



**Franklin City Council Agenda  
August 12, 2019  
Franklin City Hall Council Chambers  
207 West 2<sup>nd</sup> Avenue**

**6:00 P.M.**

**Work Session  
Davenport & Company**

**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 August 20<sup>th</sup> Closed Session and August 12<sup>th</sup> Worksession and Regular Minutes
- B. Adoption of Declaration of Local Emergency Hurricane Dorian
- C. Retiree Recognition Mark Carr and Courtney Blunt
- D. Presentation by Southeastern Virginia Health System / Franklin Community Health Center

**2. FINANCIAL MATTERS**

- A. Public Hearing on Proposed Bond Issue

**3. OLD/ NEW BUSINESS:**

- A. Courthouse Update
- B. 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 , discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries,

disciplining, or resignation of specific public officers, appointees, or employees of any public body; 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>
Carry Over	September 23, 2019
DFA Performance Metrics and Farmers Market Discussion	September 23, 2019

## AUGUST 20, 2019 CLOSED SESSION MEETING FOR A SCHOOL BOARD INTERVIEW AND EMPLOYEE EVALUATION

City Council held a meeting at the City of Franklin's Fire and Rescue Building due to a power outage at City Hall on Tuesday, August 20, 2019.

Mayor Frank Rabil called the Closed Session to order at 6:00 p.m.

### **CLOSED SESSION**

Councilman Wynndolyn Copeland made a motion to go into Closed Session for discussion, consideration or interviews of prospective candidates for employment; assignment, appointment, promotion, performance demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; and evaluation of performance of departments or schools of public institutions of higher education where such evaluation will necessarily involve discussion of the performance of specific individuals pursuant to Virginia Code Section 2.2 – 3711 (A) (1), (3) (5) & (8).

The motion was seconded by Vice-Mayor Cheatham.

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

### **Closed Session Actions**

The topics of discussion in Closed Session were to conduct an Interview for the Ward 5 School Board Seat and to conduct an evaluation of the City Attorney.

After all topics were discussed Mayor Frank Rabil asked for a motion to come out of Closed Session.

Vice- Mayor Barry Cheatham motioned to come out of Closed Session.

The motion was seconded by Wynndolyn Copeland.

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

Upon returning to open session it was the unanimous decision of the Franklin City Council to terminate the contract with the City Attorney effective immediately,

### **ADJOURN**

Mayor Frank Rabil asked for a motion to adjourn the August 22, 2019 Closed Session Meeting for a School Board Interview and employee evaluation.

Vice-Mayor Barry Cheatham motioned to adjourn the August 22, 2019 Closed Session Meeting for a School Board Interview and employee evaluation.

The motion was seconded by Councilman Linwood Johnson.

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

**AUGUST 20, 2019 CLOSED SESSION MEETING FOR A SCHOOL BOARD INTERVIEW AND EMPLOYEE EVALUATION**

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**Mayor**

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**Clerk to City Council**

MINUTES FROM THE AUGUST 12, 2019 WORK SESSION / DOWNTOWN FRANKLIN ASSOCIATION  
PERFORMANCE METRICS MEETING

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

**Staff in Attendance:** Amanda Jarratt, City Manager; Taylor Williams, City Attorney and Leesa Barnes, Executive Assistant, Recording Minutes

**Other Staff in Attendance:** Vernie Francis, Deputy Chief of Emergency Services; Dan Howe, Director of Downtown Franklin Association; Russ Pace, Director of Public Works; Donald Goodwin, Director of Community Development; Brenda Rickman, Commissioner of Revenue; Mark Bly, Director of Power & Light; Steve Patterson, Chief of Police; Bob Porti, Deputy Chief of Police; Tracy Spence, Director of Finance; Lenora Jackson, Administrative Assistant and Michelle Dandridge, Director of Human Resources.

**Members of Downtown Franklin Association in Attendance:** Victor Story, Interim President; Jim Wright, Secretary; Beneta Cofield, Treasurer, Juanita Richards, Bobby Tyler, Witt Harper, Frank Rabil and Leesa Barnes

### **Downtown Franklin Association Performance Metrics**

Amanda Jarratt, City Manager gave a brief introduction to the Downtown Franklin Association's (DFA's) Performance Metrics. She stated this is a follow up to discussions held with the Franklin City Council in December of 2018 and again in April 2019. The DFA is seeking guidance on their performance metrics evaluation.

Councilman Gregory McLemore asked what was the criteria for being a DFA Board Member.

Dan Howe, Director of the Downtown Franklin Association answered typically what the Main Street Organization recommends is to get a property owner or business owner from within the downtown area and look for individuals with skill sets such as a lawyer, developer, engineer, or a financier. Board Members are elected for three years. He gave a brief overview of the 2019 Performance Agreement Letter. The purpose of the Performance Agreement is to provide funding to the Downtown Franklin Association in a determined amount appropriated and determined by City Council during its Fiscal Year 2019-20 budgetary process. The following are the requirements in order to receive these funds:

1. Provide to City Council annual and monthly reports within thirty days after the conclusion of each calendar year quarter, a written report of its activities, including an itemized report of revenue received and expenditures made during said quarter, provide the City with a copy of its IRS Form 990 at the same time that it is mailed for filing with the Internal Revenue Service, appear before City Council at Council's request, to report orally on the activities of the Association and make such suggestions and recommendations to Council as it may deem advisable with respect to downtown activities, facilities, parking, lighting, etc.
2. Continue support of the Commercial Rehabilitation Loan Program loan and programs as presently operating;
3. Continue DFA Façade and Security Grants programs.

MINUTES FROM THE AUGUST 12, 2019 WORK SESSION / DOWNTOWN FRANKLIN ASSOCIATION  
PERFORMANCE METRICS MEETING

4. Continue fundraising and community events that support the vision and mission of the DFA and contribute to the sustainable diverse funding stream for the program.
5. Obtain and coordinate a corp of volunteers.
6. Identify and create a new Branding & Image process as suggested by Virginia Main Street (VMS), by December 30, 2019. This entails review of current branding, stakeholders' interview, visioning project conducted with Spark Mill professional (6-2017 – orchestrated through VMS), Transformation Strategies Project conducted by VMS (10-2018), tours of community and businesses, bid proposals, presentation of findings, proposed brand, logo and artwork, etc. Funding will be from proposed Virginia Main Street branding grant and Downtown Franklin Association (DFA) matching funds.  
**Objective:** To secure funding and begin implementation of the new brand for the DFA by January 30, 2020, Rebranding will include update of current website, promotional material, social media and other marketing products as determined by the process.
7. Continue Economic Development initiatives related to reducing the number of vacant and leasable first floor storefronts within the Historic Downtown District (special tax district).

Director Howe informed Council that DFA had a \$5000.00 Branding Grant to assist in the branding process.

Director Howe informed Council that Jackie Newsom attended a state conference this year and the DFA was recognized for reaching 65,000 in volunteer hours which is a milestone.

Mayor Rabil requested Director Howe collaborate with the City of Franklin Chamber of Commerce and come up with a single brand for the City.

Councilman Linwood Johnson requested Director Howe look at the VML Magazine for branding ideas.

Councilman Benny Burgess requested the quarterly reports be combined instead of separated by the month.

Councilman Bobby Cutchins asked Director Howe how often did he meet with the Downtown Business Owners.

Director Howe answered DFA tries to meet with the Downtown Business Owners on a quarterly basis.

DFA member Bobby Tyler expressed his agreement with Mayor Rabil's statement about bringing all the business owners together for the same mission.

Mayor Rabil indicated he would like to see DFA accomplish this year the first one was a collaboration of all the organizations of downtown working towards one mission and the second one was to come up with a brand for the City of Franklin.

Councilman Bobby Cutchins asked who was in charge of the lights located in the downtown area.

Victor Story, Interim President of DFA answered they notify Mark Bly, Director of Power & Light.

MINUTES FROM THE AUGUST 12, 2019 WORK SESSION / DOWNTOWN FRANKLIN ASSOCIATION  
PERFORMANCE METRICS MEETING

Councilman Cutchins stated his reason for asking was he rode around town a week ago and counted seventeen lights that were not working.

Councilman Gregory McLemore asked what was criteria for branding.

Interim President Story answered the old criteria was a caricature of Downtown Franklin.

Councilman McLemore asked with the exception of the car show and We B Jammin, did DFA have any other downtown events to promote downtown business.

Director Howe answered Main Event has the Comedy Club and music events in the winter. There is the upcoming Cinema Studio building and the Farmer's Market.

Director Howe informed Council that at the moment there are one hundred sixty-five businesses in the downtown area. He added he tries to visit at least three to four businesses a week.

Mayor Rabil stated possibly one of Director Howe's goals should be to visit more of the downtown businesses.

Councilman McLemore requested he visit at least three or four a day instead of a week.

Councilman Cutchins asked if Director Howe's work was documented such as his visits to the businesses.

Councilman Benny Burgess stated he has heard and is aware of the animosity throughout the downtown organizations. He asked how does the DFA plan on pulling these organizations together.

Interim President Story suggested resolving the animosity by scheduling meetings and to try and get every organization to work toward one goal for the City of Franklin.

Director Howe reiterated Interim President Story's statement, he added to bring every organization to the table and collectively work as team.

Councilman McLemore suggested DFA take the lead and reach out to the other organizations and get something in the works.

**ADJOURNMENT**

There being no further discussion, Mayor Rabil adjourned the August 12, 2019 Worksession to discuss the Downtown Franklin Association Performance Metrics Meeting.

**The August 12, 2019 Work Session / Downtown Franklin Association Performance Metrics adjourned at 6:59 p.m.**

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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; Councilman Bobby Cutchins; Councilwoman Wynndolyn Copeland; Councilman Gregory McLemore and Councilman Benny Burgess.

**Staff in Attendance:** Amanda Jarratt, City Manager; Taylor Williams, City Attorney and Leesa Barnes, Executive Assistant, Recording Minutes

**Other Staff in Attendance:** Vernie Francis, Chief of Emergency Services; Dan Howe, Director of Downtown Franklin Association; Russ Pace, Director of Public Works; Donald Goodwin, Director of Community Development; Brenda Rickman, Commissioner of Revenue; Mark Bly, Director of Power & Light; Steve Patterson, Chief of Police; Bob Porti, Deputy Chief of Police; Tracy Spence, Director of Finance; Lenora Jackson, Administrative Assistant and Michelle Dandridge, Director of Human Resources.

