



**Franklin City Council Agenda  
April 26, 2021  
Council Chambers  
207 West Second Avenue  
Franklin, Virginia 23851**

**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 April 12, 2021 minutes
- B. Introduction of Tourism Director- Carson Blythe
- C. Introduction of Police Department Intern Roasia Knight
- D. STOP Inc. Community Action Month Resolution #2021-08

**2. FINANCIAL MATTERS**

- A. Budget Amendment 2021-25
- B. Financing Plan of Action Update- Davenport
  - a. Closed Session Section 2.2-3711-A-6 Discussion or consideration of the investment of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of the governmental unit would be adversely affected.
- C. Public Hearing- FY 22 Budget
- D. Quarterly Financial Update
- E. Reimbursement Resolution #2021-09

**3. OLD/ NEW BUSINESS:**

- A. Franklin Southampton Economic Development, Inc. Update
- B. City Manager's Report

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

**5. CLOSED SESSION**

I move that the City of Franklin, Virginia City Council adjourn into a closed meeting pursuant to Virginia Code Section 2.2-3711-A-1, 1. discussion of appointments to boards and commissions, to discuss the following subject or subjects: Blackwater Regional Library Board, Beautification Commission, Industrial Development Authority; Franklin Southampton Economic Development, Inc., and;

2.2-3711-A-3, 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 specifically regarding property in Downtown Franklin.

2.2-3711-A-5, Discussion concerning 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 specifically along Pretlow Industrial Park, Armory Drive, and Franklin Regional Airport.

**Motion Upon Returning to Open Session-** I move that the City of Franklin, Virginia City Council adopt the attached closed meeting resolution to certify that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting held on April 26, 2021; (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the City of Franklin, Virginia City Council; and (iii) no action was taken in closed meeting regarding the items discussed.

## **6. ADJOURNMENT**

## MINUTES FROM THE APRIL 12, 2021 JOINT WORK SESSION BETWEEN FRANKLIN CITY COUNCIL AND THE RACE RELATIONS COMMITTEE

The Franklin City Council held a Joint Work Session between Franklin City Council and the Race Relations Committee on April 12, 2021 at 6:00 p.m. in the City Council Chambers located at 207 West Second Avenue, Franklin, Virginia 23851.

**Council Members in Attendance:** Frank Rabil, Mayor; Bobby Cutchins, Vice-Mayor; Councilwoman Wynndolyn Copeland; Councilman Gregory McLemore; Councilman Ray Smith and Councilman Mark R. Kitchen

**Council Members Arriving Late:** Councilman Linwood Johnson arrived at 6:13 p.m.

**Race Relations Committee in Attendance:** David Dillon; Davida Fenner; Angela Holeman; Councilman Gregory McLemore; Mona Murphy and Dr. Alvin Harris

**Staff in Attendance:** Amanda Jarratt, City Manager and Leesa Barnes, Executive Assistant, recording minutes

**Other Staff in Attendance:** Steve Patterson, Chief of Franklin City Police Department; Steve Newsome, Information Technology; Sarah Rexrode, Director of Social Services; and Sammara Green-Bailey, Director of Parks & Recreation

### Call to Order

Mayor Frank Rabil called the April 12, 2021 Work Session between Franklin City Council and the Race Relations Committee to order at 6:00 p.m.

Mayor Frank Rabil thanked all the members of the Race Relations Committee for the time and efforts that they have put into the Race Relations Committee.

### Background Information

City Manager Amanda Jarratt stated the Franklin City Council appointed a Race Relations Committee early on in 2020. The Race Relations Committee met and reported at the March 8, 2021 City Council meeting. City Council and Staff reviewed the report from the March 8, 2021 City Council meeting. Council and Staff reviewed the report and wanted to offer some ideas for discussion at this meeting. With regards to the recommendations that involve the Department of Social Services, the first recommendation was for the Franklin City Council, City Staff and key community leaders to participate in the Bridges out of Poverty program and read the associated book. Bridges Out of Poverty is a community support program that helps individuals, agencies and communities understand the effects that generational poverty have on those living in poverty. Bridges Out of Poverty introduces concepts and instruction that provide a foundation of understanding poverty as well as the eight resources that people need in order to escape poverty.

With regards to the Parks & Recreation Department recommendations. A Unity 5k run is being planned in conjunction with the YMCA in the fall of 2021. There will be a Community Day Celebration organized by the Parks and Recreation Department as well as City Wide National Night Out.

## MINUTES FROM THE APRIL 12, 2021 JOINT WORK SESSION BETWEEN FRANKLIN CITY COUNCIL AND THE RACE RELATIONS COMMITTEE

With regards to the suggestions related to the City of Franklin Police Department staff would offer the following:

- If City Council would like for staff to pursue this option, funding of internships can be considered in the FY23 budget and grant funding can be sought to fund these. City staff has worked with Franklin City Public Schools, Camp Community College and others to develop a long term approach to an employee pipeline.
- A School Resource Officer (SRO) will have to be funded locally. The City staff previously applied for grant funds to support this however due to the onset of COVID-19 and the limited staff levels the City was not able to pursue the hiring of an SRO. As a note, there is a movement to do away with these positions however it is critical for all public safety staff to have a relationship with children in all schools. Funding these positions locally are easier to maintain over the long term.
- The Department is utilizing technology for recruitment. The City participated in Virtual Job Fairs throughout the COVID-19 pandemic and plan to return to in person recruitment when it is available. A concerted effort is made by staff to try to be reflective of the community that the City serves.
- Apply for a grant to begin a new “Explorers” program. This is attainable now that the City is approaching more sustainable staffing levels.
- The Franklin Police Department actively and frequently reaches out to other agencies to discuss best practices.

The Race Relations Committee requested the following recommendations for discussion at the work session:

### **Family Values and Social Services:**

1. Mentoring Program for new moms and dads.
2. Community baby showers for single moms to be possibly given by Churches emphasizing pre-k education.
3. Financial Literacy Programs
4. Promote and enhance funding for programs that produce self-sufficiency and personal dignity.
5. City hosting a Community Unity Day and other events four times a year to encourage full integration.
6. Sports programs with integrated teams utilizing the High School, YMCA, Martin Luther King Center and Churches

### **People to Connect:**

- Sarah Rexrode, Director of Social Services
- Pastor Anthony Rawlings
- Dr. Alvin Harris
- Reverend Danny Dillion
- Reverend Erik Majette

### Education

1. Link Job-makers with Job-seekers through school and market place partnerships.
2. Partnership with the County School System to hire Vocational Teachers.
3. Partnership with the Community College to go from classroom to workforce.
4. Housing incentives for new teachers.
5. Creating electives in African-American studies.
6. Shift terminology from “slaves” to “enslaved people” in history.
7. We believe a new facility will bring pride and inspiration to our kid’s education.

### People to Connect:

- Dr. Tamara Sterling, Franklin City Public Schools Superintendent
- Dr. Alvin Harris
- Reverend David Dillon
- Reverend Nathan Decker
- Mrs. Mona Murphy

### Law Enforcement:

1. Fund internships for police to hire prospective African Americans.
2. Fund hours for officers to serve as School Resource Officers.
3. Help departments update technology know-how to improve recruitment.
4. Fund technology and intelligence skills.
5. Apply for grants to begin a new the “Explorers” program.
6. Reach out to other law enforcement agencies to learn career development and knowledge.

### People to Connect:

- Chief Steve Patterson, Chief of Franklin City Police Department
- Lt. Patrick Wilson, Lieutenant in the Franklin City Police Department
- Lt. Kenneth Barham, Lieutenant in the Franklin City Police Department

### Home Ownership:

1. Continue to do Community Development Block Grants
2. Create skill-oriented programs (full curriculum) for how to have good credit, file taxes and other financial literacy focusing on life skills.

