



**Franklin City Council Agenda
November 8, 2021
Council Chambers
207 West Second Avenue
Franklin, Virginia 23851**

6:00 P.M.

Closed Session per Virginia Code Section 2.2-3711-A-19 or discussion of reports or plans related to the security of any governmental facility, building or structure, or the safety of persons using such facility, building or structure specifically regarding the City of Franklin Hazard Mitigation Plan.

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 October 25, 2021 minutes
- B. Introduction of New Employees
- C. Recognition of STAR Performers
- D. Small Business Saturday Resolution #2021-26

2. FINANCIAL MATTERS

- A. Budget Amendment 2022-7

3. OLD/ NEW BUSINESS:

- A. Community Development Block Grant Assurances
- B. Disability- Non Discrimination and Accommodations Policy
- C. Transportation Feasibility Study
- D. City Manager's Report

4. COUNCIL/STAFF REPORTS ON BOARDS/COMMISSIONS

5. CLOSED SESSION

I move that the City of Franklin, Virginia City Council adjourn into a closed meeting pursuant to Virginia Code Section 2.2-3711-A-1, 1. discussion of appointments to boards and commissions, and discussion of performance of employees of the public body to discuss the following subject or subjects: Franklin

Redevelopment and Housing Authority Board of Commissioners, Industrial Development Authority, Transportation Technical Advisory Committee 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 on Langston Court, and on Banks Street.

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 Sanford vs. City of Franklin.

Motion Upon Returning to Open Session- I move that the City of Franklin, Virginia City Council certify that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting held on November 8, 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 OCTOBER 25, 2021 REGULAR CITY COUNCIL MEETING

The Franklin City Council held a Regular City Council Meeting on October 25, 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; Robert (Bobby) Cutchins, Vice-Mayor; Councilman Councilman Mark R. Kitchen; Councilwoman Wynndolyn Copeland and Councilman Ray Smith

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; Sarah Rexrode, Director of Social Services; Vernie Francis, III, Chief of Emergency Services; Chad Edwards, Interim Director of Public Works; Zachary Wright Director of Power & Light; Dinah Babb, Treasurer; Brenda Rickman, Commissioner of the Revenue, Natalie Rountree, Director of Community Development and Beverly Walkup, Interim Director of Community Development and Michelle Dandridge, Human Resources Director

Closed Session

Call to Order

Mayor Frank Rabil called the October 25, 2021 closed session meeting to order at 6:00 p.m.

Late Arrival

Councilman Linwood Johnson arrived at 6:02 p.m.

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, and discussion of performance of employee of the public body to discuss the following subject or subjects: Franklin Redevelopment and Housing Authority Board of Commissioners, and Historic Preservation Commission; SPSA, Senior Services Transportation Committee, Franklin Regional Airport Advisory Board, Board of Zoning Appeals, and

2.2-3711-A-2 and 4 Discussion or consideration of matters that would involve the disclosure of information contained in a scholastic record concerning any student of any state school system, and information that may be personal in nature that is not related to public business, all specifically relating to scholastic records and academic resources provided to one or more named students through the local CSA program.

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 property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body specifically regarding property on Langston Court, and on Banks Street; and

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; and

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

MINUTES FROM THE OCTOBER 25, 2021 REGULAR CITY COUNCIL MEETING

negotiating or litigating posture of the public body specifically regarding Sanford vs. City of Franklin, and cash flow related to an entity that the City serves as the fiscal agent for, and a retiree health insurance issue.

The motion was seconded by Councilwoman Wynndolyn Copeland.

The motion carried the vote by 6-0.

The vote was as follows:

Mayor Frank Rabil	AYE
Vice-Mayor Bobby Cutchins	AYE
Councilman Linwood Johnson	ABSENT
Councilman Mark R. Kitchen	AYE
Councilwoman Wynndolyn Copeland	AYE
Councilman Ray Smith	AYE
Councilman Gregory McLemore	ABSTAIN

Motion Upon Returning to Open Session

Councilman Mark R. Kitchen moved that the City of Franklin, Virginia City Council certify that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting held on October 25, 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 Councilwoman Wynndolyn Copeland.

The motion carried the vote by 6-0.

The vote was as follows:

Mayor Frank Rabil	AYE
Vice-Mayor Bobby Cutchins	AYE
Councilman Linwood Johnson	AYE
Councilman Mark R. Kitchen	AYE
Councilwoman Wynndolyn Copeland	AYE
Councilman Ray Smith	AYE
Councilman Gregory McLemore	ABSTAIN

Mayor Frank Rabil stated that the motion passed unanimously.

Call to Order

Mayor Frank Rabil called the October 25, 2021 Regular City Council Meeting to order at 7:00 p.m.

Citizen's Time

There were no speakers for Citizen's Time.

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 September 27, 2021 Minutes

Mayor Frank Rabil asked if there were any additions or corrections to the minutes from the September 27, 2021 regular City Council meeting.

Being there were no additions or corrections, Mayor Frank Rabil entertained a motion of approval as presented.

Councilman Linwood Johnson made a motion to approve the minutes from the September 27, 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.

STAR Performer Award – Patrick Wilson

City Manager Amanda Jarratt called Steve Patterson, Chief of Franklin City Police Department to come forward and recognize Patrick Wilson, Lieutenant for the Franklin City Police Department, who was nominated and awarded the STAR Performer Award.

40 Under 40 Award Recognition – Chief Vernie Francis

City Manager Amanda Jarratt recognized Vernie Francis, Chief of Franklin City Emergency Services who was awarded the 40 Under 40 Award. The 40 Under 40 Award is a regional award and Chief Francis was nominated by Franklin Southampton Area Chamber of Commerce.

August 2021 Departmental Reports

Mayor Frank Rabil stated if anyone had any questions regarding the August 2021 Departmental Reports to please contact City Manager Jarratt with any questions or concerns regarding the August 2021 Departmental Reports.

Financial Matters

Budget Amendment 2022-6

City Manager Amanda Jarratt reviewed the following budget amendment:

The 2021-2022 City Budget will be amended to:

1. Appropriate \$250,000.00 of 2019B Debt Proceeds and \$615,000.00 DSS Building and Improvements at 100 East 4th Street, Franklin, Virginia 23851.
2. Appropriate revenues in the amount of \$1,500.00 related to donations to the Police Department earmarked for the National Night Out event.
3. Recognize revenues in the amount of \$31,500.00 for an Arbor Day Foundation grant and to appropriate such revenue for new use.
4. Appropriate General Fund's unassigned balance in the amount of 5,608.00 for FY21 unspent Litter Control Gant funds.
5. Reduce Revenue budget in the amount of \$74,853.00 for Isle of Wight Revenue Sharing to match projected costs related to mandated services.
6. Appropriate General Fund's unassigned fund balance in the amount of \$185,000.00 for projected costs related to mandated services.
7. Reduce Use of Restricted Fund Balance in the amount of \$16,600.00 to match FY21 Parks & Rec Learning Center Grant carryover.
8. Recognize revenues in the amount of \$4,008.00 related to the Western Tidewater Home Consortium Fund and appropriate such revenue for use.
9. Recognize revenues in the amount of \$10,341.00 related to the Madison Street Neighborhood Revitalization CDBG Grant #16-07 (MY-2) and appropriate such revenue for use.

Mayor Frank Rabil opened the floor for City Council questions.

Councilman Gregory McLemore asked if and how the City of Franklin was utilizing the Litter Control Grant funds.

City Manager Amanda Jarratt answered the Beautification Commission is back active and there are only certain items that Litter Control Grant funds can be used for such as trash bags, trash cans, vests and litter arms.

Councilman Linwood Johnson made a motion to approve Budget Amendment #2022-6. 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.

Public Hearing Franklin City Public Schools Funding

City Manager Amanda Jarratt stated when funds are received in excess of one percent of the City of Franklin's operating budget a new budget public hearing must be held. The same is applicable to Franklin City Public Schools. The budget amendment #2022-7 was adopted at the September 16, 2021 School Board meeting. The total of the funding is \$1.157 million.

Mayor Frank Rabil opened the public hearing for the Franklin City Public Schools funding for speakers.

Hearing no speakers, Mayor Rabil closed the public hearing.

Budget Amendment #2022-7

Mayor Frank Rabil opened the floor for City Council discussion.

Councilman Gregory McLemore asked if Franklin City Public Schools had been notified of the public hearing.

City Manager Jarratt answered yes they were notified.

Councilman Linwood Johnson made a motion to approve Budget Amendment #2022-7.

The motion was not approved due to lack of a second.

Old / New Business

Public Hearing Franklin Redevelopment and Housing Authority Deed Correction

City Manager Amanda Jarratt stated as the Franklin Redevelopment and Housing Authority (FRHA) was preparing to sell the lots adjacent to their former building in downtown to Highground Services, the title abstractor discovered that those lots were inadvertently included in the deed to the City. The description was prepared by Southeast Virginia Title, and these lots were included in error however, a public hearing is required in order to be able to transfer the property back to Franklin Redevelopment and Housing Authority. City Manager stated the public hearing would need to be conducted and Resolution 2021-23 would need to be adopted in order to transfer the lots back to the FRHA.

Mayor Frank Rabil opened the public Hearing for speakers.

Hearing no speakers, Mayor Rabil closed the public hearing.

Mayor Frank Rabil entertained a motion to approve Resolution 2021-23 correcting the deed for the FRHA.

Councilwoman Wynndolyn Copeland made a motion to adopt Resolution 2021-23 to correct the deed for the FRHA. 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.

Public Hearing R-O Residential Zoning District Lot Size

City Manager Amanda Jarratt called Beverly Walkup, Interim Director of Community Development to come forward and review the following R-O Residential Zoning District Lot Size:

The R-O Residential Zoning District Lot Size is an ordinance to amend and reenact Article III. R-O One-Family Residence District use to revise the minimum lot area, frontage, width and rear yard setback requirements. The Planning Commission considered amendments to the R-O zoning district in 2019; however, the revisions were never presented and / or approved by the Franklin City Council. The Commission revitalized this effort in July 2021, conducting worksessions and regular meeting discussions and directed staff to advertise the proposed amendment for public hearing. The proposed revision will reduce the minimum lot size from 40,000 to 20,000 square feet consistent with existing development patterns. As part of this effort, staff recommended that the Commission review the bulk regulations for the district to complement the reduced lot size, as follows:

Description:

The proposed revision will reduce the minimum lot size from 40,000 to 20,000 square feet consistent with existing development patterns. As part of this effort, staff recommended that the Commission review the bulk regulations for the district to complement the reduced lot size, as follows:

Minimum Lot Size:	Reduce from 40,000 to 20,000 square feet.
Minimum Frontage:	Reduce from 150 feet to 100 feet; Reduce frontage on the cul-de-sac from 100 feet to 50% of the required minimum lot frontage.
Minimum Width:	Reduce from 150 feet to 100 feet.
Minimum Front Setback:	50 feet on collector streets and 40 feet on all other streets (reflecting no change).
Minimum Yard Requirements:	Side: 10 feet one side, 20 feet for both (reflecting no change) Rear: Reduce from 50 feet to 40 feet.

Staff Recommendation:

Staff recommends approval of the amendment consistent with Planning Commission discussions and feedback that the proposed changes to the R-O district match existing development patterns.

Planning Commission Recommendation:

The Planning Commission held a public hearing at its meeting on October 14, 2021. The Planning Commission voted unanimously to recommend approval of the ordinance amendment to the City Council (7-0).

Councilman Gregory McLemore asked how this ordinance would affect individuals that have existing structures.

Interim Director Walkup answered yes but in a positive way.

Councilman Ray Smith stated he totally agrees with the ordinance but have you identified how many existing properties have been developed.

Interim Director Walkup answered most of the lots may or may not meet the required road frontage, so this ordinance may help the existing owners.

Councilman Smith asked Interim Director Walkup if she could go back and redo the R-O zoning, he added he thought she needed to add an additional use.

Interim Director Walkup answered staff would take another look and see if the ordinance needs an additional use added to it.

Mayor Frank Rabil opened the public hearing for speakers.

Hearing no speakers, Mayor Rabil closed the public hearing.

Mayor Frank Rabil entertained a motion to approve the Zoning Ordinance - R-O Residential Zoning District lot size.

Councilwoman Wynndolyn Copeland made a motion to approve the Zoning Ordinance – R-O Residential Zoning District lot size. 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.

Virginia Opioid Abatement Fund and Settlement Allocation Memorandum of Understanding

City Manager Amanda Jarratt stated after years of negotiating there have been two nationwide settlement agreements that would resolve all opioid litigation brought by various states and local political subdivisions against the three largest pharmaceutical distributors, McKesson, Cardinal Health and AmerisourceBergen, Janssen Pharmaceuticals, Inc. and its parent company Johnson and Johnson. .

City Manager Jarratt presented the following Information:

Distributors and Janssen Settlements

- \$26 Billion National Settlement
- Approximately \$530 Million available to Virginia and Localities.
- Amount Depends on Participation of Localities
- Funds Distributed over 18 and 9 Years with Sums Front-Loaded
- Join by January 2, 2022.

Other Opioid Settlements and Litigation

- McKinsey
- Bankruptcy Cases
 - Purdue Pharma
 - Mallinckrodt
- Teva / Cephalon Litigation
- Other Investigations

Virginia Opioid Abatement Fund and Settlement Allocation Memorandum of Understanding

- Agreement Between Commonwealth and Localities Regarding Allocation of Settlement Proceeds
- Impetus for Creation of Virginia’s Opioid Abatement Authority and Opioid Abatement Fund.
 - Virginia Code 2.2-507.3, 2.2-2365 through 2.2-2376
- Provisions for Payment of Localities’ Litigation Counsel.

