



**Franklin City Council Agenda  
June 10, 2019  
Franklin City Hall Council Chambers  
207 West 2<sup>nd</sup> Avenue  
6:00 P.M.**

**Work Session with Michael W. Johnson, Southampton County Administrator  
Southampton County Courthouse**

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

**CALL TO ORDER. . . . . MAYOR FRANK M. RABIL  
PLEASE TURN OFF CELL PHONES. . . . . MAYOR FRANK M. RABIL  
PLEDGE OF ALLEGIANCE  
CITIZEN'S TIME  
AMENDMENTS TO AGENDA**

**1. CONSENT AGENDA:**

A. Approval of May 9<sup>th</sup> Emergency Called Meeting, May 13<sup>th</sup> Regular Meeting, May 16<sup>th</sup> Joint Meeting with FRHA, and May 23<sup>rd</sup> Town Hall

**2. FINANCE**

- A. Budget Amendment 2019-16 City of Franklin
- B. Budget Amendment 2019-17 Franklin City Public Schools
- C. Uniform Guidance Procurement Policy

**3. OLD/ NEW BUSINESS:**

- A. Nominations for Ward 5 School Board Seat
- B. Chowan River Basin Agreement
- C. City Manager's Report

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

**5. CLOSED SESSION**

I move that the Franklin City Council meet in closed session to discuss appointments to boards and commissions; to discuss a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its' facilities in the community; discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body , regarding specific legal matters requiring legal advice pursuant to Virginia Code Section 2.2 – 3711 (A) (1),(3)(5) & (8).

Motion Upon Returning to Open Session- I move that the only matters discussed during the closed session were those lawfully exempted from open meeting requirements and identified in the motion by which the closed session was convened.

**6. ADJOURNMENT**

**UPCOMING ITEMS TO BE SCHEDULED**

The items below are intended to be reflective, and not inclusive of all subjects staff is working on to bring forward to City Council in the next two months. Both the time lines and subject matter are subject to change and should not be considered final.

<b><u>SUBJECT</u></b>	<b><u>TENTATIVE TIMELINE</u></b>
Town Hall	June 11, 2019
School Board Appointments	June 24, 2019

City Manager Jarratt called an Emergency City Council Meeting on Thursday, May 9, 2019 at 7:30 p.m.

**Council Members in Attendance:** Frank Rabil, Mayor; Barry Cheatham, Vice-Mayor; Benny Burgess, Dr. Linwood Johnson, Wynndolyn Copeland, Bobby Cutchins, and Gregory McLemore

**Staff in Attendance:** Amanda Jarratt, City Manager; Taylor Williams, City Attorney; Mark Bly, Director of Power Light; Russ Pace, Director of Public Works; Mark Carr, Interim Chief of Emergency Services; Thelma Vann, Accounting Clerk; Tracy Spence, Director of Finance; Robert Porti, Interim Chief of Police; Shelia Baker, Office Manager of Community Development Department; Dan Howe, Director of Downtown Franklin Association; Jen Maynard, Voter Registrar

**Other Staff in Attendance:** Leesa Barnes and Katelyn Newsom, Acting Secretaries, Recording Minutes

Mayor Frank Rabil called the meeting to order.

Amanda Jarratt, City Manager informed Council she received a phone call from Randy Keaton of Isle of Wight County and the following information that she is getting ready to share will have an impact to the FY19 and FY20 budget. City Manager Jarratt explained since the late 1980's the City of Franklin and Isle of Wight County have had a revenue sharing agreement for the area starting as you cross the river extending to the area where the Franklin Airport is located. This agreement requires that a percentage of the revenue collected in that area be shared with the City of Franklin. That percentage ranges from 17% to 23%. For the last ten years the City has been receiving 17.8% of the revenue. This percentage was to be recalculated every ten years which would have been 2016. City Manager Jarratt stated that she as well as City Manager Martin has discussed this with Isle of Wight County on several occasions but due to a variety of reasons related to staff transition in Isle of Wight County the recalculation had not been done.

During the phone conversation Tuesday Mr. Keaton informed City Manager Jarratt that the recalculation was complete and the percentage of revenue to be paid to the City of Franklin would increase from 17.8% to 21.8%. As a result of the delay in calculating the percentage Isle of Wight County owes the City of Franklin a net \$512,000.00 in back payments for FY17 through FY19 fiscal years and the estimated amount the City of Franklin will increase on annual basis from \$720,000.00 to \$900,000.00 beginning in FY20.

City Manager Jarratt informed Council that Isle of Wight County is proposing to pay the City of Franklin \$362,000.00 in the current year and pay the remaining balance in August of 2019.

City Manager Jarratt explained that as far as the City of Franklin's budget in FY19 the \$512,000.00 revenue sharing payment will be accrued to the FY19 and increase the City's Fund Balance as percentage of budgeted annual expenses to a projected 18.7%. The percentage is at the City's peer median per Davenport & Company's Comprehensive Financial Overview which was presented on April 16, 2019. This accrual serves to replenish the Fund Balance that has been depleted overtime and as we have discussed the past several months as a part of this budget process. She explained the City of Franklin is now projected to have \$180,000.00 of new recurring revenue that had been unplanned for during our budget preparation process, also each year the City of Franklin receives a cost allocation plan from McGuire and Associates.

Tracy Spence, Finance Director was able to analyze and approve the cost allocation for FY18. This will result in an additional \$106,000.00 from the Enterprise Fund. The FY20 budget now has a net addition for \$286,000.00.

City Manager Jarratt explained the budget was balanced based on a \$.04 increase to the real estate rate,

City Manager Jarratt explained the budget was balanced based on a \$.04 increase to the real estate rate, a .5% increase to the meals tax rate and a \$.10 increase to the cigarette tax. Due to the cuts to the emergency building repair fund, cuts to the purchases of antiquated equipment, and cuts to personnel, and delay of all CIP funding staff would recommend City Council still proceed with the \$.04 tax increase. In the April 2010 work sessions between Council and Davenport were faced with very sobering information about our financial state and the capital improvements taxing the City. This is an opportunity to right the ship. This influx of cash provides the City of Franklin with room to breathe and be better prepared for any unplanned emergency's either from natural disaster or some facility repair.

City Manager Jarratt informed Council if they wanted to take a different approach to the FY-20 budget or reinstate funding to a department or agency, staff needs to know.

Mayor Frank Rabil asked for thoughts and questions concerning the information presented.

Councilman Linwood Johnson asked if there would be any reallocation of funds back to the Downtown Franklin Association of any of the other agencies.

A motion was made by Councilman Gregory McLemore to reallocate \$35,000.00 back to the Downtown Franklin Association.

Councilman Linwood Johnson seconded the motion.

Councilman Bobby Cutchins asked for a current briefing on the budgets cuts that were in process.

Mayor Frank Rabil asked City Attorney Taylor Williams if a motion could be made during this Emergency Called Meeting.

City Attorney Williams answered yes. He reminded Council the proper way to do this is to make a motion, have it seconded and then have a discussion concerning the motion. He also suggested to keep the motions separate concerning the budget actions.

City Manager Jarratt explained some of the Agencies that have been cut are the Library and Downtown Franklin Association.

Councilman Cutchins stated he wanted be fair to all of the Departments.

Vice-Mayor Cheatham stated he would like to wait until the next City Council Meeting to make any decisions. He added there are other Departments that were cut such as the Fire Department.

Councilman Benny Burgess stated another thing to consider was the withdrawals that the City had been making from the Enterprise Funds.

Councilman McLemore stated that there has been a large amount of outpouring from citizens and merchants expressing their concern about taking \$35,000.00 from DFA. He added that downtown is a major part of every City.

Councilman Benny Burgess stated the only thing that needs to be decided at this meeting tonight is what Council wants to do with the tax rate.

City Manager Jarratt confirmed Councilman Burgess' statement plus she added that Council needed to make the decision on how much Council wanted to raise the real estate tax rate so a Budget Resolution can be drawn up and presented at the City Council Meeting scheduled for Monday, May 13, 2019.

City Manager Jarratt informed Council that the budget would not balance if Council chose not to raise taxes and refund some of the funds to the agencies that had previously been cut.

Vice-Mayor Cheatham reminded Council there are not any funds available if an emergency was to happen.

Mayor Rabil stated this is good news and this puts the City's Budget in a better financial status but Council needs to manage the City's finances going forward.

After considerable discussion, Council voted on Councilman McLemore's motion to reallocate \$35,000.00 back to the Downtown Franklin Association.

The vote was as follows:

Mayor Frank Rabil	Nay
Vice-Mayor Cheatham	Nay
Councilman Linwood Johnson	Aye
Councilman Bobby Cutchins	Nay
Councilwoman Wynndolyn Copeland	Nay
Councilman Gregory McLemore	Aye
Councilman Benny Burgess	Nay

The motion failed to carry by a 5-2 vote.

Mayor Rabil informed Council the next item of discussion was what to do about the Budget Resolution. He added a \$.06 real estate tax increase is what was advertised, but remember Council does not have to vote for the \$.06 real estate increase they can go lower.

Vice-Mayor Cheatham made a motion to increase the real estate tax to \$.06 per \$100.00.

The motion was seconded by Councilman Bobby Cutchins.

Mayor Frank Rabil asked for discussion.

After considerable discussion, the vote was as follows:

Mayor Frank Rabil	Aye
Vice-Mayor Barry Cheatham	Aye
Councilman Linwood Johnson	Aye
Councilman Bobby Cutchins	Aye
Councilwoman Wynndolyn Copeland	Aye
Councilman Gregory McLemore	Nay
Councilman Benny Burgess	Aye

**ADJOURNMENT**

There being nothing further to discuss Mayor Frank Rabil asked for a motion to adjourn the May 9<sup>th</sup>, 2019, Emergency Called Meeting.

Vice-Mayor Barry Cheatham made a motion to adjourn the May 9<sup>th</sup>, 2019, Emergency Called Meeting.

The motion was seconded by Councilwoman Wynndolyn Copeland.

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

The May 9<sup>th</sup>, 2019, Emergency Called Meeting adjourned at 8:05 p.m.

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**Mayor**

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**Clerk to City Council**

The Franklin City Council held a regular meeting on May 13, 2019 at 7:00P.M. in the Council Chambers at City Hall.

**Council Members in Attendance:** Mayor Frank Rabil, Vice-Mayor Barry Cheatham, Councilman Bobby Cutchins, Councilwoman Wynndolyn Copeland, Councilman Greg McLemore, Councilman Linwood Johnson and Councilman Benny Burgess.