## **CALL TO ORDER**

Frank Rabil called the August 12, 2019 Regular City Council to order at 7:00 p.m.

## **CITIZEN'S TIME**

### **Citizen 1**

**Amanda Crumpler;** a Downtown Franklin business owner expressed her concerns that twenty-two lights located in the Downtown Franklin area were not working. She also pointed out that some of the light posts were in poor condition as well. She stated due to the arrival of new businesses downtown, these lights and light posts needed to be repaired.

### **Amendments to Agenda**

There were no amendments to the Agenda.

## **CONSENT AGENDA**

### **Approval of June 24, 2019 Regular Meeting Minutes**

Mayor Frank Rabil asked if there were any additions or corrections to the June 24, 2019 Regular Meeting Minutes.

Upon hearing no additions or corrections, he asked for approval for the June 24, 2019 Regular Meeting Minutes.

Councilman Linwood Johnson made a motion to approve the June 24, 2019 Regular Meeting Minutes.

The motion was seconded by Vice-Mayor Barry Cheatham.

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

**The vote was as follows:**

<b>Mayor Frank Rabil</b>	<b>ABSTAIN</b>
<b>Vice-Mayor Barry Cheatham</b>	<b>AYE</b>
<b>Councilman Linwood Johnson</b>	<b>AYE</b>
<b>Councilman Bobby Cutchins</b>	<b>AYE</b>
<b>Councilwoman Wynndolyn Copeland</b>	<b>AYE</b>
<b>Councilman Gregory McLemore</b>	<b>AYE</b>
<b>Councilman Benny Burgess</b>	<b>AYE</b>

**Approval of the July 15, 2019 Joint Meeting Minutes**

Mayor Frank Rabil asked if there were additions or corrections to the July 15, 2019 Joint Meeting Minutes.

Upon hearing none, he asked for a motion of approval for the July 15, 2019 Joint Meeting Minutes.

Vice-Mayor Cheatham made a motion to approve the July 15, 2019 Joint Meeting Minutes.

The motion was seconded by Councilman Linwood Johnson.

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

**The vote was as follows:**

<b>Mayor Frank Rabil</b>	<b>AYE</b>
<b>Vice-Mayor Barry Cheatham</b>	<b>AYE</b>
<b>Councilman Linwood Johnson</b>	<b>AYE</b>
<b>Councilman Bobby Cutchins</b>	<b>AYE</b>
<b>Councilwoman Wynndolyn Copeland</b>	<b>AYE</b>
<b>Councilman Gregory McLemore</b>	<b>ABSTAIN</b>
<b>Councilman Benny Burgess</b>	<b>AYE</b>

## Retiree Recognition

Mayor Frank Rabil asked Vice-Mayor Barry Cheatham to read the attached Resolution of Appreciation:



## *Resolution of Appreciation*

*To*

*Henri Porter*

**WHEREAS**, Henri Porter faithfully served the City of Franklin beginning on November 1, 1988 and ending his service on August 1, 2019 as Grounds Maintenance Supervisor for the Public Works Department, and

**WHEREAS**, Henri Porter diligently delivered safe and quality workmanship. Mr. Porter actually started the Concrete / Construction Crew and continually displayed a cooperative spirit, was loyal and dependable as well as a willing teacher to his co-workers, and

**WHEREAS**, Henri Porter has provided guidance and exhibited wisdom through his position with the Public Works Department; and,

**WHEREAS**, his prudent judgment and warm personal demeanor have facilitated many accomplishments and have earned for him the respect of the community and his peers; and

**WHEREAS**, the City of Franklin commends Henri Porter for his generous and devoted service to this City and wishes him well in all his future endeavors.

**NOW, THEREFORE, BE IT RESOLVED**, that the Franklin City Council Honors the Exceptional Service of Henry Porter.

**AND, BE IT FURTHER RESOLVED** that a copy of this Resolution be spread upon the minutes of this meeting of the Franklin City Council as visible evidence of the high esteem in which this Council and the citizens of the City of Franklin hold Henry Porter thereby forever preserving and recording its gratitude.

Adopted: August 12, 2019

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*Mayor Frank Rabil*

Mayor Frank Rabil asked for a motion to approve the Resolution of Appreciation to Henri Porter.

Vice-Mayor Barry Cheatham made a motion to approve the Resolution of Appreciation to Henri Porter.

The motion was seconded by Councilwoman Wynndolyn Copeland.

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

### **Introduction of New Employees**

#### **Lenora Jackson**

City Manager Amanda Jarratt introduced and welcomed Lenora Jackson as the Administrative Assistant to the Administrative Offices. She added Mrs. Jackson has been a tremendous asset to the office.

#### **Leesa Barnes**

City Manager Jarratt introduced and welcomed Leesa Barnes as the Executive Assistant to the Administrative Offices. She added Mrs. Barnes transferred from the Community Development Office and has been employed with the City for nine years.

#### **Irvin Stephens**

City Manager Jarratt invited Vernie Francis, Chief of Emergency Services to come forward and introduce his new employees.

Chief Francis introduced Irvin Stephens of Sedley, Virginia. Mr. Stephens was employed with the Franklin Emergency Services in June of 2019.

#### **Tyler Butler**

Chief Francis introduced Tyler Butler of Carrsville, Virginia. Mr. Butler was employed with the Franklin Emergency Services the first of March.

### **Buy Local Month Resolution**

City Manager Amanda Jarratt gave a brief description of the Buy Local Month Resolution which is a Resolution to encourage local shopping in the downtown area from November 15, 2019 through December 15, 2019.

Mayor Frank Rabil asked Councilwoman Wynndolyn Copeland to read and make a motion of approval for the attached Buy Local Month Resolution:

The motion was seconded by Councilman Gregory McLemore.

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

## FINANCIAL MATTERS

### **Budget Amendment 2020-2**

City Manager Amanda Jarratt introduced Tracy Spence, Director of Finance to review Budget Amendment 2020-2.

Budget Amendment 2020-2 amends the following:

1. Recognize Revenues in the amount of \$100.00 related to donations for Human Resources Back to School Drive and to appropriate revenue for use;
2. To reduce appropriations in the amount of \$480,000.00 related to FY19 closed capital projects;
3. Recognize revenues from the Virginia Office of Emergency Medical Services for an ambulance and stretcher and to appropriate such revenue for use;
4. To adjust appropriations related to CSA Administrative Services to FY20 projected actual per City of Suffolk agreement;
5. Recognize revenues in the amount of \$10,000.00 from the Franklin Southampton Charities and to appropriate such revenue for new uses;

Mayor Frank Rabil asked if there were any questions.

Councilman Gregory McLemore asked what CSA represented.

Director Spence replied CSA represented the Children Services Act which is a coalition of certain municipalities which provide court services for children.

Councilman Benny Burgess asked Director Spence to review Budget Amendment 2020-2, #2.

Director Spence explained Budget Amendment #2 consisted of (\$200,000.00) for Fire Program Fund Grant Equipment, (\$250,000.00) for USDA Police Grant and (\$30,000.00) for Donations Recreation. The USDA Police Grant and the River Walk Project did not take place therefore; she is closing out those projects which result in \$480,000.00 to balance.

Councilman Linwood Johnson asked Director Spence to review Budget Amendment 2020-02, #4.

Director Spence explained that the CSA Administrative Services increased their payroll by 2.5% which accounts for the \$1059.00 increase.

Councilman McLemore asked Director Spence what close-out means while referencing the budget.

Director Spence answered the City never received the funds for these projects.

Mayor Frank Rabil asked for a motion to approve Budget Amendment 2020-2.

Councilman McLemore made a motion to approve Budget Amendment 2020-2.

The motion was seconded by Councilwoman Wynndolyn Copeland.

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

**OLD /NEW BUSINESS**

**Community Electric Agreement**

City Manager Jarratt informed Council about the mutual aid agreement between the City of Franklin and Community Electric. This agreement provides a formal vehicle for Community Electric to provide Franklin Power and Light assistance when necessary and Franklin Power and Light to provide them assistance if requested. Due to limited staffing we have had several instances that we have had to utilize their services. She then introduced Jonathan Thompson, Chief Operations Officer to review the Community Electric Agreement and answer any questions.

Mayor Frank Rabil stated just for clarification purposes the City and Community Electric are currently practicing this agreement.

Councilman Gregory McLemore asked if there was any cost to any party for these services.

CEO Thompson answered there is no cost until services were requested.

Mark Bly, Director of Power and Light informed Council this is not a new agreement. The City has similar agreements with other municipalities.

Councilman Benny Burgess asked if this agreement was only for emergencies.

CEO Thompson answered this is for 24/7 availability for any outage if needed.

Councilman Bobby Cutchins asked what are the terms for this agreement.

City Manager Jarratt answered the terms are for six months.

Councilman Gregory McLemore asked if these terms had to be reinstated or did they automatically roll over.

City Manager Jarratt directed Council to look at #19 on the Agreement which states “The initial term shall be six (6) calendar months beginning with the Effective Date of the Agreement executed by Cooperative and FP&L. The parties agree to meet annually for the purposes of reviewing and making the necessary changes to the exhibits attached to this Agreement. Renewal for successive six (6) monthly terms will be automatic unless written notice of cancellation is given by one Party to the other not less than thirty days before the expiration of the then current term. Notwithstanding anything in this Article 19 to the contrary, this Agreement may in all events be cancelled upon thirty days’ written noticed by earlier Party.”

Councilman McLemore stated he is not in favor of the automatic roll-over but is in agreement to the agreement for six months.

Vice-Mayor Barry Cheatham requested City Manager Jarratt to give a follow-up concerning this agreement in thirty days.

Mayor Rabil requested City Manager Jarratt to include this follow-up in the City Manager’s Report.

A motion was made by Councilman Benny Burgess to approve the Community Electric Agreement.

The motion was seconded by Councilman Linwood Johnson.

The motion carried the vote by 6-1.

