies across the entire community where everyone had to pull together to overcome, the Holiday party and employee cookout with the City of Franklin Staff and the development of the lead team and expressed her sincere thanks.

Mayor Robert Cutchins stated that the City of Franklin wishes City Manager Amanda Jarratt the best in her endeavors. Mayor Robert Cutchins publicly thanked her for her service to the City of Franklin for the past 5 years and her many years with FSEDI. The City of Franklin has made significant progress and has complete many projects to benefit the City of Franklin because of City Manager Amanda Jarratt. Mayor Robert Cutchins added that in addition to the City Manager’s service to the community, she has advocated tirelessly for the City of Franklin employees and residents. Mayor Robert Cutchins again thanked her for everything she has done for the City of Franklin.

Councilman Mark Kitchen expressed many thanks to the City Manager for the years that she has worked for the City of Franklin. He added that the City Manager has brought the Council together as a team. Councilman Mark Kitchen stated that City Manager Jarratt is a gracious leader with a heart for the City of Franklin.

Vice-Mayor Wynndolyn Copeland thanked the City Manager for her dedicated service to the City of Franklin. She added that City Manager Jarratt has done a lot for the City of Franklin, and she will be greatly missed.

Councilman Linwood Johnson stated that City Manager Jarratt has multiple assets that are recognized by Council. He added that on many occasions, various individuals would mention her name and the many assets that City Manager Amanda Jarratt has. Councilman Linwood Johnson said that those individuals have given our City Manager the title of being one of the greatest City Manager’s in the State of Virginia. Councilman Linwood Johnson added that the City Manager has made the Franklin Business

Center and the City of Franklin known for making tremendous progress. Councilman Linwood Johnson gave City Manager his best wishes.

Councilwoman Jessica Banks stated that she cannot put everything that she is feeling in words. Councilwoman Jessica Banks thanked the City Manager Amanda Jarratt for her integrity and transparency. Councilwoman Jessica Banks stated that City Manager Amanda Jarratt’s personality was diverse for all of Council. She added that a saying that her Grandmother used to say is “When you do good, good will follow you” and she believes that saying relates to City Manager Amanda Jarratt.

Councilman Ray Smith stated that the City Manager has served the City of Franklin very well. He added that for a City of 8,000 people, the City of Franklin has progressed more than most any City he knows. Councilman Ray Smith stated that she has navigated through so many things that the City has navigated and he would like to say thanks again for all that she has done for the City of Franklin.

Councilman Linwood Johnson made motion to approve the amended FY 24-25 Budget Calendar 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>Aye</b>
<b>Councilman Gregory McLemore</b>	<b>Absent</b>

Mayor Robert Cutchins affirmed the motion carried.

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

Councilman Linwood Johnson stated that the Hampton Roads Regional Jail Board has passed their audit and increased their finances. Councilman Linwood Johnson also added that Hampton Roads Workforce Council has discussed additional jobs coming to the Hampton Roads area.

**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, Blackwater Regional Library, Historic Preservation

Commission, Beautification Commission, Social Services Advisory Board. 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.

**Councilman Ray Smith exited at 8:27 p.m.**

**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 5-0**

**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>Absent</b>



Mayor Robert Cutchins stated the motion carried the vote.

Councilman Linwood Johnson made a motion to re-appoint Terri Hedgepeth to the Blackwater Regional Library Board 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>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>Absent</b>

Mayor Robert Cutchins stated the motion carried the vote.

**Adjournment**

Vice-Mayor Wynndolyn Copeland made a motion to adjourn the March 25, 2024 City Council meeting with a second from Councilwoman Jessica Banks.

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

**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>Absent</b>

Mayor Robert Cutchins stated the meeting stands adjourned.

The March 25, 2024 City Council meeting was adjourned at 8:30 P.M.

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Mayor

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Clerk to City Council

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# City of Franklin Special Called Meeting Minutes

## April 2, 2024

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### Call to order

The Franklin City Council held a Closed Session for the Special Called Meeting on April 2, 2024 at 5:30 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 Gregory McLemore; Councilman Linwood Johnson.