**Staff in Attendance:** Amanda Jarratt, City Manager; Taylor Williams, City Attorney; Dinah Babb, City of Franklin Treasurer; Russ Pace, Director of Public Works; Mark Bly, Director of Power & Light; Brenda Rickman, Commissioner of the Revenue; Robert Porti, Interim Chief of Police; Mark Carr, Interim Emergency Services Director; Dan Howe, Director of Downtown Franklin Association; Tracy Spence, Financial Director; Jen Maynard, Voter Registrar; Sammara Green-Bailey, Programs Specialist for Parks and Recreations Department.

**Others in Attendance:** Leesa Livesay, Acting Secretary recording minutes;

#### **CALL TO ORDER**

Mayor Frank Rabil called the May 13, 2019 Regular City Council Meeting to order.

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

No citizens signed up for citizen's time.

#### **AMENDMENTS TO AGENDA**

Mayor Rabil asked Council if there were any Amendments to the Agenda.

Vice Mayor Cheatham made the motion to add 2.2-3711 Amendment 3 to the Agenda.

Councilwoman Copeland seconded the motion.

Mayor Rabil opened up the floor for discussion.

With there being none, the motion carried the vote by 7-0.

#### **CONSENT AGENDA**

##### **Approval of April 22<sup>nd</sup> Regular Meeting Minutes**

Mayor Rabil started with the approval of the April 22<sup>nd</sup> meeting minutes. He asked if there were any corrections or additions that needed to be made.

Vice Mayor Cheatham moved to approve the minutes.

Councilwoman Copeland seconded the motion.

The motion carried the vote by 7-0.

#### **Approval of May 4<sup>th</sup> Retreat Minutes**

Mayor Rabil moved on to the approval of the May 4<sup>th</sup> Retreat minutes. He asked if there were any corrections or additions that needed to be made. There were none.

Councilman Johnson moved to approve the minutes.

Vice Mayor Cheatham seconded the motion.

The motion carried the vote by 7-0.

#### **Recognition of the Franklin City Public Schools Robotics Team**

The Blackwater Robotics Team was recognized for their outstanding performance in their season. Mayor Rabil asked for the Robotics Team, their advisors, and their mentors to step forward in front of Council. Mayor Rabil read a recap of the team's season and their accomplishments.

Mayor Rabil and City Manager Jarratt awarded the team appreciation certificates.

#### **FINANCE**

##### **Budget Amendment 2019-15**

Director of Finance, Tracy Spence gave an overview of the items in Budget Amendment 2019-15.

Vice Mayor Cheatham moved to approve Amendment 2019-15.

Councilman Johnson seconded the motion.

The motion carried the vote by 6-1.

McLemore abstained.

##### **3<sup>rd</sup> Quarter Financial Review**

Finance Director Ms. Spence gave a brief overview of the third quarter financial review. She went over the general fund for the period ending March 31, 2019. The overview included 9 months of revenue and expenditures, tax collections, overall budget comparison of 2018-2019 & 2017-2018, local tax revenue (prior year comparison), local tax revenue (budget per actual comparison), revenue and expenditure summary, general fund revenue (prior year comparison) by revenue type and expenditures by department.

Ms. Spence moved on to discuss the enterprise funds. She went over 9 months of data for the period ending March 31, 2019. For the Airport Fund, the revenue was below target, expenses were below budget, and cash balance was at a negative. For the Water and Sewer Fund, the revenue was below target, expenditures were below target, and the operating and capital cash balance was at \$1.4 million. For the Solid Waste Fund, the revenue was below target, expenses were below target, and operating and capital



cash balance was at \$319,666. For the Electric Fund, revenue was above target, expenses were below target, and operating and capital cash analysis was at \$4.4 million.

Councilman Johnson questioned the Solid Waste Fund and why the numbers for the fund were lower?

Ms. Spence responded by saying that the revenues are comparable and expenditures are breaking even.

Councilman Johnson claims that he thinks the numbers would have been lower.

Ms. Spence replied that the fund has been depleted for years due to transfers to the General Fund. Councilman McLemore then questioned the Electric Fund. There was much discussion between Councilman McLemore, City Manager Jarratt, and Ms. Spence about the buildup of the Electric Fund.

### **Adoption of the FY 2019-2020 Budget Resolution**

Mayor Rabil turned the subject over to City Manager Jarratt. City Manager Jarratt went over a summary of the 2019-2020 Fiscal Year. The budget was balanced by the following: a 4 cent increase in real estate tax rate, 0.5% meals tax increase, \$195,000 operational subsidy transfer from Water and Sewer Enterprise Fund, \$200,000 operational subsidy transfer from the Electric Department Fund in addition to the \$1.4 million transfer, and a 10 cent increase in cigarette tax. City Manager Jarratt stated that there is almost \$1,000,000 eliminated in frozen positions, almost \$84,000 in cuts in departments overall, almost \$108,000 in capital expense reductions in departments, and almost \$72,000 in agency reductions. City Manager Jarratt stated that the new information from Isle of Wight does not change any of the fundamental base line information discussed for the past 4 months. She also stated that multiple capital improvement projects were waiting to be funded across all City buildings and departments. School capital needs are unknown at this point. City Manager Jarratt informed Council that planning for FY21 starts later in the week.

Mayor Frank Rabil asked for any desired action by Council.

Councilman Burgess moved to increase the real estate tax by 4 cents and for the money coming in from Isle of Wight to go into a reserve fund so it can be available for emergencies or unbudgeted items that the City may need.

Councilman Johnson seconded the motion.

Mayor Rabil acknowledged the motion and the second and asks for any discussion.

McLemore made the comment that funds are never given back to the citizens and he does not want to see the money go to waste and he opposed the tax increase.

After considerable discussion.

The motion carried the vote by 6-1.

The votes were as follows:

Mayor Frank Rabil	AYE
Vice-Mayor Barry Cheatham	AYE
Councilman Linwood Johnson	AYE
Councilman Bobby Cutchins	AYE
Councilwoman Wynndolyn Copeland	AYE
Councilman Gregory McLemore	NAY
Councilman Benny Burgess	AYE

#### Adoption of the FY 2019-2020 Electric Ordinance

City Manager Jarratt introduced the Adoption of the FY 2019 – 2020 Electric Ordinance. She stated that this is the 3<sup>rd</sup> year in a row there has been no increase in the retail rate. She is expecting an 8% increase for the cost of energy from Dominion Energy. However, because of the frozen positions, this increase will not be passed on to the citizens. She stated that there has been a decrease in fuel surcharge, which took effect in the May billing cycle. She recommends to adopt the presented ordinance.

Mayor Rabil asked Council for any questions.

Councilman Burgess asked City Manager Jarratt when they would get the new rate.

City Manager Jarratt replied they would receive it in June.

McLemore asked if City Manager Jarratt could announce the per thousand Kilowatt rate difference between the City's power company and Dominion.

City Manager Jarratt replied that Dominion is \$115 per 1,000 kilowatt hours and the City of Franklin is \$124 per kilowatt hours.

Mayor Rabil then asked if there was any desired action by Council.

Councilman Burgess motioned to adopt the Electric Ordinance.

Councilwoman seconded the motion.

The motion carried the vote by 7-0

**OLD/ NEW BUSINESS****Consideration of a Performance Agreement with Repair Tech**

City Manager Jarratt announced that Repair Tech is investing \$1 million in the City of Franklin and acquiring 16 acres in Pretlow Industrial Park. The Performance Agreement highlights the commitments between the City of Franklin and Repair Tech. She announced to Council that the agreement was step one for the project.

Mayor Rabil asked if there were any questions from Council.

Councilman Burgess moved to authorize City Manager Jarratt to sign the performance agreement.

Councilman Johnson seconded the motion.

The motion carried the vote 7-0.

**Nominations for School Board seats for Ward 2, Ward 5, and Ward 6**

City Manager Jarratt stated that Wards 2 and 5 have seats open for a 3-year term and the term for Ward 6 will expire June 2021.

Mayor Rabil opened the floor for nominations for Ward 2.

Pam Lease nominated Amy Philips.

With no other nominations, Mayor Rabil closed the nominations for Ward 2.

Mayor Frank Rabil opened the floor for nominations for Ward 5.

With there being no nominations, he closed nominations for Ward 5.

Mayor Rabil opened the floor for nominations for Ward 6.

Carrie Johnson nominated Heather Bunn.

Anthony Rawlings nominated Jessica Grant.

With there being no other nominations, Mayor Rabil closed the nominations for Ward 6.

**Presentation by Dan Crumpler**

Mr. Crumpler gave a presentation on the Southampton County Courthouse Project. He stated the City and the County cannot afford the courthouse. Mr. Crumpler explained, in full, the plan of combining the City Courthouse and the County Courthouse. He then went on to explain in detail the City's portion of the courthouse expenses as of now. The City pays 71% of the courthouse building in Courtland that is shared by the City and the County. However, what the City really pays is 31% of 71%, in other words 22%. He went on to explain that if the courts combine, then the City will have to pay 31% of 100% because they will be sharing 100% of the space. Also, if the courts combine, that 31% would be based on a larger amount due to a larger size of the project. If the County renovates and the courts stay the same, the City's share would remain similar. The result of this project would be: The City loses its courthouse, the City would be in a tremendous amount of debt, the City would raise real estate tax from 6% to 13%, the City's percentage of operational/ maintenance costs increase, and the City would have to pay expenses to restructure the current courthouse.

Mr. Crumpler asked Council to consider passing a resolution where the County will put a hold on all spending on a new courthouse until a reasonable and affordable renovation plan can be agreed upon and to keep the City courts in the current location.

Councilman Johnson moved to adopt the resolution Mr. Crumpler proposed.

Councilman Cutchins seconded the motion.

After considerable discussion, the motion carried the vote by 5-2.

**The votes were as follows:**

Mayor Frank Rabil	AYE
Vice-Mayor Barry Cheatham	NAY
Councilman Linwood Johnson	AYE
Councilman Bobby Cutchins	AYE
Councilwoman Wynndolyn Copeland	AYE
Councilman Gregory McLemore	AYE
Councilman Benny Burgess	NAY

**Edmunds Update**

City Manager Jarratt stated that real estate bills were sent out Friday May 10 and will be due June 5. The online bill payment due date will be available to the citizens after July 1.

### City Manager's Report

City Manager Jarratt introduced Ms. Michelle Dandridge as the City of Franklin's new Director of Human Resources for the City of Franklin and Southampton County. She officially joined April 27.

Mayor Rabil welcomed Ms. Dandridge.

City Manager Jarratt announced that Medic 2 has had to be taken out of service, due to needed repairs.