Allocation of Settlement of Funds Under MOU

- 15% to Participating Localities – Unrestricted*
- 15% to Participating Localities – Abatement Purposes
- 15% to Commonwealth – Unrestricted
- 15% to Opioid Abatement Fund

*Unless settlement requires that all or more funds be used for abatement.

Opioid Abatement Fund Allocation

- 15% to Participating Localities*
- 35% to Participating Localities’ Regional Partnerships*
- 15% to State Agencies
- 35% Unrestricted – Any of the above and administrative expenses*

*Up to 85% available for Participating Localities

Participation Logistics

- Localities must join both the Settlements and the Virginia MOU to Receive Funds.
- Adopt Resolutions to Join the Settlements and the Virginia MOU.
- Submit Required Documentation by January 2, 2022.

**Participation Logistics
Step 1 – Join the Virginia MOU**

- Adopt a Resolution Approving the MOU.
- Model Resolution Language can be Provided.

**Participation Logistics
Step 2 – Sign on to the Settlement Agreements**

- Adopt a Resolution Approving the Settlements and Delegating Authority to enter / execute the Settlements to the Relevant Subdivision Officer.
- Go to <https://nationalopioidsettlement.com> and register with your assigned registration code to register. Provide the name and e-mail address of the person who will be authorized to sign formal and binding documents on your subdivision’s behalf.
- Once you receive the settlement participation documents, use the DocuSign service to complete and execute the documents, and submit the completed and signed documentation via the website.

Participation Logistics

Remember:

To maximize Virginia's share (and the share of Participating Localities) of money from the National Settlements.

Localities must complete all steps by: **January 2, 2022.**

Councilman Gregory McLemore stated he would like to see the funds go towards assisting citizens with an opioid addiction.

City Manager Jarratt stated there may be some restrictions on the uses of the funds, but that is unclear at this time.

Resolution #2021-24

Mayor Frank Rabil read Resolution #2021-24.

Councilman Gregory McLemore made a motion to approve Resolution #2021-24. 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.

See Attached Resolution:

Resolution #2021-25

Mayor Frank Rabil read Resolution #2021-25.

Councilman Gregory McLemore made a motion to approve Resolution #2021-25. 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.

See Attached Resolution:

Personnel Policy Update – Virginia Retirement System Benefits Policy 303

City Manager Amanda Jarratt called Michelle Dandridge, Director of Human Resources forward to review the following Virginia Retirement System Benefits Policy 303:

I. Purpose

To provide information related to the Virginia Retirement System (VRS) benefits for City employees.

II. General Provisions

The Virginia Retirement System provides a supplemental program to Social Security benefits. Participation is mandatory for full-time salaried employees. VRS exists to provide its members with benefits at retirement, or upon disability or death.

The City shall provide membership in the Virginia Retirement System (VRS) in the appropriate state retirement plan for all employees who are eligible under the rules and regulations of the system. Employees are required to contribute to the applicable VRS plan in which they are enrolled. The City pays the employer contribution based on the payroll of all covered employees, which varies based on the applicable plan.

VRS offers alternative types of retirement plans (VRS Plan 1, VRS Plan 2, or the Hybrid Plan) based on hire date and position, and there are various methods of receiving retirement benefit payments. Detailed information about each plan are outlined in the VRS Handbook for Members. The handbook is located on the VRS website at www.varetire.org.

Mayor Frank Rabil opened the floor for questions.

Councilwoman Wynndolyn Copeland asked if the policy was approved, how often would it be updated.

City Manager Jarratt answered that she and staff are going to make sure that policies stay up to date.

Councilwoman Wynndolyn Copeland made a motion to adopt the updated Virginia Retirement System Benefits Policy 303. 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.

Consideration of Section 19.72 of the Franklin City Code

City Manager Amanda Jarratt stated currently Section 19-72 of the Franklin City Code states below:

§ 19-72 Halloween; prohibited trick or treat activities.

[Ord. of 10-28-1996(2); amended by Ord. No. 2004-25, 10-25-2004]

(a) Halloween shall be celebrated on October 31 of each year, except that if October 31 falls on a Sunday, then Halloween shall be celebrated on the preceding Saturday.

(b) If any person over the age of 12 years shall go upon the property of another, without prior invitation, and engage in the activity commonly known as "trick or treat" or any other activity of similar character or nature under any name whatsoever, he shall be guilty of a Class 4 misdemeanor. Nothing herein shall be construed as prohibiting any parent, guardian or other responsible person, having lawfully in his custody a child 12 years old or younger, from accompanying such child who is playing "trick or treat" for the purpose of caring for, looking after or protecting such child.

(c) If any person shall go upon the property of another, without prior invitation, and engage in such activity after 8:00 p.m., he shall be guilty of a Class 4 misdemeanor.

Ordinance adopted October 25, 2021.

City Manager Jarratt informed City Council that numerous requests had been made to the administrative offices regarding the celebration of Halloween this year because it falls on a Sunday. Most localities have shifted to allowing trick or treating on a Sunday. She asked City Council if they wanted to amend the City Code to not delegate a specific date for the celebration of Halloween.

After City Council discussion, the consensus of City Council was to leave the City Code as it is.

There was no action taken.

Councilman Gregory McLemore made a motion to keep the Section 19-72 of the Franklin City Code as is with no changes. The motion was seconded by Councilman Ray Smith seconded the motion.

The motion carried the vote by 6-1

The vote was as follows:

Mayor Frank Rabil	AYE
Vice-Mayor Robert (Bobby) Cutchins	AYE
Councilman Linwood Johnson	AYE
Councilman Mark R. Kitchen	AYE
Councilwoman Wynndolyn Copeland	NAY
Councilman Ray Smith	AYE
Councilman Gregory McLemore	AYE

Mayor Frank Rabil stated that the motion passed unanimously.

Consideration of Section 2.3 of the Franklin City Code

City Manager Amanda Jarratt stated currently the Franklin City Code dictates a start time of 7:00 p.m. for Franklin City Council meetings. The Code is not required to have a start time listed. Staff has drafted an amendment to change the start time to 6:00 p.m. should Council wish to change the code. The 2.3 Franklin City Code states:

§ 2.3 Time of Regular Council Meetings

[Code 1962, § 2-12; Ord. of 7-2-1998; Ord. No. 2004-20, 7-12-2004]

The regular meetings of the City Council shall be at 6:00 p.m. on the second and fourth Mondays of each month, except for the fourth Monday in December and any Monday which falls on a legal holiday.

Ordinance adopted October 25, 2021.

Legal Counsel Mrs. Seay-Giles stated if City Council chose to start their meetings at 6, FOIA would allow City Council to start their meetings later but not earlier.

After City Council discussion, the consensus of Council was to leave Section 2.3 of the Franklin City Code the same.

There was no action taken.

City Manager's Report

City Manager Amanda Jarratt gave the following updates:

General Updates

- The City of Franklin staff continues to work with local, regional, and state partners to battle the impacts of COVID-19 and provide testing and vaccinations throughout the City.
- The Notice of Intent for the Southampton County Courthouse was issued by the Southampton County Administrator. I will keep you informed as we receive additional updates.

Community Events

- City Manager Jarratt thanked City Staff for all of their efforts for the International Paper Volunteer Day that was held on Friday, October 22, 2021.
- The Downtown Trick or Treat is scheduled for Thursday October 28th with an outdoor movie night to follow at Barrett's Landing.
- The City of Franklin Christmas parade is scheduled for Friday December 3rd with the theme of "Christmas Movies".

Franklin City Public Schools Cash Flow Issue

City Manager Amanda Jarratt gave the following presentation regarding Franklin City Public Schools cash flow issue:

Background Information

- The net cumulative total of Franklin City Public Schools (FCPS) cash receipts exceeded FCPS cash expenditures until October 15, 2021. The net cumulative total was referred to as an “allocated balance” by FCPS staff in a Cash Flow Projection presented to the FCPS School Board on October 21, 2021.
- On October 14, 2021, FCPS Assistant Superintendent Ryder was notified via email by the City Finance Director that this allocated balance was \$11,182.27.
- On October 15, 2021 FCPS payroll and Accounts Payable totaling \$470,432.79 was disbursed October 15, 2021. FCPS received \$430,940.10 in cash receipts on October 15, 2021. The allocated balance on that date was (\$28,310.42).
- A meeting was held with the Mayor, Vice-Mayor, Chair, Vice-Chair, Assistant Superintendent Ryder, and Dr. Sterling via phone.
- Daily emails began to be provided to FCPS with their allocated balance.
- On October 25, 2021 the allocated balance was (\$10,150.67).
- On October 22, 2021 the City Treasurer office received \$186,719.89 of CARES related revenue. This is the FIRST TIME IN FY22 that any CARES cash receipts have been received.

FCPS Federal Grants & The “Funding Gap:”

- Per FCPS staff Cash Flow Projection presentation, the CARES related grants is primarily causing the funding gap.
- Federal grants are reimbursement type grants. FCPS must pay expenses then submit those expenses for reimbursements.
- Assistant Superintendent Ryder state that federal reimbursement of the claims FCPS run between “8 and 30 days”.
- It is important to note how FCPS defines a “funding gap”.
 - “The time delay between the moment we submit a claim, the moment the cash arrives back into the City’s checking account is what FCPS refers to as the funding gap. That is when the City needs to fund the expenditures FCPS has made”.
- In addition, it was represented that until September 2021:
 - “The total dollar value of the pending claims was not significant, the allocated cash balance of FCPS was sufficient and the funding gap wasn’t that long”.

Cares Related Cash Disbursements July 1, 2021 – September 20, 2021

- On September 8, 2021, FCPS had CARES related disbursements of \$627,911.63. Reimbursement should have been received by October 8, 2021.
- On October 15, 2021, if claims were filed when disbursements are made, there would not have been a funding gap.
- As of October 22, 2021, the City has received only \$186,719.89 of CARES related cash receipts for the cash disbursements.

CARES related cash disbursements July1, 2021 – September 20, 2021.

Cash related receipts received as of October 22, 2021 - \$186,719.89.

Items for FCPS to Address

- Since the City has to cover “the funding gap” which is defined by FCPS as the time delay between the moment a claim is submitted and cash arrives and the City has received only \$186,719.89 of CARES related cash receipts for \$823,188.50 of CARES related cash disbursements, there are concerns to address:
 - What is the time lapse between cash disbursement & federal claims?
 - Are there issues with claims submissions?
 - Are any issues with claims submissions being handled timely & refiled?
- As previously noted, schools staff stated at September 2021: “the total dollar value of the pending claims was not significant . . .”. On September 30, 2021 the City should have received \$188,810.00 in CARES related cash receipts based on the “August 30, 2021” reimbursement. This is significant to the City.
- The City Finance Department has no responsibility for the internal control of FCPS Finance. It does not see when federal, state, or local revenue claims / fees of any source are billed for any of the funds of FCPS. Request was made on October 22, 2021 for the dates the claims were filed for all the disbursements. It was denied.
- On Friday, October 22, 2021, the City received a request form FCPS for a CARES related cash disbursement of \$348,936.22. At this point, the City does not know when the clock starts on the “8 to 30 day” “funding gap”.
- In addition, the City expected to receive the School Activity Funds which was previously sent to City Council.

City Manager Jarratt stated this is not a case of overspending without reimbursement, but a case where reimbursement will be coming in to offset. This is a timing issue.

Councilwoman Wynndolyn Copeland asked who was aware of the issue.

City Manager Jarratt answered the City contacted Assistant Superintendent Ryder and Superintendent Sterling. She added she did not know when the FCPS School Board became aware of the issue.

Mayor Frank Rabil expressed his desire to schedule a joint meeting with the FCPS School Board.

Councilman Ray Smith asked if City Council could get a copy of their operational budget.

City Manager Jarratt answered the City receives the broad category expenses such as instruction, technology and transportation. The could request the information by FOIA.

Council / Staff Reports on Boards / Commissions

Mayor Frank Rabil asked City Council if they had anything to report on Council /Staff Reports on Boards / Commissions.

Councilman Linwood Johnson gave an update on the Western Tidewater Regional Jail.

Councilman Linwood Johnson also gave an update on the Foodbank.

Closed Session

Mayor Frank Rabil entertained a motion to go back into closed session.

Councilman Mark R. Kitchen moved that the City of Franklin, Virginia City Council adjourn into closed meeting pursuant to Virginia Code Section 2.2-3711-A-1, 1. Discussion of appointments to boards and commissions, and discussion of performance of employees of the public body to discuss the following subject or subjects: Franklin Redevelopment and Housing Authority Board of Commissioners, and Historic Preservation Commission; SPSA, Senior Services Transportation Committee, Franklin Regional Airport Advisory Board, Board of Zoning Appeals.

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 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 September 13, 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 Councilwoman Wynndolyn Copeland.

The motion carried the vote by 7-0.

Mayor Frank Rabil stated that the motion passed unanimously.

Other Action Items of Council

Councilwoman Wynndolyn Copeland made a motion to appoint Karl Heck to serve on the Airport Advisory Board. 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.

Adjournment

There being no further items to discuss Mayor Frank Rabil entertained a motion to adjourn.

Councilman Gregory McLemore made a motion to adjourn the October 25, 2021 regular City Council meeting. 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.

The October 25, 2021 regular City Council meeting adjourned at 8:49 p.m.