Council Members not in Attendance: Councilman Mark Kitchen

Staff in Attendance: Darlene Burcham, Interim City Manager, Camara Jacobs, Director of Human Resources

**Vice-Mayor Wynndolyn Copeland made a motion to go into closed session in accordance with Code Section 15.2-1417 to discuss the employment of a permanent City Manager, with a second from Councilman Linwood Johnson.**

**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>Absent</b>
<b>Mayor Bobby Cutchins</b>	<b>Aye</b>
<b>Councilwoman Jessica Banks</b>	<b>Absent</b>
<b>Councilman Ray Smith</b>	<b>Aye</b>
<b>Councilman Gregory McLemore</b>	<b>Aye</b>

Mayor Robert Cutchins stated the motion carried the vote.

**Councilwoman Jessica Banks entered the meeting at 5:50 p.m.**

### Motion Upon Returning to Open Session

Vice-Mayor Wynndolyn Copeland 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 April 2, 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 Councilman Linwood Johnson.

**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>Absent</b>
<b>Mayor Robert “Bobby” Cutchins</b>	<b>Aye</b>
<b>Councilwoman Jessica Banks</b>	<b>Aye</b>
<b>Councilman Ray Smith</b>	<b>Aye</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 adjourn the April 2, 2024 Special Called Meeting 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>Absent</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>Aye</b>
<b>Councilman Gregory McLemore</b>	<b>Aye</b>

Mayor Robert Cutchins stated the meeting stands adjourned.

The April 2, 2024 Special Called Meeting was adjourned at 7:44 P.M.



**National Public Safety Telecommunications Week**  
**April 14-20, 2024**  
**Proclamation #2024-06**

**WHEREAS**, emergencies can occur at any time that require Police, Fire or Emergency Medical Services; and,

**WHEREAS**, when an emergency occurs the prompt response of Police Officers, Firefighters and Paramedics is critical to the protection of life and preservation of property; and,

**WHEREAS**, the safety of our Police Officers and Firefighters is dependent upon the quality and accuracy of information obtained from citizens who telephone the City of Franklin, Police-Fire-EMS communications center; and,

**WHEREAS**, Public Safety Telecommunicators are the first and most critical contact our citizens have with emergency services; and,

**WHEREAS**, Public Safety Telecommunicators are the single vital link for our Police Officers and Firefighters by monitoring their activities by radio, providing them information and ensuring their safety; and,

**WHEREAS**, Public Safety Telecommunicators of the City of Franklin have contributed substantially to the apprehension of criminals, suppression of fires and treatment of patients; and,

**WHEREAS**, each dispatcher has exhibited compassion, understanding and professionalism during the performance of their job in the past year;

**NOW, THEREFORE BE IT RESOLVED**, that the City of Franklin, Virginia City Council declares April 14 - 20, 2024 to be National Public Safety Telecommunicators Week in Franklin, Virginia, in honor of the men and women whose diligence and professionalism keep our City and citizens safe.

Signed this 8<sup>th</sup> day of April 2024.

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



**National Animal Care and Control Appreciation Week**

**April 14-20, 2024**

**Proclamation #2024-07**

**WHEREAS**, as a vital part of the Franklin Police Department, the employees of Animal Control are instrumental in protecting the public from dangerous animals; and

**WHEREAS**, these valuable employees are also dedicated to the rescue of endangered animals, the return of lost animals to their homes and partner with other organizations to find animals loving new homes where appropriate; and

**WHEREAS**, the National Animal Care and Control Association is committed to the professional development of its members through training, advocacy and development of best practices; and

**WHEREAS**, the association has designated the second full week in April as an appropriate time to recognize these valued public safety servants.

**NOW, THEREFORE BE IT RESOLVED**, that the City Council of Franklin declares the week of April 14 through 20, 2024 to be National Animal Care and Control Appreciation Week in Franklin, Virginia, in honor of the men and women whose diligence and professionalism keep our city and citizens safe.