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	ABSTAIN
Councilman Benny Burgess	AYE

(See Attached Agreement)

**Paul D. Camp Memorandum of Understanding**

City Manager Amanda Jarratt informed Council as discussed in the previous City Council Meeting, Dr. Lufkin, President of Paul D. Camp Community College are increasing their athletic programs through the College based in the City of Franklin. They have provided Council and Staff with the attached Memorandum of Understanding to share in the expenses of a staff person to maintain the athletic fields both at Paul D. Camp Community College and Armory Field. If Council recalls the Athletic Specialist position was frozen in the FY20 budget. We did include \$10,000.00 for a part-time seasonal employee to assist with a number of jobs in the Parks and Recreation Department including field maintenance. This would allow the City an opportunity to share in expenses and have the fields properly maintained.

Vice-Mayor Barry Cheatham made a motion to approve the Paul D. Camp Memorandum of Understanding,

The motion was seconded by Councilman Linwood Johnson.

The motion carried the vote by a 5-2 vote.

**The vote was as follows:**

<b>Mayor Frank Rabil</b>	<b>AYE</b>
<b>Vice-Mayor Barry Cheatham</b>	<b>AYE</b>
<b>Councilman Linwood Johnson</b>	<b>AYE</b>
<b>Councilman Bobby Cutchins</b>	<b>ABSTAIN</b>
<b>Councilwoman Wynndolyn Copeland</b>	<b>AYE</b>
<b>Councilman Gregory McLemore</b>	<b>ABSTAIN</b>
<b>Councilman Benny Burgess</b>	<b>AYE</b>

**Presentation on Structures Eligible for Demolition**

City Manager Amanda Jarratt informed Council during their Retreat and Town Hal Meetings the topic of dilapidated structures throughout the City of Franklin was mentioned on several occasions. As a follow-up, Community Development was tasked with putting together a presentation highlighting the accessory structures and residential structures eligible for demolition and the estimated cost. The funds allocated in the yearly budget process have not been enough to move forward with the process of demolition. She then introduced Donald Goodwin, Director of Community Development to review the demolition fee estimates for dilapidated structures.

Director Goodwin informed Council the meaning of a unsafe structures and blighted properties which is all buildings, walls or other structures which are unsafe or unsanitary, or which constitute a fire hazard, or are otherwise dangerous to the health or safety of the public, which in relation to



existing uses constitute a hazard to safety or health by reason of inadequate maintenance, dilapidation, obsolescence or abandonment, are severally, in contemplation of this section, declared unsafe and illegal and shall be repaired, rehabilitated or demolished in accordance with the procedure prescribed in this section.

Director Goodwin gave a power point presentation of the following addresses of dilapidated structures:

**Accessory Structures**

<u>Address</u>	<u>Estimate</u>
303 Hall Street (partially collapsed eminent danger to public safety)	\$ 2500.00
200 Cobb Street (partially collapsed eminent danger to public safety)	\$ 2150.00
501 Walnut Street (partially collapsed eminent danger to public safety)	\$ 800.00

**Unsafe Structures & Blighted Properties**

<u>Address</u>	<u>Estimate</u>
405 Clay Street (vacant and abandoned)	\$20,000.00
506 Charles Street (vacant and abandoned)	\$ 5,600.00
310 Barrett Street (vacant and abandoned)	\$15,040.00
500 North High Street (vacant and abandoned)	\$30,400.00
200 Yiedee Street	\$15,075.00

Director Goodwin gave the following proposed process and implementation for the above accessory structures

- Cite owners of the three accessory structures under the emergency eminent danger section. Give fifteen days to demolish and remove or provide an approved plan of action.
- \$9,500.00 available in current demolition budget
- If no action is pursued after fifteen days move forward with city funds (\$5,450.00) to remove, bill owners and place lien on property.

Director Goodwin gave the following proposed process and implementation for priority properties:

- Send unsafe structure notice allowing owner sixty days to make repair, submit a plan of action or demolish and remove.
- 405 Clay – 506 Charles – 310 Barrett
- If owner agrees to place the property on the market for sale at a reasonable price the sixty days may be extended by the City Manager per the time schedule for offers to sell comparable to those as outlined in 15.20 -2306 Code of Virginia.
- If no action after sixty days report to City Manager and request appropriation of funds to move forward with advertising and obtaining bids.

- If no action is pursued after required advertising move forward with city funds to remove and place lien on property.

Director Goodwin gave a time schedule for offers to sell shall be as follows: three months when the offering price is less than \$25,000.00; four months when the offering price is \$25,000.00 or more but less than \$40,000.00; five months when the offering price is \$40,000.00 or more but less than \$55,000; six months when the offering price is \$55,000.00 or more but less than \$75,000.00; seven months when the offering price is \$75,000.00 or more but less than \$90,000.00; and twelve months when the offering price is \$90,000.00 or more.

Director Goodwin gave the following prosecutions for violations of the Virginia Maintenance Code:

- Cite owners for each violation of the VMC.
- Provide reasonable time to comply
- If no action is taken by owner by either correcting violations or providing the building official with an approved plan of action we will proceed to consult with the city attorney to obtain criminal warrants as outlined in Coded of Virginia Section 36-106.

Councilman Gregory McLemore asked to cut demolition costs why can't the Public Works Department demolish some of these properties.

Director Goodwin replied most demolition operators have a Contractor's License; have been properly trained and certified. They also have to be trained in Asbestos removal as well. He added the City needs to take into consideration that this takes place on private property which then could become a liability.

Councilwoman Gwendolyn Copeland asked if a waiver could be obtained.

City Attorney, Taylor Williams answered the City is not a licensed contractor therefore; could not obtain a permit in order to do the demolition work.

Councilman McLemore asked what would prevent an employee of the City from obtaining a Contractor's License.

Director Goodwin answered it could be possible but it is quite an extensive process but he is willing to check into the process.

Councilman Bobby Cutchins stated the City does not want to spend a dollar to save a dime.

Mayor Frank Rabil asked what would it take to site the owners and for the City to look into obtaining a Contractor's License.

Director Goodwin estimated fifteen days and possible three to six months to get everything demolished.

### **Scooter Ordinance Discussion**

City Manager Amanda Jarratt informed Council that by December 31, 2019, any locality that thinks that scooters may have a presence in their community should adopt an ordinance or enact a pilot program. House Bill 2752 allows localities to prohibit the use of motorized scooters on sidewalks. It also prohibits the parking of scooters in ways that would be in the way of pedestrians. It also sets penalties of up to \$50.00 for violations of any scooter laws.

She added common requirements of a pilot program include paying an application fee, requires meetings between the company and locality; dictates the information that companies must give to scooter riders, and dictates the required safety features for the scooters. It also sets a limit on the number of scooters any company can bring into the locality.

City Manager Jarratt made Council aware that the City has a City Code Section regarding electric personal assisted mobility devices. She suggested reviewing the current City Code Section to make sure the Section is compatible before adopting an Ordinance.

Councilman Gregory McLemore asks Councilman Linwood Johnson if he was advocating for scooters or against them.

Councilman Johnson replied he is advocating for an ordinance in order that scooters can be controlled.

After discussion, Council requested City Manager research the City Code Section to see if it is a compatible ordinance to scooter usage.

### **Davenport Follow Up Discussion**

City Manager Amanda Jarratt provided Council with a schedule from Davenport listing the next steps to be taken as a result from last month's worksession. She added the Request for Proposal (RFP) was issued on August 21, 2019.

### **Courthouse Update**

City Manager informed Council that the Southampton County Board of Supervisors met on August 6, 2019 to discuss the status of the Southampton County Courthouse. In attendance were Vice-Mayor Cheatham, Councilman Gregory McLemore, Councilwoman Wynndolyn Copeland, Councilman Linwood Johnson, and Councilman Bobby Cutchins. Staff in attendance included herself, Tracy Spence, Finance Director; Steve Newsome, IT Director; and Beth Lewis, Deputy Director of Community Development. The City Council reiterated their request to consider a renovation option, and allow the City of Franklin a voice in the process moving forward. At the conclusion of the meeting the Southampton County Board of Supervisors voted to direct the County Administrator, Mike Johnson, to prepare a new (RFP) for architectural services for the renovation of the Southampton County Courthouse.

City Manager also informed Council that she met with the judges that serve the City of Franklin Courthouse on July 26, 2019. They identified a number of security concerns regarding the City of Franklin Courthouse. Some were operationally focused and others were more structural in nature.

Staff has discussed these concerns and have ideas we can implement to overcome these concerns. In order to do so however, the City will need professional assistance to develop a full plan of action.

Councilman Linwood Johnson stated it was unclear at the meeting if the Courthouse was going to be torn down or renovated and this needs to be clear.

Vice-Mayor Barry Cheatham stated he understood that the Courthouse was going to be renovated.

Councilman Gregory McLemore stated that was his understanding as well.

City Manager Jarratt stated since the City has decided to utilize its Courthouse there are some operational and structural concerns that need to be discussed. She added the City will need professional services concerning this project. In regards to the operational concerns with the Courthouse she has requested a meeting with Jack Stutts, Sheriff of Southampton County and his lead team on August 20, 2019.

City Manager Jarratt advised Council that the City needed to act swiftly, currently and professionally concerning the letter that was sent to the Southampton County in regards to the concerns about the City's Courthouse.

Vice-Mayor Barry Cheatham made a motion to authorize issuance of an RFP to seek professional assistance for a needs assessment of the City of Franklin Courthouse to meet the Virginia Courthouse Facility Guidelines.

The motion was seconded by Councilman Linwood Johnson.

Mayor Frank Rabil asked if there was any discussion.

Councilman Benny Burgess requested to see the list of operational and structural concerns from the judges.

City Manager Jarratt replied she had attached the list in the email that was sent Friday. She added she will resend it.

Councilman McLemore requested the City be very specific with the requirements of the RFP.