Mayor

Clerk to City Council



Resolution #2021-26

Whereas, the government of the City of Franklin, Virginia celebrates our local small businesses and the contributions they make to our local economy and community; according to the United States Small Business Administration, there are 31.7 million small businesses in the United States, they represent 99.7% of firms with paid employees, and they are responsible for 65.1% of net new jobs created from 2000 to 2019; and

Whereas, small businesses employ 47.1% of the employees in the private sector in the United States, 88% of U.S. consumers feel a personal commitment to support small businesses in the wake of the pandemic, and 92% of small business owners have pivoted the way they do business to stay open during the pandemic; and

Whereas, 97% of Small Business Saturday® shoppers recognize the impact they can make by shopping small, 85% of them also encouraged friends and family to do so, too; and

Whereas, 56% of shoppers reported they shopped online with a small business on Small Business Saturday in 2020; and more than 50% of consumers who reported shopping small endorsed a local business on social media or shopped at a local business because of a social media recommendation; and

Whereas, the City of Franklin, Virginia supports our local businesses that create jobs, boost our local economy, and preserve our communities; and

Whereas, advocacy groups, as well as public and private organizations, across the country have endorsed the Saturday after Thanksgiving as Small Business Saturday.

Now, Therefore, I, Frank M. Rabil, Mayor of the City of Franklin, Virginia does hereby proclaim, November 27, 2021, as:

SMALL BUSINESS SATURDAY

And urge the residents of our community, and communities across the country, to support small businesses and merchants on Small Business Saturday and throughout the year.

Date: _____

Mayor

ATTEST: _____

Clerk

BUDGET AMENDMENT 2022-7

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA that the 2021-2022 City Budget is hereby amended to recognize the School’s supplemental appropriations of Federal and grant revenues and to appropriate for use.

250 SCHOOL OPERATING FUND					
REVENUE					
250-3-33010-0272	NCLB Grant - Title II A	\$	-	\$ 22,222	\$ 22,222
250-3-33010-0277	Title IV Part A LEA		-	1,660	1,660
250-3-33010-0400	CARES ACT		-	313,375	313,375
250-3-33010-0404	CARES Stream 4		-	754,020	754,020
250-3-18990-1901	Obici Healthcare Grant		-	5,810	5,810
250-3-33010-0225	Title VIB Special Education		-	56,053	56,053
250-3-33010-0230	Carl Perkins Grant		-	4,043	4,043
					<u>\$ 1,157,183</u>
EXPENDITURES					
250-4-60000-0072	NCLB Grant - Title II A Tchr Qualit	\$	-	\$ 22,222	\$ 22,222
250-4-60000-0077	Title IV Part A LEA		-	1,660	1,660
250-4-60000-0031	CARES Act Grant		-	313,375	313,375
250-4-60000-0035	CARES Stream 4		-	754,020	754,020
250-4-60000-0235	Obici Healthcare Grant		-	5,810	5,810
250-4-60000-0008	Title VIB Special Education		-	56,053	56,053
250-4-60000-0009	Carl Perkins Act		-	4,043	4,043
					<u>\$ 1,157,183</u>

Certified copy of resolution adopted by Franklin City Council.

Clerk to the City Council



FRANKLIN CITY PUBLIC SCHOOLS

OFFICE OF THE
SUPERINTENDENT

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

MEMORANDUM

TO: Amanda Jarratt
Franklin City Manager

FROM: Dr. Tamara Sterling
Division Superintendent

DATE: September 24, 2021

RE: Notice of Budget Adjustments - Revised

The Franklin City School Division requests that the following budget funds be adjusted to balance with grants for FY 2022 that have been recently approved.

<i>Accounting Use Only</i>	<i>School Account</i>	<i>Amount</i>	<i>City Account</i>
Title I – Revenue Decrease	Fund 13	(\$ 54,335.94)	250-3-33010-0271
Title I – Expense Decrease	Fund 13	(\$ 54,335.94)	250-4-60000-0071
Title II – Revenue Increase	Fund 21	\$ 22,221.83	250-3-33010-0272
Title II – Expense Increase	Fund 21	\$ 22,221.83	250-4-60000-0072
Title III – Revenue Decrease	Fund 26	(\$ 637.03)	250-3-33010-0273
Title III – Expense Decrease	Fund 26	(\$ 637.03)	250-4-60000-0073
Title IV – Revenue Increase	Fund 43	\$ 1,659.83	250-3-33010-0277
Title IV – Expense Increase	Fund 43	\$ 1,659.83	250-4-60000-0077
Title V – Revenue Decrease	Fund 60	(\$ 2,322.82)	250-3-33010-0276
Title V – Expense Decrease	Fund 60	(\$ 2,322.82)	250-4-60000-0076
CARES Stream 1 – Revenue Increase	Fund 17	\$ 313,375.43	250-3-33010-0400
CARES Stream 1 – Expense Increase	Fund 17	\$ 313,375.43	250-4-60000-0031

“We are TEAM FCPS: Dedicated to Delivering Excellence.”

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

CARES Stream 2 – Revenue Decrease	Fund 14	(\$ 42,989.45)	250-3-33010-0402
CARES Stream 2 – Expense Decrease	Fund 14	(\$ 42,989.45)	250-4-60000-0032
CARES Stream 4 – Revenue Increase	Fund 16	\$ 754,020.49	250-3-33010-0404
CARES Stream 4 – Expense Increase	Fund 16	\$ 754,020.49	250-4-60000-0035
OBICI Grant – Revenue Increase	Fund 53	\$ 5,809.61	250-3-18990-1901
OBICI Grant – Expense Increase	Fund 53	\$ 5,809.61	250-4-60000-0235
HRWC Opportunity – Rev Decrease	Fund 70	(\$ 9,400.00)	250-3-33010-0282
HRWC Opportunity – Exp Decrease	Fund 70	(\$ 9,400.00)	250-4-60000-0034
SPED IDEA 611 – Rev Decrease	Fund 90	(\$ 91,363.91)	250-3-33010-0225
SPED IDEA 611 – Exp Decrease	Fund 90	(\$ 91,363.91)	250-4-60000-0008
SPED CEIS – Rev Increase	Fund 89	\$ 56,053.35	250-3-33010-0225
SPED CEIS – Exp Increase	Fund 89	\$ 56,053.35	250-4-60000-0008
PRE School – Revenue Decrease	Fund 95	(\$ 3,021.20)	250-3-33010-0224
PRE School – Expense Decrease	Fund 95	(\$ 3,021.20)	250-4-60000-0015
Carl Perkins grant – Rev Increase	Fund 30	\$ 4,042.96	250-3-33010-0230
Carl Perkins grant – Exp Increase	Fund 30	\$ 4,042.96	250-4-60000-0009



Franklin City Public Schools

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

MEMORANDUM

TO: Amanda Jarratt
Franklin City Manager

FROM: Dr. Tamara Sterling
Division Superintendent

DATE: September 16, 2021

RE: Notice of Budget Adjustments

The Franklin City School Division requests that the following budget funds be adjusted to balance with grants for FY 2022 that have been recently approved.

<i>Accounting Use Only</i>	<i>School Account</i>	<i>Amount</i>	<i>City Account</i>
Title I – Revenue Decrease	Fund 13	(\$ 54,335.94)	250-3-33010-0271
Title I – Expense Decrease	Fund 13	(\$ 54,335.94)	250-4-60000-0071
Title II – Revenue Increase	Fund 21	\$ 22,221.83	250-3-33010-0272
Title II – Expense Increase	Fund 21	\$ 22,221.83	250-4-60000-0072
Title III – Revenue Decrease	Fund 26	(\$ 637.03)	250-3-33010-0273
Title III – Expense Decrease	Fund 26	(\$ 637.03)	250-4-60000-0073
Title IV – Revenue Increase	Fund 43	\$ 1,659.83	250-3-33010-0277
Title IV – Expense Increase	Fund 43	\$ 1,659.83	250-4-60000-0077
Title V – Revenue Decrease	Fund 60	(\$ 2,322.82)	250-3-33010-0276
Title V – Expense Decrease	Fund 60	(\$ 2,322.82)	250-4-60000-0076
CARES Stream 1 – Revenue Increase	Fund 17	\$ 313,375.43	250-3-33010-0400
CARES Stream 1 – Expense Increase	Fund 17	\$ 313,375.43	250-4-60000-0031
CARES Stream 2 – Revenue Decrease	Fund 14	(\$ 42,989.45)	250-3-33010-0402
CARES Stream 2 – Expense Decrease	Fund 14	(\$ 42,989.45)	250-4-60000-0032
CARES Stream 4 – Revenue Increase	Fund 16	\$ 802,350.49	250-3-33010-0404
CARES Stream 4 – Expense Increase	Fund 16	\$ 802,350.49	250-4-60000-0035
OBICI Grant – Revenue Increase	Fund 53	\$ 4,580.61	250-3-18990-1901
OBICI Grant – Expense Increase	Fund 53	\$ 4,580.61	250-4-60000-0235

HRWC Opportunity – Rev Decrease	Fund 70	(\$ 9,400.00)	250-3-33010-0282
HRWC Opportunity – Exp Decrease	Fund 70	(\$ 9,400.00)	250-4-60000-0034
SPED IDEA 611 – Rev Decrease	Fund 90	(\$ 91,363.91)	250-3-33010-0225
SPED IDEA 611 – Exp Decrease	Fund 90	(\$ 91,363.91)	250-4-60000-0008
SPED CEIS – Rev Increase	Fund 89	\$ 56,053.35	250-3-33010-0225
SPED CEIS – Exp Increase	Fund 89	\$ 56,053.35	250-4-60000-0008
PRE School – Revenue Decrease	Fund 95	(\$ 3,021.20)	250-3-33010-0224
PRE School – Expense Decrease	Fund 95	(\$ 3,021.20)	250-4-60000-0015
Carl Perkins grant – Rev Increase	Fund 30	\$ 4,042.96	250-3-33010-0230
Carl Perkins grant – Exp Increase	Fund 30	\$ 4,042.96	250-4-60000-0009
ARP SPED IDEA 611 – Rev Increase	Fund 85	\$ 67,795.30	250-3-33010-0225
ARP SPED IDEA 611 – Exp Increase	Fund 85	\$ 67,795.30	250-4-60000-0008
ARP SPED CEIS – Rev Increase	Fund 86	\$ 13,006.48	250-3-33010-0225
APR SPED CEIS – Exp Increase	Fund 86	\$ 13,006.48	250-4-60000-0008
APR PRE School – Revenue Increase	Fund 87	\$ 5,908.00	250-3-33010-0224
APR PRE School – Expense Increase	Fund 87	\$ 5,908.00	250-4-60000-0015

ELEMENTARY AND SECONDARY EDUCATION ACT OF 1965
TITLE I, PART A AND TITLE I, PART D, SUBPART 2 GRANT ALLOCATIONS
2021-2022 GRANT AWARD
JULY 2021

Division Number	School Division/LEA	Formula Count	Amount that Title I, Part A Allocation is Reduced for Bypass Provision	Title I, Part A Basic, Targeted, EFIG, and Concentration Grant Allocation	35.78% Portion of Title I, Part A Allocation Available on July 1, 2021	64.22% Portion of Title I, Part A Allocation Available on October 1, 2021	Title I, Part D, Subpart 2 Grant Allocation	Total Title I, Part A and Title I, Part D, Subpart 2 2021-2022 Grant Allocation
115	LYNCHBURG	2,164	-	3,784,895.96	1,354,237.82	2,430,658.14	37,670.76	3,822,566.72
116	MARTINSVILLE	689	-	1,241,063.77	444,053.29	797,010.48	-	1,241,063.77
117	NEWPORT NEWS	6,411	71,623.00	11,344,271.44	4,058,986.44	7,285,285.00	130,135.38	11,474,406.82
118	NORFOLK	8,979	866,138.00	15,411,204.34	5,514,137.23	9,897,067.11	-	15,411,204.34
119	NORTON	172	-	262,870.44	94,055.19	168,815.25	-	262,870.44
120	PETERSBURG	1,721	-	3,447,492.72	1,233,514.76	2,213,977.96	-	3,447,492.72
121	PORTSMOUTH	4,300	52,087.00	6,437,981.56	2,303,513.28	4,134,468.28	208,901.53	6,646,883.09
122	RADFORD	286	-	354,594.67	126,874.16	227,720.51	-	354,594.67
123	RICHMOND CITY	6,913	674,364.00	14,699,002.34	5,259,310.97	9,439,691.37	-	14,699,002.34
124	ROANOKE CITY	4,612	-	7,836,100.08	2,803,760.84	5,032,339.24	-	7,836,100.08
126	STAUNTON	585	-	858,873.00	307,305.22	551,567.78	56,506.15	915,379.15
127	SUFFOLK	2,215	-	3,506,785.89	1,254,729.88	2,252,056.01	-	3,506,785.89
128	VIRGINIA BEACH	6,949	204,158.00	11,304,435.30	4,044,733.05	7,259,702.25	142,121.53	11,446,556.83
130	WAYNESBORO	700	-	1,184,824.97	423,931.01	760,893.96	-	1,184,824.97
131	WILLIAMSBURG	241	-	438,193.22	156,785.77	281,407.45	-	438,193.22
132	WINCHESTER	872	-	1,294,527.20	463,182.53	831,344.67	-	1,294,527.20
134	FAIRFAX CITY	260	-	322,736.01	115,475.12	207,260.89	-	322,736.01
135	FRANKLIN CITY	487	-	797,204.95	285,240.36	511,964.59	-	797,204.95
136	CHESAPEAKE	4,787	148,871.00	6,988,317.71	2,500,423.85	4,487,893.86	-	6,988,317.71
137	LEXINGTON	75	-	67,892.78	24,292.07	43,600.71	-	67,892.78
138	EMPORIA	312	-	522,495.99	186,949.35	335,546.64	-	522,495.99
139	SALEM	463	-	522,920.52	187,101.24	335,819.28	-	522,920.52
142	POQUOSON	116	-	105,007.50	37,571.74	67,435.76	-	105,007.50
143	MANASSAS	980	-	1,372,210.50	490,977.66	881,232.84	-	1,372,210.50
144	MANASSAS PARK	294	-	359,072.09	128,476.19	230,595.90	-	359,072.09
202	COLONIAL BEACH	178	-	319,775.12	114,415.71	205,359.41	-	319,775.12
207	WEST POINT	42	-	44,684.11	15,988.00	28,696.11	-	44,684.11