Signed this 8th day of April 2024

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



**100<sup>th</sup> Anniversary of the Franklin Rotary Club**  
**Resolution #2024-08**

**WHEREAS**, Rotary International was founded on February 23, 1905, and has now expanded to more than 46,000 clubs worldwide; and

**WHEREAS**, Rotary International’s mission statement is “to provide service to others, promote integrity, and advance world understanding, goodwill, and peace through our fellowship of business, professional, and community leaders”; and

**WHEREAS**, the Franklin, Rotary Club was founded on April 16, 1924, by a cross section of sixteen of Franklin’s community leaders, with these charter members being dedicated to the ideals of fellowship and service; and

**WHEREAS**, the spirit, which imbued the charter members of the Franklin Rotary Club, has continued through the whole one hundred years of its existence, as embodied by the Club’s emulation of Rotary International’s mission statement and its enduring motto, “Service Above Self”; and

**WHEREAS**, the Franklin Rotary Club has made myriad contributions to the City of Franklin and its citizens throughout these one hundred years by providing scholarships to assist local students in continuing their education; by providing agency grants to local nonprofit organizations to assist them with their benevolent and educational work; by assisting the youth of our community in such endeavors as sponsoring Little League teams and Youth Leadership programs; by partnering with other local entities such as The Village at Woods Edge, the Food Bank, local law enforcement and other local agencies too numerous to mention, with financial assistance and membership participation, with the underlying goal of all being to serve the citizens of our City and surrounding environs; and



**WHEREAS**, it is entirely appropriate that this council should pause in its deliberations to recognize and celebrate the 100<sup>th</sup> anniversary of the Franklin Rotary Club, and honor its 100 years of service to the citizens of Franklin and neighboring communities, as it celebrates its 100th year;

**NOW, THEREFORE BE IT RESOLVED**, be it resolved that Franklin City Council does hereby honor and congratulate the members of the Franklin Rotary Club for 100 successful years of exemplary service to our City and to the citizens of Franklin and surrounding environs, and wish it continued success as it carries Rotary International's mission into a new century of service.

Passed and Adopted by the Council on this 8<sup>th</sup> day of April, 2024.

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

ATTEST:

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City Clerk, City of Franklin, Virginia

## BUDGET AMENDMENT 2024-18

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

1. *Appropriate the award of two literary loans for the S.P. Morton and Franklin High School Roof Projects and allocate for use;*
2. *Record the increases and decreases to City of Franklin Public School grant allocations for use; and*
3. *Appropriate the VMFA donation to Tourism for Spring Fest to market the Artmobile and allocate for use.*

		<u>2023-2024 BUDGET</u>	<u>AMENDED BUDGET</u>	<u>INCREASE (DECREASE)</u>
<b>#1</b>				
<b>100 GENERAL FUND</b>				
<b>REVENUE</b>				
100-3-41040-0002	Loans from Literary Fund	\$ 2,000,000	\$ 4,000,000	\$ 2,000,000
				<u>\$ 2,000,000</u>
	<b>EXPENDITURES</b>			
100-4-93100-9265	Transfer School-Restrict to Roof Project	\$ 2,000,000	\$ 4,000,000	\$ 2,000,000
				<u>\$ 2,000,000</u>
	<b>251 EDUCATION CAPITAL</b>			
	<b>REVENUE</b>			
251-3-41050-0100	Transfer from General Fund	\$ 3,000,050	\$ 5,000,050	\$ 2,000,000
				<u>\$ 2,000,000</u>
	<b>EXPENDITURES</b>			
251-4-61000-7205	SPM Roof Project	\$ 1,500,025	\$ 2,500,025	\$ 1,000,000
251-4-61000-7501	FHS Roof Project	\$ 1,500,025	\$ 2,500,025	\$ 1,000,000
				<u>\$ 2,000,000</u>