### People to Connect:

- Brian Hedgepeth
- Sion Carr
- Wes Bryant

MINUTES FROM THE APRIL 12, 2021 JOINT WORK SESSION BETWEEN FRANKLIN CITY COUNCIL AND THE RACE RELATIONS COMMITTEE

Mayor Frank Rabil stated as far as the request for mentoring programs for new moms and dads; shouldn't the City be working with the Health Department?

City Manager Amanda Jarratt stated there are a lot of programs such as these available, it's just an awareness issue.

Mayor Frank Rabil asked the Race Relations Committee if they had met with the schools concerning the educational recommendations.

Mrs. Mona Murphy answered the committee has not met with the schools yet; she added she thought it was a good idea for City Council to be involved in the meeting.

Mayor Frank Rabil recommended a retreat with the Race Relations Committee and the Franklin City Public Schools.

City Manager Jarratt stated as far as the law enforcement recommendation is concerned she has discussed this with Chief Patterson and an intern has been brought on Board and introduced at an upcoming City Council meeting.

City Manager stated that she thought that it was a good idea to prioritize the recommendations by importance.

Mayor Frank Rabil asked if the Race Relations Committee would agree to meet in a work session to discuss and prioritize the recommendations that were given to City Council.

Vice-Mayor Bobby Cutchins requested the recommendations be prioritized before scheduling the work session.

### **Adjournment**

There being nothing further to discuss Mayor Frank Rabil adjourned the April 12, 2021 joint work session between Franklin City Council and the Race Relations Committee at 7:00 p.m.

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**Mayor**

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**Clerk to City Council**

## MINUTES FROM THE APRIL 12, 2021 REGULAR CITY COUNCIL MEETING

The Franklin City Council held a Regular City Council Meeting on April 12, 2021 at 7:00 p.m. in the City Council Chambers located at 207 West Second Avenue, Franklin, Virginia 23851.

**Council Members in Attendance:** Frank Rabil, Mayor; Bobby Cutchins, Vice-Mayor; Councilman Linwood Johnson; Councilwoman Wynndolyn Copeland; Councilman Gregory McLemore; Councilman Ray Smith and Councilman Mark R. Kitchen

**Staff in Attendance:** Amanda Jarratt, City Manager and Leesa Barnes, Executive Assistant, recording minutes

**Other Staff in Attendance:** Steve Patterson, Chief of Franklin City Police Department; Steve Newsome, Information Technology Specialist; Tracy Spence, Director of Finance; Sarah Rexrode, Director of Social Services; Sammara Green-Bailey, Director of Parks & Recreation; Michelle Dandridge, Human Resources Director; Russ Pace, Director of Public Works and Vernie Francis, Chief of Emergency Services

### Call to Order

Mayor Frank Rabil called the April 12, 2021 Regular City Council Meeting to order at 7:00 p.m.

### Citizen's Time

#### 1<sup>st</sup> Speaker

**Jason Hook, resides at 1213 Clay Street, Franklin, Virginia 23851;** Mr. Hook expressed his continuing disappointment with the various departments within the City of Franklin. He listed the following complaints:

- He has made property maintenance complaints to the Community Development Department for the past year and they have never been addressed.
- The alleyway between Clay Street and Sycamore has been left incompletely cleared.
- Police presence on Clay Street is almost non-existent, speed limits are exceeded through the intersection, tractor trailers are still using this route and complains of loud music.

**Kashif Carter;** Mr. Carter expressed his support of the Race Relations Committee and he is a member of group called Changing the Narrative and would like to meet with the Race Relations Committee.

### Amendments to Agenda

Mayor Frank Rabil asked if there were any amendments to the agenda.

There were no amendments to the agenda.

### Consent Agenda

#### Approval of March 22, 2021 minutes

Mayor Frank Rabil asked if there were any additions or corrections to the minutes from the March 22, 2021 regular City Council meeting.

There being no additions or corrections to the minutes from the March 22, 2021 regular City Council meeting Mayor Rabil asked for a motion of approval.

Councilwoman Wynndolyn Copeland made a motion to approve the minutes from the March 22, 2021 regular City Council meeting. The motion was seconded by Councilman Linwood Johnson.

The motion carried the vote by 7-0.

Mayor Frank Rabil stated that the motion passed unanimously.

#### **Child Abuse Prevention Month Resolution #2021-05**

Mayor Frank Rabil asked Councilwoman Wynndolyn Copeland to read the Child Abuse Prevention Month Resolution #2021-05.

Mayor Frank Rabil asked for a motion of approval for the Child Abuse Prevention Month Resolution #2021-05.

Councilman Gregory McLemore made a motion to approve the Child Abuse Prevention Month Resolution #2021-05. The motion was seconded by Councilman Linwood Johnson.

The motion carried the vote by 7-0.

Mayor Frank Rabil stated that the motion passed unanimously.

City Manager Amanda Jarratt reminded everyone that there was a pinwheel display for all of the child abuse cases that the Social Services department has had to deal with in the last year, which was 198 total cases for 2021.

**Animal Control and Care Week Resolution #2021-06**

Mayor Frank Rabil asked Councilman Ray Smith to read the Animal Control and Care Week Resolution #2021-06

Mayor Frank Rabil asked for a motion to approve the Animal Control and Care Week Resolution #2021-06.

**Councilwoman Wynndolyn Copeland made a motion to approve the Animal Control and Care Week Resolution #2021-06. The motion was seconded by Councilman Ray Smith.**

The motion carried the vote by 7-0.

**Mayor Frank Rabil stated that the motion passed unanimously.**

City Manager Amanda Jarratt announced that Will Hart, Animal Control Officer and Hailee Jarratt, Animal Control Assistant were in attendance for the reading of the resolution. Mayor Rabil and Council thanked them for their service.

**See Attached Resolution:**

**Telecommunicators Week Resolution #2021-07**

Mayor Frank Rabil asked Councilman Mark R. Kitchen to read the Telecommunicators Week Resolution #2021-07.

Councilman Linwood Johnson made a motion to approve the Telecommunicators Week Resolution #2021-07. The motion was seconded by Councilwoman Wynndolyn Copeland.

The motion carried the vote by 7-0.

Mayor Frank Rabil stated that the motion passed unanimously.

Mayor Frank Rabil, City Council and City Manager Amanda Jarratt recognized the Telecommunication Staff and thanked them for their service.

## Financial Matters

### Budget Amendment #2021-24

City Manager Amanda Jarratt asked Tracy Spence to come forward and review the following budget amendment:

The 2020 – 2021 City Budget will be amended to:

- Appropriate surplus funds in the amount of \$200,000.00 to pay for an increased payment to Southampton County for Industrial Corridor Revenue Sharing payment. The Increased payment is due to the increased local revenue in FY20 4<sup>th</sup> quarter and delayed receipt of capital purchases due to COVID, therefore not chargeable to the County.
- In FY20 the debt service payment savings related to the refinancing was credited to the General Fund, therefore not available to be budgeted in the Debt Fund. This budget amendment in the amount of \$287,367.00 appropriates surplus funds to eliminate the use of restricted fund balance in the Debt Fund.
- Appropriate surplus funds in the amount of \$23,809.00 is to pay for final QZAB sinking fund payment not on amortization schedule. In addition, appropriate funds from restricted fund balance to pay 2005 QZAB that matured in December 2020.
- Budget for FY21 revenues in the amount of \$6,000.00 for the Regional Fire Training Fund and to appropriate such revenues for use.
- Appropriate funds in the amount of \$16,000.00 to pay pro rata fees paid to the developer for the Riverwood Estates Subdivision pursuant to the City's Pro Rata Policy.

**Councilman Linwood Johnson made a motion to approve Budget Amendment #2021-24. The motion was seconded by Councilman Gregory McLemore.**

The motion carried the vote by 7-0.

Mayor Frank Rabil stated that the motion passed unanimously.