City Manager Jarratt stated that follow up items are being worked on as a result of the May 4<sup>th</sup> Council Retreat. She would like all Council members to reply to her email regarding the field trips Council will be taking to each other's Wards. She has provided 2 dates in the month of June. City Manager Jarratt also announced that she has made phone calls about getting an analysis of the Franklin City Courthouse and is hoping for more information by June 10<sup>th</sup> for City Council. She announced that there will be two Town Hall Meetings, scheduled for May 23 and June 11 at 7:00 p.m. These meetings will take place at the Workforce Development Center at Paul D. Camp Community College. There will be no time limit or topic restrictions for the citizens.

City Manager Jarratt had Chief Porti call dispatch and run the numbers on the traffic summons to make sure the City was adequately ticketing its citizens.

The last thing City Manager Jarratt announced is the City of Franklin will be having a fireworks display on July 3<sup>rd</sup> for a July 4<sup>th</sup> celebration, which is paid for in full by private dollars. The fireworks will be shot off at 9:00 p.m. on July 3<sup>rd</sup>.

### COUNCIL/ STAFF REPORTS ON BOARDS/ COMMISSIONS

Vice Mayor Cheatham went informed Council he attended the Western Tidewater Regional Jail Meeting. He stated that the population in the jail is remaining constant, which is almost equal to that of Isle of Wight. The jail continues with a good number of Federal Inmates. He stated that they are getting ready to expand a parking lot out at the jail.

### ADJOURNMENT

The meeting adjourned at 9:18P.M.

### CLOSED SESSION

Mayor Rabil entertained the motion to go into closed session.

Councilwoman Wynndolyn Copeland motioned to meet in Closed Session to discuss appointments to Boards and Commissions, and to discuss a prospective business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community; and consultation with the City Attorney employed by the City regarding specific legal matters requiring legal advice pursuant to Virginia Code Section 2.2 – 3711 (A) (1), (5) and (8).

Vice Mayor Barry Cheatham seconded the motion.

The motion carried the vote by 7-0.

**Action of Closed Session**

Vice-Mayor Barry Cheatham made a motion to appoint Dr. Scott to the Blackwater Regional Library Board of Trustees.

The motion was seconded by Councilwoman Wynndolyn Copeland.

The motion carried the vote by 7-0.

Vice-Mayor Barry Cheatham made a motion to appoint Mr. Jason Riddick to the Franklin Redevelopment & Housing Association Board

The motion was seconded by Councilman Linwood Johnson.

The motion carried the vote by 7-0.

Vice-Mayor Barry Cheatham made a motion to appoint Jeffrey Clark to the Franklin Redevelopment & Housing Association Board.

The motion was seconded by Councilman Linwood Johnson.

The motion carried the vote by 7-0.

Councilwoman Wynndolyn Copeland made a motion to come out of Closed Session.

The motion was seconded by Vice-Mayor Cheatham.

The motion carried the vote by 7-0.

**Adjourn Closed Session**

Vice-Mayor Cheatham made a motion to adjourn the Closed Session Meeting.

The motion was seconded by Councilman Bobby Cutchins.

The motion carried the vote by 7-0.

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Mayor

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Clerk to City Council

**Council Members in Attendance:** Frank Rabil, Mayor; Barry Cheatham, Vice-Mayor; Councilman Linwood Johnson, Councilwoman Wynndolyn Copeland, Councilman Gregory McLemore, and Councilman Benny Burgess

**Council Members not in Attendance:** Councilman Bobby Cutchins

**Staff in Attendance:** Amanda Jarratt, City Manager; Taylor Williams, City Attorney; Dinah Babb, City of Franklin Treasurer; and Shelia Baker, Office Manager for Community Development

**Other Staff in Attendance:** Leesa Barnes, Acting Secretary, Recording Minutes

Mayor Rabil called the Joint Meeting Between Council and Housing Authority to order.

Mayor Rabil asked for introductions.

The introductions were as follows:

Carlton Lowe, Sr., Commissioner for Housing Authority

Commissioner Jones, Housing Authority

Verta M. Jackson, Chairwoman for Housing Authority

Phillip Page, Executive Director for Redevelopment and Housing Authority

Mayor Frank Rabil stated the purpose of the meeting was to reopen the channels of communication.

Executive Director Phillip Page Thanked Council for the opportunity to meet with the Board in order to share information.

Executive Director Page stated there are three items on the Agenda, the first being the financial status of Franklin Redevelopment and Housing. He explained there were three issues the Department has been struggling with. He informed Council the Department's financial status was better than it was in December 2018. At that time the Department was struggling with utility bills. He was pleased to announce the utility bills are now current. He explained on a monthly basis the department has about 35 to 40 utility bills to pay.

Executive Director Page stated the second issue was staff turnover which has been resolved.

He informed Council the third issue was out sourcing which has also been resolved.

Chairwoman Verta Jackson stated the next item on the Agenda was Property Maintenance. She asked what updates were required as far as property maintenance is concerned.

City Manager Jarratt answered property maintenance such as plumbing issues, lawn maintenance and general repairs.

Mayor Frank Rabil added preventative maintenance programs.

Executive Director answered all maintenance calls are routed to the Department's maintenance technicians. He added HVAC and pest control issues are handled by third party companies. Painting and other extended repairs are also outsourced.

Executive Director Page Informed Council that there were Capital Improvements scheduled for Berkley Court.

Director Page also added that Holland Trace is now approaching twenty years old, so major repairs are expected such as hot water heaters, roofs, and HVAC units will be needed. This location will be the next renovation.

Director Page Informed Council that lawn maintenance was also out-sourced and is on a two-week rotation schedule.

City Manager Jarratt asked what was the normal waiting period for repairs.

Director Page answered it depends on what kind of repair is needed. If it is an emergency repair the waiting period should be no more than twenty-four hours.

Councilwoman Wynndolyn Copeland asked why are the tenants not allowed to have storm doors at Pretlow Gardens.

Director Page answered this has been an ongoing issue at Pretlow Gardens and Old Town Terrace. This was a management decision and this decision was made for maintenance purposes.

Councilwoman Copeland asked why were the tenants having to pay a ten-dollar trash fee.

Director Page answered this ten-dollar trash fee allows trash to be collected three times a week, which sometimes is not enough. He added he is willing to negotiate on this subject.

Mayor Frank Rabil asked how information was gathered from the tenants.

Director Page answered this is done through the property managers, scheduled meetings and mailing surveys.

Mayor Rabil asked how much response was received from these measures.

Director Page answered the response received was about ten percent.

Vice-Mayor Cheatham asked how often did Director Page or the Housing Board visit the sites.

Director Page replied he could not answer for the Housing Board but he visits the sites once a week.

Councilman Linwood Johnson asked the why was the decision made to not have storm doors at Berkley Court and Pretlow Gardens.

Director Page answered there were some storm doors at these sites but to replace them it would cost \$400.00 per unit. He added it was a management decision for aesthetics and some of the storm doors were in a state of disrepair.

Director Page stated these doors can be put back, it is just a matter of the cost.

Councilwoman Copeland asked the Housing Board to look into installing storm doors at the sites.

In Councilman Bobby Cutchins absence he gave Councilwoman Wynndolyn Copeland some questions to ask Director Page and the Housing Board.



Councilman Bobby Cutchins' first question was how is an applicant's housing voucher calculated and is there any circumstance that would allow an applicant's rent to be paid completely.

Director Page answered the way a Section Eight Voucher is calculated is based on a tenant not spending thirty percent of their income on rent. If the tenant is spending more than thirty percent, then the Section Eight Program covers the rest.

As far as the Section Eight Program covering a tenant's rent completely is theoretically possible.

Councilman Cutchins' next question was, is there an allowance for electric / utilities and how is that calculated. He also wanted to know does the Housing Authority receive any credits from HUD for utilities and what is the Housing Authority's procedure for paying the difference owed to the City for utilities. He also wanted to know if the tenant is allowed this if he or she is renting from a private landlord.

Director Page answered the short answer to the question is yes, there is an allowance for utilities. The utility allowance is a study that is done once a year and sometimes its two or three years to determine what the average utility should be and then the utility allowance is calculated into the rent. There is such a thing called Utility Reimbursement Payment which happens when the tenant's income does not cover the thirty percent barrier.

Director Page stated there were approximately twenty-eight families that receive assistance with their utility bills. He added their utility bills are paid with one check to the City of Franklin within the first ten days of the month.

Councilman Bobby Cutchins' next question was how are tenants billed for their water and sewer. It is my understanding that a least one complex has only one water meter tap. If this is so, how is this divided among the tenants.

Director Page responded that one of the many bills the FHRA is responsible for is the water bills for all tenants.

Vice-Mayor Barry Cheatham asked if FRHA handled private housing as well.

Director Page answered, yes and these homes are inspected every year or when a tenant moves out.

Councilman Wynndolyn Copeland asked how long did it take to get a unit.

Director Page answered FHRA's goal is to have a tenant moved into a unit in a week but that is always not the case.

Board Member Lowe asked Council if the reason for putting Council Members on the Housing Board was to do away with Ward Representation.

Mayor Rabil answered, no sir it is not Council's intent to do away with Ward Representation. This action was done to give the Housing Board a better chance of obtaining a quorum.

Taylor Williams, City Attorney explained the City Charter provides that there could be nine appointees from each Ward and some not from responding Wards.

Board Member Jackson asked why now.

Councilman Gregory McLemore spoke and indicated that he appreciated the information provided by Mr. Page but he was concerned about how much the Housing Board members knew. He wanted to know what the Housing Board members knew. He was concerned that they were uninformed. The Board is appointed by Council and is responsible to the Council. He stated that it is critical they stay informed.

Mayor Rabil answered because of the financial situation.

Councilwoman Wynndolyn Copeland asked when was the meeting scheduled for budget approval.

Director Page replied June.

Council and the Housing Board decided to adjourn the Joint Meeting.

A motion was made by Vice-Mayor Cheatham to adjourn the Joint Meeting between Council and the Housing Board.

The motion was seconded by Councilwoman Wynndolyn Copeland.

The Joint Meeting between Council and the Housing Board adjourned at 8:56 p.m.

The Franklin City Council held a Town Hall Meeting on May 23, 2019 at 7:00P.M. at the Workforce Development Center at Paul D. Camp Community College.

**Council Members in Attendance:** Mayor Frank Rabil, Vice-Mayor Barry Cheatham, Councilman Bobby Cutchins, Councilwoman Wynndolyn Copeland, Councilman Greg McLemore, Councilman Linwood Johnson and Councilman Benny Burgess.

**Staff in Attendance:** City Manager Amanda Jarratt, City Attorney Taylor Williams, Interim Chief of Police Robert Porti, and Fire Chief Mark Carr

**Others in Attendance:** Leesa Livesay, Acting Secretary recording minutes; Katelyn Newsome, Acting Secretary recording minutes; IT Specialist Steve Newsome

### **CALL TO ORDER**

Mayor Frank Rabil called the May 23, 2019 Town Hall Meeting to order.