		<b>2023-2024</b>	<b>AMENDED</b>	<b>INCREASE</b>
		<b>BUDGET</b>	<b>BUDGET</b>	<b>(DECREASE)</b>
<b>#2</b>				
<b>250 EDUCATION FUND</b>				
<b>REVENUE</b>				
250-3-33010-0225	Title VIB Special Education	\$ 735,988	\$ 721,918	\$ (14,069.60)
250-3-33010-0225	Title VIB Special Education (CCEIS)	\$ 721,918	\$ 722,282	\$ 363.60
250-3-33010-0224	Pre-School Grant VIB	\$ 24,439	\$ 24,492	\$ 53.00
250-3-24000-0215	Driver Recruitment Grant	\$ -	\$ 679	\$ 678.70
250-3-33010-0272	NCLB Grant - Title II A	\$ 204,048	\$ 203,991	\$ (56.60)
250-3-33010-0219	RIPE	\$ 55,000	\$ -	\$ (55,000.00)
250-3-33010-0271	NCLB Grant - Title I	\$ 1,656,218	\$ 1,656,238	\$ 19.60
				<u>\$ (68,011.30)</u>
<b>EXPENDITURES</b>				
250-4-60000-0008	Title VIB Special Education	\$ 735,988	\$ 721,918	\$ (14,069.60)
250-4-60000-0008	Title VIB Special Education	\$ 721,918	\$ 722,282	\$ 363.60
250-4-60000-0015	Pre-school Grant	\$ 24,439	\$ 24,492	\$ 53.00
250-4-60000-0215	Driver Recruitment Grant	\$ -	\$ 679	\$ 678.70
250-4-60000-0072	NCLB Grant - Title II A	\$ 204,048	\$ 203,991	\$ (56.60)
250-4-60000-0019	RIPE	\$ 55,000	\$ -	\$ (55,000.00)
250-4-60000-0071	NCLB Grant - Title I	\$ 1,656,218	\$ 1,656,238	\$ 19.60
				<u>\$ (68,011.30)</u>
<b>#3</b>				
<b>100 GENERAL FUND</b>				
<b>REVENUE</b>				
100-3-18990-3016	Donations Tourism	\$ 6,250	\$ 7,361	\$ 1,111
				<u>\$ 1,111</u>
<b>EXPENDITURES</b>				
100-4-81600-5892	Festival and Events	\$ 18,836	\$ 19,947	\$ 1,111
				<u>\$ 1,111</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 22, 2024

**RE:** Notice of Budget Adjustments

The Franklin City School Division requests the following budget amendment to reflect DOE approval of the next Literary Loans.

<i>Accounting Use Only</i>	<i>School Account</i>	<i>Amount</i>	<i>City Account</i>
Roof Project – Revenue Increase	06-40000	2,000,000.00	251-3-41050-0100
Roof Project – Expense Increase	06-9-0-66600-8100-010-009-000	1,000,000.00	251-4-61000-7205
Roof Project – Expense Increase	06-9-0-66600-8100-020-009-000	1,000,000.00	251-4-61000-7501

*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.*

*Building Construction and Renovation* application (or SBCR). Information on using the online SBCR application to submit information to VDOE for all public school construction projects is available below:

- [Single Sign-on for Web Systems \(SSWS\)](#)
- [User Manual for Online Reporting \(PDF\)](#)

Samples for Required Letters to be Submitted to VDOE per Section 22.1-140 are below:

- [Architect/Engineer Project Statement \(PDF\)](#)
- [Division Superintendent Approval \(PDF\)](#)

Please contact VDOE with additional questions or information needed.