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

**The vote was as follows:**

<b>Mayor Frank Rabil</b>	<b>AYE</b>
<b>Vice-Mayor Barry Cheatham</b>	<b>AYE</b>
<b>Councilman Linwood Johnson</b>	<b>AYE</b>
<b>Councilman Bobby Cutchins</b>	<b>AYE</b>
<b>Councilwoman Wynndolyn Copeland</b>	<b>AYE</b>
<b>Councilman Gregory McLemore</b>	<b>ABSTAIN</b>
<b>Councilman Benny Burgess</b>	<b>AYE</b>

## **City Manager's Report**

City Manager Jarratt reported to Council on the following topics:

### **Video Series**

City Manager Amanda Jarratt reported to Council that the video series that was recorded by the National League of Cities produced for the City should be back in the next couple of weeks. This will be posted on the City's Website and the City's Social Media.

### **Police Chief Welcome**

City Manager Jarratt recognized the City's new Police Chief and invited Council to attend his Swearing-In Ceremony that will be held on Wednesday, August 14, 2019. She then thanked Interim Chief Bob Porti for his service to the City of Franklin.

### **Article / VML Magazine**

City Manager Jarratt announced there was an article in the VML Magazine highlighting the City of Franklin. She added she would make sure all of Council would receive a copy.

### **Armory Field Lighting Project**

City Manager Jarratt informed Council that the City is working with the Franklin City Public Schools, Franklin Parks and Recreation and Franklin Power and Light, to complete the Armory Field lighting project.

### **Intersection Highway 58 and 258**

City Manager Jarratt informed Council that she and staff had a meeting with the Virginia Department of Transportation regarding the intersection of Highway 58 and 258. She added she and staff were in the process of gathering additional information in order to consider final recommendations for improvements to the intersection.

### **Committee Meeting**

City Manager Jarratt informed Council that the Health and Wellness Committee and the Employee Recognition Committee met in the last two weeks to ensure that both parties continue to move forward.

### **Repair Tech Update**

City Manager Jarratt informed Council that she and staff are in the process of executing final documents with Repair Tech and will be moving toward a closing date for their purchase of the property in Pretlow Industrial Park.

City Manager Jarratt reminded Council of the following community events:

- Franklin Cruise-In and We B Jammin continue throughout the remainder of the summer.

- Franklin Cruise-In Grand Finale September 7, 2019
- City of Franklin African American Festival September 21, 2019 at Barrett's Landing
- Franklin Fall Festival October 5, 2019

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

Councilman Linwood Johnson informed Council and Staff that he attended the Installation Service for the new Pastor from Detroit, Michigan at the First Baptist Church.

**CLOSED SESSION**

Mayor Frank Rabil asked for a motion to go into Closed Session.

Councilwoman Wynndolyn Copeland moved 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, discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries disciplining, or resignation of specific public officers, appointees, or employees of any public body; regarding specific legal matters requiring legal advice pursuant to Virginia Code Section 2.2 – 3711 (A) (1), (3) (5) & (8).

The motion was seconded by Vice-Mayor Cheatham.

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

**ADJOURNMENT**

**The Regular City Council Meeting adjourned at 9:35 p.m.**

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Mayor

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Clerk to City Council



**DECLARATION OF A LOCAL EMERGENCY ON SEPTEMBER 5, 2019 BY THE CITY OF FRANKLIN, VIRGINIA DIRECTOR OF EMERGENCY SERVICES**

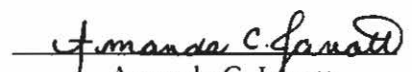
Whereas, the Director of Emergency Services of the City of Franklin, Virginia does hereby find as follows:

1. That due to the occurrence of Hurricane Dorian the City of Franklin is facing a condition of extreme peril to the lives, safety, and property of the residents of Franklin;
2. The City of Franklin is expecting to receive between 4-6 inches of rain, sustained winds of more than 30 miles per hour, and gusts of over 40 miles per hour over the next 24 hours.
3. That as a result of this extreme peril, the proclamation of the existence of an emergency is necessary to permit the full powers of government to deal effectively with this condition of peril.

Now, therefore, be it proclaimed and ordered that during the existence of this emergency the powers, functions, and duties of the Director of Emergency Management and the Emergency Services organization and functions of the City of Franklin shall be those prescribed by the laws of the Commonwealth of Virginia and the ordinances, resolutions, and approved plans

In order to carry out the effect of this resolution, the City Manager Amanda C. Jarratt or the Director of Finance, Tracy Spence and their designees, are hereby authorized to expend funds from the City's unappropriated fund balance to cover the reasonable operations costs of emergency services pending further report to Franklin City Council and such additional appropriations as shall be deemed necessary to cover the expected scope of this emergency and ratified by City Council.

Now, therefore; I, Amanda C. Jarratt Director of Emergency Services, for the City of Franklin, Virginia do hereby proclaim and declare that a local emergency exists in the City of Franklin, Virginia, effective on the 5<sup>th</sup> day of September 2019.

  
Amanda C. Jarratt  
Director of Emergency Services



## *Resolution of Appreciation*

*To*

*Courtney L. Blunt*

**WHEREAS**, Courtney L. Blunt has faithfully served the City of Franklin beginning on September 27, 1991 and ending his service on June 1, 2019 as Supervisor of the Water and Sewer / Utility Repair Crew for the Public Works Department, and

**WHEREAS**, Courtney L. Blunt diligently delivered safe and quality workmanship as lead employee for the Public Works Department on call group as a backup including his twenty-four years of on call duty. He also responded to emergencies such as inclement weather, floods, snow and hurricanes, and,

**WHEREAS**, Courtney L. Blunt has provided guidance and exhibited wisdom through his position with the Public Works Department; and,

**WHEREAS**, his prudent judgement and warm personal demeanor have facilitated many accomplishments and have earned for him the respect of the community and his peers; and

**WHEREAS**, the City of Franklin commends Courtney L. Blunt for his generous and devoted service to this City and wishes him well in all his future endeavors.

**NOW, THEREFORE, BE IT RESOLVED**, that the Franklin City Council Honors the Exceptional Service of Courtney L. Blunt.

**AND, BE IT FURTHER RESOLVED** that a copy of this Resolution be spread upon the minutes of this meeting of the Franklin City Council as visible evidence of the high esteem in which this Council and the citizens of the City of Franklin hold Courtney L. Blunt thereby forever preserving and recording its gratitude.

Adopted: September 9, 2019

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*Mayor Frank Rabil*





## *Resolution of Appreciation*

*Jo*

*Mark Wayne Carr*

**WHEREAS**, The City of Franklin would like to recognize the retirement of Deputy Chief Mark Wayne Carr. He served as the Interim Fire Chief three times during his career; and

**WHEREAS**, He started his career with the City of Franklin as an employee with Public Works. He worked in sanitation and then moved over to the garage before moving to the fire department where he started as a career firefighter, then promoted to a Captain before being promoted to Deputy Chief of Emergency Services in October 1, 1987; and

**WHEREAS**, Deputy Chief Carr was instrumental in the response and recovery efforts surrounding the flood from Hurricane Floyd. He also has been instrumental in numerous emergency response efforts during his years of services; and

**WHEREAS**, Deputy Chief Carr has always maintained a high level of professionalism that has gained him great respect with his staff, City officials, and surrounding agencies; and

**WHEREAS**, Deputy Chief Carr has played a pivotal part in this community as a leader, instructor, mentor, friend, and manager; and

**WHEREAS**, Deputy Chief Carr retired on June 30, 2019 as the Acting Chief for the City of Franklin Fire & Rescue after serving the City of Franklin Fire & Rescue for 38 countless years; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Franklin City Council honors the exceptional service of Mark Wayne Carr.

**AND, BE IT FURTHER RESOLVED** that a copy of this Resolution be spread upon the minutes of this meeting of the Franklin City Council as visible evidence of the high esteem in which this Council and the citizens of the City of Franklin hold Mark Wayne Carr thereby forever preserving and recording its gratitude.

Adopted: September 9, 2019

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*Mayor Frank M. Rabil*



*Office of the City Manager  
Amanda C. Jarratt*

September 4, 2019

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: Public Hearing Bond Issuance

**Background**

As we have discussed since April of 2019 there a number of capital projects that have been deferred over recent years. An RFP was issued for the general fund projects as well as for a line of credit for the capital projects associated with Franklin Power and Light. Davenport will be on hand to answer any additional questions.

**Needed Action**

Approve the proposal provided by Davenport for the general fund projects and line of credit for the capital projects associated with Franklin Power and Light. Proceed with the proposed schedule to restructure other existing debt to build room for the financing needs associated with the City of Franklin's share of the Southampton County Courthouse project.

**SERIES 2019B BOND**

**No. RB-1**

**UNITED STATES OF AMERICA  
COMMONWEALTH OF VIRGINIA, CITY OF FRANKLIN  
GENERAL OBLIGATION BOND,  
SERIES 2019B**

**Dated: \_\_\_\_\_, 2019**

**Registered Holder: \_\_\_\_\_**

**Maturity Date: January 15, 20\_\_**

**Principal Sum: \_\_\_\_\_ AND 00/100  
DOLLARS (\$\_\_\_\_\_)**

**Interest Rate: \_\_\_\_%**

**KNOW ALL MEN BY THESE PRESENTS**, that the City of Franklin, Virginia (**hereinafter sometimes referred to as the “City”**), a body politic and corporate of the Commonwealth of Virginia, for value received hereby promises to pay to the registered holder (named above), or assigns, on the Maturity Date (specified above), subject to prepayment or prior redemption as hereinafter provided, the Principal Sum (specified above) by wire transfer to the registered holder on the payment dates set forth below by the Treasurer, City of Franklin, Virginia, (**the “Paying Agent”**), and to pay interest on said Principal Sum semi-annually on each January 15 and July 15, commencing \_\_\_\_\_ 15, 20\_\_ (**each an “Interest Payment Date”**), from the date of authentication hereof, at the rate per annum (specified above). Principal shall be paid annually on each January 15, commencing January 15, 20\_\_, and on the Maturity Date. Principal and interest shall be paid in accordance with the attached Schedule I.

The Bond is subject to prepayment or redemption prior to maturity at the option of the City at any time on or after January 15, 2025, in whole only, at a redemption price equal to 100% of the principal amount of the Bond to be redeemed, plus interest accrued to the redemption date upon not less than 15 days' notice thereof.

Both principal of and interest on this Bond are payable in any coin or currency of the United States of America which at the time of payment is legal tender for public and private debts.

