

AGENDA

FRANKLIN CITY COUNCIL

MONDAY, MARCH 10, 2014 – CITY HALL COUNCIL CHAMBERS – 207 W. SECOND AVENUE

6:30 P.M.
RECEPTION

[REMINDER: RETIREE RECOGNITION RECEPTION (LOBBY)]

7:00 P.M.
REGULAR MEETING

CALL TO ORDER. . . . MAYOR RAYSTINE D. JOHNSON-ASHBURN

PLEASE TURN OFF CELL PHONES . . . MAYOR RAYSTINE D. JOHNSON-ASHBURN

PLEDGE OF ALLEGIANCE

SPECIAL PRESENTATIONS: Retiree Recognition

CITIZENS' TIME:

AMENDMENTS TO AGENDA

1. **CONSENT AGENDA**
 - A. Minutes of the February 24, 2014 City Council Meeting
2. **FINANCE**
 - A. Budget Amendment #2014-20: School Board Amendment
3. **PUBLIC HEARING:** Madison Street Area Community Development Block Grant Project – Resolution #2014 -03
4. **OLD/NEW BUSINESS**
 - A. Incubator Naming Policy
 - B. City Manager's Report
5. **COUNCIL/STAFF REPORTS ON BOARDS AND COMMISSIONS**
6. **CLOSED SESSION** – I move that the Franklin City Council meet in closed session to discuss and consider appointments to boards and commissions, and to discuss prospective businesses or industries where no previous announcements have been made and consider the investment of public funds where bargaining is involved and the financial interest of the City would be adversely affected if made public pursuant to Virginia Code Section 2.2-3711 (A) (1), (5) & (6).

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

7. **ADJOURN**

UPCOMING ITEMS TO BE SCHEDULED...

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

SUBJECT**TENTATIVE TIME LINE**

**Personnel Policies Review Including PTO,
Health & Disability Insurance**

TBA

2014 Council Retreat

TBA

CONSENT AGENDA

A. Minutes of the February 24, 2014 City Council Meeting

The Franklin City Council held a regular meeting on Monday, February 24, 2014 at 7:00 p.m. in the Council Chambers at City Hall.

Council Members in Attendance: Raystine D. Johnson-Ashburn, Mayor; Barry Cheatham, Vice-Mayor; Greg McLemore, Benny Burgess, Mary Hilliard and Mona Murphy (Councilman Don Blythe absent).

Staff in Attendance: Randy Martin, City Manager; Taylor Williams, City Attorney; Alan Hogge, Director Social Services; Phil Hardison, Chief of Police; Brenda Rickman, Commissioner of Revenue; Dinah Babb, Treasurer; Melissa Rollins, Director of Finance; Russ Pace, Director of Public Works; Carolyn Joyner, Director of Human Resources; Donald Goodwin, Director of Community Development; Vince Holt, Director of Emergency Services; Jennifer Maynard, Voter Registrar; Clay Hyatt, Program Athletic Specialist; and Dan Howe, Executive Director of Downtown Franklin Association

Other Staff in Attendance: Quentin Livingston, Police Officer; Teresa Rose-McQuay, Administrative Assistant and Acting Secretary, Recording Minutes.

CALL TO ORDER

Mayor Raystine Johnson-Ashburn called the regular City Council Meeting to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited by everyone in attendance.

SPECIAL RECOGNITION

Mr. Martin recognized the new members of staff that have joined the City. Donald Goodwin, Community Development Director introduced Nancy Reid and Daniel Rountree both members of the City/County Community Development Department. Dan is the Environmental Specialist and Nancy Reid is Environmental Compliance Officer. Next, Russ Pace, Director of Public Works introduced Darrel Sykes and Thomas Williams who are both Sanitation Worker I. Reginald Owens is also a Sanitation Worker I but was unable to attend. James Barnes is a member of the street division under the supervision of Chad Edwards and was also unable to attend. He is a Construction Maintenance Worker II. There was a new member of the Fire Department who was unable to attend Cody Harrison. Lastly, Clay Hyatt Program Specialist for Parks and Recreation introduced Samarra Bailey who is a Recreation Aide.

Mayor Johnson-Ashburn welcomed all new staff on behalf of Council.

CITIZEN'S TIME

Three citizens signed up to speak at Citizen's time.

Citizen 1

Amanda Cannady of 411 Pine Street addressed the Council concerning her utility bill. She stated that she lives alone and wanted understanding on why the cost has tripled. She is home less than she has ever been. Mayor Johnson-Ashburn asked that she provide her contact information to Melissa Rollins and said that a member of staff would contact her concerning her request.

Citizen 2

Mary Banks of 571 Laurel Street addressed her concern which was why she has to pay for garbage collection and she has not been staying in her home. Mayor Johnson-Ashburn asked that she provide her contact information to Melissa Rollins and said that a member of staff would contact her concerning her request.

Citizen 3

Brenda Scott of 416 Pine Street also addressed the Council concerning her utility bill. She doesn't understand why it continues to keep going up. It seems that her bill has tripled. Mayor Johnson-Ashburn asked that she provide her contact information to Melissa Rollins and said that a member of staff would contact her concerning her request.