**Kent C. Dickey**

**Deputy Superintendent**

**Division of Operations**

**VIRGINIA DEPARTMENT OF EDUCATION**

p: 804.225.2025 | c: 804.512.9913

[kent.dickey@doe.virginia.gov](mailto:kent.dickey@doe.virginia.gov)

The information conveyed in this communication is intended for the use of the individual or entity named in the message or document, and may be legally privileged, confidential, and/or exempt from disclosure under applicable law. If you are not the intended recipient, then you have received it in error and are strictly prohibited from reading, copying, distributing, disseminating, or transmitting any of the information it conveys. If you received the communication in error, please destroy all electronic, paper, and other copies, and notify the sender of the error. Accidental transmission of this communication is not intended to waive any privilege or confidentiality protected under the Virginia Freedom of Information Act.

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**Tracy Morrison** <[tmorrison@fcpsva.org](mailto:tmorrison@fcpsva.org)>  
To: Clint Walters <[cwalters@fcpsva.org](mailto:cwalters@fcpsva.org)>

Mon, Mar 18, 2024 at 6:47 PM

Approved!!

[Quoted text hidden]

--

**Tracy Morrison**  
Finance Director  
Franklin City Public Schools  
Ph 757-304-5412  
[tmorrison@fcpsva.org](mailto:tmorrison@fcpsva.org)

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**Clint Walters** <[cwalters@fcpsva.org](mailto:cwalters@fcpsva.org)>  
To: Tracy Morrison <[tmorrison@fcpsva.org](mailto:tmorrison@fcpsva.org)>

Mon, Mar 18, 2024 at 8:39 PM

Excellent news! Will we be able to get this included in our budget amendment to be approved by our. Card this Thursday?

---

**FY 2024**  
**Franklin City Public Schools**  
**SPED Grant Allocations**

	<u>Original Award</u>	<u>Current Award</u>	<u>Adj Needed</u>
<b>Fund 92: 611 2023-2024</b>	<u>328,731.55</u>	<u>314,661.95</u>	<u>(14,069.60)</u>

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	<u>Original Award</u>	<u>Current Award</u>	<u>Adj Needed</u>
<b>Fund 94: CCEIS 2023-2024</b>	<u>58,011.45</u>	<u>58,375.05</u>	<u>363.60</u>

	<u>Original Award</u>	<u>Current Award</u>	<u>Adj Needed</u>
<b>Fund 97: 619 2023-2024</b>	<u>16,077.00</u>	<u>16,130.00</u>	<u>53.00</u>



# 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 22, 2024

**RE:** Notice of Budget Adjustments

This amendment is to record the new Special Education allocation.

<i>Accounting Use Only</i>	<i>School Account</i>	<i>Amount</i>	<i>City Account</i>
IDEA 611 Decrease	92-84.027	(14,069.60)	250-3-33010-0225
IDEA 611 Decrease	92-Variou	(14,069.60)	250-4-60000-0008
CCEIS Increase	94-84.027	363.60	250-3-33010-0225
CCEIS Increase	94-Variou	363.60	250-4-60000-0008
IDEA 619 Increase	97-84.17300	53.00	250-3-33010-0224
IDEA 619 Increase	97-Variou	53.00	250-4-60000-0015

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**VIRGINIA DEPARTMENT OF EDUCATION**  
 Department of Special Populations  
 2023-2024 PART B, Section 611, Flow-Through Subgrant Awards (CFDA #84.027A)  
**GRANT AWARD NOTIFICATION FINAL ALLOCATIONS**  
 Grant Award Start Date: July 1, 2023  
 Grant Award Expiration Date: September 30, 2025  
 Federal Award Number: H027A230107

(Note: Subgrants are uniquely identified in OMEGA via combined use of payee code, project code, and fed. award #)

SCHOOL DIVISION/SOP	2023-2024 AWARD	34.01% July 1 <sup>2</sup>	65.99% October 1 <sup>2</sup>	CCEIS/CEIS SET-ASIDE AMOUNTS	NET OF CCEIS/CEIS ALLOCATION	PAYEE CODE NUMBER	PROJECT CODE NUMBER
Franklin City	\$ 373,037.00	\$ 126,860.52	\$ 246,176.48	\$ 58,375.05	\$ 31,661.95	135	APE43071

92

<sup>1</sup>Effective July 1, 2022, Alleghany and Covington merged and has been renamed Alleghany Highlands Public Schools

<sup>2</sup>Calculated with a ratio of up to 10 decimal points.