It is hereby certified, recited and declared that all acts, conditions and things required to have happened, to exist and to have been performed precedent to and in the issuance of this Bond do exist, have happened and have been performed in regular and due time, form and manner as required by law; that this Bond does not exceed any constitutional, statutory or charter limitation of indebtedness; and that provision has been made for the payment of the principal of, and interest on, this Bond as provided in the Resolution.

No registration, transfer or exchange of this Bond shall be permitted within fifteen (15) days of a payment date, the Maturity Date or the date of prepayment or redemption of this Bond.

This Bond is an authorized series in the aggregate principal amount of \$\_\_\_\_\_ authorized of like date and tenor, except for number and denomination, and is issued under and pursuant to and in compliance with the Constitution and laws of the Commonwealth of Virginia, including Chapter 26, Title 15.2 of the Code of Virginia of 1950, as amended, the same being the Public Finance Act, and the resolution duly adopted under said Chapter by the City Council on September 9, 2019, approving the form hereof (**together, the “Resolution”**).

This Bond shall bear interest from the date on which this Bond is authenticated. Interest on this Bond shall be computed on the basis of 30-day months and 360-day year.

This Bond is transferable only upon the registration books kept at the office of the Paying Agent as Registrar by the registered holder hereof, or by his duly authorized attorney, upon surrender of this Bond (together with a written instrument of transfer, satisfactory in form to the Registrar, duly executed by the registered holder or his duly authorized attorney, which may be the form endorsed hereon) and subject to the limitations and upon payment of the charges, if any, as provided in the Resolution, and thereupon as provided in the Resolution a new Bond, in the aggregate principal amount and of the same series, interest rate and maturity as the Bond surrendered, shall be issued in exchange therefor. The City and the Registrar shall deem and treat the person in whose name this Bond is registered as the absolute owner hereof for the purpose of receiving payment of, or on account of, the principal hereof and interest due hereon and for all other purposes whatsoever.

**THIS BOND IS A GENERAL OBLIGATION OF THE CITY FOR THE PAYMENT OF WHICH THE CITY’S FULL FAITH AND CREDIT ARE IRREVOCABLY PLEDGED. THE CITY COUNCIL IS AUTHORIZED AND REQUIRED TO LEVY AND COLLECT ANNUALLY AT THE SAME TIME AND IN THE SAME MANNER AS OTHER TAXES OF THE CITY ARE ASSESSED, LEVIED AND COLLECTED, A TAX UPON ALL TAXABLE PROPERTY WITHIN THE CITY, OVER AND ABOVE ALL OTHER TAXES AUTHORIZED OR LIMITED BY LAW AND WITHOUT LIMITATION AS TO RATE OR AMOUNT, SUFFICIENT TO PAY WHEN DUE THE PRINCIPAL OF AND PREMIUM, IF ANY, AND INTEREST ON THE BOND, TO THE EXTENT OTHER FUNDS OF THE CITY ARE NOT LAWFULLY AVAILABLE AND APPROPRIATED FOR SUCH PURPOSE.**

Reference is hereby made to the Resolution and to all of the provisions thereof to which any holder of this Bond by his acceptance hereof hereby assents, for definitions of terms; the description of and nature and extent of the security for the Bond; the conditions upon which the Resolution may be amended or supplemented without the consent of the holder of this Bond and upon which it may be amended only with the consent of the holder of the Bond affected thereby; the rights and remedies of the holder hereof with respect hereto; the rights, duties and obligations of the City; the provisions discharging the Resolution as to this Bond and for the other terms and provisions of the Resolution.

This Bond shall not be valid or obligatory for any purpose unless the certificate of authentication hereon has been duly executed by the Registrar and the date of authentication inserted hereon.

*[Signature Page to Follow]*

**IN WITNESS WHEREOF**, the City of Franklin, Virginia, by its City Council has caused this Bond to be signed by the Mayor and attested by the City Clerk, by their manual or facsimile signatures, and its seal to be impressed or imprinted hereon, and this Bond to be dated as set forth above.

**(SEAL)**

\_\_\_\_\_  
Mayor, City of Franklin, Virginia

\_\_\_\_\_  
Clerk, City Council of the City of  
Franklin, Virginia

**CERTIFICATE OF AUTHENTICATION**

This Bond is the Series 2019B Bond described in the within-mentioned Resolution.

**REGISTRAR – TREASURER, CITY OF  
FRANKLIN, VIRGINIA**

By: \_\_\_\_\_  
Treasurer, City of Franklin, Virginia

**DATE OF AUTHENTICATION:**  
\_\_\_\_\_, 2019

**[FORM OF ASSIGNMENT]**

For value received, the undersigned hereby sells, assigns, and transfers unto

\_\_\_\_\_  
Please insert social security number or other tax identification number of assignee:

[\_\_\_\_\_]

Name and address of assignee, including zip code:  
\_\_\_\_\_ the within-

mentioned Bond and hereby irrevocably constitutes and appoints \_\_\_\_\_ attorney-in-fact, to transfer the same on the registration books thereof maintained in the office of the within-mentioned Registrar with the full power of substitution in the premises.

**DATED:** \_\_\_\_\_

\_\_\_\_\_  
**NOTE:** The signature to this assignment must correspond with the name of the registered holder that is written on the face of the within Bond in every particular, without alteration or enlargement or any change whatsoever.

Signature Guaranteed

\_\_\_\_\_  
**NOTICE:** Signature(s) must be guaranteed by a member firm of the New York Stock Exchange or a commercial bank or trust company.

## **SCHEDULE I**



**SERIES 2019A NOTE**

**No. RB-1**

**UNITED STATES OF AMERICA  
COMMONWEALTH OF VIRGINIA, CITY OF FRANKLIN  
GENERAL OBLIGATION LINE OF CREDIT NOTE,  
SERIES 2019A**

**Dated: \_\_\_\_\_, 2019**

**Registered Holder: \_\_\_\_\_**

**Maturity Date: January 15, 20\_\_**

**Principal Sum: UP TO \_\_\_\_\_ AND 00/100  
DOLLARS (\$ \_\_\_\_\_)**

**Interest Rate: \_\_\_\_%**

**KNOW ALL MEN BY THESE PRESENTS**, that the City of Franklin, Virginia (**hereinafter sometimes referred to as the “City”**), a body politic and corporate of the Commonwealth of Virginia, for value received hereby promises to pay to the registered holder (named above), or assigns, on the Maturity Date (specified above), subject to prepayment or prior redemption as hereinafter provided, the principal advances made hereunder up to the Principal Sum (specified above) by wire transfer to the registered holder on the payment dates set forth below by the Treasurer, City of Franklin, Virginia, (**the “Paying Agent”**), and to pay interest on said Principal Sum semi-annually on each January 15 and July 15, commencing \_\_\_\_\_ 15, 20\_\_ (**each an “Interest Payment Date”**), from the date of authentication hereof, at the rate per annum (specified above). Principal shall be paid in full on the Maturity Date.

The Note is subject to prepayment or redemption prior to maturity at the option of the City at any time, in whole or in part, at a redemption price equal to 100% of the principal amount of the Note to be redeemed, plus interest accrued to the redemption date upon not less than 15 days' notice thereof.

Both principal of and interest on this Note are payable in any coin or currency of the United States of America which at the time of payment is legal tender for public and private debts.

It is hereby certified, recited and declared that all acts, conditions and things required to have happened, to exist and to have been performed precedent to and in the issuance of this Note do exist, have happened and have been performed in regular and due time, form and manner as required by law; that this Note does not exceed any constitutional, statutory or charter limitation of indebtedness; and that provision has been made for the payment of the principal of, and interest on, this Note as provided in the Resolution.

No registration, transfer or exchange of this Note shall be permitted within fifteen (15) days of a payment date, the Maturity Date or the date of prepayment or redemption of this Note.

This Note is an authorized series in the aggregate principal amount of \$ \_\_\_\_\_ authorized of like date and tenor, except for number and denomination, and is issued under and pursuant to and in compliance with the Constitution and laws of the Commonwealth of Virginia, including Chapter 26, Title 15.2 of the Code of Virginia of 1950, as amended, the same being the Public Finance Act, and the resolution duly adopted under said Chapter by the City Council on September 9, 2019, approving the form hereof (**together, the “Resolution”**).

This Note shall bear interest from the date on which this Note is authenticated. Interest on this Note shall be computed on the basis of 30-day months and 360-day year.

This Note is transferable only upon the registration books kept at the office of the Paying Agent as Registrar by the registered holder hereof, or by his duly authorized attorney, upon surrender of this Note (together with a written instrument of transfer, satisfactory in form to the Registrar, duly executed by the registered holder or his duly authorized attorney, which may be the form endorsed hereon) and subject to the limitations and upon payment of the charges, if any, as provided in the Resolution, and thereupon as provided in the Resolution a new Note, in the aggregate principal amount and of the same series, interest rate and maturity as the Note surrendered, shall be issued in exchange therefor. The City and the Registrar shall deem and treat the person in whose name this Note is registered as the absolute owner hereof for the purpose of receiving payment of, or on account of, the principal hereof and interest due hereon and for all other purposes whatsoever.

**THIS NOTE IS A GENERAL OBLIGATION OF THE CITY FOR THE PAYMENT OF WHICH THE CITY’S FULL FAITH AND CREDIT ARE IRREVOCABLY PLEDGED. THE CITY COUNCIL IS AUTHORIZED AND REQUIRED TO LEVY AND COLLECT ANNUALLY AT THE SAME TIME AND IN THE SAME MANNER AS OTHER TAXES OF THE CITY ARE ASSESSED, LEVIED AND COLLECTED, A TAX UPON ALL TAXABLE PROPERTY WITHIN THE CITY, OVER AND ABOVE ALL OTHER TAXES AUTHORIZED OR LIMITED BY LAW AND WITHOUT LIMITATION AS TO RATE OR AMOUNT, SUFFICIENT TO PAY WHEN DUE THE PRINCIPAL OF AND PREMIUM, IF ANY, AND INTEREST ON THE NOTE, TO THE EXTENT OTHER FUNDS OF THE CITY ARE NOT LAWFULLY AVAILABLE AND APPROPRIATED FOR SUCH PURPOSE.**

Reference is hereby made to the Resolution and to all of the provisions thereof to which any holder of this Note by his acceptance hereof hereby assents, for definitions of terms; the description of and nature and extent of the security for the Note; the conditions upon which the Resolution may be amended or supplemented without the consent of the holder of this Note and upon which it may be amended only with the consent of the holder of the Note affected thereby; the rights and remedies of the holder hereof with respect hereto; the rights, duties and obligations of the City; the provisions discharging the Resolution as to this Note and for the other terms and provisions of the Resolution.