Mayor Rabil stated that the purpose of the meeting was for Council to listen to the citizens' comments and allow them to ask questions. He kindly asked the citizens to speak only once in front of Council. He then turned it over to City Manager Amanda Jarratt.

City Manager Amanda Jarratt thanked everyone for coming to the meeting and showing interest in the future of the City of Franklin. She reminded everyone that the Town Hall Meeting went live on the City's Facebook page and it would be posted on the YouTube channel as well as the PEG channel. City Manager Jarratt went on to remind everyone that the second Town Hall Meeting will be held Tuesday June 11 at 7P.M. at the Workforce Development Center at Paul D. Camp Community College. She restated the purpose of the meeting and went over some highlights of the May 4<sup>th</sup> Retreat. City Manager Jarratt went over the immediate, mid-term, and long-term goals of the City. Some of the immediate goals are as follows: holding the Town Hall Meeting, the Southampton County Courthouse project, health insurance for City employees, City Council field trips to different wards, having an evaluation of the system from Franklin Power and Light, and EMS billing subscription. Some of the mid-term goals are as follows: HVAC systems, development of properties and projects across the City, and recruitment and retention of employees. Some of the long-term goals are as follows: develop a strategic housing plan for the City, the future of the Franklin Airport, and setting a capital maintenance program in place.

### **Citizen's Time**

#### **Speaker 1: Ray Smith**

**217 Meadow Lane**

Mr. Smith started off by commending City Council for holding the Town Hall Meeting. He believes that the quality of life needs to be improved in the City of Franklin. The City is losing its youth because they have found quality of life somewhere else and therefore they do not come back. He said that the City needs to provide things that the millennials want today. He claimed the City of Franklin will not have any future if the youth continue to leave.

Mr. Smith continued on by stating the zoning ordinances and codes are outdated.

He stated to Council that the City of Franklin does not have a sustainability plan. He emphasized to Council the use of bicycles and the importance of them in many communities, but the City has signs that prohibit the use of bicycles.

He explained to Council that there are no pet watering stations in the City of Franklin, there's only one pet friendly park, and there are no walking trails for pets.

Mr. Smith then went on to announce that there is only one legal handicap parking place in downtown Franklin.

He also brought up the City's signage and how it is outdated and needs to be updated. He also suggested building a visitor's center with regular business hours.

Mr. Smith emphasized that churches do not need to be in retail locations that are downtown. He said these buildings were not designed for churches.

He went on to say that the City needs modern, up-to-date, affordable living spaces.

Mr. Smith pointed out that the riverfront was one of the most unutilized assets in the City of Franklin and it needs to be used to the City's advantage.

He emphasized to Council that they are not looking forward. He wants the City to follow the lead of some of the other communities. Everything that was discussed was economic development issues. He finished by stating that all these things are easy to accomplish if they let go of the past and move forward.

**Speaker 2: Horace Sykes**

**217 Sycamore Road**

Mr. Sykes announced to Council that he had read in the newspaper the police force in the City was 2 officers short. He questioned why the City cannot have a full police force to protect its own citizens, but provide to protect a few judges at the County Courthouse. He strongly believes that the City needs a full police force.

Councilman Burgess replied to Mr. Sykes by stating that it is hard to find recruits and it is a problem everyone across the country is facing. He stated that the City has tried a lot of different things, they just have not been successful. He went on to say that the City does indeed want a full force, but cannot seem to find the recruits.

City Manager Jarratt replied stating that the police force was only one officer short and that the Sheriff's department is responsible for Courthouse security.

Councilman McLemore reiterated the question by asking how can the City provide for others and not provide for their own citizens. He agreed and wants to see the City of Franklin put its citizens first.

**Speaker 3: Sharon Waters**

**STOP Inc. 2179 Isabella Drive**

Ms. Waters announced herself as the assistant to the CEO of STOP Inc. Ms. Waters stated that the City of Franklin has always been one of the organization's jurisdictions.

She went on to inform Council that STOP Inc. was a recent member of the Franklin Southampton Coalition. They joined the coalition because they are with the City on a grant, which is the R-Core Grant for \$1 million from Health Resources and Services Administration. This grant will allow STOP Inc. to look specifically at the different ways the opioid crisis is affecting the communities, especially the rural communities. She stated that it will allow them to also look into how it affects people with substance disorders and other addictions.

Ms. Waters emphasized the importance of community.

**Speaker 4: Jeannette Austin**

**1504 Virginia Street**

Ms. Austin asked Council what the City of Franklin was going to do about jobs for the youth and also what the City provides for them after they graduate. She wanted to know if the City was providing for new businesses or if Council was even trying to get new businesses into the City. Ms. Austin stated that it just seems as though everyone and everything wants to leave the City of Franklin.

Councilman McLemore replied to Ms. Austin by stating the responsibility of economic development falls back on the City's agency, Franklin Southampton Economic Development Inc. (FSEDI). However, he feels as though it should be the responsibility of the elected officials on Council. He went on to explain how Council needs to be more involved.

Councilman Cutchins explained that Council was trying and they have been pro-active, however they need to be more pro-active with planning.

Councilman Burgess explained that in order for the City to create new jobs and provide new businesses, the quality of life needs to be worked on. He emphasized that the quality of life needs to be improved in the City.

Vice Mayor Cheatham stated that the City needs a trained workforce as well. He commended Paul D. Camp Community College for preparing kids for the workforce when they graduate.

Mayor Rabil further commended the public school system and their programs for further preparing kids for the workforce and giving the kids opportunities to work in a business before they graduate.

Councilman Johnson stated that in order for the City to be productive it must have a brand to draw those new businesses in. He went on to explain that everyone, including the citizens, need to come together and work as a team in order to move forward.

**Speaker 5: Lynne Rabil**

**101 Beechwood Drive**

Mrs. Rabil emphasized that improving the quality of life was the most important thing the City can do for economic development. She explained the different opportunities that the City has not taken advantage of, including: the retirement community and the different grants offered. She emphasized that the City needs to fund a grant writing position.

Mrs. Rabil explained that the City needs to maintain cleanliness and organization, while also enforcing zoning ordinances. She would like to see all schools be involved in Clean Rivers Day.

She explained to Council that she recognizes the time and effort put into passing the budget and the difficulty of expenses, but sometimes you need to spend money to make money.

Mayor Rabil announced that there were no more citizens signed up to speak, but if anyone else would like to speak to please raise their hand and they would be recognized.

**Speaker 6: Vera Sykes**

**217 Sycamore Road**

Mrs. Sykes questioned Council as to why the old, abandoned duplex on 2<sup>nd</sup> Avenue has not been taken down. She stated that it needs to be either used or torn down.

Mayor Rabil explained that the owner of the property approached Council with a plan and he needed immediate action from them in order to be able to go to work on it. However, this plan never happened. He explained that the property has been up for a tax sale a few times and that the situation is frustrating for Council as well. He stated that it is a health and safety issue and that they are working on it within the guidelines of the Virginia State Laws.

Councilman McLemore suggested a vacancy tax, which would prompt the owners to rent out the property and have it utilized. He explained that this would also generate revenue for the City of Franklin.

**Speaker 7: Jerry McCreary**

**508 North High Street**

Mr. McCreary explained to Council that the City needs to recognize its best quality and speak the truth about it. He stated that Council needs to communicate the best of what the City has to offer: the community. Mr. McCreary explained that he loves living here because of the community and the friendliness/friendships within the City.

He went on to explain that he agrees with maintaining the cleanliness, which he believes will reveal the City's pride.

**Speaker 8: Patrice Jones**

**220 Artis Street**

Ms. Jones stated to Council that she is concerned that there is no growth in the City of Franklin. She explained that there needs to be more entertainment in the area and that the City needs to upgrade in more ways than one.

She stated to Council that the hotels are an issue. No one from out of town wants to stay in the hotels the City offers, including her own family. She emphasized that this is revenue lost for the City.

Ms. Jones announced that the City needs new schools because the ones that still stand are outdated.

She strongly encouraged Council to do something about the City's light bill. She claimed the only way the City is getting funds, when there are no new businesses coming in, is from the light bill the citizens have to pay.

Councilwoman Copeland replied to Ms. Jones and completely agreed that something has to be done about the light bill and that was one of Council's immediate goals.

**Speaker 9: Justin Campbell**

105 Sunset Drive

Mr. Campbell explained to Council that there was nothing in the City that was keeping him and his family here. He stated that they constantly leave town to go do other things for entertainment.

**Speaker 10: Andrea Hall-Leonard**

214 Thomas Street

Ms. Hall-Leonard wanted to take a minute to thank a few people, including: all the people who have done good things in the City, the City Council for not cutting schools, and all the community programs. She also highlighted some of the good things about the City of Franklin.

Ms. Hall-Leonard would like to see an increase in the intergenerational programs, so that everyone can learn from each other. She encouraged Council to increase more positive collaboration among each other.

In between speakers, Mr. Ray Smith asked Council their opinion on whether the City of Franklin should go back to a town or remain a City.

Each Council member answered individually and all of them believe the City of Franklin should, and will, remain a City.

**Speaker 11: Ellis Cofield**

Mr. Cofield felt as though the City of Franklin has been misrepresented. He believes in unity and community and if the City does things together, it will survive.

Mr. Cofield emphasized to Council that the youth is a very vital part in this community. He stated that they are the future.

He feels as though Council needs to use the partnerships within the City and that all the City needs is steady support to get things done.

He explained the importance of the Community Center (Parks and Recreation) and that the City needs to maximize that. Mr. Cofield wants to see more effort in motivating the kids. The City needs to give them positive mentorship and more programs like STOP as motivation for them.

Mayor Rabil thanked everyone again for informing Council on their thoughts and vision. He stated that Council will act on some the things listed and given to them that night. He once again reminded everyone of the June 11 Town Hall Meeting.

**Adjournment**

The meeting adjourned at 8:42 P.M.

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Mayor

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Clerk to City Council

## BUDGET AMENDMENT 2019-16

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA that the 2018-2019 City Budget is hereby amended to:

1. recognize additional revenues from donations for the July Fireworks and to appropriate such revenue for new use;
2. recognize additional revenues from donations to the City's Animal Control & Police Departments and to appropriate such revenue for new use; and to
3. recognize additional revenues from the Virginia Land Conservation Foundation and to appropriate such revenue for the Riverview Walk Park.