<sup>3</sup>The SOP has chosen not to submit an application for 2023-2024.

SCHOOL DIVISION/SOP	2023-2024 AWARD	34.01% July 1 <sup>2</sup>	65.99% October 1 <sup>2</sup>	CCEIS/CEIS SET- ASIDE AMOUNTS	NET OF CCEIS/CEIS ALLOCATION	PAYEE CODE NUMBER	PROJECT CODE NUMBER
Franklin City				\$ 58,375.05		135	APE60033

94

**VIRGINIA DEPARTMENT OF EDUCATION**  
**Department of Special Populations**  
**2023-2024 PART B, Section 619, Preschool Subgrant Awards (CFDA #84.173A)**  
**Final Allocations**  
**Beginning Date: July 1, 2023**  
**Expiration Date: September 30, 2025**  
**Federal Award Number: H173A230112**

(Note: Subgrants are uniquely identified in OMEGA via combined use of payee code, project code, and federal award #)

SCHOOL DIVISION/SOP	TOTAL CALCULATED	ADJUSTMENTS	2023-2024	PAYEE CODE	PROJECT CODE
Franklin City	\$ 16,130.00	\$ -	\$ 16,130.00	135	APE62521

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# 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 22, 2024

**RE:** Notice of Budget Adjustments

This amendment is to record the new Driver Incentive Grant allocation.

<i>Accounting Use Only</i>	<i>School Account</i>	<i>Amount</i>	<i>City Account</i>
Driver Incentive Decrease Revenue	47-84.42500	678.70	250-3-24000-0215
Driver Incentive Decrease Expense	47-9-0-63200-6000-0000-003-000	678.70	250-4-60000-0215

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May 2023

**Virginia Department of Education  
Release of Funds Form**

**Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act  
Elementary and Secondary School Emergency Relief (ESSER) II - Award #S425D210008 CFDA #84.425D  
Governor's Emergency Education Relief (GEER) II - Award #S425C210042 CFDA #84.425C**

By January 19, 2024, submit this form to [vdoefederalrelief@doe.virginia.gov](mailto:vdoefederalrelief@doe.virginia.gov) to return CRRSA Act ESSER II and/or GEER II state set-aside funds that will not be expended by the school division to the Virginia Department of Education (VDOE).

School Division Name	Franklin City Public Schools
School Division Number	135
Name of Person Completing Form	Teresa Blackwell Supervisor of Transportation
Email of Person Completing Form	tblackwell@fcpsva.org
Phone Number of Person Completing Form	757-630-8929

Provide the amount of CRRSA Act ESSER II and/or GEER II funds to be returned to the VDOE. Award amounts and remaining balances are available in OMEGA.

Grant (OMEGA Project Group)	OMEGA Project Name	OMEGA Project Code	Amount to be Returned to VDOE
Bus Driver Recruitment and Retention Grant	Bus Driver Incentive Grants (ESSER)	APE40298	\$ 678.70
Bus Driver Recruitment and Retention Grant	Bus Driver Incentive Grants (GEER)	APE45278	\$

DocuSigned by:

*Dr. Carlton Carter*

1-19-2024

1/19/2024

Superintendent's (or Designee's) Signature  
Dr. Carlton Carter

Date

Superintendent's (or Designee's) Name



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## MEMORANDUM

**TO:** Amanda Jarratt  
Franklin City Manager

**FROM:** Dr. Carlton Carter  
Division Superintendent

**DATE:** March 22, 2024

**RE:** Notice of Budget Adjustments

This amendment is to record the new Title II allocation.