Virginia Department of Education
Elementary and Secondary Education Act of 1965
Title II, Part A, Supporting Effective Instruction
2021-2022 Grant Allocations

Div Num	Division/LEA	Age 5-17 Population from 2019 U.S. Census Data or Estimate	20% of Allocation Based on Age 5-17 Population	Age 5-17 in Families in Poverty from 2019 U.S. Census Data or Estimate	80% of Allocation Based on Age 5-17 in Families in Poverty	Total 2021-2022 Allocation	20.35% of Allocation as of July 1, 2021	79.65% of Allocation as of Oct. 1, 2021
112	HAMPTON	19,931	114,287.78	3,960	741,092.70	855,380.48	174,071.18	681,309.30
113	HARRISONBURG	6,007	34,445.17	1,102	206,299.05	240,744.22	48,991.80	191,752.42
114	HOPEWELL	4,166	23,888.56	1,202	225,012.00	248,900.56	50,651.63	198,248.93
115	LYNCHBURG	10,727	61,510.46	2,058	385,119.99	446,630.45	90,889.95	355,740.50
116	MARTINSVILLE	2,273	13,033.77	683	127,757.05	140,790.82	28,651.14	112,139.68
117	NEWPORT NEWS	28,355	162,592.45	6,353	1,188,916.05	1,351,508.50	275,033.96	1,076,474.54
118	NORFOLK	31,440	180,282.37	8,833	1,652,974.75	1,833,257.12	373,070.51	1,460,186.61
119	NORTON	621	3,560.92	174	32,513.75	36,074.67	7,341.25	28,733.42
120	PETERSBURG	4,428	25,390.91	1,618	302,857.87	328,248.78	66,799.11	261,449.67
121	PORTSMOUTH	14,934	85,634.12	4,289	802,680.76	888,314.88	180,773.38	707,541.50
122	RADFORD	1,648	9,449.92	274	51,273.48	60,723.40	12,357.30	48,366.10
123	RICHMOND CITY	26,342	151,049.56	6,796	1,271,791.96	1,422,841.52	289,550.34	1,133,291.18
124	ROANOKE CITY	15,602	89,464.55	4,526	846,948.11	936,412.66	190,561.35	745,851.31
126	STAUNTON	3,244	18,601.65	560	104,874.86	123,476.51	25,127.65	98,348.86
127	SUFFOLK	15,978	91,620.60	2,197	411,183.39	502,803.99	102,321.35	400,482.64
128	VIRGINIA BEACH	71,060	407,470.26	6,867	1,285,108.09	1,692,578.35	344,442.18	1,348,136.17
130	WAYNESBORO	3,744	21,468.74	686	128,370.84	149,839.58	30,492.57	119,347.01
131	WILLIAMSBURG/JAMES CITY CO.	12,573	72,095.74	1,082	202,421.72	274,517.46	55,864.71	218,652.75
132	WINCHESTER	4,550	26,090.48	844	157,884.90	183,975.38	37,439.26	146,536.12
134	FAIRFAX CITY							
135	FRANKLIN CITY	1,416	8,119.59	487	91,079.67	99,199.26	20,187.19	79,012.07
136	CHESAPEAKE CITY	43,761	250,933.10	4,769	892,345.73	1,143,278.83	232,658.92	910,619.91
137	LEXINGTON	596	3,417.57	75	14,034.71	17,452.28	3,551.56	13,900.72
138	EMPORIA							
139	SALEM	3,637	20,855.18	448	83,781.62	104,636.80	21,293.74	83,343.06
142	POQUOSON	2,166	12,420.22	116	21,707.02	34,127.24	6,944.94	27,182.30
143	MANASSAS CITY	7,540	43,235.66	975	182,398.87	225,634.53	45,916.96	179,717.57
144	MANASSAS PARK	3,162	18,131.45	292	54,641.81	72,773.26	14,809.47	57,963.79
202	COLONIAL BEACH	480	2,752.40	178	33,309.05	36,061.45	7,338.56	28,722.89
207	WEST POINT	632	3,624.00	42	7,859.44	11,483.44	2,336.90	9,146.54
218	VSDB-STAUNTON	51	292.44	14	2,672.21	2,964.65	603.31	2,361.34
917	DEPT. OF JUVENILE JUSTICE	75	430.06	21	3,931.59	4,361.65	887.60	3,474.05
	TOTALS	1,354,323	7,765,921.00	166,001	31,063,684.00	38,829,605.00	7,901,881.58	30,927,723.42

VIRGINIA DEPARTMENT OF EDUCATION
 DIVISION OF SPECIAL EDUCATION AND STUDENT SERVICES
 2021-2022 PART B, Section 611, Flow-Through Subgrant Awards (CFDA #84.027A)
 GRANT AWARD NOTIFICATION FINAL ALLOCATIONS
 Grant Award Start Date: July 1, 2021
 Grant Award Expiration Date: September 30, 2023
 Federal Award Number: H027A210107

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

SCHOOL DIVISION/SOP	2021-2022 AWARD	26.69% July 1 ³	73.31% October 1 ³	CCEIS/CEIS SET-ASIDE AMOUNTS	NET OF CCEIS/CEIS ALLOCATION	PAYEE CODE NUMBER	PROJECT CODE NUMBER
CITIES							
ALEXANDRIA	\$ 3,619,628.00	\$ 965,907.47	\$ 2,653,720.53	\$ 557,330.25	\$ 3,062,297.75	101	APE43071
BRISTOL	\$ 627,334.00	\$ 167,405.77	\$ 459,928.23		\$ 627,334.00	102	APE43071
BUENA VISTA	\$ 231,619.00	\$ 61,808.15	\$ 169,810.85		\$ 231,619.00	103	APE43071
CHARLOTTESVILLE	\$ 1,170,042.00	\$ 312,228.86	\$ 857,813.14		\$ 1,170,042.00	104	APE43071
CHESAPEAKE	\$ 8,946,388.00	\$ 2,387,367.71	\$ 6,559,020.29		\$ 8,946,388.00	136	APE43071
COLONIAL HEIGHTS	\$ 649,325.00	\$ 173,274.12	\$ 476,050.88		\$ 649,325.00	106	APE43071
COVINGTON	\$ 234,622.00	\$ 62,609.51	\$ 172,012.49		\$ 234,622.00	107	APE43071
DANVILLE	\$ 1,504,390.00	\$ 401,450.52	\$ 1,102,939.48	\$ 232,238.85	\$ 1,272,151.15	108	APE43071
FALLS CHURCH	\$ 475,039.00	\$ 126,765.44	\$ 348,273.56		\$ 475,039.00	109	APE43071
FRANKLIN CITY	\$ 373,689.00	\$ 99,719.92	\$ 273,969.08	\$ 56,053.35	\$ 317,635.65	135	APE43071
FREDERICKSBURG	\$ 786,347.00	\$ 209,838.81	\$ 576,508.19	\$ 58,398.30	\$ 786,347.00	110	APE43071
GALAX	\$ 262,538.00	\$ 70,058.97	\$ 192,479.03		\$ 262,538.00	111	APE43071
HAMPTON	\$ 4,382,363.00	\$ 1,169,445.36	\$ 3,212,917.64	\$ 669,184.65	\$ 3,713,178.35	112	APE43071
HARRISONBURG	\$ 1,286,372.00	\$ 343,271.83	\$ 943,100.17		\$ 1,286,372.00	113	APE43071
HOPEWELL	\$ 1,042,183.00	\$ 278,109.34	\$ 764,073.66		\$ 1,042,183.00	114	APE43071
LEXINGTON	\$ 138,450.00	\$ 36,945.76	\$ 101,504.24		\$ 138,450.00	137	APE43071
LYNCHBURG	\$ 2,444,769.00	\$ 652,393.19	\$ 1,792,375.81		\$ 2,444,769.00	115	APE43071
MANASSAS	\$ 1,581,236.00	\$ 421,957.08	\$ 1,159,278.92	\$ 240,902.25	\$ 1,340,333.75	143	APE43071
MANASSAS PARK	\$ 659,936.00	\$ 176,105.70	\$ 483,830.30	\$ 96,413.55	\$ 563,522.45	144	APE43071
MARTINSVILLE	\$ 592,427.00	\$ 158,090.74	\$ 434,336.26		\$ 592,427.00	116	APE43071
NEWPORT NEWS	\$ 6,511,996.00	\$ 1,737,743.66	\$ 4,774,252.34		\$ 6,511,996.00	117	APE43071
NORFOLK	\$ 7,347,251.00	\$ 1,960,633.70	\$ 5,386,617.30	\$ 1,140,977.55	\$ 6,206,273.45	118	APE43071
NORTON	\$ 189,846.00	\$ 50,660.92	\$ 139,185.08		\$ 189,846.00	119	APE43071
PETERSBURG	\$ 1,167,333.00	\$ 311,505.95	\$ 855,827.05	\$ 179,742.30	\$ 987,590.70	120	APE43071
POQUOSON	\$ 408,365.00	\$ 108,973.30	\$ 299,391.70		\$ 408,365.00	142	APE43071
PORTSMOUTH	\$ 3,663,584.00	\$ 977,637.25	\$ 2,685,946.75		\$ 3,663,584.00	121	APE43071
RADFORD	\$ 382,409.00	\$ 102,046.87	\$ 280,362.13		\$ 382,409.00	122	APE43071
ROANOK CITY	\$ 6,143,215.00	\$ 1,639,333.45	\$ 4,503,881.55	\$ 940,953.90	\$ 5,202,261.10	123	APE43071
ROANOKE CITY	\$ 3,819,960.00	\$ 1,019,366.60	\$ 2,800,593.40	\$ 592,589.25	\$ 3,227,370.75	124	APE43071
SALEM	\$ 797,253.00	\$ 212,749.11	\$ 584,503.89		\$ 797,253.00	139	APE43071
STAUNTON	\$ 735,821.00	\$ 196,355.81	\$ 539,465.19		\$ 735,821.00	126	APE43071
SUFFOLK	\$ 3,134,963.00	\$ 836,573.31	\$ 2,298,389.69		\$ 3,134,963.00	127	APE43071
VIRGINIA BEACH	\$ 15,241,466.00	\$ 4,067,226.21	\$ 11,174,239.79		\$ 15,241,466.00	128	APE43071
WAYNESBORO	\$ 707,856.00	\$ 188,893.28	\$ 518,962.72		\$ 707,856.00	130	APE43071
WILLIAMSBURG/JAMES CIT	\$ 2,200,246.00	\$ 587,141.57	\$ 1,613,104.43		\$ 2,200,246.00	131	APE43071
WINCHESTER	\$ 1,035,231.00	\$ 276,254.18	\$ 758,976.82	\$ 160,060.50	\$ 875,170.50	132	APE43071
TOWNS							
COLONIAL BEACH	\$ 141,138.00	\$ 37,663.06	\$ 103,474.94	\$ 20,200.65	\$ 120,937.35	202	APE43071
WEST POINT	\$ 162,335.00	\$ 43,319.53	\$ 119,015.47		\$ 162,335.00	207	APE43071
SOP							
KINGS DAUGHTERS	\$ 519.00	\$ 138.50	\$ 380.50		\$ 519.00	564	APE43071
MCV	\$ 6,690.00	\$ 1,785.24	\$ 4,904.76		\$ 6,690.00	123	APE43075

This spreadsheet solely reflects the adjusted reallocation for members of the Title III Statewide Consortium as referenced in Supt's Memo #204-21

August 6, 2021

ELEMENTARY AND SECONDARY EDUCATION ACT OF 1965
TITLE III, PART A, CONSORTIUM ALLOCATIONS
2021-2022 GRANT ALLOCATIONS
AS OF JULY 2021