		2018-2019	AMENDED	INCREASE
	#1	BUDGET	BUDGET	(DECREASE)
<b>100</b>	<b>GENERAL FUND</b>			
	<b>REVENUE</b>			
18990-3040	Donations-July Fireworks	\$0	\$8,500	<u>\$8,500</u>
				<b>\$8,500</b>
	<b>EXPENDITURES</b>			
71300-3190	Contractual Services	\$0	\$8,500	<u>\$8,500</u>
				<b>\$8,500</b>
	#2			
<b>100</b>	<b>GENERAL FUND</b>			
	<b>REVENUE</b>			
18990-3005	Donations-Animal Control	\$0	\$200	\$200
18990-3041	Donations-Police	741	841	<u>100</u>
				<b>\$300</b>
	<b>EXPENDITURES</b>			
35100-6014	Other Operating Supplies	\$1,500	\$1,700	\$200
31100-6010	Police Supplies	40,821	40,921	<u>100</u>
				<b>\$300</b>
	#3			
<b>100</b>	<b>GENERAL FUND</b>			
	<b>REVENUE</b>			
24040-0010	Virginia Land Conservation Foundation Grant	\$0	\$26,047	<u>\$26,047</u>
				<b>\$26,047</b>
	<b>EXPENDITURES</b>			
81100-3160	Professional Services	\$13,367	39,414	<u>\$26,047</u>
				<b>\$26,047</b>

Certified copy of resolution adopted by  
Franklin City Council.

\_\_\_\_\_  
Clerk to the City Council  
Agenda  
Franklin City Council  
June 10, 2019



## BUDGET AMENDMENT 2019-17

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA that the 2018-2019 City Budget is hereby amended to

1. recognize the School's supplemental appropriations of State and Federal revenues and to appropriate for use; and
2. to authorize the School's transfer of categorical appropriations.

		2018-2019	AMENDED	INCREASE
	#1	BUDGET	BUDGET	(DECREASE)
<b>250</b>	<b>EDUCATION OPERATING FUND</b>			
	<b>REVENUE</b>			
33010-0253	21 <sup>st</sup> Century Grant	\$270,746	\$415,633	\$144,887
33010-0273	NCLB Grant-Title III Part A	4,495	5,076	581
33010-0277	Title IV Part A LEA	51,333	70,425	19,092
33010-0217	Adult Basic Ed Federal	19,462	19,738	276
33010-0282	Workforce Opportunity Grant	116,665	121,000	4,335
				<b>\$169,171</b>
	<b>EXPENDITURES</b>			
60000-0053	21 <sup>st</sup> Century Grant	\$270,746	\$415,633	\$144,887
60000-0073	NCLB Grant-Title III Part A	0	581	581
60000-0077	Title IV Part A LEA	51,333	70,425	19,092
60000-0037	Adult Basic Ed Federal	0	276	276
60000-0034	Opportunity Inc.	0	4,335	4,335
				<b>\$169,171</b>
	#2			
<b>250</b>	<b>EDUCATION OPERATING FUND</b>			
	<b>EXPENDITURES</b>			
60000-0001	Instruction	\$9,532,182	\$9,077,153	\$(455,029)
60000-0002	Administration, Health & Attendance	1,197,184	1,117,207	(79,977)
60000-0269	Federal Program Request	2,641,930	2,511,476	(130,454)
60000-0021	Virginia Medical Assist Program	0	70,000	70,000
60000-0003	Pupil Transportation	656,457	778,457	122,000
60000-0011	Technology	857,758	1,117,218	259,460
60000-0004	Operations and Maintenance	1,696,173	1,910,173	214,000
				<b>\$0</b>

Certified copy of resolution adopted by  
Franklin City Council.

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Clerk to the City Council

Agenda  
Franklin City Council  
June 10, 2019



# Franklin City Public Schools

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

## MEMO

To: Amanda Jarratt, City Manager  
From: Tamara Sterling, Division Superintendent *TS*  
Date: June 4, 2019  
Re: Budget Amendment FY2018-2019

The Franklin City School Division requests the following increases to current appropriations:

ACCOUNT CODE	DESCRIPTION	AMOUNT
250-3-33010-0253	21st Century Grant	\$144,888.66
250-3-33010-0273	NCLB Grant - Title III Part A	\$580.57
250-3-33010-0277	Title IV Part A LEA	\$19,091.87
250-3-33010-0217	Adult Basic Ed Federal	\$275.67
250-3-33010-0282	Workforce Opportunity Grant	\$4,335.00
		\$169,171.77



# Franklin City Public Schools

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

## MEMO

To: Amanda Jarratt, City Manager  
From: Tamara Sterling, Division Superintendent *TS*  
Date: June 5, 2019  
Re: Budget Amendment FY2018-2019

The Franklin City School Division requests the following budget amendments:

	ACCOUNT #	DESCRIPTION	AMOUNT		REASON
FROM	250-4-60000-0269	FEDERAL PROGRAM REQUEST	\$ 60,454.00		BUDGET AMENDMENT
TO	250-4-60000-0001	INSTRUCTION		\$ 60,454.00	BUDGET AMENDMENT

	ACCOUNT #	DESCRIPTION	AMOUNT		REASON
FROM	250-4-60000-0269	FEDERAL PROGRAM REQUEST	\$ 70,000.00		BUDGET AMENDMENT
TO	250-4-60000-0021	VA MEDICAL ASST. PROGRAM		\$ 70,000.00	BUDGET AMENDMENT

	ACCOUNT #	DESCRIPTION	AMOUNT		REASON
FROM	250-4-60000-0001	INSTRUCTION	\$ 122,000.00		BUDGET AMENDMENT
TO	250-4-60000-0003	PUPIL TRANSPORTATION		\$ 122,000.00	BUDGET AMENDMENT

	ACCOUNT #	DESCRIPTION	AMOUNT		REASON
FROM	250-4-60000-0002	ADMINISTRATION, HEALTH, AND ATTENDANCE	\$ 79,977.00		BUDGET AMENDMENT
TO	250-4-60000-0011	TECHNOLOGY		\$ 79,977.00	BUDGET AMENDMENT

	ACCOUNT #	DESCRIPTION	AMOUNT		REASON
FROM	250-4-60000-0001	INSTRUCTION	\$ 214,000.00		BUDGET AMENDMENT
TO	250-4-60000-0004	OPERATIONS AND MAINTENANCE		\$ 214,000.00	BUDGET AMENDMENT

	ACCOUNT #	DESCRIPTION	AMOUNT		REASON
FROM	250-4-60000-0001	INSTRUCTION	\$ 179,483.00		BUDGET AMENDMENT
TO	250-4-60000-0011	TECHNOLOGY		\$ 179,483.00	BUDGET AMENDMENT

TOTAL \$ 725,914.00 \$ 725,914.00

*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.*



*Growth • Community • Spirit*

**FINANCE DEPARTMENT**

June 5, 2019

**TO:** Amanda C. Jarratt, City Manager  
**FROM:** Tracy Spence, CPA, Interim Director of Finance  
**RE:** Proposed Uniform Guidance Procurement Policy

The Office of Budget and Management (OMB) officially implemented its Uniform Administrative Requirements, Cost Principles, and Audit Requirements, commonly referred to as Uniform Guidance (UG) in December of 2014. However, due to significant changes to the procurement requirement that were part of that new guidance, OMB delayed the implementation of those procurement requirements twice, to a full three years from the original UG effective date. For the City of Franklin, the effective date began with FY19.

One of the compliance items is the adoption of written policies and procedures that address the purchase of goods and services in accordance with the UG regulations as well as some peripheral requirements on topics such as a code of ethics and gift bans from vendors. The attached proposed policies and procedures address these concerns. Robin Jones, our auditor with Creedle Jones & Alga, have reviewed and approved these policies.

If you have any questions, please let me know.

*City of Franklin, Virginia*  
*Finance Department – 207 W. Second Avenue*  
*P. O. Box 179, Franklin, Virginia 23851*  
*(757) 562-8535*

**City of Franklin**  
**Uniform Guidance Procurement Policy**

**I. Purpose**

The purpose of this Policy is to establish guidelines that meet or exceed the procurement requirements for purchases of goods (apparatus, supplies, materials, and equipment), services, and construction or repair projects when *federal funds* are being used in whole or in part to pay for the cost of the contract.

**II. Policy**

- A. Application of Policy.** This policy applies to contracts for purchases, services, and construction or repair work funded with federal financial assistance (direct or reimbursed). The requirements of this Policy also apply to any sub-recipient of the funds.

All federally funded projects, loans, grants, and sub-grants, whether funded in part or wholly, are subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for federal awards (Uniform Guidance) codified at 2 C.F.R. Part 200 unless otherwise directed in writing by the federal agency or state pass-through agency that awarded the funds.

- B. Compliance with Federal Law.** All procurement activities involving the expenditure of federal funds must be conducted in compliance with the Procurement Standards codified in 2 C.F.R. § 200.317 through § 200.326 unless otherwise directed in writing by the federal agency or state pass-through agency that awarded the funds. The City of Franklin will follow all applicable local, state, and federal procurement requirements when expending federal funds. Should the City of Franklin have more stringent requirements, the most restrictive requirement shall apply so long as it is consistent with state and federal law.
- C. Contract Award.** All contracts shall be awarded only to the lowest responsive responsible bidder possessing the ability to perform successfully under the terms and conditions of the contract.
- D. No Evasion.** No contract may be divided to bring the cost under bid thresholds or to evade any requirements under this Policy or state and federal law.
- E. Contract Requirements.** All contracts paid for in whole or in part with federal funds shall be in writing. The written contract must include or incorporate by reference the provisions required under 2 C.F.R § 200.326 and as provided for under 2 C.F.R. Part 200, Appendix II.
- F. Contractors' Conflict of Interest.** Designers, suppliers, and contractors that assist in the development or drafting of specifications, requirements, statements of work, invitation

for bids or requests for proposals shall be excluded from competing for such requirements.

- G. **Approval and Modification.** The administrative procedures contained in this Policy are administrative and may be changed as necessary at the staff level to comply with state and federal law.

### III. **General Procurement Standards and Procedures:**

Either the Purchasing Department or the Requesting Department shall procure all contracts in accordance with the requirements of this Section of the Policy.