### **Financing Plan of Action Update**

City Manager Amanda Jarratt stated as a reminder she attached the schedule for the 2021 financing package which includes the City of Franklin's portion of the Southampton County Courthouse and some equipment and remodeling of the City of Franklin Health Department. In order to remain on schedule Franklin City Council should officially authorize a public hearing to be conducted at the May 10, 2021 City Council meeting. City Manager Jarratt added we anticipate receiving funds from the American Recovery Plan so the we may end up borrowing less. It is too early to know this and Davenport has told the City to proceed with the financing plan.

Councilman Linwood Johnson asked if there would be any prepaid penalties if the loan was paid off early.

City Manager Jarratt answered Davenport negotiates prepaid penalties on the City's behalf and they will review this at the Public Hearing.

**Councilman Linwood Johnson made a motion to authorize the public hearing for the 2021 financing to occur at the May 10, 2021 Franklin City Council meeting. The motion was seconded by Councilman Mark R. Kitchen.**

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

**Mayor Frank Rabil stated that the motion passed unanimously.**

### **Purchasing Policy Limits Policy Update**

City Manager Amanda Jarratt stated the City of Franklin Purchasing Policies and Procedures (the "Policies and Procedures") are adopted pursuant to Section 2.2-4302 of the Code of Virginia, 1950, as amended. These Policies and Procedures and the Virginia Public Procurement Act (the "VPPA", Sections 2.2-4300 through -4383 of the Code of Virginia, 1950, as amended, and as it may be amended from time to time), govern all City of Franklin purchasing transactions. All section references in the Purchasing Policies and Procedures document are to the Code of Virginia, 1950, as amended. In case of discrepancies between these Policies and Procedures and the VPPA, the VPPA requirements shall always prevail. She added the Purchasing Department is authorized to develop and maintain forms to implement these Policies and Procedures that are included within the policy document. The main change from the current document is increasing the requirement for the issuance of a Request for Proposals for goods, nonprofessional services and/or non-transportation-related construction from \$30,000.00 to \$100,000.00. City Manager Jarratt also added by adopting this policy update the City would still be required to obtain bids but would not have to go through the RFP process.

**Councilwoman Wynndolyn Copeland made a motion to adopt the updated Purchasing Policy as presented. The motion was seconded by Councilman Linwood Johnson.**

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

**Mayor Frank Rabil stated that the motion passed unanimously.**

**Old / New Business**

**Approval of Real Estate Purchase Contract**

City Manager Amanda Jarratt stated as you all are aware staff was authorized to negotiate with the Franklin Redevelopment and Housing Authority to purchase the office building at 100 East Fourth. Staff has negotiated with the Board, done a walkthrough of the property, and obtained estimates for the required improvements. The draft contract was provided for consideration.

City Manager Jarratt added there is one change that came about late in the week, and that's regarding the final piece of the block. Franklin Redevelopment and Housing were under the initial impression that the City did not want the back lot. The City wants to purchase the entire block. The purchase value would change from \$368,000.00 to \$383,000.00.

Mayor Frank Rabil asked if this property was separate in the original Deed of Trust.

City Manager Jarratt answered the lots were separate in the original Deed of Trust.

Mayor Rabil asked if the lot in question was a part of the original loan.

Vivian Seay-Giles, the City of Franklin's legal representative from Sands Anderson replied we would ensure that the title is clear.

**Councilman Linwood Johnson made a motion to authorize City Manager Jarratt to execute the attached contract to purchase the Franklin Redevelopment and Housing Authority building at the price of \$383,000.00 instead of \$368,000.00. The motion was seconded by Councilwoman Wynndolyn Copeland.**

The motion carried the vote by 7-0.

Mayor Frank Rabil stated that the motion passed unanimously.

**Employee Incident Accident Policy**

City Manager Amanda Jarratt stated there was an attached updated Employee Incident Accident Policy and required forms for City Council to review. These forms were updated in accordance with our ongoing project of updating the City of Franklin's Personnel Policy. The policy and forms have been reviewed by the City of Franklin Safety Committee and Department Heads. City Manager Jarratt added employee safety comes first and foremost, but we the City needs to be mindful of the insurance premiums. The fewer accidents the City has will keep our workforce healthier and safer and also decreases the liability which keeps the insurance premiums down.

**Councilman Gregory McLemore made a motion to adopt the policy as presented. The motion was seconded by Councilman Linwood Johnson.**

The motion carried the vote by 7-0.

Mayor Frank Rabil stated that the motion passed unanimously.

## City Manager's Report

City Manager Amanda Jarratt gave the following updates:

### General Updates

- The COVID-19 cases in the City of Franklin are slowing, we currently have 1,090 cases, 55 hospitalizations and 30 deaths. Vaccinations continue to be administered through various avenues within the Western Tidewater Health District. Governor Ralph Northam announced that all individuals in Virginia age 16 and older will be eligible to get the COVID-19 vaccine starting on Sunday, April 18<sup>th</sup>. By pre-registering you help our local health district plan for our area and have a better sense of where we are as a community in reaching the goal line of 70% of the adult population vaccinated! To pre-register, visit <http://vaccinate.virginia.gov> or call 877-VAX-IN-VA.
- Carson Blythe was hired as the City of Franklin's Tourism Director. Her office is located at the Train Depot.

### Community Events

- Spring Break Camp was successfully held following all COVID-19 regulations April 5<sup>th</sup>- 9<sup>th</sup>.
- Spring and Summer athletic leagues are posted on the City of Franklin website. All COVID-19 safety procedures will be followed.
- The Franklin Cruise In is scheduled to kick off on Saturday April 26<sup>th</sup> then shifting to the traditional Wednesday evening event until the Grand Finale which is planned for October.
- We Be Jamming is scheduled to begin on May 27<sup>th</sup> at Barrett's Landing.
- The Franklin Farmers Market is scheduled to officially to begin on Wednesday afternoons beginning on May 26<sup>th</sup> through September 8<sup>th</sup> from 4:00 PM-7:00 PM.
- The City has added wireless Internet at the Martin Luther King Center at the picnic tables which is available for public use.

### Other Follow-up Information

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

City Manager Amanda Jarratt stated she wanted to follow-up with City Council concerning a complaint that was given during the March 22, 2021 City Council meeting. The complaint was concerning the City of Franklin's Police Department not patrolling certain streets within the City. The Police Department has made a concerted effort to police the areas that were mentioned during that complaint and staff has reached out to the individual that made the complaint.

## Budget FY2021-2022

City Manager Amanda Jarratt stated she understood there was some confusion about where we are in the budget process. As a reminder, the direction that City Council gave as the manager at the last meeting was associated with the budget ad. The budget calendar was distributed back in November of 2020. The budget has to be adopted no later than June 30, 2021. The direction that was given to me was to produce the ad. The tax rate was discussed at a \$1.03 tax rate, so the budget was built around a \$1.03 tax rate. Once the tax rate is advertised you cannot go up on the rate you can only go down and the budget has to be balanced. The budget that was presented to Council was balanced with a tax rate at \$1.03 and based with \$4.8 million allocation for the Franklin City Public School system. The hearing has to be held on April 26, which is where City Council will receive public comments concerning the budget and then the budget is not adopted until May 10, 2021. Council can make changes to the budget during that process. However, the intent of the budget work sessions was to discuss any issues or questions that Council may have. No feedback was provide from City Council so staff moved forward with the draft budget as presented.

Councilman Linwood Johnson stated that a citizen asked him about the action taken at the previous meeting regarding the school budget and whether or not it was legal.

City Manager Jarratt answered that she discussed this with the City of Franklin's legal representative, Mrs. Vivian Seay-Giles and the action that was taken was in regards to the budget ad, and was it legal.

Legal Representative Mrs. Seay-Giles stated you can vote on the school budget separately, but it's my understanding that the vote was concerning the ad not the budget funding itself.

Councilman Johnson replied no City Council voted for action to be taken to fund the Franklin City Public Schools at \$4.8 million.

City Manager Jarratt stated the voting action was in regards to the budget ad.