DIVISION NO	SCHOOL DIVISION	EL ENROLLMENT SY 20-21	ACTUAL FY21 AWARD	BASE AWARD	ADJUSTED PPE @ \$88.51	FINAL ALLOCATION w/ ADJUSTED PPE
086	Smyth County Public Schools	25	\$ 3,027.72	\$ 1,000.00	\$ 2,212.65	\$ 3,212.65
087	Southampton County Public Schools	15	\$ 1,816.63	\$ 1,000.00	\$ 1,327.59	\$ 2,327.59
091	Sussex County Public Schools	11	\$ 1,332.20	\$ 1,000.00	\$ 973.56	\$ 1,973.56
092	Tazewell County Public Schools	9	\$ 1,089.98	\$ 1,000.00	\$ 796.55	\$ 1,796.55
095	Westmoreland County Public Schools	83	\$ 10,052.05	\$ 1,000.00	\$ 7,345.98	\$ 8,345.98
096	Wise County Public Schools	7	\$ 847.76	\$ 1,000.00	\$ 619.54	\$ 1,619.54
102	Bristol City Public Schools	26	\$ 3,148.83	\$ 1,000.00	\$ 2,301.15	\$ 3,301.15
103	Buena Vista City Public Schools	3	\$ 363.33	\$ 1,000.00	\$ 265.52	\$ 1,265.52
107	Covington City Public Schools	4	\$ 484.44	\$ 1,000.00	\$ 354.02	\$ 1,354.02
119	Norton City Public Schools	5	\$ 605.54	\$ 1,000.00	\$ 442.53	\$ 1,442.53
122	Radford City Public Schools	22	\$ 2,664.40	\$ 1,000.00	\$ 1,947.13	\$ 2,947.13
126	Staunton City Public Schools	62	\$ 7,508.76	\$ 1,000.00	\$ 5,487.36	\$ 6,487.36
135	Franklin City Public Schools	20	\$ 2,422.18	\$ 1,000.00	\$ 1,770.12	\$ 2,770.12
137	Lexington City Public Schools	14	\$ 1,695.53	\$ 1,000.00	\$ 1,239.08	\$ 2,239.08
202	Colonial Beach Public Schools	8	\$ 968.87	\$ 1,000.00	\$ 708.05	\$ 1,708.05
207	West Point Public Schools	7	\$ 847.76	\$ 1,000.00	\$ 619.54	\$ 1,619.54
218	Virginia School for the Deaf and Blind-Staunton	8	\$ 968.87	\$ 1,000.00	\$ 708.05	\$ 1,708.05
917	Dept. of Juvenile Justice	4	\$ 484.44	\$ 1,000.00	\$ 354.02	\$ 1,354.02
	Total	1,963	\$ 237,736.94	\$ 64,000.00	\$ 173,736.92	\$ 237,736.94

**STRENGTHENING CAREER AND TECHNICAL EDUCATION
 FOR THE 21ST CENTURY ACT
 PUBLIC LAW 115-224
 U. S. CENSUS BUREAU INCOME YEAR 2019 - POVERTY DATA
 NATIONAL CENTER FOR EDUCATION STATISTICS (NCES) COMMON CORE
 DATA SY 2018-2019 STUDENTS AGES 5 - 17
 SCHOOL YEAR 2021-2022 PERKINS SECONDARY PROGRAMS ALLOCATIONS
 GRANT FUNDS ALLOCATION - July 1, 2021 through June 30, 2022**

EA NO.	SCHOOL DIVISION	Age 5 - 17 Children in Poverty	70% of Entitlement Allocated Based on Poverty	Age 5 - 17 Enrollment	30% of Entitlement Allocated Based on Enrollment	SY 2021 - 2022 Total Entitlements
115	LYNCHBURG CITY	2060	\$183,248.92	10,734	\$50,158.84	\$233,407.76
116	MARTINSVILLE CITY	683	\$60,756.80	2,274	\$10,626.16	\$71,382.96
117	NEWPORT NEWS CITY	6354	\$565,225.08	28,357	\$132,509.24	\$697,734.32
118	NORFOLK CITY	8835	\$785,924.38	31,446	\$146,943.81	\$932,868.19
119	NORTON CITY	176	\$15,656.22	629	\$2,939.25	\$18,595.47
120	PETERSBURG CITY	1619	\$144,019.42	4,430	\$20,700.92	\$164,720.34
121	PORTSMOUTH CITY	4290	\$381,620.33	14,936	\$69,794.34	\$451,414.67
122	RADFORD CITY	274	\$24,373.89	1,648	\$7,700.93	\$32,074.82
123	RICHMOND CITY	6798	\$604,721.45	26,348	\$123,121.40	\$727,842.85
124	ROANOKE CITY	4526	\$402,613.90	15,602	\$72,906.48	\$475,520.38
126	STAUNTON CITY	561	\$49,904.20	3,246	\$15,168.21	\$65,072.41
127	SUFFOLK CITY	2199	\$195,613.78	15,984	\$74,691.53	\$270,305.31
128	VIRGINIA BEACH CITY	6870	\$611,126.26	71,069	\$332,097.86	\$943,224.12
130	WAYNESBORO CITY	686	\$61,023.67	3,744	\$17,495.31	\$78,518.98
131	WILLIAMSBURG CITY	1082	\$96,250.16	12,574	\$58,756.96	\$155,007.12
132	WINCHESTER CITY	844	\$75,078.68	4,551	\$21,266.34	\$96,345.02
135	FRANKLIN CITY	487	\$43,321.47	1,417	\$6,621.49	\$49,942.96
136	CHESAPEAKE CITY	4770	\$424,319.11	43,766	\$204,513.85	\$628,832.96
139	SALEM CITY	448	\$39,852.19	3,638	\$16,999.99	\$56,852.18
142	POQUOSON CITY	116	\$10,318.87	2,166	\$10,121.49	\$20,440.36
143	MANASSAS CITY	975	\$86,731.89	7,541	\$35,238.29	\$121,970.18
144	MANASSAS PARK CITY	292	\$25,975.09	3,162	\$14,775.69	\$40,750.78
202	COLONIAL BEACH	178	\$15,834.13	480	\$2,242.99	\$18,077.12
207	WEST POINT	42	\$3,736.14	632	\$2,953.27	\$6,689.41
	TOTALS	166,001	\$14,766,749.66	1,354,323	\$6,328,607.03	\$21,095,356.74

VIRGINIA DEPARTMENT OF EDUCATION ELEMENTARY AND SECONDARY EDUCATION ACT OF 1965 TITLE IV, PART A, STUDENT SUPPORT AND ACADEMIC ENRICHMENT GRANTS 2021-2022 GRANT ALLOCATIONS		
DIVISION NO	SCHOOL DIVISION/LEA	2021-2022 TOTAL ALLOCATION
118	NORFOLK	\$ 1,144,866.68
119	NORTON	* \$ 19,099.12
120	PETERSBURG	\$ 228,447.50
121	PORTSMOUTH	\$ 471,969.04
122	RADFORD	* \$ 24,039.78
123	RICHMOND CITY	\$ 1,240,955.85
124	ROANOKE CITY	\$ 522,854.63
126	STAUNTON	\$ 63,239.63
127	SUFFOLK	\$ 276,416.86
128	VIRGINIA BEACH	\$ 833,059.75
130	WAYNESBORO	\$ 73,841.66
131	WILLIAMSBURG	* \$ 27,317.66
132	WINCHESTER	\$ 82,744.13
134	FAIRFAX CITY	* \$ 22,855.26
135	FRANKLIN CITY	\$ 57,921.74
136	CHESAPEAKE	\$ 516,321.97
137	LEXINGTON	* \$ 10,000.00
138	EMPORIA	\$ 37,962.48
139	SALEM	\$ 37,993.32
142	POQUOSON	* \$ 10,000.00
143	MANASSAS	\$ 98,695.87
144	MANASSAS PARK	* \$ 25,530.08
202	COLONIAL BEACH	* \$ 23,233.59
207	WEST POINT	* \$ 10,000.00
218	STAUNTON D/B	* \$ 10,000.00
917	DEPARTMENT OF JUVENILE JUSTICE	* \$ 12,250.39
TOTALS		\$ 19,221,969.00

* School divisions that receive less than \$30,000 are not required to conduct a comprehensive needs assessment and may use funds for any one or more of the three content areas in the Title IV, Part A, program. These divisions are indicated by an asterisk next to the award.

**VIRGINIA DEPARTMENT OF EDUCATION
 ELEMENTARY AND SECONDARY EDUCATION ACT OF 1965
 TITLE V, PART B, SUBPART 2 - RURAL AND LOW INCOME
 2021-2022 ALLOCATIONS**

DIVISION NO	SCHOOL DIVISION/LEA	AVERAGE DAILY ATTENDANCE/ADA	2021-2022 TOTAL ALLOCATION
O01	ACCOMACK CO PBLC SCHS	4,666	119,436.57
O13	BRUNSWICK CO PBLC SCHS	1,397	35,759.30
O14	BUCHANAN CO PBLC SCHS	2,389	61,151.73
O15	BUCKINGHAM CO PBLC SCHS	1,868	47,815.58
O20	CHARLOTTE CO PBLC SCHS	1,596	40,853.14
202	COLONIAL BEACH PBLC SCHS	581	14,871.98
O25	CUMBERLAND CO PBLC SCHS	1,137	29,104.03
108	DANVILLE CITY PBLC SCHS	5,096	130,443.37
O26	DICKENSON CO PBLC SCHS	1,818	46,535.72
O28	ESSEX CO PBLC SCHS	1,213	31,049.41
135	FRANKLIN CITY PBLC SCHS	948	24,266.15
O33	FRANKLIN CO PBLC SCHS	6,305	161,390.39
111	GALAX CITY PBLC SCHS	1,217	31,151.80
O38	GRAYSON CO PBLC SCHS	1,561	39,957.24
O40	GREENSVILLE CO PBLC SCHS	1,977	50,605.68
O41	HALIFAX CO PBLC SCHS	4,319	110,554.34
O44	HENRY CO PBLC SCHS	6,685	171,117.33
O51	LANCASTER CO PBLC SCHS	944	24,163.76
O52	LEE CO PBLC SCHS	2,764	70,750.68
O55	LUNENBURG CO PBLC SCHS	1,453	37,192.74
116	MARTINSVILLE CITY PBLC SCHS	1,691	43,284.88
O58	MECKLENBURG CO PBLC SCHS	3,756	96,143.11
O59	MIDDLESEX CO PBLC SCHS	1,084	27,747.37
O65	NORTHAMPTON CO PBLC SCHS	1,339	34,274.66
O66	NORTHUMBERLAND CO PBLC SCHS	1,161	29,718.36
119	NORTON CITY PBLC SCHS	731	18,711.56
O67	NOTTOWAY CO PBLC SCHS	1,790	45,819.00
O70	PATRICK CO PBLC SCHS	2,326	59,539.11
O71	PITTSYLVANIA CO PBLC SCHS	7,949	203,472.24
O73	PRINCE EDWARD CO PBLC SCHS	1,800	46,074.97
O79	RICHMOND CO PBLC SCHS	1,193	30,537.47
O86	SMYTH CO PBLC SCHS	3,856	98,702.83
O91	SUSSEX CO PBLC SCHS	983	25,162.06
O92	TAZEWELL CO PBLC SCHS	5,095	130,417.77
O95	WESTMORELAND CO PBLC SCHS	1,427	36,527.22
O96	WISE CO PBLC SCHS	5,084	130,136.20
	TOTAL	91,199	\$ 2,334,439.75

**VIRGINIA DEPARTMENT OF EDUCATION
 DIVISION OF SPECIAL EDUCATION AND STUDENT SERVICES
 2021-2022 PART B, Section 619, Preschool Subgrant Awards (CFDA #84.173A)**

Final Allocations

Beginning Date: July 1, 2021

Expiration Date: September 30, 2023

Federal Award Number: H173A210112

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

SCHOOL DIVISION/SOP	TOTAL CALCULATED ALLOCATION	ADJUSTMENTS	2021-2022 AWARD	PAYEE CODE NUMBER	PROJECT CODE NUMBER
CITIES					
ALEXANDRIA	\$ 95,907.00	\$ -	\$ 95,907.00	101	APE62521
BRISTOL	\$ 17,040.00	\$ -	\$ 17,040.00	102	APE62521
BUENA VISTA	\$ 11,034.00	\$ -	\$ 11,034.00	103	APE62521
CHARLOTTESVILLE	\$ 46,090.00	\$ -	\$ 46,090.00	104	APE62521
CHESAPEAKE	\$ 208,577.00	\$ -	\$ 208,577.00	136	APE62521
COLONIAL HEIGHTS	\$ 15,148.00	\$ -	\$ 15,148.00	106	APE62521
COVINGTON	\$ 10,552.00	\$ -	\$ 10,552.00	107	APE62521
DANVILLE	\$ 43,869.00	\$ -	\$ 43,869.00	108	APE62521
FALLS CHURCH	\$ 11,015.00	\$ -	\$ 11,015.00	109	APE62521
FRANKLIN CITY	\$ 15,633.00	\$ -	\$ 15,633.00	135	APE62521
FREDERICKSBURG	\$ 20,963.00	\$ -	\$ 20,963.00	110	APE62521
GALAX	\$ 13,577.00	\$ -	\$ 13,577.00	111	APE62521
HAMPTON	\$ 78,868.00	\$ -	\$ 78,868.00	112	APE62521
HARRISONBURG	\$ 29,609.00	\$ -	\$ 29,609.00	113	APE62521
HOPEWELL	\$ 24,098.00	\$ -	\$ 24,098.00	114	APE62521
LEXINGTON	\$ 3,122.00	\$ -	\$ 3,122.00	137	APE62521
LYNCHBURG	\$ 65,302.00	\$ -	\$ 65,302.00	115	APE62521
MANASSAS	\$ 34,417.00	\$ -	\$ 34,417.00	143	APE62521
MANASSAS PARK	\$ 11,941.00	\$ -	\$ 11,941.00	144	APE62521
MARTINSVILLE	\$ 7,234.00	\$ -	\$ 7,234.00	116	APE62521



**DEPARTMENT OF COMMUNITY
DEVELOPMENT**

PLANNING - BUILDING INSPECTIONS – ZONING
207 WEST SECOND AVENUE, FRANKLIN VIRGINIA 23851
OFFICE: 757-562-8580 OR 757-562-8682

TO: Amanda Jarrett, City Manager
Franklin City Council Members

FROM: Natalie Menius Rountree,
Community Development Director

DATE: November 1, 2021

RE: Laurel Street Neighborhood Revitalization Project

The Community Development Block Grant (CDBG) awarded to the City from the Virginia Department of Housing and Community Development requires the City to adopt various policies and plans as pre-contract activities.