- A. **Necessity.** Purchases must be necessary to perform the scope of work and must avoid acquisition of unnecessary or duplicative items. The Purchasing Department and/or the Requesting Department should check with the federal surplus property agency prior to buying new items when feasible and less expensive. Strategic sourcing should be considered with other departments and/or agencies who have similar needs to consolidate procurements and services to obtain better pricing.
- B. **Clear Specifications.** All solicitations must incorporate a clear and accurate description of the technical requirements for the materials, products, or services to be procured, and shall include all other requirements which bidders must fulfill and all other factors to be used in evaluating bids or proposals. Technical requirements must not contain features that restrict competition.
- C. **Notice of Federal Funding.** All bid solicitations must acknowledge the use of federal funding for the contract. In addition, all prospective bidders or offerors must acknowledge that funding is contingent upon compliance with all terms and conditions of the funding award.
- D. **Compliance by Contractors.** All solicitations shall inform prospective contractors that they must comply with all applicable federal laws, regulations, executive orders, and terms and conditions of the funding award.
- E. **Fixed Price.** Solicitations must state that bidders shall submit bids on a fixed price basis and that the contract shall be awarded on this basis unless otherwise provided for in this Policy. Cost plus percentage of cost contracts are prohibited. Time and materials contracts are prohibited in most circumstances. Time and materials contracts will not be used unless no other form of contract is suitable and the contract includes a "Not to Exceed" amount. A time and materials contract shall not be awarded without express written permission of the federal agency or state pass-through agency that awarded the funds.

- F. Use of Brand Names.** When possible, performance or functional specifications are preferred to allow for more competition leaving the determination of how the reach the required result to the contractor. Brand names may be used only when it is impractical or uneconomical to write a clear and accurate description of the requirement(s). When a brand name is listed, it is used as reference only and "or equal" must be included in the description.
- G. Lease versus Purchase.** Under certain circumstances, it may be necessary to perform an analysis of lease versus purchase alternatives to determine the most economical approach.
- H. Dividing Contract for Minority-Owned & Women-Owned Business Enterprise Participation.** If economically feasible, procurements may be divided into smaller components to allow maximum participation of small and minority businesses and women business enterprises. The procurement cannot be divided to bring the cost under bid thresholds or to evade any requirements under this Policy.
- I. Documentation.** Documentation must be maintained by the Purchasing Department and/or the Requesting Department detailing the history of all procurements. The documentation should include the procurement method used, contract type, basis for contractor selection, price, sources solicited, public notices, cost analysis, bid documents, addenda, amendments, contractor's responsiveness, notice of award, copies of notices to unsuccessful bidders or offerors, record of protests or disputes, bond documents, notice to proceed, purchase order, and contract. All documentation relating to the award of any contract must be made available to the granting agency upon request.
- J. Cost Estimate.** For all procurements costing \$150,000 or more, the Purchasing Department and/or Requesting Department shall develop an estimate of the cost of the procurement prior to soliciting bids. Cost estimates may be developed by reviewing prior contract costs, online review of similar products or services, or other means by which a good faith cost estimate may be obtained. Cost estimates for construction and repair contracts may be developed by the project designer.
- K. Contract Requirements.** The Requesting Department must prepare a written contract incorporating the provisions referenced in Section II.C of this Policy.
- L. Debarment.** No contract shall be awarded to a contractor included on the federally debarred bidder's list.
- M. Contractor Oversight.** The Requesting Department receiving the federal funding must maintain oversight of the contract to ensure that contractor is performing in accordance with the contract terms, conditions, and specifications.
- N. Open Competition.** Solicitations shall be prepared in a way to be fair and provide open competition. The procurement process shall not restrict competition by imposing

unreasonable requirements on bidders, including but not limited to unnecessary supplier experience, excessive or unnecessary bonding, specifying a brand name without allowing for "or equal" products, or other unnecessary requirements that have the effect of restricting competition.

- O. Geographic Preference.** No contract shall be awarded on the basis of a geographic preference.

#### **IV. Specific Procurement Procedures**

Either the Purchasing Department or the Requesting Department shall solicit bids in accordance with the requirements under this Section of the Policy based on the type and cost of the contract.

- A. Service Contracts** (except for Architectural/Engineering professional services) and **Purchase Contracts costing less than \$3,500** shall be procured using the Uniform Guidance "micro-purchase" procedure (2 C.F.R. § 200.320(a)) as follows:

1. The contract may be awarded without soliciting pricing or bids if the price of the goods or services is considered to be fair and reasonable.
2. To the extent practicable, purchases must be distributed among qualified suppliers.

- B. Service Contracts** (except for Architectural/Engineering professional services) and **Purchase Contracts costing \$3,500 up to \$90,000** shall be procured using the Uniform Guidance "small purchase" procedure (2 C.F.R. § 200.320(b)) as follows:

1. Obtain price or rate quotes from an "adequate number" of qualified sources (a federal grantor agency might issue guidance interpreting "adequate number," so the Requesting Department should review the terms and conditions of the grant award documents to confirm whether specific guidance has been issued).
2. Take affirmative steps to solicit price quotes from Minority-Owned & Women-Owned Business Enterprise vendors and suppliers as required under 2 C.F.R. § 200.321.
3. Cost or price analysis is not required prior to soliciting bids.
4. Award the contract on a fixed-price basis (a not-to-exceed basis is permissible for service contracts where obtaining a fixed price is not feasible).
5. Award the contract to the lowest responsive, responsible bidder.

- C. Service Contracts** (except for Architectural/Engineering professional services) and **Purchase Contracts costing \$90,000 and above** shall be procured using a combination of the most restrictive requirements of the Uniform Guidance "sealed bid" procedure (2 C.F.R. § 200.320(c)) and state formal bidding procedures (G.S. 143-129) as follows:

1. Cost or price analysis is required prior to soliciting bids.
2. Complete specifications or purchase description must be made available to all bidders.



3. The bid must be formally advertised in a newspaper of general circulation for at least seven full days between the date of the advertisement and the date of the public bid opening. Electronic-only advertising must be authorized by the governing board. The advertisement must state the date, time, and location of the public bid opening, indicate where specifications may be obtained, and reserve to the governing board the right to reject any or all bids only for "sound documented reasons."
4. Take affirmative steps to solicit price quotes from Minority-Owned & Women-Owned Business Enterprise vendors and suppliers as required under 2 C.F.R. § 200.321.
5. Open bids at the public bid opening on the date, time, and at the location noticed in the public advertisement. All bids must be submitted sealed. A minimum of 2 bids must be received in order to open all bids.
6. Award the contract to the lowest responsive, responsible bidder on a fixed-price basis. Governing board approval is required for purchase contracts unless the governing board has delegated award authority to an individual official or employee. Any and all bids may be rejected only for "sound documented reasons."

**D. Service Contracts** (except for Architectural/Engineering professional services) **costing \$150,000 and above** may be procured using the Uniform Guidance "competitive proposal" procedure (2 C.F.R. § 200.320(d)) when the "sealed bid" procedure is not appropriate for the particular type of service being sought. The procedures are as follows:

1. A Request for Proposals (RFP) must be publicly advertised. Formal advertisement in a newspaper is not required so long as the method of advertisement will solicit proposals from an "adequate number" of qualified firms.
2. Take affirmative steps to solicit price quotes from Minority-Owned & Women-Owned Business Enterprise vendors and suppliers as provided under 2 C.F.R. § 200.321.
3. Identify evaluation criteria and relative importance of each criteria (criteria weight) in the RFP.
4. Consider all responses to the publicized RFP to the maximum extent practical.
5. Must have a written method for conducting technical evaluations of proposals and selecting the winning firm.
6. Award the contract to the responsible firm with most advantageous proposal taking into account price and other factors identified in the RFP. Governing board approval is not required.
7. Award the contract on a fixed-price or cost-reimbursement basis.

**E. Construction and repair contracts costing less than \$3,500** shall be procured using the Uniform Guidance "micro-purchase" procedure (2 C.F.R. § 200.320(a)) as follows:

1. The contract may be awarded without soliciting pricing or bids if the price of the goods or services is considered to be fair and reasonable.
2. To the extent practicable, contracts must be distributed among qualified suppliers.

**F. Construction and repair contracts costing \$3,500 up to \$150,000 shall be procured using the Uniform Guidance "small purchase" procedure (2 C.F.R. § 200.320(b)) as follows:**

1. Obtain price or rate quotes from an "adequate number" of qualified sources (a federal grantor agency might issue guidance interpreting "adequate number," so the requesting department should review the terms and conditions of the grant award documents to confirm whether specific guidance has been issued).
2. Take affirmative steps to solicit price quotes from Minority-Owned & Women-Owned Business Enterprise vendors and suppliers as required under 2 C.F.R. § 200.321.
3. Cost or price analysis is not required prior to soliciting bids, although price estimates may be provided by the project designer.
4. Award the contract on a fixed-price or not-to-exceed basis.
5. Award the contract to the lowest responsive, responsible bidder. Governing board approval is not required.

**G. Construction and repair contracts costing \$150,000 up to \$500,000 shall be procured using the Uniform Guidance "sealed bid" procedure (2 C.F.R. § 200.320(c)) as follows:**

1. Cost or price analysis is required prior to soliciting bids (this cost estimate may be provided by the project designer).
2. Complete specifications must be made available to all bidders.
3. Publically advertise the bid solicitation for a period of time sufficient to give bidders notice of opportunity to submit bids (formal advertisement in a newspaper is not required so long as other means of advertising will provide sufficient notice of the opportunity to bid). The advertisement must state the date, time, and location of the public bid opening, and indicate where specifications may be obtained.
4. Take affirmative steps to solicit price quotes from Minority-Owned & Women-Owned Business Enterprise vendors and suppliers as provided under 2 C.F.R. § 200.321.
5. Open the bids at the public bid opening on the date, time, and at the location noticed in the public advertisement. All bids must be submitted sealed. A minimum of 2 bids must be received in order to open all bids.
6. A 5% bid bond is required of all bidders. Performance and payment bonds of 100% of the contract price is required of the winning bidder.
7. Award the contract on a firm fixed-price basis.
8. Award the contract to the lowest responsive, responsible bidder. Governing board approval is not required. Any and all bids may be rejected only for "sound documented reasons."