Councilwoman Wynndolyn Copeland asked what was recorded in the minutes and who made the motion.

Councilman Ray Smith stated he made the motion to have the Franklin City Public Schools funding to remain at \$4.8 million.

City Manager Jarratt then read the motion from the March 22, 2021 minutes **“Councilman Ray Smith made a motion for the allocation of the Franklin City Public Schools funding to remain at 4.8 million dollars for budget year 2021 – 2022.”**

City Manager Jarratt reminded City Council if there was any further questions of a legal nature to please give notice so that staff will have time to consult with legal representation.

### Council / Staff Reports on Boards / Commissions

City Manager Linwood Johnson reminded City Council of the Groundbreaking Ceremony for the Food Hub is scheduled for April 14, 2021 at 11:00 p.m. located at 618 South Street.

Mayor Frank Rabil announced that there was a meeting Hampton Roads PDC and TPO meeting scheduled for April 15, 2021.

Councilman Linwood Johnson thanked Chief Patterson and the Police Department for their quick response to a complaint of some shooting on Hall Street and Fair Street.

### Closed Session

There being no other items to discuss Mayor Frank Rabil entertained a motion to go into Closed Session.

Councilman Mark R. Kitchen moved that the City of Franklin, Virginia City Council adjourn into a closed meeting pursuant to Virginia Code Section 2.2-3711-A-1, 1. discussion of appointments to boards and commissions, to discuss the following subject or subjects: Blackwater Regional Library Board, Industrial Development Authority, and Social Services Advisory Board; Franklin Southampton Economic Development, Inc., and;

2.2-3711-A-3, 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 specifically regarding property in Downtown Franklin and along Fairview Drive.

2.2-3711-A-5, Discussion concerning 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 specifically along Pretlow Industrial Park, Armory Drive, and Franklin Regional Airport.

2.2-3711-A-7, Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body specifically regarding wastewater treatment and a lawsuit in the United States District Court for the Eastern District of Virginia Richmond Division.

The motion was seconded by Councilwoman Wynndolyn Copeland.

The motion carried the vote by 7-0.

Mayor Frank Rabil stated that the motion passed unanimously.

Motion Upon Returning to Open Session

Councilman Mark R. Kitchen moved that the City of Franklin, Virginia City Council adopt the attached closed meeting resolution to certify that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting held on April 12, 2021; (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the City of Franklin, Virginia City Council; and (iii) no action was taken in closed meeting regarding the items discussed.

The motion was seconded by Councilman Gregory McLemore.

The motion carried the vote by 7-0.

Mayor Frank Rabil stated that the motion passed unanimously.

Other Action Items

Councilwoman Wynndolyn Copeland made a motion to appoint Mr. James Banks, Jr. to the Social Services Board. The motion was seconded Councilman Mark R. Kitchen.

The motion carried the vote by 7-0.

Mayor Frank Rabil stated that the motion passed unanimously.

Adjournment

There being no further items to discuss Councilman Gregory McLemore made a motion to adjourn the April 12, 2021 regular City Council meeting. The motion was seconded by Councilman Mark R. Kitchen.

The motion carried the vote by 7-0.

Mayor Frank Rabil stated that the motion passed unanimously.

The April 12, 2021 regular City Council meeting adjourned at 8:30 p.m.

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Mayor

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Clerk to City Council



**Resolution #2021 – 07  
Community Action Month  
(May 2021)  
Stop Inc.**

**“Supporting Transformational Opportunities for People”**

**WHEREAS,** Community Action has made essential contributions to individuals and families across this Nation by creating economic opportunities and strengthening communities; and

**WHEREAS,** STOP Inc. is a part of a robust network of state and local Community Action Agencies connecting people to life changing services and creating pathways to prosperity in 99% of all American counties; and

**WHEREAS,** Community Action builds and promotes economic stability as an essential aspect of enabling and enhancing stronger communities and stable homes; and

**WHEREAS,** Community Action promotes community-wide solutions to challenges throughout our cities, suburbs and rural areas; and

**WHEREAS,** Community Action delivers innovative services and supports that create greater opportunities for families and children to successful; and

**WHEREAS,** Community Action insists on community participation and involvement ensuring that all sectors of the community have a voice and will be heard; and

**WHEREAS,** STOP, Inc., your local Community Action Agency is celebrating 57 years of innovation, impact, and providing proven results for Americans.

**NOW THEREFORE,** I, Frank M. Rabil, Mayor of the City of Franklin, Virginia do hereby proclaim May 2021 as Community Action Month in recognition of the hard work and dedication of STOP, Inc., our local Community Acton Agency.

**IN TESTIMONY WHEREOF,** I have hereunto set my hand and caused to be fixed the Great Seal of the City of Franklin, on this day the 26<sup>th</sup> of April, 2021

Given under my hand this 12th day of April 2021.

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Frank M. Rabil, Mayor

## BUDGET AMENDMENT 2021-25

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA that the 2020-2021 City Budget is hereby amended to:

1. appropriate unassigned fund balance in order to purchase the FRHA building and fund associated architectural and engineering costs; and
2. recognize revenues from the Camp Foundation for a new drug dog for the Franklin Police Department.

		2020-2021 BUDGET	AMENDED BUDGET	INCREASE (DECREASE)
<b>#1</b>				
<b>100 GENERAL FUND</b>				
<b>REVENUE</b>				
100-3-41050-0150	Use of Unassigned Fund Balance	\$ 986,774	1,416,774	\$ 430,000
				<u>\$ 430,000</u>
<b>EXPENDITURES</b>				
100-4-93100-9380	Transfers to Capital Projects	\$ 580,906	\$ 1,010,906	\$ 430,000
				<u>\$ 430,000</u>
<b>200 CAPITAL PROJECTS</b>				
<b>REVENUE</b>				
200-3-41050-9480	Transfer from General Fund	\$ 580,906	\$ 1,010,906	\$ 430,000
				<u>\$ 430,000</u>
<b>EXPENDITURES</b>				
200-4-94000-8138	DSS Building and Improvements	\$ -	\$ 430,000	\$ 430,000
				<u>\$ 430,000</u>
<b>#2</b>				
<b>100 GENERAL FUND</b>				
<b>REVENUE</b>				
220-3-18990-3000	Camp Family Foundation Grants	\$ 78,650	\$ 86,150	\$ 7,500
				<u>\$ 7,500</u>
<b>EXPENDITURES</b>				
220-4-31100-5848	Camp Foundation Grant Police	\$ 45,673	\$ 53,173	\$ 7,500
				<u>\$ 7,500</u>

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

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*Clerk to the City Council*



*Office of the City Manager  
Amanda C. Jarratt*

April 20, 2021

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: FY 22 Budget Public Hearing

**Background Information**

In accordance with the budget calendar for FY 22 the public hearing on the budget is scheduled for this evening. The FY 22 budget maintains the City's tax rate of \$1.03 and does not increase any other taxes or fees. Evaluating ways to implement the priorities and needs of a community which can be challenging under normal circumstances, were even more difficult while trying to keep the citizenry and the workforce safe. In an effort to meet the challenges the City of Franklin is currently facing, the entire management team joined together to present a balanced budget that provides essential services to our citizens. The grip that COVID-19 had on the nation, the Commonwealth, and specifically the City of Franklin made the development of priorities different than ever before. City departments held the line in terms of requests and overall submitted flat budgets. The most valuable asset the City of Franklin has are its long-term dedicated employees that creatively do more with less each year to maintain City operations. The current budget includes frozen positions and as well as the delay of critical projects. Despite all of this, City staff has pulled together for the best interest of the citizens. I remain in awe of their commitment to presenting a realistic balanced budget that meets the needs of the City of Franklin citizens and maintains City operations. The entire management team has spent hours analyzing how expenditures can be cut and services maintained. Moving forward City Council will work to identify priorities for the City of Franklin and the services that are considered essential to work toward a sustainable balanced budget.