This Note shall not be valid or obligatory for any purpose unless the certificate of authentication hereon has been duly executed by the Registrar and the date of authentication

inserted hereon.

*[Signature Page to Follow]*

**IN WITNESS WHEREOF**, the City of Franklin, Virginia, by its City Council has caused this Note to be signed by the Mayor and attested by the City Clerk, by their manual or facsimile signatures, and its seal to be impressed or imprinted hereon, and this Note to be dated as set forth above.

**(SEAL)**

\_\_\_\_\_  
Mayor, City of Franklin, Virginia

\_\_\_\_\_  
Clerk, City Council of the City of  
Franklin, Virginia

**CERTIFICATE OF AUTHENTICATION**

This Note is the Series 2019A Note described in the within-mentioned Resolution.

**REGISTRAR – TREASURER, CITY OF  
FRANKLIN, VIRGINIA**

By: \_\_\_\_\_  
Treasurer, City of Franklin, Virginia

**DATE OF AUTHENTICATION:**  
\_\_\_\_\_, 2019

**[FORM OF ASSIGNMENT]**

For value received, the undersigned hereby sells, assigns, and transfers unto

---

Please insert social security number or other tax identification number of assignee:

[\_\_\_\_\_]

Name and address of assignee, including zip code:

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\_\_\_\_\_ the within-mentioned Note and hereby irrevocably constitutes and appoints \_\_\_\_\_ attorney-in-fact, to transfer the same on the registration books thereof maintained in the office of the within-mentioned Registrar with the full power of substitution in the premises.

**DATED:** \_\_\_\_\_

---

**NOTE:** The signature to this assignment must correspond with the name of the registered holder that is written on the face of the within Note in every particular, without alteration or enlargement or any change whatsoever.

Signature Guaranteed

---

**NOTICE:** Signature(s) must be guaranteed by a member firm of the New York Stock Exchange or a commercial bank or trust company.



**RESOLUTION PROVIDING FOR THE ISSUANCE, SALE AND AWARD OF  
GENERAL OBLIGATION NOTES AND BONDS, SERIES 2019, OF THE CITY OF  
FRANKLIN, VIRGINIA AND PROVIDING FOR THE FORM, DETAILS AND  
PAYMENT THEREOF**

**WHEREAS**, the City Council (**the “City Council”**) of the City of Franklin, Virginia (**the “City”**) wishes to finance various utility fund capital improvements (the "Utility Fund Projects") and for a variety of City general fund projects, including, but not limited to capital improvements to City facilities and various vehicles and equipment for the City (the “General Fund Projects”); and

**WHEREAS**, Davenport & Company LLC, the City's financial advisor (**the “Financial Advisor”**), as directed by City staff, and its bond counsel, Sands Anderson PC, have prepared a Request for Proposals (**the “RFP”**) to obtain financing proposals for the financing of the Utility Fund Projects and the General Fund Projects, some or all of which may be financed on a short-term basis or on a long-term basis;

**WHEREAS**, the Financial Advisor has received responses to the RFP that reflect attractive terms for the financing of the Utility Fund Projects and the General Fund Projects and after reviewing the responses has recommended that the City Council select the proposal to purchase the City’s maximum aggregate principal amount not to exceed \$10,100,000 (a) General Obligation Line of Credit Note, Series 2019A (**the “Note”**) to finance the Utility Fund Projects and (b) General Obligation Bond, Series 2019B (**the “Bond,” and, together with the Note, the “Bonds”**) to finance the General Fund Projects and a portion of the Utility Fund Projects in accordance with the proposal or proposals (**together, the “Proposal”**) from the lender or lenders selected by the Mayor conforming with the parameters set forth herein (**together, the “Lender”**) whose approval shall be evidenced conclusively by the execution and delivery of such Proposal(s), and the City Council desires to accept such Proposal and proceed with the financing reflected therein;

**WHEREAS**, the City held a public hearing, duly noticed, on September 9, 2019 on the issuance of up to \$10,100,000 general obligation bonds or notes of the City in accordance with Section 15.2-2606 of the Public Finance Act of 1991 (**the “Act”**) of the Code of Virginia of 1950, as amended;

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

**1. Issuance of Bonds.** Pursuant to the Constitution and statutes of the Commonwealth of Virginia, including the Act, the City Council hereby authorizes the issuance and sale of general obligation notes and bonds of the City to provide funds to finance the Utility Fund Projects and the General Fund Projects, and to pay related issuance and financing costs incurred in connection with issuing such Bonds (as defined below). The City elects to issue the Bonds pursuant to the Act without regard to any separate requirements of the City Charter.

**2. Bond Details.** The Bonds shall be issued in an aggregate principal amount not to exceed \$10,100,000 consisting of (a) a single, registered bond or note designated “General Obligation Line of Credit Note, Series 2019A” (**the “Note”**), numbered RA-1, bearing an interest rate not to exceed 2.04% per annum, and maturing no later than January 15, 2024 and (b) a single, registered bond designated “General Obligation Bond, Series 2019B” (**the “Bond,” and, together with the Note, the “Bonds”**), numbered RB-1, having an interest rate not to exceed 2.70% per annum and maturing no later than January 15, 2038. Subject to the preceding terms, the City Council further authorizes the Financial Advisor to determine the aggregate total of principal and interest payments on each series of the Bonds, establish an amortization schedule for the Bonds, all in accordance with the provisions hereof.

**3. Payment and Redemption Provisions.** The principal of and premium, if any, and interest on the Bonds shall be payable as set forth in the Bonds. The principal of the Bonds shall be subject to optional prepayment or redemption, in whole or in part, by the City, as set forth in the Proposal, provided, that the Note may be prepaid at any time with no prepayment penalty and the Bond may be prepaid in whole only at any time on or after January 15, 2025.

**4. Execution and Form of Bonds.** The Bonds shall be signed by the Mayor or Vice Mayor of the City and the City’s seal shall be affixed thereon and attested by the City Clerk. The Bonds shall be issued as a typewritten bond or note with such completions, omissions, insertions and changes not inconsistent with this Resolution as may be approved by such officers, whose approval shall be evidenced conclusively by the execution and delivery of the Bonds.

**5. Pledge of Full Faith and Credit.** The City’s full faith and credit are pledged to secure the payment of the principal of, premium, if any, and interest on the Bonds. Unless other funds are lawfully available and appropriated for timely payment of the Bonds, the City agrees to levy and collect an annual tax upon all property subject to local taxation in the City sufficient to pay the principal of and premium, if any, and interest on the Bonds.

**6. Preparation of Printed Bonds.** The City shall initially issue the Bonds in typewritten form. Upon request of the registered owner and upon presentation of the Bond at the office of the Registrar (as hereinafter defined), the City shall arrange to have prepared, executed and delivered in exchange as soon as practicable the Bonds in printed form in an aggregate principal amount equal to the unpaid principal of the Bonds in typewritten form, in denominations of \$5,000 and multiples thereof (except that one Bond may be issued in an odd denomination of not less than \$5,000), of the same form and maturity and registered in such names as requested by the registered owners or their duly authorized attorneys or legal representatives. The printed Bonds may be executed by manual or facsimile signature of the Mayor or Vice Mayor of the City, the City’s seal affixed thereto and attested by the City Clerk; provided, however, that if both such signatures are facsimiles, no Bond shall be valid until it has been authenticated by the manual signature of the Registrar and the date of authentication noted thereon. The typewritten Bond surrendered in any such exchange shall be canceled.



**7. Registration and Transfer of the Bond.** The City appoints the City Treasurer as paying agent and registrar (**the “Registrar”**) for the Bonds. Upon surrender of the Bonds at the office of the Registrar, together with an assignment duly executed by the registered owner or its duly authorized attorney or legal representative in such form as shall be satisfactory to the Registrar, the City shall execute, and the Registrar shall authenticate and deliver in exchange, a new Bond or Bonds having an equal aggregate principal amount, of the same form and maturity, bearing interest at the same rates and registered in such name as requested by the then registered owner or its duly authorized attorney or legal representative. Any such exchange shall be at the expense of the City, except that the Registrar may charge the person requesting such exchange the amount of any tax or other governmental charge required to be paid with respect thereto.

The Registrar shall treat the registered owner as the person or entity exclusively entitled to payment of principal, premium, if any, and interest, and the exercise of all other rights and powers of the owner, except that installments shall be paid to the person or entity shown as owner on the registration books on the 15th day of the month preceding each interest payment date.

**8. Mutilated, Lost or Destroyed Bond.** If the Bonds have been mutilated, lost or destroyed, the City shall execute and deliver a new Bond of like date and tenor in exchange and substitution for, and upon cancellation of, such mutilated Bond or in lieu of and in substitution for such lost or destroyed Bond; provided, however, that the City shall so execute and deliver only if the registered owner has paid the reasonable expenses and charges of the City in connection therewith and, in the case of a lost or destroyed Bond, (a) has filed with the City evidence satisfactory to the City that such Bond was lost or destroyed and (b) has furnished to the City satisfactory indemnity.

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

**10. Tax Compliance Agreement.** Such officers of the City as may be requested by the City's bond counsel are authorized and directed to execute and deliver a nonarbitrage certificate and tax compliance agreement in relation to the Bonds (**the “Tax Compliance Agreement”**) in the form approved by the Mayor or Vice Mayor of the City or the City Manager, or any of them, in collaboration with the City's bond counsel, with such completions, omissions, insertions and changes as may be approved by the officers of the City

executing such Tax Compliance Agreement, whose approval shall be evidenced conclusively by the execution and delivery thereof.