**H. Construction and repair contracts costing \$500,000 and above shall be procured using a combination of the most restrictive requirements of the Uniform Guidance "sealed bid" procedure (2 C.F.R. § 200.320(c)) and state formal bidding procedures (G.S. 143-129) as follows:**

1. Cost or price analysis is required prior to soliciting bids (this cost estimate should be provided by the project designer).
  2. Complete specifications must be made available to all bidders.
  3. Formally advertise the bid in a newspaper of general circulation for at least seven full days between the date of the advertisement and the date of the public bid opening. Electronic-only advertising must be authorized by the governing board. The advertisement must state the date, time, and location of the public bid opening, indicate where specifications may be obtained, and reserve to the governing board the right to reject any or all bids only for "sound documented reasons."
  4. Take affirmative steps to solicit price quotes from Minority-Owned & Women-Owned Business Enterprise vendors and suppliers as provided under 2 C.F.R. § 200.321.
  5. Open the bids at the public bid opening on the date, time, and at the location noticed in the public advertisement. All bids must be submitted sealed and in paper form. A minimum of 3 bids must be received in order to open all bids.
  6. A 5% bid bond is required of all bidders (a bid that does not include a bid bond cannot be counted toward the 3-bid minimum requirement). Performance and payment bonds of 100% of the contract price is required of the winning bidder.
  7. Award the contract on a firm fixed-price basis.
  8. Award the contract to the lowest responsive, responsible bidder. Governing board approval is required and cannot be delegated. The governing board may reject and all bids only for "sound documented reasons."
- I. Construction or repair contracts involving a building costing \$300,000 and above must comply with the following additional requirements under state law:**
1. Formal HUB (historically underutilized business) participation required under G.S. 143-128.2, including local government outreach efforts and bidder good faith efforts, shall apply.
  2. Separate specifications shall be drawn for the HVAC, electrical, plumbing, and general construction work as required under G.S. 143-128(a).
  3. The project shall be bid using a statutorily authorized bidding method (separate-prime, single-prime, or dual bidding) as required under G.S. 143-129(a1).
- J. Contracts for Architectural and Engineering Services costing under \$150,000 shall be procured using the state "Mini-Brooks Act" requirements (G.S. 143-64.31) as follows:**
1. Issue a Request for Qualifications (RFQ) to solicit qualifications from qualified firms (formal advertisement in a newspaper is not required). Price (other than unit cost) shall not be solicited in the RFQ.
  2. Take affirmative steps to solicit price quotes from Minority-Owned & Women-Owned Business Enterprise vendors and suppliers as provided for under 2 C.F.R. § 200.321.
  3. Evaluate the qualifications of respondents based on the evaluation criteria developed by the Purchasing Department and/or Requesting Department.

4. Rank respondents based on qualifications and select the best qualified firm. Price cannot be a factor in the evaluation. Preference may be given to in-state (but not local) firms.
  5. Negotiate fair and reasonable compensation with the best qualified firm. If negotiations are not successfully, repeat negotiations with the second-best qualified firm.
  6. Award the contract to best qualified firm with whom fair and reasonable compensation has been successfully negotiated. Governing board approval is not required.
- K. Contracts for Architectural and Engineering Services costing \$150,000 or more shall be procured using the Uniform Guidance "competitive proposal" procedure (2 C.F.R. § 200.320(d)(5)) as follows:**
1. Publically advertise a Request for Qualifications (RFQ) to solicit qualifications from qualified firms (formal advertisement in a newspaper is not required). Price (other than unit cost) shall not be solicited in the RFQ.
  2. Take affirmative steps to solicit price quotes from Minority-Owned & Women-Owned Business Enterprise vendors and suppliers as provided under 2 C.F.R. § 200.321.
  3. Identify the evaluation criteria and relative importance of each criteria (the criteria weight) in the RFQ.
  4. Proposals must be solicited from an "adequate number of qualified sources" (an individual federal grantor agency may issue guidance interpreting "adequate number").
  5. Must have a written method for conducting technical evaluations of proposals and selecting the best qualified firm.
  6. Consider all responses to the publicized RFQ to the maximum extent practical.
  7. Evaluate qualifications of respondents to rank respondents and select the most qualified firm. Preference may be given to in-state (but not local) firms provided that granting the preference leaves an appropriate number of qualified firms to compete for the contract given the nature and size of the project.
  8. Price cannot be a factor in the initial selection of the most qualified firm.
  9. Once the most qualified firm is selected, negotiate fair and reasonable compensation. If negotiations are not successfully, repeat negotiations with the second-best qualified firm.
  10. Award the contract to best qualified firm with whom fair and reasonable compensation has been successfully negotiated. Governing board approval is not required.

## **V. Exceptions**

Non-competitive contracts are allowed *only* under the following conditions and with the written approval of the federal agency or state pass-through agency that awarded the federal funds:

- A. Sole Source.** A contract may be awarded without competitive bidding when the item is available from only one source. The Purchasing Department and/or Requesting Department shall document the justification for and lack of available competition for the item. A sole source contract must be approved by the governing board.
- B. Public Exigency.** A contract may be awarded without competitive bidding when there is a public exigency. A public exigency exists when there is an imminent or actual threat to public health, safety, and welfare, and the need for the item will not permit the delay resulting from a competitive bidding.
- C. Inadequate Competition.** A contract may be awarded without competitive bidding when competition is determined to be inadequate after attempts to solicit bids from a number of sources as required under this Policy does not result in a qualified winning bidder.
- D. Federal Contract.** A contract may be awarded without competitive bidding when the purchase is made from a federal contract available on the U.S. General Services Administration schedules of contracts.
- E. Awarding Agency Approval.** A contract may be awarded without competitive bidding with the express written authorization of the federal agency or state pass-through agency that awarded the federal funds so long as awarding the contract without competition is consistent with state law.



*Office of the City Manager  
Amanda C. Jarratt*

June 6, 2019

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: School Board Appointments Ward 5

**Background**

As mentioned in our May meeting the Ward 5 representative is scheduled for re-appointment to another three year term. There were no nominations at our May 13<sup>th</sup> meeting so the process has been properly advertised for this evening. Should someone be nominated we have a time of June 18<sup>th</sup> at 6:00 p.m. set aside to conduct interviews.

**Needed Action**

Provide guidance on next steps based on nominations received.



*Office of the City Manager  
Amanda C. Jarratt*

June 6, 2019

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: Chowan River Basin Agreement

**Background**

As you are aware we have had a gauge at the Blackwater River since the early 2000's. The broader more extensive network of river gauges was established in 2013. This network throughout the entire watershed makes the gauge located in Franklin much more accurate and reliable because it is evaluating an entire area rather than one or two locations at a specific point in time. The original network agreement was for a period of five years and needs to be reauthorized by participating localities by July 1, 2019. The City of Franklin serves as the fiscal agent for this project. Participating localities that have renewed participation currently include the City of Emporia, Greensville County, Southampton County, and Isle of Wight County.

**Needed Action**

Authorize execution of this agreement.



## United States Department of the Interior

U.S. GEOLOGICAL SURVEY  
VA/WV Water Science Center  
1730 E. Parham Rd.  
Richmond, VA 23228

May 7, 2019

Mr. Mark Carr  
Emergency Services Coordinator  
City of Franklin, VA  
P.O. Box 179 100 S. Main Street  
Franklin, VA 23851

Dear Mr. Carr:

Enclosed is a copy of our standard joint-funding agreement for sites operated as part of the Chowan River basin monitoring network in the City of Franklin, VA, during the period July 1, 2019 through June 30, 2024 in the amount of \$269,600.00 from your agency. U.S. Geological Survey contributions for this agreement are \$243,000 for a combined total of \$512,600. Please sign and return the agreement to [pnossaman@usgs.gov](mailto:pnossaman@usgs.gov).

Federal law requires that we have a signed agreement before we start or continue work. Please return the signed agreement by July 1, 2019. If, for any reason, the agreement cannot be signed and returned by the date shown above, please contact Shaun Wicklein by phone number (804) 261-2605 or email [smwickle@usgs.gov](mailto:smwickle@usgs.gov) to make alternative arrangements.

This is a fixed cost agreement to be billed quarterly via Down Payment Request (automated Form DI-1040). Please allow 30-days from the end of the billing period for issuance of the bill. If you experience any problems with your invoice(s), please contact Paige Nossaman at phone number (304) 347-5130 Ext 230 or email at [pnossaman@usgs.gov](mailto:pnossaman@usgs.gov).

The results of all work performed under this agreement will be available for publication by the U.S. Geological Survey. We look forward to continuing this and future cooperative efforts in these mutually beneficial water resources studies.

Sincerely,

Shaun Wicklein  
Acting Director

Enclosure  
19LMJFAVA000052



Form 9-1366  
(May 2018)

U.S. Department of the Interior  
U.S. Geological Survey  
Joint Funding Agreement  
FOR  
Water Resource Investigations

Customer #: 600000687  
Agreement #: 19LMJFAVA000052  
Project #: LM009QC  
TIN #: 54-6001284

Fixed Cost Agreement YES[ X ] NO[ ]

THIS AGREEMENT is entered into as of the July 1, 2019, by the U.S. GEOLOGICAL SURVEY, VAWV Water Science Center, UNITED STATES DEPARTMENT OF THE INTERIOR, party of the first part, and the City of Franklin, VA party of the second part.

1. The parties hereto agree that subject to the availability of appropriations and in accordance with their respective authorities there shall be maintained in cooperation for sites operated as part of the Chowan River basin monitoring network in the City of Franklin, VA, herein called the program. The USGS legal authority is 43 USC 36C; 43 USC 50, and 43 USC 50b.

2. The following amounts shall be contributed to cover all of the cost of the necessary field and analytical work directly related to this program. 2(b) include In-Kind-Services in the amount of \$0.00

- (a) \$243,000 by the party of the first part during the period July 1, 2019 to June 30, 2024
- (b) \$269,600 by the party of the second part during the period July 1, 2019 to June 30, 2024
- (c) Contributions are provided by the party of the first part through other USGS regional or national programs, in the amount of: \$0

Description of the USGS regional/national program:

- (d) Additional or reduced amounts by each party during the above period or succeeding periods as may be determined by mutual agreement and set forth in an exchange of letters between the parties.
- (e) The performance period may be changed by mutual agreement and set forth in an exchange of letters between the parties.

3. The costs of this program may be paid by either party in conformity with the laws and regulations respectively governing each party.

4. The field and analytical work pertaining to this program shall be under the direction of or subject to periodic review by an authorized representative of the party of the first part.

5. The areas to be included in the program shall be determined by mutual agreement between the parties hereto or their authorized representatives. The methods employed in the field and office shall be those adopted by the party of the first part to insure the required standards of accuracy subject to modification by mutual agreement.

6. During the course of this program, all field and analytical work of either party pertaining to this program shall be open to the inspection of the other party, and if the work is not being carried on in a mutually satisfactory manner, either party may terminate this agreement upon 60 days written notice to the other party.

7. The original records resulting from this program will be deposited in the office of origin of those records. Upon request, copies of the original records will be provided to the office of the other party.

8. The maps, records or reports resulting from this program shall be made available to the public as promptly as possible. The maps, records or reports normally will be published by the party of the first part. However, the party of the second part reserves the right to publish the results of this program, and if already published by the party of the first part shall, upon request, be furnished by the party of the first part, at cost, impressions suitable for purposes of reproduction similar to that for which the original copy was prepared. The maps, records or reports published by either party shall contain a statement of the cooperative relations between the parties. The Parties acknowledge that scientific information and data developed as a result of the Scope of Work (SOW) are subject to applicable USGS review, approval, and release requirements, which are available on the USGS Fundamental Science Practices website (<https://www.usgs.gov/about/organization/science-support/science-quality-and-integrity/fundamental-science-practices>).