<i>Accounting Use Only</i>	<i>School Account</i>	<i>Amount</i>	<i>City Account</i>
Title II Decrease Revenue	21-84.36700	(56.60)	250-3-33010-0272
Title II Decrease Expense	21-2-1-61101-5500-0000-000-000	(56.60)	250-4-60000-0072

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## MEMORANDUM

**TO:** Amanda Jarratt  
Franklin City Manager

**FROM:** Dr. Carlton Carter  
Division Superintendent

**DATE:** March 22, 2024

**RE:** Notice of Budget Adjustments

This amendment is to record the new RIPE allocation.

<i>Accounting Use Only</i>	<i>School Account</i>	<i>Amount</i>	<i>City Account</i>
RIPE Dccrease Revenue	19-84.42500	(55,000.00)	250-3-33010-0219
RIPE Decrease Expense	19-9-0-61101-1120-0000-000-000	(55,000.00)	250-4-60000-0019

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**Virginia Department of Education**

**Recruitment Incentive for Public Education (RIPE)  
Final Division Allocations  
Fiscal Year 2023**

DIVISION NO	SCHOOL DIVISION	ORIGINAL AWARDED AMOUNT	ADJUSTED AMOUNT	FINAL AWARD
135	FRANKLIN CITY PUBLIC SCHOOLS	\$ 110,000.00	\$ (55,000.00)	\$ 55,000.00




# FRANKLIN CITY PUBLIC SCHOOLS

OFFICE OF THE  
SUPERINTENDENT

207 West Second Avenue  
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## MEMORANDUM

**TO:** Amanda Jarratt  
Franklin City Manager

**FROM:** Dr. Carlton Carter  
Division Superintendent 

**DATE:** March 22, 2024

**RE:** Notice of Budget Adjustments

This amendment is to record the new Title I allocation.

<i>Accounting Use Only</i>	<i>School Account</i>	<i>Amount</i>	<i>City Account</i>
Title I Increase Revenue	11-84.010A0	19.60	250-3-33010-0271
Title I Increase Expense	11 -Various	19.60	250-4-60000-0071

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**ELEMENTARY AND SECONDARY EDUCATION ACT OF 1965  
 TITLE I, PART A, AND TITLE I, PART D, SUBPART 2 GRANT ALLOCATIONS  
 2022-2023 GRANT AWARD  
 February 2024**