The City's General Fund has experienced significant challenges over the past several fiscal years. As was shared in previous budget work sessions, the 2021-2022 budget was balanced utilizing \$195,000 from the Water & Sewer Fund \$100,000 from Solid Waste Fund, \$510,000 in savings from freezing/delaying positions, and an additional \$360,600 from the Electric Fund above the normal transfer for operations. In prior years, there were valiant and concerted efforts aimed at maintaining the current tax rate. It is acknowledged, however, absent strategic and incremental tax increases paired with growth of the tax base maintaining the levels of services that the citizens of Franklin are accustomed to will not be possible. In cooperation with Davenport and Company, management and the Franklin City Council have worked to stabilize the General Fund and increase the City's unassigned fund balance. In FY 19, the unassigned fund balance was in a position to dip below the required 15% policy minimum. Now, due to concerted effort and planning the fund balance is projected to be just over 25%.

Management is presenting a structurally balanced budget in the wake of fiscal challenges which are to a great extent, beyond the City's control. The City of Franklin is resilient even faced with what may appear as insurmountable challenges. Management remains optimistic about Franklin's future and knows that as a team we can move the City of Franklin forward.

The Proposed General Fund budget is \$26,270,037, an increase of \$219,288 or .8% above the FY 2020-2021 amended budget. During recent years, the City has evaluated programs and services and identified ways to improve efficiency without significantly reducing service levels directly impacting residents and customers. Efficiencies have been achieved across all departments and at this point, in order to maintain essential services, an increase in the revenue stream is necessary. The increases associated with this year's budget includes necessary capital projects and restoration of parks and recreation activities for the City of Franklin's youth.

## RECOMMENDED TAX RATES

In consideration of the challenging days ahead associated with the negative impact of COVID-19, management recommends the real property tax rate remain the same at \$1.03 per \$100.00 of real property valuation for FY 2020-2021. All other tax categories are recommended to remain unchanged.

## SCHOOL OPERATING FUND

Regarding essential City financial support for the Franklin City Public Schools, the proposed budget includes current year funding of \$4,830,237. The City Council for several years held the base funding level and only approved one-time carryover funds resulting from the School Division having unexpected funds in their budget at fiscal year-end. It is also noteworthy that Franklin City Public Schools has had several hundred thousand dollars in excess in instruction each year. The use of restricted fund balance is in accordance with the adopted policy of the City of Franklin whereby approval of carry over funds will only take place upon conclusion of and adoption of the City's audit.

Management will continue to communicate to the school system that carryover funds should be restricted and utilized only for capital items and thus avoid the use of "one-time" or non-recurring funds (carryover) for recurring operating expenditures. Given the limitations and uncertainties of future City funding described earlier, school system appropriations may likely be similarly limited to any future end-of-year carryover funds which can and will vary dramatically from year to year. With these qualifying comments, management believes the recommended level of school system funding illustrates the continued high priority that the City has for adequately funding the public schools as evidenced by the City's favorable ranking among all Virginia cities in terms of per capita spending on education.

## CAPITAL IMPROVEMENTS PROGRAM

An additional but integral consideration for analysis concerning all categories of City services is further refinement and ongoing evaluation of the City's multi-year Capital Improvements Program (CIP) planning and funding strategies. Long-term capital needs remain on the horizon however staff successfully worked with Davenport & Company to fund two years of capital improvement projects. Only minimal CIP requests are recommended to be funded in the FY 2021-2022 budget.

## PERSONNEL

Comments in this message thus far have not addressed City government's number one asset essential to providing quality service to citizens and customers. This reference is of course to the dedicated City employees that so skillfully serve this community throughout the year. Concerning personnel benefits, some historical review is needed on prior year actions. Included in the budget detail is additional historical salary increase information. In the FY 2020-2021 year, the City of Franklin received a 4.9% decrease in insurance premiums. This decrease was shared between the employees and the City of Franklin. In FY2021-2022, the City received a 4% decrease in premiums which again will be shared between the City and the employees. In addition, City Council took the proactive step to increase the insurance contributions by the City to equate to a minimum of 70% to decrease the burden on current employees as well as a tool to recruit new employees. Staff did receive a 2% COLA increase in November of 2020 as a result of

steady revenues despite the ongoing COVID-19 pandemic. There is no COLA increase included in the current FY 22 budget however, it will be reviewed dependent on revenues in the fall of 2021.

Personnel costs are by far the largest single expenditure category in the City's budget as it is in practically any organization or enterprise. The FY 2021-2022 budget recommended total personnel costs is \$12,268,558 which comprises 46.7% of the General Fund budget. While there are several positions frozen in the FY 22 budget in the Police Department and Public Works, positions are being restored in the Finance Department, Public Works, Parks and Recreation and the Fire Department. The City of Franklin will return to maintaining its own grounds maintenance crews which comprises the majority of the new employees. In addition, the City of Franklin is adding three new Fire and EMS positions to maintain our current level of service within the Franklin City limits.

**Needed Action**

Conduct the public hearing for FY 22.



**HIGHLIGHTS – GENERAL FUND**  
For the period ending March 31, 2021

Based on Unaudited Financial Data

# Basis of Reporting

The information enclosed is the City's Financial Report for the General Fund for the period ending March 31, 2021.

The report contains provisions for most revenue and expenditure accruals.

- Reflects 9 months of revenues & expenditures in most cases (where noted, the 9<sup>th</sup> month has been estimated) – modified accrual basis of accounting.

Financial Report presentation is consistent with the department's objectives to:

- Report timely, relevant, understandable and accurate financial data
- Promote accountability through monitoring, assessment and reporting.

# General Property Taxes- Overall BUDGET COMPARISON-Cash Basis

	2020-2021	ACTUAL	BUDGET	2019-2020	ACTUAL	BUDGET
REVENUE SOURCE	BUDGET	Current Year	%	BUDGET	Prior Year	%
Real Estate Taxes-Current	\$ 5,635,484	\$ 2,921,320	51.8%	\$ 5,835,769	\$ 2,800,417	48.0%
Real Estate Taxes-Delinquent	370,036	414,158	111.9%	220,000	223,771	101.7%
Personal Property Taxes-Current	1,398,200	1,589,313	113.7%	1,542,200	1,526,041	99.0%
Personal Property Taxes-Delinquent	35,000	38,208	109.2%	35,000	64,734	185.0%
Machinery & Tools	20,600	23,196	112.6%	20,600	22,318	108.3%
Penalties & Interest Taxes	117,000	165,983	141.9%	139,000	109,405	78.7%
Public Service Corporation Taxes	80,150	68,639	85.6%	80,150	84,522	105.5%
<b>GENERAL PROPERTY TAX</b>	<b>\$ 7,656,470</b>	<b>\$ 5,220,817</b>	<b>68.2%</b>	<b>\$ 7,872,719</b>	<b>\$ 4,831,208</b>	<b>61.4%</b>

Current	5,220,818
Prior Year	<u>\$ 4,831,209</u>
Net Change \$	389,609
Net Change %	8.06%

# Local Tax Revenue Prior Year Comparison Modified Accrual Basis

	Meals Taxes	Lodging Taxes	Cigarette Taxes	Sales Taxes	Total
Mar-21	1,292,793	126,785	257,850	1,531,608	3,209,036
Mar-20	1,032,498	97,350	310,499	1,417,716	2,858,063
Prior Year \$	260,295	29,435	(52,649)	113,892	350,973
Prior Year %	25.21%	30.24%	-16.96%	8.03%	12.28%

# Local Tax Revenue Budget to Actual Comparison

Benchmark – 75%

	FY 20-21 Budget	3/31/2021	% of Budget Realized
Local Sales & Use*	\$ 1,450,000	\$ 2,042,143	140.8%
Cigarette Taxes	\$ 292,000	\$ 343,800	117.7%
Meals Taxes*	\$ 1,233,500	\$ 1,723,724	139.7%
Lodging Taxes*	<u>\$ 128,000</u>	<u>\$ 169,047</u>	<u>132.1%</u>
<b>Total Local Tax Revenue</b>	<b>\$ 3,103,500</b>	<b>\$ 4,278,714</b>	<b>137.9%</b>

\*prepared on modified accrual  
basis

At nine (9) months into the fiscal year, all local tax revenue has exceeded targeted projections.