**11. Private Activity Bond Covenant.** The City covenants that it shall not permit the proceeds of the Bonds or the property financed thereby to be used in any manner that would result in (a) 5% or more of such proceeds or the facilities financed with such proceeds being used in a trade or business carried on by any person other than a governmental unit, as provided in Section 141(b) of the Code, (b) 5% or more of such proceeds or the facilities financed with such proceeds being used with respect to any output facility (other than a facility for the furnishing of water), within the meaning of Section 141(b)(4) of the Code, or (c) 5% or more of such proceeds being used directly or indirectly to make or finance loans to any persons other than a governmental unit, as provided in Section 141(c) of the Code; provided, however, that if the City receives an opinion of nationally recognized bond counsel that any such covenants need not be complied with to prevent the interest on the 2019A Bond from being includable in the gross income for federal income tax purposes of the registered owners thereof under existing law, the City need not comply with such covenants.

**12. SNAP Investment Authorization.** The City Council has determined to authorize the City Treasurer, if and as necessary, to utilize SNAP in connection with the investment of the proceeds of the Bonds.

**13. Bond Counsel.** The City Council hereby confirms the appointment of Sands Anderson PC to serve as Bond Counsel to the City in connection with the issuance of the Bonds.

**14. Other Actions.** All other actions of City officials in conformity with the purposes and intent of this Resolution and in furtherance of the issuance and sale of the Bonds and the financing of the Utility Fund Projects and the General Fund Projects are ratified, approved and confirmed. The City officials are authorized and directed to execute and deliver all agreements, certificates and other instruments considered necessary or desirable in connection with the issuance, sale and delivery of the Bonds pursuant to this Resolution and the financing of the Utility Fund Projects and the General Fund Projects including, but not limited to a loan agreement, note purchase agreement, escrow agreement and any other agreements.

**15. Effectiveness and Filing of Resolution.** This Resolution shall become effective immediately upon its passage. After such passage, a certified copy of this Resolution shall be filed by the Clerk with the Clerk of the Circuit Court of the County of Southampton, Virginia. The filing of this Resolution with the Clerk of the Circuit Court of the County of Southampton, Virginia shall be deemed to be the filing of an initial resolution or ordinance with such Court for all purposes of the Act. Any ordinances or resolutions inconsistent herewith previously adopted by the City Council are amended to be consistent with this Resolution.

\*\*\*\*\*

On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the foregoing Resolution was adopted at a regular meeting of City Council on September 9, 2019. Members of the Council voted as follows:

YES

NO

ABSTAINED

ABSENT

Adopted this 9<sup>th</sup> day of September, 2019.

The undersigned City Clerk of the City Council of the City of Franklin, Virginia, hereby certifies that the foregoing constitutes a true and correct copy of an Resolution adopted at a meeting of the City Council of the City of Franklin, held on September 9, 2019. I hereby further certify that such a meeting was a regular meeting, duly called and held, and that during the consideration of the foregoing Resolution, a quorum was present.

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City Clerk, City Council of the  
City of Franklin, Virginia



*Office of the City Manager  
Amanda C. Jarratt*

September 4, 2019

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: Courthouse Update

### **Background**

#### **Southampton County Courthouse**

Southampton County approved the issuance of an RFP for renovations and repairs to the Southampton County courthouse at their meeting on August 26, 2019. All references to the word expansion were removed. The legal notice for architectural services to repair and renovate the Southampton County Courthouse was published in the Richmond Times Dispatch and The Tidewater News on Sunday, September 1, 2019. Proposals are due no later than 3:00 p.m. on October 3, 2019.

The RFP contemplates issuance of written addendum shortly after September 24, to alert prospective offerors of any changes to the RFP and to address any written questions they may have submitted. If there are specific revisions to the RFP that the City wishes to propose, we need to forward them to Mr. Johnson by September 24 for consideration.

The RFP provides that proposals will be evaluated, and interviews jointly conducted by the City Council and Board of Supervisors.

Southampton County will forward to our attention electronic copies of all proposals received, no later than October 4<sup>th</sup>, for distribution to City Council along with a scoring matrix based upon the evaluation criteria contained in the RFP. City Council members have been requested to review and score each proposal prior to October 25<sup>th</sup> and to meet jointly with the Board of Supervisors sometime during the week of October 28 – 31 to reach consensus on how many, and which firms they wish to jointly interview.

Interviews are tentatively slated for the week of November 6-13, subject to availability of members of the governing bodies. Provided there is consensus on which firm has submitted the most meritorious proposal following the interviews, the specific terms of the agreement will then need to be negotiated before it is presented to the respective governing bodies for approval.

We will need to discuss City Council's availability to meet jointly with the Board of Supervisors on October 29<sup>th</sup> or 30<sup>th</sup>.

The goal of that meeting will be to:

1. Reach consensus on which offerors they desire to interview;
2. Agree to the date and time(s) for interviews of offerors;
3. Discuss and agree on who will have authority to negotiate the specific terms of the proposed architectural agreement.

### **City of Franklin Courthouse**

Staff met with the Sherriff of Southampton County and his staff to discuss the operational concerns. We have also obtained an estimate for a walk through metal detector similar to that which Southampton County already has at their facility as well as a scanner for bags. Funds are not currently appropriated for these expenses. City Council will need to authorize this expense and then approve a budget amendment to that effect. Staff has drafted a RFP for discussion by Council. As mentioned previously, for us to be able to proceed beyond this point, professional assistance is needed to ensure that we meet the required guidelines. This RFP will be provided to you in an upcoming Friday e-mail and be on the agenda for final approval on September 23<sup>rd</sup>.

### **Needed Action**

- Provide any suggested additions to the Southampton County RFP so they can be forwarded to Mr. Johnson by the September 24<sup>th</sup> deadline.
- Determine Council's availability to meet with the Southampton County Board of Supervisors on October 29<sup>th</sup> or October 30<sup>th</sup>.
- Authorize the purchase of a walk through metal detector and scanner for the City of Franklin Courthouse.
- Review the drafted RFP for the City of Franklin Courthouse and provide approval to issue it on September 23<sup>rd</sup>.



SOUTHAMPTON COUNTY, VIRGINIA  
POST OFFICE BOX 400  
26022 ADMINISTRATION CENTER DRIVE  
COURTLAND, VIRGINIA 23837  
(757) 653-3015

**RFP #2019-0901**

**Issued: September 3, 2019**

**Architectural/Engineering Services for  
Repair and Renovation of Courthouse Facilities**

**1. General**

Southampton County seeks proposals from qualified architectural firms (“Offerors”) to provide professional services associated with development of the architectural program, architectural and engineering design, development of construction documents/bid specifications and construction administration services associated with **repair and renovation** of the Southampton County Courthouse. Southampton County intends to select one firm to provide these services using the competitive negotiation procedure for professional services as defined in Section 2.2-4301 of the Virginia Public Procurement Act.

**2. Scope of Services**

Southampton County seeks the following professional architectural services:

**a) Preparation of the Architectural Program:**

- i. Document the Courts’ space needs, and identify the necessary components of the Courthouse project, and their spatial and functional relationships.
- ii. Prepare a detailed schedule listing the type and size of all spaces/rooms that will be addressed in the program design. To the extent feasible, the square foot area of these spaces should be in accordance with the Virginia Courthouse Facility Guidelines.
- iii. Prepare a description of the optimum size and the physical features of each space, including its size, environmental needs, security requirements, handicapped accessibility requirements, circulation and adjacency needs, and level of furnishings and finishes.

- iv. Prepare a preliminary estimate of the total project costs associated with implementation of the **renovation and repair program**, including an estimate of all costs for design, construction administration and inspection, all related building and site construction, hazardous materials remediation, construction phasing, temporary facilities, any boundary, topographic or geotechnical surveys, materials testing, permitting, building and equipment commissioning, and furniture/furnishings.
- v. Prepare a conceptual plan illustrating the location of the major spaces and their relationship to each other.
- vi. Prepare a timetable from the date of acceptance of the architectural program, through the design phase, to completion of construction. The timetable should describe any phased implementation of the project, taking into account the disruptions inherent in the construction process, any temporary relocations during construction, and a plan for handling such disruptions.
- vii. Obtain written approval of the recommended architectural program from the Southampton County Circuit Court, Southampton County Combined General District and Juvenile Domestic Relations Court, Southampton County Board of Supervisors and Franklin City Council.

**b) Architectural and Engineering Design:**

- i. Prepare design and construction documents for the **renovation and repair project** that are in conformance with the approved architectural program and generally accepted architectural and engineering practices, and further comply with applicable codes and regulations including but not limited to the Virginia Uniform Statewide Building Code, the Americans with Disabilities Act, and the Virginia Courthouse Facilities Guidelines.
- ii. Prepare construction cost estimates and work with the County to create a comprehensive construction budget.
- iii. Prepare site plans and schematic drawings.
- iv. Refine the schematic design by preparing preliminary plans showing the layout and size of all of the components of the facility including all rooms, closets, toilets, storage and service areas, holding cells, security areas, mechanical rooms, stairways, elevators and corridors. Indications of surface treatments, furnishings and the locations of equipment also should be shown.
- v. Further refine the preliminary plans by preparing complete contract documents, including instructions to bidders, bid form, agreement, general conditions, supplementary conditions, technical

specifications, construction plans and other documents as may be required by the County; all in compliance with the Virginia Public Procurement Act.

- vi. Furnish sets of construction drawings, elevation drawings and contract documents in such quantity as may be required by the County for submission to regulatory agencies and other reviewing authorities and for the County's general use.
- vii. **Prepare an updated, detailed estimate of the cost of construction based on the final drawings and specifications that does not exceed the County's budget for the project.** All cost estimates shall contain sufficient detail to project accurately all expenses associated with the project; including, for example, costs related to:
  - Building construction
  - Construction administration and oversight
  - Site improvements
  - Off-site improvements (if necessary)
  - Utilities (water, sanitary sewer, stormwater, telephone, electrical, data communications and security)
  - Temporary facilities
  - Consulting fees
  - Boundary, topographical, as-built and other surveys
  - Geotechnical investigation, soil borings and other tests
  - Structural engineering investigation, concrete analysis and other tests
  - Testing and laboratory services and inspections
  - Furniture, fixtures and equipment.
- viii. **Obtain written approval of the bidding documents from the Southampton County Circuit Court, Southampton County Combined General District and Juvenile Domestic Relations Court, Southampton County Board of Supervisors and Franklin City Council.**

c) **Bidding Phase Services**

- i. Assist the county in developing and publishing criteria for prequalification of prospective contractors for construction in accordance with Virginia Code § 2.2-4317.