Division Number	School Division/LEA	Formula Count	Amount that Title I, Part A, Allocation is Reduced for Bypass Provision	Title I, Part A, Basic, Targeted, FIG, and Concentration Grant Allocation	Title I, Part D, Subpart 2 Grant Allocation	Total Title I, Part A, and Title I, Part D, Subpart 2 2022-2023 Grant Allocation
094	WASHINGTON	1,143	-	1,793,782.29	-	1,793,782.29
095	WESTMORELAND	404	-	701,180.81	-	701,180.81
096	WISE	1,311	-	2,414,680.11	-	2,414,680.11
097	WYTHE	660	-	1,115,868.11	-	1,115,868.11
098	YORK	628	-	793,328.78	-	793,328.78
101	ALEXANDRIA	2,271	148,115.00	4,020,615.55	-	4,020,615.55
102	BRISTOL	774	-	1,399,123.21	-	1,399,123.21
103	BUENA VISTA	182	-	350,541.61	-	350,541.61
104	CHARLOTTESVILLE	748	-	1,820,694.11	-	1,820,694.11
106	COLONIAL HEIGHTS	420	-	596,779.50	-	596,779.50
108	DANVILLE	2,053	-	4,326,242.88	-	4,326,242.88
109	FALLS CHURCH	61	-	45,899.29	-	45,899.29
110	FREDERICKSBURG	801	-	1,530,329.80	-	1,530,329.80
111	GALAX	311	-	655,492.50	-	655,492.50
112	HAMPTON	3,902	-	7,115,660.33	-	7,115,660.33
113	HARRISONBURG	934	-	1,590,171.45	-	1,590,171.45
114	HOPEWELL	1,108	-	2,089,483.94	-	2,089,483.94
115	LYNCHBURG	2,381	-	3,785,578.14	92,611.62	3,878,189.76
116	MARTINSVILLE	621	-	1,205,563.98	-	1,205,563.98
117	NEWPORT NEWS	5,497	61,905.00	11,770,670.27	71,239.71	11,841,909.98
118	NORFOLK	8,225	447,109.00	16,840,888.18	-	16,840,888.18
119	NORTON	175	-	294,927.30	-	294,927.30
120	PETERSBURG	1,775	-	3,483,576.05	-	3,483,576.05
121	PORTSMOUTH	3,464	47,547.00	7,113,289.42	210,157.12	7,323,446.54
122	RADFORD	215	-	358,348.37	-	358,348.37
123	RICHMOND CITY	6,021	426,052.00	13,487,584.64	-	13,487,584.64
124	ROANOKE CITY	3,443	-	7,560,653.37	-	7,560,653.37
126	STAUNTON	565	-	859,027.80	56,991.76	916,019.56
127	SUFFOLK	2,046	-	3,507,417.94	-	3,507,417.94
128	VIRGINIA BEACH	8,009	189,345.00	13,428,546.89	183,442.24	13,611,989.13
130	WAYNESBORO	660	-	1,099,761.91	-	1,099,761.91
131	WILLIAMSBURG	225	-	395,679.86	-	395,679.86
132	WINCHESTER	777	-	1,294,760.52	-	1,294,760.52
134	FAIRFAX CITY	229	-	322,794.18	-	322,794.18
135	FRANKLIN CITY	421	-	849,310.79	-	849,310.79
136	CHESAPEAKE	3,892	105,881.00	7,177,230.53	-	7,177,230.53
137	LEXINGTON	48	-	79,239.48	-	79,239.48
138	EMPORIA	293	-	578,371.61	-	578,371.61
139	SALEM	395	-	561,387.76	-	561,387.76
142	POQUOSON	106	-	79,759.41	-	79,759.41
143	MANASSAS	987	-	1,372,457.82	-	1,372,457.82
144	MANASSAS PARK	346	-	373,631.72	-	373,631.72
202	COLONIAL BEACH	109	-	316,026.81	-	316,026.81
207	WEST POINT	49	-	52,913.16	-	52,913.16
218	STAUNTON D/B	53	-	84,490.22	-	84,490.22

719.66

I am excited to let you know that VMFA has awarded the City of Franklin \$1111 to be used for marketing VMFA on the Road's visit to your Spring Fest on April 20th. While this funding is restricted to marketing the Artmobile's visit to the event, it can be used for any marketing materials that includes that visit.

Lillian Dunn will send you a contract that contains much more information about the use of the funding. Please confirm interest in receiving the honorarium by emailing Lillian Dunn, Executive Administrator to the Deputy Director for Communications, at [lillian.dunn@vmfa.museum](mailto:lillian.dunn@vmfa.museum). She is also CC'd on this email. Once we receive the signed contract, payment will be made to you. You'll need to have an eVa account and provide a couple sentences in an email about how you plan to use the funds.

We are excited to be a part of your Spring Fest again this year and hope this additional funding for marketing will result in greater attendance for the event itself and for the artmobile.

All my best,

Sean

Sean Kane  
VMFA on the Road Coordinator  
200 N. Arthur Ashe Blvd  
804-295-8550

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**From:** Kane, Sean (VMFA) <[Sean.Kane@vmfa.museum](mailto:Sean.Kane@vmfa.museum)>  
**Sent:** Tuesday, March 19, 2024 10:57 AM  
**To:** A'risha Jones <[ajones@franklinva.com](mailto:ajones@franklinva.com)>  
**Subject:** Re: Artmobile at Franklin Spring Fest

Hi A'risha,

Hope you are having a good day!

Just wanted to give you a heads up that I sent you a wetransfer link with the marketing kit last week. It has a confusing title so you might have missed it.

best,

Sean

Sean Kane  
VMFA on the Road Coordinator  
200 N. Arthur Ashe Blvd  
804-295-8550

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