The following items are for consideration and adoption:

1. Non-Discrimination Policy
2. Local Business and Employment Plan
3. Section 504 Grievance Procedure
4. Fair Housing Certification
5. Non-Discrimination on Basis of Handicap Regulations which includes City of Franklin Self-Evaluation Site Accessibility Checklist
6. Residential Anti-Displacement and Relocation Assistance Plan

The staff recommendation is to adopt the policies and plans as written.

**NON-DISCRIMINATION POLICY
CITY OF FRANKLIN, VIRGINIA**

The City of Franklin or any employee thereof will not discriminate against an employee or applicant for employment because of race, color, religion, national origin, sex or gender, familial status, source of income, veteran status, disability, sexual orientation, or gender identity.

Administrative and personnel officials will take affirmative action to ensure that this policy shall include, but not be limited, to the following: employment, upgrading, demotion or transfer; rates of pay or other forms of compensation; and selection for training.

Duly adopted at the regular meeting of the Southampton County Board of Supervisors on

CITY OF FRANKLIN

Frank M. Rabil, Mayor
Franklin City Council

ATTEST:

Amanda C. Jarratt, Clerk of Council
City Manager

LOCAL (SECTION 3) BUSINESS AND EMPLOYMENT PLAN
LAUREL STREET NEIGHBORHOOD REVITALIZATION PROJECT – PHASE I
FY2021 CDBG-FUNDED COMMUNITY IMPROVEMENT GRANT VA #21-XX
CITY OF FRANKLIN, VIRGINIA

1. The City of Franklin designates as its Section 3 Business and Employment Project Area the **City of Franklin**.
 2. The City of Franklin, its contractors, and designated third parties shall in utilizing Community Development Block Grant (CDBG) funds, utilize businesses and lower income residents of the City in carrying out all activities, to the greatest extent feasible.
 3. In awarding contracts for construction, non-construction, materials, and supplies the City of Franklin, its contractors, and designated third parties shall take the following steps to utilize businesses which are located in or owned in substantial part by persons residing in the County:
 - (a) The City of Franklin has identified the following contracts as necessary to complete the CDBG activities in the designated project area:
 - Contracts for the rehabilitation and/or substantial reconstruction of single-family homes.
 - Contracts for the demolition of single-family homes.
 - A contract or contracts for sanitary sewer improvements.
 - Subcontracts under the supervision of the procured contractors.
 - (b) The City of Franklin shall identify through various and appropriate sources including *The Tidewater News* the business concerns within the City which are likely to provide construction contracts, non-construction contracts, materials, and services which will be utilized in the activities funded through the CDBG.
 - (c) The identified contractors and suppliers shall be included on bid lists used to obtain bids, quotes, or proposals for work or procurement contracts which utilize CDBG funds.
 - (d) To the greatest extent feasible the identified business and any other project area business concerns shall be utilized in activities which are funded with CDBG funds.
 4. The City of Franklin and its contractors and subcontractors shall take the following steps to encourage the hiring of lower income persons residing in the City:
 - (a) The City of Franklin in consultation with its contractors (including design professionals) shall ascertain the types and number of positions for both trainees and employees which are likely to be used to conduct CDBG activities.
 - (b) The City of Franklin shall advertise through the *The Tidewater News* the availability of
-

such positions with the information on how to apply.

- (c) The City of Franklin, its contractors, and subcontractors shall be required to maintain a record of inquiries and applications by project area residents who respond to advertisements and shall maintain a record of the status of such inquires and applications.
 - (d) To the greatest extent feasible, the City of Franklin, its contractors, and subcontractors shall hire lower income project area residents in filling, training, and employment positions necessary for implementing activities funded by the CDBG.
5. In order to document compliance with the above affirmative actions and Section 3 of the *Housing and Community Development Act of 1972, as amended*, the City of Franklin shall obtain from its covered contractors and subcontractors, *Registers of Contractors, Subcontractors, and Suppliers* and *Registers of Assigned Employees* for all activities funded by CDBG funds. Such listings shall be completed and shall be verified by site visits and employee interviews, crosschecking of payroll reports and invoices, and through audits if necessary.

DATE:

CITY OF FRANKLIN

Frank M. Rabil, Mayor
Franklin City Council

ATTEST:

Amanda C. Jarratt, Clerk of Council
City Manager

SECTION 504 GRIEVANCE PROCEDURE
LAUREL STREET NEIGHBORHOOD REVITALIZATION PROJECT – PHASE I
FY2021 CDBG-FUNDED COMMUNITY IMPROVEMENT GRANT VA #21-XX
CITY OF FRANKLIN, VIRGINIA

The City of Franklin has adopted an internal grievance procedure providing for the prompt and equitable resolution of complaints alleging any action prohibited by the Department of Housing and Urban Development's (HUD) 24 CFR 8.53(b) implementing *Section 504 of the Rehabilitation Act of 1973, as amended (29 USC 794)*. Section 504 states, in part, that "no otherwise qualified handicapped individual... shall solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance..."

Complaints should be addressed to:

Ms. Amanda Jarratt, City Manager
207 W. Second Avenue
Franklin, VA 23851
Phone: 757/562-8561
Virginia Relay: 711

who has been designated to coordinate Section 504 compliance efforts.

1. A complaint should be filed in writing or verbally and should contain the name and address of the person filing it and briefly describe the alleged violation of the regulations.
2. A complaint should be filed within 30 days after the complainant becomes aware of the alleged violation. (Processing of allegations of discrimination occurring before this grievance procedure was in place will be considered on a case-by-case basis).
3. An investigation, as may be appropriate, shall follow a filing of a complaint. Ms. Amanda Jarratt, City Manager, will conduct the investigation. These rules contemplate informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint. Under 24 CFR 8.53 (b), the City of Franklin need not process complaints from applicants for employment or from applicants for admission to housing.
4. A written determination as to the validity of the complaint and description of resolution, if any, shall be issued by Ms. Amanda Jarratt, City Manager, and a copy forwarded to the complainant no later than 30 days after its filing.
5. The Section 504 coordinator shall maintain the files and records of the City of Franklin relating to the complaints filed.

6. The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration should be made within 30 days to Ms. Amanda Jarratt, City Manager.
7. The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as the filing of a Section 504 complaint with the Department of Housing and Urban Development. Utilization of this grievance procedure is not a prerequisite to the pursuit of other remedies.
8. These rules shall be construed to protect the substantive rights of interested persons, to meet appropriate due process standards, and to assure that the City of Franklin complies with Section 504 and the HUD regulations.

DATE:

CITY OF FRANKLIN

Frank M. Rabil, Mayor
Franklin City Council

ATTEST:

Amanda C. Jarratt, Clerk of Council
City Manager

**FAIR HOUSING CERTIFICATION
LAUREL STREET NEIGHBORHOOD REVITALIZATION PROJECT – PHASE I
FY2021 CDBG-FUNDED COMMUNITY IMPROVEMENT GRANT VA #21-XX
CITY OF FRANKLIN, VIRGINIA**

Compliance with *Title VIII of the Civil Rights Act of 1968*

WHEREAS, the City of Franklin has been offered and intends to accept federal funds authorized under the *Housing and Community Development Act of 1974*, as amended, and

WHEREAS, recipients of funding under the Act are required to take action to affirmatively further fair housing;

THEREFORE, the City of Franklin agrees to take at least one action to affirmatively further fair housing each grant year, during the life of its project funded with Community Development Block Grant funds. The action taken will be selected from a list provided by the Virginia Department of Housing and Community Development.

DATE:

CITY OF FRANKLIN

Frank M. Rabil, Mayor
Franklin City Council

ATTEST:

Amanda C. Jarratt, Clerk of Council
City Manager

**CITY OF FRANKLIN SELF-EVALUATION
FOR THE
DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
NON-DISCRIMINATION ON BASIS OF HANDICAP REGULATIONS**

Laurel Street Neighborhood Revitalization Project

Prepared by: Mrs. Natalie Rountree, 504 Coordinator

Prepared for: City of Franklin, 207 West Second Avenue, Franklin, VA 23851

1. Physical Accessibility of Buildings and Facilities Used for CDBG Program Activities

- a. City of Franklin City Hall – Management Team meetings
- b. City of Franklin City Hall – Public Hearings

The City of Franklin City Hall located at 207 West Second Avenue is a two-story structure. The facility houses numerous city departments.

Parking is available in front of the building and in the parking lot across the street. Both parking lots are paved. Four handicap parking spaces are available in the front with a dedicated accessible pathway to the main entry wheelchair ramp. The main entry features handicap push buttons for door activation.

All doorways and hallways throughout City Hall are of adequate width to accommodate wheelchairs. The elevator is located in the lobby and is fully handicapped accessible. Both the first and second floor public restrooms are wheelchair accessible.

The Laurel Street Neighborhood Revitalization Project Management Team meetings will be held in a conference room on the second floor. The conference room has one means of entry.

The Public Hearings will be held in the City Council chambers on the first floor directly off the main lobby. Dedicated seating space for wheelchair users is located adjacent to the entrance. The main entrance to the City Council chambers is a double doorway.

- c. Dr. Martin Luther King, Jr. Community Center – Neighborhood meetings

The Martin Luther King Jr. Community Center is located at 683 Oak Street, Franklin, VA 23851 just two blocks away from the project area. Parking is available on the side of the building. The parking area is paved which makes it accessible for those using a cane, walker or wheelchair and there is a curb cut leading to the sidewalk allowing access from the

parking into the building. The main entryway is double doorway, ground level and provides direct access to the meeting space. Neighborhood meetings were held at this location during the Planning Grant.

2. Program Accessibility

All appropriate steps will be taken to ensure effective communication with program applicants, beneficiaries and members of the public.

All Franklin City Council meetings and public hearings are open to the public. Persons with visual or hearing disabilities who need assistance accessing these meetings will be accommodated if reasonable advanced notice is made to the 504 Coordinator. This information will be included in all public hearing notices required during the project. All published notices related to the program will also include a TDD number, which is 711 (Virginia Relay).

All Project Management Team meetings are open to the public but do not necessarily have a public comment component to the agenda.

The 504 Coordinator will arrange assistance for all applicants with disabilities who require help in filling out application forms. The availability of this assistance will be noted on all application forms.

3. Eligibility and Admission Criteria and Practice

Eligibility of applicants will be based on the criteria outlined in the Laurel Street Neighborhood Revitalization Project Program Design. Persons with disabilities will not be denied the right to participate in the project solely on the basis of their disabilities.

4. Employment

The Housing and Urban Development regulations require that recipients of Community Development Block Grant funds shall provide equal opportunity to disabled citizens in the areas of employment and services. The City of Franklin has personnel policies in place stating that it does not discriminate on the basis of handicap, which are posted near where job applicants and employees can read them.

On **(date)**, the Franklin City Council formally adopted a 504 Grievance Procedure as required by the Virginia Department of Housing and Community Development and designated Mrs. Natalie Rountree, Director of Community Development the 504 Coordinator for the purpose of this and future CDBG-funded activities.

5. Complaints

DHCD requires there be written complaint and appeals procedures that can be used by applicants, beneficiaries and contractors of DHCD-funded activities. Applicants and beneficiaries of project services are to use the procedure outlined in the DHCD-approved Laurel Street Neighborhood Revitalization Project Program Design. Contractors are to use the procedure outlined in the appropriate bid documents.

6. Attachments

- a. Grievance Procedures
- b. Self-Evaluation Site Accessibility Checklist(s)

CITY OF FRANKLIN
SELF-EVALUATION SITE ACCESSIBILITY CHECKLIST

CITY MUNICIPAL BUILDING

This checklist is intended to be used as a relatively quick and easy guide to determine a building's physical accessibility. Detailed specifications for each area can be found in the Uniform Federal Accessibility Standards (UFAS).

Comments should be made on all "No" answers and should include alterations that can or will be made, any insurmountable obstacles to accessibility, or other relevant circumstance or considerations.

PARKING

YES

NO

Does the facility have designated parking spaces for disabled individuals?

Are spaces of adequate width (13 ft.)?

Are the spaces marked with the universal access symbol?

Are they near the building's entrance?

Comments: _____

BUILDING ENTRANCE

YES

NO

Is the main entryway wheelchair-accessible?
(Level entry or properly sloped ramp; 32" wide, non-revolving door)

If not, is there a reasonable alternative entry?

Is the entry relatively free of obstacles?

Comments: _____

MEETING ROOMS

YES

NO

Can all rooms to be used for meetings or meals be reached without using steps or escalators?

If elevator use is required, are the elevators accessible?
(36" wide door, 54" deep x 68" wide car, wheelchair accessible controls, tactile buttons, auditory floor indicators)

If room changes are required between sessions, are pathways accessible?
(36" wide hallways, free of obstacles)

Are doorways wide enough to accommodate a wheelchair?
(32" wide)

Comments: _____

FACILITIES

YES

NO

Are restrooms wheelchair-accessible? (Adequate floor space for wheelchair; grab bars, paper products, lavatories at proper height; extended faucet)

Are paths to the restrooms accessible?

Are drinking fountains wheelchair accessible?

Can telephones be used from a wheelchair?

Comments: _____

PREPARER:

Preparer's Signature

Date

**RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN
LAUREL STREET NEIGHBORHOOD REVITALIZATION PROJECT – PHASE I
FY2021 CDBG-FUNDED COMMUNITY IMPROVEMENT GRANT VA #21-XX
CITY OF FRANKLIN, VIRGINIA**

The City of Franklin will replace all occupied and vacant occupiable low/moderate-income dwelling units demolished or converted to a use other than as low/moderate income dwelling units as a direct result of activities assisted with funds provided under the *Housing and Community Development Act of 1974*, as amended. All replacement housing will be provided within three (3) years of the commencement of the demolition or rehabilitation relating to conversion.