- ii. Coordinate selection of a general contractor through the competitive bidding process; including attendance at pre-bid conference and assisting in responding to inquiries regarding the drawings and specifications.
- iii. Assist the county in determining which bidder has submitted the lowest responsive and responsible bid.
- iv. Assist the County and selected general contractor in obtaining any federal, state or local permits or approvals that are applicable to or necessary for the project.

**d) Construction Administration Services**

- i. Review/approve submittals, shop drawings and other product data or samples to verify conformance with the contract documents.
- ii. Provide periodic site visits by principals, project architect, and other staff members as appropriate, to observe the work in progress and to make appropriate reports to the County.
- iii. Review proposed change orders submitted by the selected general contractor and make recommendations as to whether such change orders should be accepted; assist the County in preparation of change orders to the contract as deemed necessary by the County.
- iv. Review and verify monthly payment estimates submitted by the general contractor, and conduct periodic meetings to review progress and assist in coordinating ongoing work.
- v. Assist in providing (by subcontract if necessary) material testing services as needed during construction to assure appropriate quality control.
- vi. Identify construction inspection/verification hold points that require verification/approval by either the AE or the County assigned Project Inspector(s); such verification/hold points pertain to and/or are in addition to inspections required by the Virginia Uniform Statewide Building Code to insure the quality and acceptability of the project is confirmed at all phases of construction.
- vii. Prepare and provide an Inspection Guide and Checklist for use by the AE and/or the County's assigned Project Inspector(s) to provide for documentation of the acceptance of all required inspections conducted/completed throughout construction of the project.
- viii. Make a final inspection of the completed project with the County. Upon full and satisfactory completion of all construction, issue a Certificate of Substantial Completion and acceptance.

- ix. Upon completion of the work, compile for and deliver to the County a complete set of record documents, including warranties on equipment, permits, as-built drawings and inspection reports.
- e) **Provide other related services required to assist the County in bidding the construction work, awarding the construction contract and administering the construction contract.**
- f) **Coordinate all activities of the program of work and consult regularly and clearly with the County with regard to any concerns or difficulties that may arise with respect to adhering to the agreed schedule and timelines.**
- g) **Provide all necessary engineering, architectural, environmental, surveying, impact analysis (e.g. traffic, utilities, infrastructure), and other services related to the program of work and necessary to provide the required services and deliverables.**

This is a general listing of the scope of services and deliverables and should not be construed as being the full and complete list of all services and deliverables that may be required under this RFP. A more comprehensive list of services and deliverables may be developed through discussion and negotiation between the Offeror and County.

### **3. Site Visits**

Site visits may be scheduled at the request of Offeror and may be arranged by contacting the Office of the Southampton County Administrator at (757) 653-3015.

### **4. Term of Contract**

The duration of any resulting contract will be dependent on negotiations with the selected Offeror.

### **5. Proposals**

- a) In order to be considered for selection, Offerors must submit a complete response to this RFP. One (1) printed and signed original and one (1) electronic copy (PDF) of each proposal must be submitted to the County Administrator, at the location stated below, on or before 3:00 P.M, local prevailing time on October 3, 2019.
- b) Proposals should conform to the following requirements:
  - i. Proposals must be signed by an authorized representative of the Offeror.

- ii. All requested information must be submitted. Proposals which are substantially incomplete or lack key information will be rejected by the County.
- c) Proposals must include:
  - i. Resumes of individuals to be assigned to the project (see subparagraph f below);
  - ii. Recent history of the firm, including recent projects of similar nature (see subparagraph d below);
  - iii. Names and references from similar projects (see subparagraph e below);
  - iv. A statement of the capacity of the firm to perform the work based upon current and planned work load and schedules; and
  - v. Proposed project schedule for carrying out/providing the services/deliverables.
- d) Offeror must furnish evidence of its qualifications, expertise and experience in the provision of similar services/deliverables. Proposals should highlight similar work performed by the Offeror, including but not limited to other courthouse projects conducted by the Offeror. Offeror is encouraged to elaborate on its qualifications to carry out the scope of services considered herein and its experience providing services and deliverables similar to those requested in this RFP including specific reference(s) by the Offeror of its capabilities with respect to quality assurance and quality control of construction projects it has designed and assisted in the completion of.
- e) Offeror must provide the name, address, contact person and phone number of at least three clients for whom Offeror has provided similar services or deliverables. Offeror should include a brief description of each similar project. The County reserves the right to contact any client listed.
- f) The proposal must identify the Offeror's proposed project team including the project manager.
- g) The proposal must identify the Offeror's proposed approach/strategy to completing the project and timeline for providing the services and deliverables.
- h) The proposal must state any professional licenses maintained by Offeror and/or individuals identified as being a part of Offeror's project team that are relevant to the project.

- i) Proposals should be prepared simply and economically, providing a straightforward, concise description of Offeror's proposal and capabilities to satisfy the requirements of the RFP.
- j) Ownership of all data, materials and documentation originated and prepared for the County pursuant to the RFP shall belong exclusively to the County and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Offeror must invoke the protections of 2.2-4342.F of the Code of Virginia, in writing, either before or at the time the data or other material is submitted. The written notice must specifically identify the data or materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document as proprietary or trade secrets is not acceptable and will result in rejection of the proposal.
- k) No information regarding the proposal records or the contents of responses will be released except in accordance with Virginia Code § 2.2-4342. Once an award has been made, all proposals will be open to public inspection subject to the provisions set forth above.
- l) Offerors shall NOT provide any estimated project costs in their proposals. During discussions with Offerors, as permitted during competitive negotiation under Virginia Code § 2.2-4302.2, County may discuss nonbinding estimates of total project costs with Offerors. A final price shall be determined during negotiations.
- m) IDENTIFICATION OF PROPOSAL ENVELOPE: The signed proposal should be sent or delivered to the County in an envelope or package that is sealed and clearly marked on the lower left-hand corner of the envelope or package with:

From: \_\_\_\_\_  
 (Name of Offeror)  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Due Date: October 3, 2019  
 Due Time: 3:00 p.m.  
 RFP #2019-0901

**6. Evaluation of Proposals**

The proposals will be evaluated by the Board of Supervisors of Southampton County and the Franklin City Council (the "governing bodies.") The governing bodies will rank the proposals based on the factors listed below and each firm's initial proposal. The governing bodies intend to conduct interviews and/or discussions with at least the two

top-ranked firms; however, the governing bodies reserve the right to interview more or less than two firms after initial proposals are reviewed.

At the conclusion of discussions, on the basis of evaluation factors published in this Request for Proposal and all information developed in the selection process to this point, the governing bodies shall select in the order of preference two or more offerors whose professional qualifications and proposed services are deemed most meritorious.

Negotiations shall then be conducted, beginning with the offeror ranked first. If a contract satisfactory and advantageous to the governing bodies can be negotiated at a price considered fair and reasonable and pursuant to contractual terms and conditions acceptable to the governing bodies, the award shall be made to that offeror. Otherwise, negotiations with the offeror ranked first shall be formally terminated and negotiations conducted with the offeror ranked second, and so on until such a contract can be negotiated at a fair and reasonable price.

Factors to be considered by the governing bodies in determining whose professional qualifications and proposed services are deemed most meritorious shall include:

- a) Professional competence;
- b) Understanding of the project and the scope of services requested in this RFP;
- c) Proposed Project timeline & milestones;
- d) Familiarity with the Virginia Courthouse Facility Guidelines and experience designing facilities that comply with them;
- e) Plan for quality assurance and quality control;
- f) Non-Binding Estimate of Cost (at interview stage);
- g) The results of interviews and/or discussions with Offerors; and
- h) References.

## **7. Rejection of Proposals/Waiver**

Southampton County reserves the right to cancel this Request for Proposal or reject any or all proposals received. The County also reserves the right to waive informalities in proposals.

## **8. Form of Contract**

Unless modified during negotiations with the Offeror, the County intends to utilize AIA Document B201-2017, Standard Form of Agreement between Owner and Architect; Design and Construction Administration Services.

subcontractors, are applicable to this RFP, as are the provisions, requirements, and prohibitions contained in Sections 2.2-3100 through 2.2-3131 of the Code of Virginia.

**14. Qualifications of Offeror**

The County may make such reasonable investigations as deemed proper and necessary to determine the ability of the Offeror to perform/provide the Services/deliverables and the Offeror shall furnish to the County all such information and data for this purpose as may be requested. The County reserves the right to inspect Offeror's physical facilities prior to award to satisfy questions regarding the Offeror's capabilities. The County further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such Offeror fails to satisfy the County that such Offeror is properly qualified to carry out the obligations of the contract and to provide the Services and/or furnish the goods contemplated therein.

**15. Debarment Status**

By submitting their proposals, Offerors certify that they are not currently debarred by the Commonwealth of Virginia, Southampton County, Virginia, or any other locality from submitting bids or proposals on contracts for the type of Services/deliverables covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.

In compliance with this Request for Proposals and to all the conditions imposed herein, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal or as mutually agreed upon in writing by subsequent negotiation.

Company Name and Address:

_____	Date: _____
_____	Name: _____
_____	Title: _____
_____	Telephone: _____
_____	Email: _____

Signature: \_\_\_\_\_



*Office of the City Manager  
Amanda C. Jarratt*

September 4, 2019

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: City Manager's Report

**General Updates**

- As you all are aware the Rental Inspection Committee determined that they did not feel it was necessary to move forward with the program at this point in time. Staff is seeking direction from Council on how to proceed.
- Staff continues to work to plan for Hurricane Dorian. If there is any damage associated with Hurricane Dorian a report will be given at the City Council meeting.

**Community Events**

- City of Franklin African American Festival September 21, 2019 at Barrett's Landing
- Franklin Fall Festival October 5, 2019.