# Local Tax Revenue Cash Comparison to Prior Year

	<b>FY 20-21 Cash Collected at 3.31.21</b>	<b>FY 19-20 Cash Collected at 3.31.20</b>	<b>Difference</b>
Local Sales & Use* (7 months)	\$ 1,191,250	\$ 1,102,668	\$ 88,582
Cigarette Taxes (9 months)	\$ 257,849	\$ 291,179	\$ (33,330)
Meals Taxes* (8 months)	\$ 1,149,149	\$ 1,024,464	\$ 124,685
Lodging Taxes* (8 months)	\$ 112,698	\$ 95,400	\$ 17,298
<b>Total Local Tax Revenue</b>	<b>\$ 2,710,946</b>	<b>\$ 2,513,711</b>	<b>\$ 197,235</b>

\*prepared on cash basis

In the pandemic, all local revenue cash collections were higher with the exception of cigarette tax collections.

# Revenue & Expenditure Summary – Cash Basis



General Fund revenue at the end of the period totaled \$18.8 mil and represented 75% of budget which is \$1.4m greater than the prior year. This is primarily attributable to \$349k in real estate tax collections and \$1.25mil in EMS contract revenue.



General Fund expenditures at the end of the period totaled \$17.2 mil and represented 67% of the total budget; when compared to the prior year period of \$16.3mil, this is a \$934k increase. This is primarily attributable to \$802k of Council approved COVID related projects.



FY21 Fund Balance Appropriated by Council for planned expenditures at Dec 31st: \$986,774

## General Fund Revenue – Prior Year Comparison – Cash Basis

General Fund Account Description	FY20 Actual Revenue Thru 3.31.20	FY21 Budgeted Revenue	FY21 Actual Revenue Thru 3.31.21	FY21 Balance/Excess/ Deficit	% Realized	Prior Year Variance Good (Bad)
REAL PROPERTY TAXES	2,986,281	6,005,520	3,335,478	(2,670,042)	55.54%	349,197
PUBLIC SERVICE CORPORATION TAXES	84,522	80,150	68,639	(11,511)	85.64%	(15,884)
PERSONAL PROPERTY TAXES	1,557,336	1,433,200	1,650,718	217,518	115.18%	93,382
MACHINERY & TOOLS TAXES	-	20,600	-	(20,600)	0.00%	-
PENALTIES AND INTEREST	89,695	117,000	165,983	48,983	141.87%	76,288
OTHER LOCAL TAXES	1,102,668	1,450,000	1,191,250	(258,750)	82.16%	88,583
UTILITY TAXES	434,196	561,000	417,352	(143,648)	74.39%	(16,843)
BUSINESS LICENSE TAXES	950,463	791,500	963,884	172,384	121.78%	13,421
MOTOR VEHICLE LICENSES	146,630	185,000	181,854	(3,146)	98.30%	35,224
BANK STOCK TAXES	-	50,000	-	(50,000)	0.00%	-
TAXES ON RECORDATION AND WILLS	49,779	50,000	42,535	(7,465)	85.07%	(7,244)
CIGARETTE TAXES	291,179	292,000	257,849	(34,151)	88.30%	(33,330)
LODGING TAXES	95,400	128,000	112,698	(15,302)	88.05%	17,298
MEALS TAXES	1,024,464	1,233,500	1,149,149	(84,351)	93.16%	124,684
PROBATE TAXES	1,410	1,500	414	(1,086)	27.59%	(996)
PERMITS AND OTHER TAXES	182,518	77,885	76,422	(1,463)	98.12%	(106,096)
FINES AND FORFEITURES	18,197	25,300	14,537	(10,763)	57.46%	(3,661)
REVENUE FROM USE OF MONEY & PROPERTY	192,370	240,311	167,590	(72,721)	69.74%	(24,780)
CHARGES FOR CURRENT SERVICES	10,550	11,150	6,555	(4,595)	58.79%	(3,995)
CHARGES FOR OTHER PROTECTION	388,598	474,500	320,630	(153,870)	67.57%	(67,968)
MISC BILLING SERVICES	1,698	-	2,023	2,023	-	325
CHG FOR SANITATION & WASTE REMOVAL	6,050	10,000	13,712	3,712	137.12%	7,662
CHARGES FOR ADMIN-FUNDS	935,515	1,366,353	1,024,765	(341,588)	75.00%	89,250
RECREATIONAL FEES	3,632	11,000	1,627	(9,373)	14.79%	(2,005)
MISCELLANEOUS	1,507,434	1,588,890	1,448,351	(140,539)	91.15%	(59,084)
RECOVERED COSTS	218,480	2,266,527	1,473,143	(793,384)	65.00%	1,254,663
NON-CATEGORICAL AID STATE	1,308,621	1,510,297	1,276,113	(234,184)	84.49%	(32,508)
SHARED EXPENSES	103,220	206,704	103,228	(103,476)	49.94%	8
CATEGORICAL AID-STATE	2,097,234	2,716,880	1,760,178	(956,702)	64.79%	(337,056)
CATEGORICAL AID-FEDERAL GOV'T	152,217	216,749	149,453	(67,296)	68.95%	(2,764)
FUNDS TRANSFER	1,379,545	1,942,459	1,379,545	(562,914)	71.02%	-
<b>Sub Total</b>	<b>17,319,902</b>	<b>25,063,975</b>	<b>18,755,675</b>	<b>(6,308,300)</b>		<b>1,435,773</b>
APPROPRIATED FUND BALANCE BY COUNCIL	-	986,774	-	(986,774)		-
<b>General Fund Revenue Total</b>	<b>17,319,902</b>	<b>26,050,749</b>	<b>18,755,675</b>	<b>(7,295,074)</b>		<b>1,435,773</b>