Before obligating or expending funds that will directly result in such demolition or conversion, the City of Franklin will make public and advise the state that it is undertaking such an activity and will submit to the state, in writing, information that identifies:

- (1) a description of the proposed assisted activity;
- (2) the general location on map and approximate number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than as low/moderate-income dwelling units as a direct result of the assisted activity;
- (3) a time schedule for the commencement and completion of the demolition or conversion;
- (4) the general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be provided as replacement dwelling units;
- (5) the source of funding and a time schedule for the provision of replacement dwelling units;
- (6) the basis for concluding that each replacement dwelling unit will remain a low/moderate-income dwelling unit for at least 10 years from the date of initial occupancy; and
- (7) information demonstrating that any proposed replacement of dwelling units with smaller dwelling units is consistent with the housing needs of low- and moderate-income households in the jurisdiction.

The City of Franklin will provide relocation assistance to each low/moderate-income household displaced by the demolition of housing or by the direct result of assisted activities. Such assistance shall be that provided under Section 104 (d) of the *Housing and Community Development Act of 1974*, as amended, or the *Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970*, as amended.

The City of Franklin’s approved Community Improvement Grant includes the following activities:

- Rehabilitation of five (5) LMI owner-occupied and ten (10) tenant-occupied dwellings.
- Improvements and upgrades to the sanitary sewer system.

The activities as planned will not cause any permanent displacement from or conversion of occupiable structures. If displacement does occur the household will be provided relocation assistance and moving expenses to mitigate any potential difficulties associated with their moving. As planned, the project calls for the use of existing right-of-way and easements to be purchased on tracts of land for storm water improvements. The City of Franklin will work with the grant management staff, the rehabilitation specialist, project area residents, and the Department of Housing and Community Development to ensure that any changes in project activities do not cause additional displacement from or conversion of occupiable structures.

In all cases, an occupiable structure will be defined as a dwelling which meets local building codes or a dwelling that can be rehabilitated to meet code for \$25,000 or less.

DATE:

CITY OF FRANKLIN

Frank M. Rabil, Mayor
Franklin City Council

ATTEST:

Amanda C. Jarratt, Clerk of Council
City Manager



*Office of the City Manager
Amanda C. Jarratt*

November 2, 2021

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: Disability- Non Discrimination and Accommodations Policy Section

Background Information

City staff continues to update the City of Franklin Personnel Policy. The attached section covers those that may experience a disability and the City and employee's obligations.

Needed Action

Adopt the Disability- Non Discrimination and Accommodations Policy

CITY OF FRANKLIN

EFFECTIVE DATE:

TBD DISABILITY – NON-DISCRIMINATION AND ACCOMMODATIONS POLICY

I. PURPOSE

The Americans with Disabilities Act (AA), the Americans with Disabilities Amendments Act (ADAAA), the Virginians with Disabilities Act, and the Rehabilitation Act of 1973 prohibit employers from discriminating on the basis of disability. These laws also require employers, when needed, to provide reasonable accommodations to applicants and qualified employees with disabilities.

It is the policy of the City of Franklin to comply with all federal and state laws concerning the employment of persons with disabilities. It is our policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

The City of Franklin will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job. An individual who can be reasonably accommodated for a job without undue hardship will be given the same consideration for that position as any other applicant.

While many individuals with disabilities can work, all employees are required to comply with safety standards. Current employees who pose a direct threat to the health or safety of the other individuals in the workplace may be placed on leave, if appropriate until an organizational decision has been made in regard to the employee's immediate employment situation.

II. APPLICABILITY

This policy applies to applicants and to qualified employees with disabilities. If requested, reasonable accommodations shall be considered for qualified employees regardless of whether they work part-time or full-time, or are considered probationary or non-career status, as well as temporary employees.

III. RESPONSIBILITY

The Director of Human Resources (or designee) is responsible for implementing this policy, including resolution of reasonable accommodation, safety, and undue hardship issues in consultation with the Department Head and City Manager.

IV. DEFINITIONS

As used in this policy, the following terms have the indicated meaning and will be adhered to in relation to the ADA policy.

CITY OF FRANKLIN

- A. Disability. A physical or mental impairment that substantially limits one or more major life activities of the individual; a record of such an impairment; or being regarded as having such an impairment. Major life activities include the following:
- * In general – Major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.
 - * Major bodily functions – A major life activity also includes the operation of a major bodily function, including, but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine and reproductive functions.
- B. Direct Threat. A significant risk to the health or safety of others that cannot be eliminated by reasonable accommodation.
- C. Essential Functions of the Job. Job activities that are determined by the employer to be essential or core to performing the job; these functions cannot be modified.
- D. Individual with a Disability. A person with a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment.
- E. Physical or Mental Impairment. A “physical impairment” is any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, hemic, and lymphatic, skin, and endocrine. A “mental impairment” is any mental or psychological disorder, such as intellectual disability, organic brain syndrome, emotional or mental illness, and specific learning disabilities.
- F. Qualified Individual. An individual who, with or without reasonable accommodation, can perform the essential functions of the job that such individual holds or desires.
- G. Reasonable Accommodation. A modification or adjustment to a job, an employment practice, or the work environment that makes it possible for a qualified individual with a disability to enjoy employment opportunities. Reasonable accommodation may include, but is not limited to:
- * Making existing facilities used by employees readily accessible to and usable by persons with disabilities;
 - * Job restructuring, modifying work schedules, reassignment to a vacant position;

CITY OF FRANKLIN

- * Acquiring or modifying equipment or devices, adjusting or modifying examinations, training materials, or policies, and providing qualified readers or interpreters.
- H. Record of Impairment. A history of or having been classified (or misclassified) as having a mental or physical impairment that substantially limits one or more major life activities.
- I. Regarded as having an Impairment or Disability. An individual who has been subjected to an action prohibited by the ADAAA (i.e. discrimination) because of an actual or perceived impairment/disability that is not both transitory and minor. Under these conditions the City is under no obligation to provide reasonable accommodation, as per the Equal Employment Opportunity Commission (EEOC). However, these individuals may not be discriminated against because of a regarded disability.
- J. Substantially Limits. An impairment which “substantially limits one or more major life activities” that prevents a person from being able to perform a major life activity that the average person in the general population can perform; or significantly restricts the condition, manner, or duration under which an individual can perform a particular major life activity as compared to the condition, manner, or duration under which the average person in the general population can perform that same major life activity.
- K. Transitory and Minor Impairment. An impairment that is both transitory (temporary) and minor which does not affect any major life activities. The City is not required to provide an accommodation if the impairment is both transitory and minor. Analysis of a reasonable accommodation request where the disability is only transitory or minor will be done on a case-by-case basis.
- L. Undue Hardship. Action requiring significant difficulty or expense to be incurred should the City provide a particular accommodation. The City will assess on a case-by-case basis whether a particular reasonable accommodation would cause undue hardship.
- A. In determining whether an accommodation would impose an undue hardship on a covered entity, factors to be considered include, but are not limited to:
- * The nature and cost of the accommodation.
 - * The overall financial resources of the facility or facilities involved in the provision of the reasonable accommodation; the number of persons employed at such facility; the effect on expenses and resources of the impact of such accommodation upon the operation of the facility.
 - * The overall financial resources of the employer; size, the number of employees, and type and location of facilities.

CITY OF FRANKLIN

- * The type of operations of the company, including the composition, structure and functions of the workforce; relationship of the particular facility to the employer.
- * The impact of the accommodation on the operation of the facility.

V. GENERAL GUIDELINES

The City is required to make a reasonable accommodation to the known disability of a qualified applicant or employee if requested or if it would not impose an “undue hardship” on the operation of the City.

1. A request for reasonable accommodation is an oral or written request made by an applicant or employee or their representative (e.g., a family member, health care professional, or an agent acting on behalf of the employee or prospective employee) to the employee’s supervisor, any manager in the employee’s management chain, the hiring manager, or human resources. The Director of Human Resources (or designee) must be notified of all reasonable accommodation request(s) (written and/or oral) no later than five (5) days after receipt of the request(s).
2. A requestor is not required to use the words: “reasonable accommodation”, “disability”, or “Rehabilitation Act” in the request, however should describe the disability and requested accommodation to the best of their ability. Additionally, an employee may request a reasonable accommodation whenever s/he chooses, even if s/he has not previously disclosed the existence of a disability. The accommodation request should only occur once and not be repetitive. In such cases, the supervisor (or manager) and the requestor should work together to anticipate any situations that may require recurring accommodation (e.g., sign language interpreters, personal assistant, or large print documents).
3. In cases when a supervisor (or manager) directly observes information that may indicate an individual has a disability, and it is not clear whether the employee is requesting an accommodation, the supervisor (manager) should consult human resources.
4. There are several modifications or adjustments that are not considered forms of reasonable accommodation. The City does not have to eliminate an essential function from the position, nor is the City required to lower quality or production standards to make an accommodation, as long as those standards are applied uniformly to employees with or without a disability. The City does not have to create a new position to accommodate an employee.
5. The City is not obligated to provide personal use items needed in accomplishing daily activities both on and off the job (i.e. eyeglasses, hearing aids, prosthetic limbs or wheelchairs). The City is not required to provide personal use

CITY OF FRANKLIN

amenities, such as a refrigerator, if these items are not provided to employees without disabilities.

6. Job applicants or their representatives may submit a written or verbal request for an accommodation for any part of the application process, including the interview phase, to point-of-contact in the job opportunity announcement or human resources.

7. A reasonable accommodation request shall not be the basis for a lower performance appraisal or adverse employment action.

VI. CONFIDENTIALITY REQUIREMENTS

An accommodation request, the disability, and any medical information obtained in the accommodation process or via other channels, must be kept confidential. Confidentiality rules regarding disability status applies to all employees and applicants, whether or not they are individuals with disabilities.

VII. APPEALS

Employees or applicants who are dissatisfied with the decision(s) of a supervisor or department head pertaining to his/her accommodation request may seek review by the Director of Human Resources (or designee) and City Administration.

APPLICABLE POLICIES

- 001. General Provisions
- 103. Equal Employment Opportunity and Affirmative Action Policy
- 104. Employment Applications

Approved:

Amanda C. Jarratt
City Manager for the City of Franklin

Signed: _____

Date: _____



*Office of the City Manager
Amanda C. Jarratt*

November 2, 2021

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: Transportation Feasibility Study

Background Information

On October 12, 2021 Steve Zollos with Senior Services of Southeast Virginia set up an informational call to discuss the 5311 Program. The discussion with the Department of Rail and Public Transit (DRPT) also included leaders from Southampton County, Isle of Wight County, and the City of Franklin. It was an excellent opportunity to ask questions directly to DRPT.

Per that discussion, and if we hope to move forward as a region to begin the development of a true public transportation for Western Tidewater, we need to decide if we want to begin the process with a feasibility study. The estimate for the Feasibility Study is \$50,000 to \$75,000 which would largely be covered by Federal, State, and DRPT grant dollars. Our three-jurisdiction region would need to provide at most 10% (\$5,000 - \$7,500 as a group).

Here is how the first step will work if we as a region decide to move forward:

1. Step 1: Feasibility Study
 - a. Jurisdictions can expect to contribute \$5,000-\$7,500 as a group for the study (actual cost depends on the contractor we decide should do the feasibility study).
 - b. We need one jurisdiction to 'take the lead' and register on the DRPT OLGA system (a simple process... if we need time to decide who will be the lead jurisdiction, then all should register with OLGA for the time being).
 - c. Feasibility Study application needs to be submitted between Dec 1, 2021 & Feb 1, 2022.
 - d. DRPT will provide a list of eligible contractors to do the study. DRPT will help us publish a scope to the transit bench contractors. They are already procured by DRPT, so it makes the contracting process very fast and easy.
 - e. Jurisdictions will decide on the contractor based on proposals submitted.
2. Step 2: Based on the results of the feasibility study
 - a. Jurisdictions will decide if they desire to move forward with the Demonstration

Needed Action

Provide direction to staff on how to proceed with the regional Transportation Feasibility Study.



5311 Public Rural Transportation Program Discussion

October 12th, 2021, via Zoom/3:00 – 4:00pm

Carl Faison – Southampton County Board of Supervisors

Dick Grice – IOW Board of Supervisors

Amanda Jarratt – City of Franklin Manager

Jeff Raliski – HR Transportation Planning Organization

Don Robertson – IOW Assistant County Administrator

Neil Sherman – Director of Statewide Transit Programs, VA DRPT

Dan Sonenklar – Planning Manager VA DRPT

Staff

Jeannie Leonard, Senior Transit Supervisor

Tabitha Smith, Transit Director

Melissa Sutherland, Grants Administrator

Monika Zajac-Lorke, EA

Steve Zollos, CEO

Welcome

Steve Zollos started the meeting and all participants introduced themselves.

Neil Sherman and Dan Sonenklar presented the details of 5311 Rural Public Transportation Program.

DRPT is the recipient of the Federal Transit Administration 5311 Grant, which is designated for unrestricted Rural Public Transportation in Virginia. There are 20 programs around the State operating within 5311.

Localities and non-profit organizations on behalf of localities apply for the funds and go through the verification process to be approved.

5311 Rural Public Transportation Program related grant materials are found within DRPT's Online Grant Administration Program (OLGA). Applications are available in the system beginning December 1, 2021 and are due on February 1, 2022. The access to the system is open at this moment.