Form 9-1366  
(May 2018)

U.S. Department of the Interior  
U.S. Geological Survey  
Joint Funding Agreement  
FOR  
Water Resource Investigations

Customer #: 600000687  
Agreement #: 19LMJFAVA000052  
Project #: LM009QC  
TIN #: 54-6001284

9. Billing for this agreement will be rendered quarterly. Invoices not paid within 60 days from the billing date will bear Interest, Penalties, and Administrative cost at the annual rate pursuant the Debt Collection Act of 1982, (codified at 31 U.S.C. § 3717) established by the U.S. Treasury.

**USGS Technical Point of Contact**

Name: Shaun Wicklein  
Supervisory Hydrologist  
Address: 1730 East Parham Road  
Richmond, VA 23228  
Telephone: (804) 261-2605  
Fax: (804) 261-2657  
Email: smwickle@usgs.gov

**Customer Technical Point of Contact**

Name: Mark Carr  
Emergency Services Coordinator  
Address: P.O. Box 179 100 S. Main Street  
Franklin, VA 23851  
Telephone: (757) 562-8581  
Fax:  
Email: mcarr@franklinva.com

**USGS Billing Point of Contact**

Name: Paige Nossaman  
Budget Analyst  
Address: 11 Dunbar Street  
Charleston, WV 25301  
Telephone: (304) 347-5130 Ext 230  
Fax: (304) 347-5133  
Email: pnossaman@usgs.gov

**Customer Billing Point of Contact**

Name: JoeAnn Faulk  
Finance Department  
Address: P.O. Box 179 100 S. Main Street  
Franklin, VA 23851  
Telephone: (757) 562-1483  
Fax:  
Email: jfaulk@franklinva.com

U.S. Geological Survey  
United States  
Department of Interior

City of Franklin, VA

Signature

Signatures

By  Date: 05/07/2019  
Name: Shaun Wicklein  
Title: Acting Director

By \_\_\_\_\_ Date: \_\_\_\_\_  
Name: Amanda Jarrett  
Title: City Manager

By \_\_\_\_\_ Date: \_\_\_\_\_  
Name:  
Title:

By \_\_\_\_\_ Date: \_\_\_\_\_  
Name:  
Title:



Office of the City Manager  
Amanda C. Jarratt

June 6, 2019

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: City Manager's Report

### **Open Positions Update**

- Interviews for Finance Director are being conducted June 10<sup>th</sup>.
- The advertisement of the Fire Chief position is posted to the City website and VML.
- The Police Chief process is ongoing.
- Human Resources and the City Manager are screening previous applicants for the Director of Parks and Recreation.

### **General Updates**

- The City Council Ward field trip is scheduled for June 17<sup>th</sup>.
- Additional School Board interviews are scheduled for June 18<sup>th</sup>.
- Staff is preparing for the 2019-2020 audit.
- As a part of our VMEA wholesale power contract, Dominion is required to review annually the year end data regarding the Demand and Energy rates used to calculate our bill. Please see the attached memo from Mark Bly, Director of Power and Light regarding this year's true up. For 2018 the City of Franklin is expected to receive a \$561,106 credit.
- At the retreat manager was asked to work on the outline of the City of Franklin utility bills. Attached is an example of what is possible if you would like to proceed.
- With regards to the City of Franklin Courthouse, at the City Council retreat, and after the presentation from Mr. Crumpler, I was tasked with obtaining a list of deficiencies and the cost associated with correcting those by Council. The initial suggestion was to proceed with an informal estimate. After much thought, and serious consideration, I would recommend that we proceed with this as openly and transparently as possible. Staff recommends issuing an RFP for architectural services in order to analyze our facility and make unbiased recommendations to us. The City can choose to establish our own Courthouse Committee comprised of various stakeholders that can meet to review the work and make recommendations to City Council. I would suggest that minutes be kept at these meetings and that no closed sessions of the committee be conducted.

### **Upcoming Community Events**

- The next City Council Town Hall is scheduled for June 11<sup>th</sup> at 7:00 p.m. at the Paul D. Camp Community College Workforce Development Center.
- The City of Franklin in conjunction with Blackwater Community Events will have an Independence Day celebration. Due to sponsorships from private businesses there will be a car show, band at Barrett's Landing from 6:00 p.m. to 9:00 p.m. and the fireworks culminating at 9:00 p.m.



City of Franklin  
PO Box 179  
Franklin VA 23851-0179

Phone: 757-662-8518

• 0026701-8 6-8 0

POPEYE THE SAILOR MAN  
100 SEABREEZE ROAD  
MARINA CITY, USA

UTILITY BILLING

AMOUNT DUE	
Last Payment:	Amount \$183.17
Date 4/9/2019	
Previous Balance:	\$513.47
Water Previous	\$ 26.82
Sewer Previous	\$ 32.30
Electric Previous	\$ 416.35
Garbage Previous	\$ 38.00
Current Charges:	\$ 218.99
Water Charges	\$ 26.82
Sewer Charges	\$ 32.30
Electric Charges	\$ 221.77
Garbage Charges	\$ 38.00
Penalty	\$ 7.47
Total Due	\$839.33

**ACCOUNT INFORMATION**  
Account Number: 880643-0 PIR: 4,879  
Service Address: 100 Seabreeze Road  
Bill Date: 5/7/2019  
Due Date: 5/20/2019  
PAST DUE amount of \$18.47 MUST BE received by 5-19-19  
TO AVOID future cut off. ALL OVERDUE BALANCES must be paid prior to service restoration.

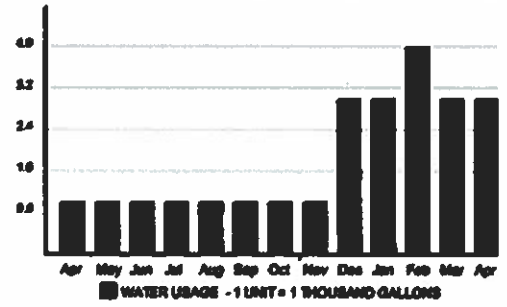
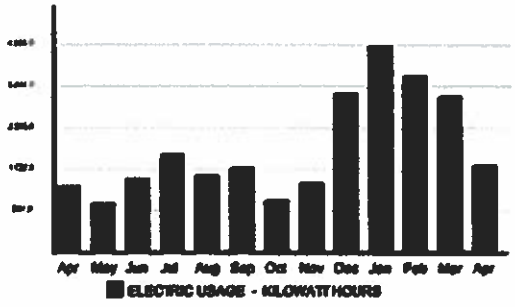
SERVICE	PREVIOUS READING	CURRENT READING	USAGE
Electric	03/20/19 79295	04/22/19 81117	1822

DESCRIPTION	UNITS	PLAT	USAGE	TOTAL
Garbage-Residential-	1.0	38.00	0.00	38.00

DESCRIPTION	PLAT	USAGE	TOTAL
RESIDENTIAL SERVICE	7.98	197.71	205.69
FUEL ADJUSTMENT	0.00	14.81	14.81
CYCLE & SINE (5.00)	5.00	0.00	-5.00
STATE CONSUMPT TAX-F	0.00	2.77	2.77
LOCAL TAX-RESIDENTIA	1.15	1.85	3.00

SERVICE	PREVIOUS READING	CURRENT READING	USAGE
Water	03/18/19 308	04/18/19 311	3

DESCRIPTION	PLAT	USAGE	TOTAL
Water Residential-CI	14.22	9.60	23.82
Water Tax Fee	3.00	0.00	3.00
SEWER-CITY RESIDENTI	19.01	13.29	32.30



Special Message: \*\*\*EFFECTIVE APRIL 1, 2019 BILLING\*\*\* \*\* NEW REVISED FUEL ADJUSTMENT FACTOR\*\* IS \$0.0013 PER KWH

Contact us online:  
www.franklinva.com

Contact us by phone:  
757-662-8518  
Monday - Friday 8:30AM - 5:00 PM

Contact us by mail:  
City of Franklin  
PO Box 179  
Franklin VA 23851-0179

PAYMENT COUPON - PLEASE DETACH AND RETURN THIS PORTION WITH YOUR PAYMENT

Account Number: 880643-0 PIR: 6679  
Service Address: 100 SEABREEZE ROAD  
Bill Date: 05/07/19 YEAR: 2019 PERIOD: 4  
PAST DUE amount of \$18.47 MUST BE received by 5/19/19  
TO AVOID future cut off. ALL OVERDUE BALANCES must be paid prior to service restoration.

Due Date: 05/20/19  
Current Charges: \$318.99  
Previous Balance: \$513.47  
Penalty & Late Fee: \$7.47  
Total Due: \$839.33

AMOUNT ENCLOSED:

POPEYE THE SAILOR MAN  
100 SEABREEZE ROAD  
MARINA CITY, USA

City of Franklin  
PO Box 179  
Franklin VA 23851-0179  
[Barcode]



**MEMORANDUM**

**TO: Amanda Jarratt, City Manager  
Tracy Spence, Interim Finance Director  
City Council**

**FROM: Mark Bly, Director Power & Light**

**DATE: 4 June 2019**

**SUBJECT: Dominion Annual True-up to VMEA #1**

As part of our VMEA wholesale power contract, Dominion is required to review annually the year end data regarding the Demand and Energy rates used to calculate our bill. The DOM year is by calendar year and as such they provide that information to VMEA usually by June of the next year.

We, VMEA, received the information yesterday and it indicates a \$4.8mil credit for year 2018. (Some years VMEA is required to pay back, some years we receive a credit.) Fortunately for this year Franklin will receive a \$561,106 credit.

Below is a chart indicating each members' credit:

<u>Member</u>	<u>Total</u>
Blackstone	(\$168,046.07)
Culpeper	(\$344,378.07)
Elkton	(\$96,173.73)
Franklin	(\$561,106.96)
Harrisonburg	(\$2,201,076.00)
Manassas	(\$1,369,366.43)
Wakefield	(\$50,588.69)
<b>Total</b>	<b>(\$4,790,735.90)</b>

Any credit or required payment is adjusted to the member bills over a 3 month period, June, July and August. This arrangement was made specifically to allow the VMEA members to spread a required payment over three months.

On the next page I have included a chart indicating Franklins' true-up amounts since the start of the new power contract in 2011.

## Historical Dominion Year End True Up to VMEA

<b>DOM YEAR</b>	<b>Franklin \$\$</b>
2011	\$204,267
2012	\$212,032
2013	\$139,848
2014	\$29,751
2015	<b>(\$60,580)</b>
2016	<b>(\$138,384)</b>
2017	<b>(\$601,883)</b>
2018	<b>(\$561,106)</b>
<b>NET</b>	<b>(\$776,055)</b>