## General Fund Expenditures – Prior Year Comparison – Cash Basis

General Fund Department	FY20 Actual Expenditures Thru 3.31.20	FY21 Budgeted Expenditures	FY21 Actual Expenditures Thru 3.31.21	FY21 Balance/Excess/ (Deficit)	% Expended	Prior Year Variance Good (Bad)
**CITY COUNCIL **	124,368	147,836	122,760	25,076	83.04%	1,607
CITY MANAGER *****	157,363	272,286	203,490	68,796	74.73%	(46,127)
CITY ATTORNEY *****	115,561	150,600	77,770	72,830	51.64%	37,791
MANAGEMENT SERVICES & HR*****:	129,200	229,539	134,936	94,603	58.79%	(5,736)
COMMISSIONER OF THE REVENUE ***:	201,403	294,209	209,059	85,151	71.06%	(7,656)
REAL ESTATE ASSESSOR *****	91,940	77,755	41,129	36,625	52.90%	50,810
CITY TREASURER *****	238,093	355,162	240,420	114,742	67.69%	(2,327)
ACCOUNTING *****	277,375	338,928	254,524	84,404	75.10%	22,851
PURCHASING & GENERAL SERVICES***	62,098	80,148	58,934	21,214	73.53%	3,164
UTILITY COLLECTIONS & BILLING *****	230,942	350,057	249,579	100,478	71.30%	(18,637)
INSURANCE *****	149,143	218,314	150,870	67,444	69.11%	(1,726)
INFORMATION TECHNOLOGY*****	137,587	352,309	194,618	157,691	55.24%	(57,031)
BOARD OF ELECTIONS *****	95,224	206,111	139,733	66,378	67.80%	(44,509)
JUDICIAL SERVICES	1,349,759	1,438,230	1,374,035	64,195	95.54%	(24,276)
POLICE ***	2,021,283	3,040,431	1,845,149	1,195,282	60.69%	176,135
E - 911 *****	423,644	768,511	302,622	465,889	39.38%	121,022
EMERGENCY MANAGEMENT SERVICES	1,986,316	4,643,132	2,534,722	2,108,410	54.59%	(548,406)
BUILDING INSP & CODE ENFORCEMENT	361,591	530,903	209,529	321,374	39.47%	152,062
ANIMAL CONTROL*****	44,278	113,198	40,595	72,603	35.86%	3,683
PUBLIC WORKS-STREET MAINTENANCE	706,417	1,206,490	740,361	466,129	61.36%	(33,944)
PUBLIC WORKS-SNOW REMOVAL****	2,350	15,000	3,735	11,265	24.90%	(1,384)
PUBLIC WORKS-GARAGE****	142,152	218,662	141,920	76,742	64.90%	232
BUILDING MAINTENANCE-GENERAL***	423,130	1,067,854	564,038	503,815	52.82%	(140,909)
BUILDING MAINTENANCE-ARMORY***	-	5,000	837	4,163	16.74%	(837)
BUILDING MAINTENANCE-CITY HALL**	144,493	167,080	121,889	45,190	72.95%	22,604
BLDG MAINTENANCE-SOC SERVICES**:	58,870	100,119	76,411	23,708	76.32%	(17,541)
BUILDING MAINTENANCE-HEALTH DEP	22,299	38,580	18,887	19,693	48.96%	3,412
HEALTH DEPARTMENT*****	110,000	110,000	110,000	-	100.00%	-
MENTAL HEALTH*****	-	33,262	-	33,262	0.00%	-
CHILDREN'S CENTER*****	475,686	644,967	483,714	161,253	75.00%	(8,028)
RECREATION*****	233,321	522,378	300,004	222,373	57.43%	(66,684)
CEMETERIES*****	16,933	98,760	71,584	27,176	72.48%	(54,651)
SENIOR CITIZENS TITLE III ***	-	5,993	-	5,993	0.00%	-
SENIOR CITIZENS NUTRITION ***	7,029	-	-	-	-	7,029
LIBRARY*****	229,983	271,891	193,079	78,813	71.01%	36,905
PLANNING AND ZONING****	186,253	193,859	82,622	111,237	42.62%	103,631
BEAUTIFICATION COMMISSION ****	1,321	21,858	203	21,656	0.93%	1,118
DOWNTOWN DEVELOPMENT *****	53,560	74,390	41,439	32,951	55.71%	12,121
PAYMENTS TO SOUTHAMPTON COUNT	500,000	500,000	350,000	150,000	70.00%	150,000
NON-DEPARTMENT MISCELLANEOUS*:	6,465	750	914	(164)	121.89%	5,551
TRANSFERS*****	4,794,280	6,998,983	5,559,731	1,439,252	79.44%	(765,450)
<b>Sub Total</b>	<b>16,311,711</b>	<b>25,903,535</b>	<b>17,245,844</b>	<b>8,657,692</b>		<b>(934,133)</b>
RESERVE BY COUNCIL	-	147,214	-	147,214		
<b>General Fund Expenditure Total</b>	<b>16,311,711</b>	<b>26,050,749</b>	<b>17,245,844</b>	<b>8,804,906</b>		<b>(934,133)</b>



## HIGHLIGHTS – ENTERPRISE FUNDS

For the period ending March 31, 2021

Based on Unaudited Financial Data

# Basis of Reporting

The information enclosed is the City's Financial Report for the Enterprise Funds for the period ending March 31, 2020.

The report contains provisions for revenue and expenditure accruals.

- Reflects 9 months of revenue & expenditures – full accrual basis of accounting.

Financial Report presentation is consistent with the department's objectives to:

- Report timely, relevant, understandable and accurate financial data
- Promote accountability through monitoring, assessment and reporting.

# Airport Fund

## Revenue Analysis

Fuel sales and airport rental fees are below target with 18% of budgeted realized. Total revenues for the fund are at below target with 31% of budget realized.

## Expense Analysis

Expenses in the fund are below target with 37% of budget expended (net of transfers and depreciation).  
The Airport Fund has a Transfer to General Fund in the amount of \$85,844 that has not been made to date due to limited funding.

## Cash Balance

Cash balance in the Airport Fund is \$(37,734).

# Water & Sewer Operating Fund



- **Revenue Analysis**

- Revenue from the sale of water and sewer service charges of \$2.5m at the end of the period is above target at 78.4% of budget and is \$71k greater than prior year period revenue.

- **Expense Analysis**

- Expenses in the fund are \$1.2mil and below target at 59.3% (net of transfers, debt service and depreciation).

# Water & Sewer Fund - Operating & Capital Cash Balance

Cash balance - \$1,914,301

Month	FY 19-20	FY 20-21
July	\$ 1,410,586	\$ 1,558,381
August	\$ 1,482,420	\$ 1,638,604
September	\$ 1,334,351	\$ 1,748,855
October	\$ 1,379,217	\$ 1,815,734
November	\$ 1,599,327	\$ 2,063,176
December	\$ 1,660,600	\$ 2,103,530
January	\$ 1,360,730	\$ 1,795,770
February	\$ 1,357,651	\$ 1,808,492
March	\$ 1,454,808	\$ 1,914,301
April	\$ 1,609,358	
May	\$ 1,743,265	
June	\$ 1,644,502	

# Solid Waste Fund

## Revenue Analysis

Revenue for the Solid Waste Fund is slightly above target with revenue at \$1mil or 78% of budget and is comparable to prior year.

## Expense Analysis

Expenses in the fund at \$578k are below target with 57% of budget expended (net of depreciation, transfers and debt service) and comparable to prior year expenses.

## Cash Balance

Cash balance in the Solid Waste Operating & Capital Fund is \$752,950.

# Solid Waste Fund – Operating & Capital Cash Balance

Cash balance - \$752,950

Month	FY 19-20	FY 20-21
July	\$399,753	\$655,496
August	\$426,513	\$675,255
September	\$396,737	\$703,766
October	\$439,368	\$731,369
November	\$491,141	\$751,078
December	\$497,577	\$522,114
January	\$537,559	\$467,219
February	\$554,955	\$736,624
March	\$572,264	\$752,950
April	\$554,415	
May	\$561,279	
June	\$622,099	

# Electric Fund

## • Revenue Analysis

- Revenue from energy sales at \$11.3mil is on target at 75% of budget; below is a snapshot of prior year billed service revenue, current year budget, actual and % of budget realized:

Account Description	FY20		FY21		% Realized
	Actual Mar 31		Budget	Actual Mar 31	
Sale of Electricity -Fuel Adj	\$ 811,117	\$	848,337	\$ 156,268	18.4%
Sale of Electric Energy-Residential	6,209,802		8,193,178	6,843,064	83.5%
Sale of Electricity-Commercial	4,421,990		6,067,818	4,396,688	72.5%
Cycle & Save	(88,923)		(109,680)	(89,093)	81.2%
	\$ 11,353,986	\$	14,999,653	\$ 11,306,927	75.4%

## • Expense Analysis

- Expenses associated with the sale of energy for the fiscal year was \$7.2mil and is below budget at 53.3% of the total budget (net of depreciation, transfers and debt service).