Neil Sherman encouraged all interested jurisdictions to set up their organization's account in the OLGA system in order to be able to access grant application materials, grant guidance manuals, etc. He also suggested that each locality have more than one user with pin to ensure access to the system.

The 5311 grant application involves a three-part process.

1) Feasibility Study/Technical Assistance Grant:

The first requirement is a Feasibility Planning Study to allow the localities to clarify their needs for public transportations before launching the services. The Feasibility Study is funded with Technical Assistance Grant.

The cost of the Study varies from \$50,000 to \$75,000.

The Study is being funded 50% by State and 50% by localities; however, DRPT supplements the greater part of the local match in rural areas with rural transportation discretionary funds. This reduces the match burden to 10% to be covered by jurisdictions (\$5,000 - \$7,500 depending upon cost of feasibility study).

The applicants may select one of the 4 transit-oriented consulting firms within the Transit Bench Contract to provide help and guidance in creating the report.

If the Technical Assistance Grant application gets approved, the funds are available on July 1st to start the study.

2) Demonstration Grant:

The second step to a 5311 Federal Grant is successful completion of a Demonstration Assistance Grant. This grant provides funding for a demonstration period to include the transit project's first year of running their services, with potential for funding to be extended to 2 years.

The application for Demonstration Assistant Grant begins December 1st and consist of 80% State and 20% Local match. At this point, DRPT requires one locality to take the lead in the grant within the regional service (lead applicant on collaborative application).

The purpose of Demonstration Project Grant is to give localities flexibility to start the services, satisfy multiple requirements, and build the plan for the service for subsequent years (identify types of routes, fares, fleet, workforce, etc.).

3) 5311 Rural Public Transportation Grant Submission (Implementation Funds):

After completing the Feasibility Study and the Demonstration grant phases, applicants are ready to submit an application for implementation funding through the FTA 5311 Rural Public Transportation Program. Project funding share includes 50% Federal, 30% State, and up to 20% Locally funded non-federal match.



*Office of the City Manager
Amanda C. Jarratt*

November 3 2021

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: City Manager's Report

General Updates

- The City of Franklin staff continues to work with local, regional, and state partners to battle the impacts of COVID-19 and provide testing and vaccinations throughout the City.
- We are continuing to work collaboratively with Franklin City Public Schools to resolve the cash flow issues that presented themselves several weeks ago.
- Attached to this report are the Hampton Roads Planning District Commission Legislative Priorities.
 - One item that we will be reaching out to our regional legislators about is the Federal Overhead Recovery payment to the Commonwealth from Western Tidewater Regional Jail. A letter was sent to our delegation regarding this last year and I am seeking direction from City Council to send another letter in collaboration with the City of Suffolk and Isle of Wight County.
 - Another issue of significance is a proposed \$3.00 fee per ton of trash in support of State Parks. SPSA and the HRPDC have come out against the proposed legislation.
 - If there are any other items, you all would like for me to reach out to our State delegation regarding please let me know.
- On Thursday, November 4, the Occupational Safety and Health Administration (OSHA) of the U.S. Department of Labor officially filed an emergency temporary standard (ETS) in the Office of the Federal Register regarding COVID-19 vaccination and testing. The rule establishes federal requirements for vaccination and testing for employees of large employers (100 or more employees). The deadline for implementation is January 4, in line with previous requirements for healthcare workers and employees of federal contractors. City staff will be working on plans to meet the new Federal requirement.

Community Events

- The City of Franklin Christmas Open House is scheduled for November 13th from 10:00 a.m. – 5:00 p.m.
- The City of Franklin Christmas parade is scheduled for Friday December 3rd with the theme of “Christmas Movies”.
- The “Light Up the Night” Christmas Tree will be at the Market on Main beginning December 4th.

**Hampton Roads
Planning District Commission**

**2022
Regional Legislative Agenda**

Coastal Resiliency

- Request the creation of the Virginia Commonwealth Flooding Board.
 - The Commonwealth Flooding Board (CFB) would direct and prioritize state and federal funding for flood mitigation, ensure collaboration and alignment among State agencies, and coordinate flood mitigation planning and adaptation efforts.
 - The CFB would be similar to the Commonwealth Transportation Board which meets on a regular basis to address transportation needs and issues in Virginia. The CFB would serve a similar role for statewide flooding issues.
 - The challenge of flooding is a statewide issue which requires the needed resources, staff and organizational structure to ensure that Virginia can address this issue in an ongoing, systematic and collaborative manner.

See attached CFB White Paper for additional information.

Offshore Wind

- Continue to support efforts to support and promote the offshore wind industry and make the Hampton Roads region a hub for supply chain jobs to support this emerging industry.
 - The region's geographic location, harbor and specialized workforce position the 757 to be the hub to support wind turbines planned for construction along the east coast.
 - Request that the General Assembly establish the Offshore Wind Supply Chain Fund to assist Hampton Roads companies in their efforts to participate in the offshore wind supply chain. This fund would be used by companies to offset some of the costs to support this emerging industry. Funds could be used for worker training/certification, new product development or repositioning, equipment upgrades, and implementing new operations processes to support offshore wind.

Broadband/Fiber

- Support funding programs and policies that advance regional efforts to develop interconnected and modern fiber networks.
 - The Hampton Roads region is planning a fiber network that will connect to the subsea cables that have come ashore in Virginia Beach and spread this ultrafast service throughout the 757 region.
 - The first phase of this effort is the southside fiber ring – the procurement process is currently underway for the construction of this fiber ring. The next phase of this effort will expand this fiber network to the Peninsula.
 - Current State funding programs for broadband place priority on last mile service to rural areas.
 - State funding programs should include funding opportunities for middle mile/dark fiber networks that support urban, suburban, and underserved areas.

Economic Development Site Readiness

- Support funding programs and policies that assist local governments with preparing shovel ready sites for economic development and job creation.
 - The Hampton Roads region has utilized funding through the GO Virginia program to advance regional economic development sites through the Tier-system utilized by the Virginia Economic Development Partnership (VEDP).
 - This regional approach has been viewed as a model program in Virginia for preparing shovel-ready economic development sites.
 - Important to support the continuation of funding for programs that support regional efforts to advance economic development site readiness.

Housing

- Support the continuation of efforts to appropriate funding for housing programs and projects.
- Review enabling legislation at the State level to ensure that all localities have consistent authority to implement tools such as inclusionary zoning and impact fees.

Urban Areas Security Initiative (UASI)

- Sustain UASI funding levels for the Hampton Roads region.

Support an Increase in Funding for School Construction and Modernization

- Support the continuation of efforts to provide increased state funding for K-12 public education.
- Evolving technology and facility needs require funding to ensure that our K-12 facilities remain modern and can meet today's public education best practices and needs.

Preserving and Expanding Tree Canopy

- Support legislation to provide local governments with greater authority in the reforestation, preservation, and management of urban forests.
- Urban forests play important role to capture and store carbon, reduce stormwater runoff, improve air quality, reduce energy use, and mitigate urban heat islands and their health effects.

Support Revisions to Public Notification Requirements for Discretionary Land Use Requests

- In response to excessive costs, unreliability of services and an overall decline in readership of print newspaper, localities are seeking alternative methods to provide public notice that reflect current trends, are more effective, and are more cost efficient.

Increased Flexibility for Public and Regional Bodies to hold Electronic Meetings

- Experiences over the past 18 months illustrate that electronic meetings can increase public participation and reduce the need for travel.
- Current provisions within the Code of Virginia are very restrictive regarding the ability of public bodies to conduct electronic/virtual meetings outside of a declared State of Emergency.
- While the importance of in-person meetings is recognized, the General Assembly should consider providing increased flexibility for public bodies and regional bodies to hold electronic/virtual meetings, when deemed appropriate.

Increased State Funding for Planning District Commissions

- Planning District Commissions (PDCs) play a critical role in coordinating regional cooperation and strategies that strengthen our regional economies and improve the quality of life for the Commonwealth of Virginia.
- PDCs also serve a critical role by supporting state agencies in program and project delivery which results in cost savings for the Commonwealth of Virginia.
- In FY 2022, the HRPDC receives \$165,943 as a base allocation from the Commonwealth of Virginia. While this amount represents a \$14,000 increase, it is more than \$200,000 less than the HRPDC received from the Commonwealth in the year 2001.
- State funding should reflect the critical role that PDCs play within their regions and the support and cost savings PDCs create for the Commonwealth of Virginia.

Virginia Commonwealth Flooding Board

Virginia needs a new entity to direct and prioritize state and federal funding for flood mitigation, ensure collaboration and alignment among State agencies, and coordinate state, local and regional planning and adaptation efforts. In the Commonwealth, flooding is caused by three sources, which sometimes occur simultaneously: precipitation, wind, and tides. Flooding impacts all regions of Virginia including those with upland, riverine, and coastal environments. Each of these drivers appears to be getting worse as a result of changing climatic conditions. Extreme rainfall events repeatedly have caused riverine and inland flooding and have also intensified coastal flooding. Coastal areas are also experiencing the impacts of sea level rise. Increased sea level means regular high tide events result in more flooded roads and properties and storm events impact larger portions of coastal communities. There is a need to define the scope of these problems, design solutions, and invest in mitigation.

The General Assembly should create a Commonwealth Flooding Board (CFB) to be an oversight body to coordinate flood mitigation efforts at the State level. The CFB would be similar to the existing Commonwealth Transportation Board, which meets on a regular basis to address critical transportation needs and issues in Virginia. The CFB would be responsible for performing the same function for statewide flooding issues and should phase in the implementation of the following tasks over several years:

1. Provide a statewide forum for the discussion of flood mitigation and coordination among state agencies, regions, and localities in efforts to address this critical challenge.
2. Administer the Community Flood Preparedness Fund, including identifying priorities of regional or statewide significance, development and approval of a grant application manual, and approval of grant awards.
3. Designate and define the geographic boundaries of flood planning regions based on watersheds.
4. Develop guidance for regional flood plans then provide funding from the RGGI auction proceeds to fund regional flood plans. In many regions, the plans would be developed with support from the US Army Corps of Engineers Civil Works program.
5. Consolidate regional flood plans into a State Flood Plan.
6. Annually evaluate the alignment of state programs and associated grants and loans, including but not limited to the following, with the Commonwealth’s flood mitigation objectives identified in the regional and state flood plans.

VDOT six-year improvement program	VEDP Brownfields
VDOT long-range transportation plan	VDEM Building Resilient Infrastructure in Communities
DCR Dam Safety, Flood Prevention and Protection Assistance Fund	VDEM Hazard Mitigation Plans and Grants
DEQ Water Quality Improvement Fund	VDH Clean Water Revolving Fund
DHCD Community Block Development Grants	VDH Drinking Water Revolving Fund



This proposal to develop a state flood plan from regional plans is based on the Texas Water Development Board and its [requirements](#) for regional flood planning. However, Virginia does not have an entity like the Texas Water Development Board. The proposed Commonwealth Flood Board would fill that role.

In 2020, House Bill 22 created the Community Flood Preparedness Fund. The fund makes loans and grants available to localities for coastal and riverine flood prevention and mitigation projects. Based on HB 981, proceeds from Virginia’s participation in the Regional Greenhouse Gas Initiative (RGGI) will be allocated to the Community Flood Preparedness Fund. In 2021, the RGGI auctions have generated to date \$64M (out of \$142M total proceeds to Virginia) of revenue allocated to the Community Flood Preparedness Fund; one more auction will be held this year in December 2021. Annual revenue is expected to be approximately \$88M. The Director the Department of Conservation and Recreation and Secretary of Natural Resources oversee the selection of grant awards for this fund. Most programs such as Water Quality Improvement Fund or Dam Safety grants are vetted and approved by an appointed board such as the State Water Control Board or Soil and Water Conservation Board. Creating a deliberative public body to oversee the CFPF would align with the Commonwealth’s established approach to prioritizing the use of such funds.

The proposed Commonwealth Flooding Board would be comprised of 16 citizens appointed by the Governor. Appointments would include one resident of each of the eleven proposed flood planning districts and five appointments of residents from five localities with the most flood insurance policies in force when the appointment is made. Appointments shall be staggered to provide stability and long-range planning beyond the tenure of any single governor. Ex officio members would include the Secretary of Natural Resources, Secretary of Transportation, Secretary of Public Safety, Secretary of Commerce, and the Special Assistant to the Governor for Coastal Adaptation and Protection whose position will be redefined as the Director of the Commonwealth Flood Planning staff.

The Board would be supported by a new Commonwealth Flood Planning staff. The Board would direct the staff’s work program to include data collection, planning, research, analysis, modeling, and project management. A staff established for this purpose would be better positioned than the existing DCR staff evaluating CFPF applications to coordinate with VDEM, DHCD and VDOT on the potential overlap of grant programs. The CFB could also serve as the nonfederal sponsor for USACE Civil Works projects. The staff would include a director, the redefined role of the Special Assistance to the Governor, plus a minimum of twelve staff with combined expertise in floodplain management, stormwater modeling, civil engineering, coastal engineering, geology, nature-based green infrastructure, land use planning, economics, benefit-cost modeling, environmental policy development, environmental justice, and financial management (grant management, bond ratings, investment strategies). The estimated budget to support the proposed staff is roughly 3% of the annual CFPF budget from the RGGI auctions. The proposed Commonwealth Flood Board and supporting staff focused on climate change would become a state resource for emerging science, data and models. It would also fulfill the first recommendation from the JCOTS study “Impact of Climate Change on Virginia’s Coastal Areas” to establish a structure for more effective collaboration and coordination.