# ELECTRIC FUND - OPERATING & CAPITAL CASH ANALYSIS

	FY 2015-2016	FY 2016-2017	FY 2017-2018	FY 2018-2019	FY 2019-2020	FY 2020-2021
7/31	\$ 724,794	\$ 276,984	\$ 1,421,109	\$ 3,074,620	\$ 5,429,626	\$ 5,546,798
8/31	\$ 774,246	\$ 453,148	\$ 1,127,645	\$ 3,531,450	\$ 5,025,518	\$ 5,726,721
9/30	\$ 942,197	\$ 729,003	\$ 1,431,729	\$ 3,528,504	\$ 4,967,485	\$ 5,843,182
10/31	\$ 956,592	\$ 822,659	\$ 2,165,716	\$ 3,745,667	\$ 5,036,687	\$ 6,021,191
11/30	\$ 919,275	\$ 922,617	\$ 2,257,635	\$ 3,900,663	\$ 5,020,008	\$ 6,155,756
12/31	\$ 788,629	\$ 791,600	\$ 2,121,184	\$ 3,888,745	\$ 5,048,156	\$ 5,933,580
1/31	\$ 322,369	\$ 554,258	\$ 1,745,487	\$ 3,823,684	\$ 4,972,661	\$ 5,773,877
2/28	\$ 366,352	\$ 644,526	\$ 1,712,725	\$ 4,073,328	\$ 5,084,727	\$ 6,032,556
3/31	\$ 502,204	\$ 888,414	\$ 2,134,253	\$ 4,364,455	\$ 5,328,462	\$ 6,588,468
4/30	\$ 474,040	\$ 970,688	\$ 2,328,448	\$ 4,483,132	\$ 5,337,317	
5/31	\$ 448,880	\$ 990,559	\$ 2,648,506	\$ 4,672,671	\$ 5,399,142	
6/30	\$ 343,328	\$ 807,485	\$ 2,823,097	\$ 4,690,508	\$ 5,640,171	

Cash in the Electric Fund at \$6,588,468 increased by \$555,912 from the prior month period.

### Policy Evaluation:

Cash is above minimum policy guideline of \$1.494 million by \$5 million.



*Office of the City Manager  
Amanda C. Jarratt*

April 21, 2021

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: Reimbursement Resolution – FRHA Building Purchase

**Background Information**

Attached is a Reimbursement Resolution for adoption by Franklin City Council. The Housing Authority needs to close on the sale of the building in advance of the City of Franklin completing the process to borrow funds for the purchase. The adoption of this resolution allows us to proceed with the sale and reimburse the unrestricted fund balance for the incurred expenses upon the completion of the financing.

**Needed Action**

Adopt the Reimbursement Resolution as presented.



**RESOLUTION #2021-09**

**RESOLUTION OF CITY COUNCIL OF CITY OF FRANKLIN, VIRGINIA  
DECLARING ITS INTENTION TO REIMBURSE ITSELF FROM THE PROCEEDS OF  
ONE OR MORE TAX-EXEMPT FINANCINGS MADE AND/OR TO BE MADE IN  
CONNECTION WITH THE DESIGN, ACQUISITION, CONSTRUCTION,  
IMPROVEMENT AND EQUIPPING OF CITY DEPARTMENT OF SOCIAL SERVICES  
FACILITIES**

**WHEREAS**, the City of Franklin, Virginia (**the “Issuer”**) is a political subdivision organized and existing under the laws of the Commonwealth of Virginia; and

**WHEREAS**, the Issuer has paid beginning no earlier than sixty days prior to the date of adoption of this Resolution, and will pay, on and after the date hereof, certain expenditures (**“Expenditures”**) for the design, acquisition, construction, improvement and equipping of capital facilities for the City’s Department of Social Services (**together, the “Project”**); and

**WHEREAS**, the City Council of the Issuer (**the “Council”**) has determined that those moneys previously advanced no earlier than sixty days prior to the date of adoption of this Resolution and to be advanced on and after the date hereof to pay the Expenditures are available only for a temporary period and it is necessary to reimburse the Issuer for the Expenditures from the proceeds of one or more issues of tax-exempt notes and bonds (**together, the “Bonds”**).

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL AS FOLLOWS:**

Section 1. The Council hereby declares the Issuer’s intent to reimburse the Issuer with the proceeds of the Bonds for the Expenditures with respect to the Project made on and after sixty days prior to the date of adoption of this Resolution. The Issuer reasonably expects on the date hereof that it will reimburse the Expenditures with the proceeds of the Bonds.

Section 2. Each Expenditure was and will be either (a) of a type properly chargeable to capital account under general federal income tax principles (determined in each case as of the date of the Expenditures), (b) a cost of issuance with respect to the Bonds, (c) a nonrecurring item that is not customarily payable from current revenues, or (d) a grant to a party that is not related to or an agent of the Issuer so long as such grant does not impose any obligation or condition (directly or indirectly) to repay any amount to or for the benefit of the Issuer.

Section 3. The maximum principal amount of the Bonds expected to be issued for the Project is \$500,000.

Section 4. The Issuer will make a reimbursement allocation, which is a written allocation by the Issuer that evidences the Issuer’s use of proceeds of the Bonds to reimburse an Expenditure, no later than 18 months after the later of the date on which the Expenditure is paid or the Project is placed in service or abandoned, but in no event more than three years after the date on which the Expenditure is paid. The Issuer recognizes that exceptions are available for certain “preliminary expenditures,” costs of issuance, certain de minimis amounts, expenditures by “small issuers” (based on the year of issuance and not the year of expenditure) and expenditures for construction projects of at least 5 years.

Section 5. This resolution shall take effect immediately upon its passage.

On motion of Councilman \_\_\_\_\_, seconded by Councilman \_\_\_\_\_, the foregoing Resolution was adopted at a regular meeting of City Council on April 26, 2021. Members of the Council voted as follows:

**YES**

**NO**

**ABSTAINED**

**ABSENT**

Adopted this 26<sup>th</sup> day of April, 2021.

The undersigned Clerk of the City Council of the City of Franklin, Virginia, hereby certifies that the foregoing constitutes a true and correct copy of a Resolution adopted at a meeting of the City Council of the City of Franklin, held on April 26, 2021. I hereby further certify that such a meeting was a regular meeting, duly called and held, during open meeting and that during the consideration of the foregoing Resolution, a quorum was present.

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



*Office of the City Manager  
Amanda C. Jarratt*

April 20, 2021

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: Franklin Southampton Economic Development, Inc. Update

**Background Information**

Mrs. Covington will be present to provide an update on the Franklin Business Center and Franklin Southampton Economic Development, Inc.

**Needed Action**

None at this time.



*Office of the City Manager  
Amanda C. Jarratt*

April 20, 2021

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: City Manager's Report

### **General Updates**

- The COVID-19 cases in the City of Franklin are slowing. Vaccinations continue to be administered through various avenues within the Western Tidewater Health District. Governor Ralph Northam announced that all individuals in Virginia age 16 and older will be eligible to get the COVID-19 vaccine starting on Sunday, April 18<sup>th</sup>. By pre-registering you help our local health district plan for our area and have a better sense of where we are as a community in reaching the goal line of 70% of the adult population vaccinated! To pre-register, visit <http://vaccinate.virginia.gov> or call 877-VAX-IN-VA.
- Staff participated in the “ground breaking” for the Community Produce Hub to be located at 618 South Street in cooperation with the Foodbank of Southeastern Virginia and the Eastern Shore.
- The City of Franklin is seeking to fill a number of positions across multiple departments. Individuals seeking employment should review the opportunities posted at [www.franklinva.com/employment](http://www.franklinva.com/employment).

### **Community Events**

- Spring and Summer athletic leagues are posted on the City of Franklin website. All COVID-19 safety procedures will be followed.
- The Franklin Cruise In is scheduled to kick off on Saturday April 24<sup>th</sup> then shifting to the traditional Wednesday evening event until the Grand Finale which is planned for October.
- We Be Jamming is scheduled to begin on May 27<sup>th</sup> at Barrett's Landing.
- The City of Franklin Independence Day is scheduled for June 30<sup>th</sup> in conjunction with the Franklin Cruise In, Franklin Farmers Market, and The Franklin Experience.
- The Franklin Farmers Market is scheduled to officially to begin on Wednesday afternoons beginning on May 26<sup>th</sup> through September 8<sup>th</sup> from 4:00 PM-7:00 PM.