AMENDMENTS TO AGENDA

Councilwoman Mona Murphy asked Council to amend the agenda to address the concern of poverty in the City of Franklin. Mayor Johnson-Ashburn stated that it could be placed under old/new business bullet C.

City Attorney Williams also requested Council amend the closed session motion listed on the Agenda to include consultation with the City Attorney requiring the provision of legal advice pursuant to Virginia Code Section 2.2-3711 (A) (7).

The motion to approve both amendment requests to the agenda was made by Vice Mayor Barry Cheatham and seconded by Councilwoman Mary Hilliard and passed with a 6 – 0 vote (Councilman Blythe absent).

CONSENT AGENDA**Minutes of the February 10, 2014 Regular Meeting**

A motion was made by Vice-Mayor Cheatham to adopt the minutes as presented from the City Council Meeting held on February 10, 2014. The motion was seconded by Councilwoman Hilliard and was approved with a 6-0 vote (Councilman Blythe absent).

DEPARTMENTAL REPORTS

Mayor Johnson-Ashburn asked if there were any questions concerning the January 2014 Departmental Reports.

There were no comments or questions concerning the January 2014 Departmental Reports.

FINANCE**Financial Report January 2014**

Mayor Johnson-Ashburn recognized Melissa Rollins, Director of Finance for an overview of the Financial Report for January 2014. Below are the highlights:

General Fund Revenue Summary

- With seven months of the fiscal year complete, General Fund Revenues are continuing to track slightly higher than revenue from the prior year period
- General Fund revenue of \$10.85 million at the end of January 31, 2014 is 57.0% of budget compared to \$10.68 million or 57.7% of budget at January 31, 2013

Property Tax Revenue

- The third quarter of Fiscal Year 2013-2014 reflects a favorable increase in general property tax collections over the prior year with a gain of 2.3%

Local Taxes

- Taxes indicative of the City's local economy are tracking slightly higher than the prior year
- All sources are on target with budgeted projections ranging from 57% to 63% of the budget realized at the end of the month.

Other Local Revenue

- Revenue from permits, fees and fines reflect an increase in the current accounting period from \$61,925 in January 2013 to over \$100,000 in January 2014 due primarily to consolidation of planning and inspection services with Southampton County
- Charges for services reflect the budgeted reduction in the general fund associated with the transitioning to the separate Solid Waste Fund effective August 1, 2013
- Charges for services also include the administrative transfer from the City's Enterprise Funds to the General Fund
- State and Federal Revenue – There are no major changes from the prior year period for state aid; however, federal aid in the current year increased as a result of the Safer grants federal reimbursement.

General Fund Expenditure Summary

- General Fund expenditures increased overall by \$1.6 million or 23% from the prior year period. This is largely due to budgetary changes made in the current fiscal year and capital outlay expenditures associated with loan proceeds; year to date expenditures at 58% of budget are slightly higher when compared overall to the prior fiscal year.

Water & Sewer Fund Summary

- Revenue collected for water and sewer charges (\$1.75 million) is at 56% of budget

Solid Waste Fund Summary

- Revenue for the Solid Waste Fund of \$686,000 is recorded for six months beginning with the August 2013 financial report
- As a result of year to date revenue earned and expenditures made, net income for the month is \$102,000
- Cash in the Solid Waste Fund at the end of the period has increased from July by \$76,000 and totals \$302,728.

Airport Fund Summary

- Fuel sales at January 31, 2014, were \$74,000; slightly higher than sales reported at January 31, 2013
- Expenditures as of January 31, 2014, are higher than January 31, 2013, due to the capital outlay expenditure for land acquisition costs which will in large part be grant funded.

Electric Fund Summary

- Revenue in the Electric Fund is on target with budget and represents seven months of billed revenue at \$7.60 million (sale of energy). This is slightly higher than the prior year period.

Electric Fund Cash Balance

- Cash in the Electric Fund at December 31, 2013 was \$733,859 and fell to \$438,344 for the cash balance reported at the end of January 2014. This balance is slightly higher (\$48,000) than the cash balance reported in the Fund at the end of January 2013(\$389,986). Director Rollins reviewed some of the factors contributing to seasonal fluctuations in cash.

Councilman Benny Burgess commented on the variance on table 5 between January of this year and last year. He questions whether the cash reserves appear to be headed in the wrong direction.

Mr. Martin explained that a lot of the fluctuation is coming from the fact that this has been an extremely cold winter and the expenses have increased due to this. We expect to see a spike in the other direction in the next couple of months as temperatures moderate and higher billing period revenues are collected.

Councilwoman Mary Hilliard asked if we anticipate the variance to decline within the next month.

Mr. Martin commented that it would depend on how the weather trended since the City actually lowers its rate in the winter months in an effort to help consumers.

Mayor Johnson-Ashburn asked if collections were a problem.

Mrs. Rollins stated that it would be next month before a more definitive answer could be given on collections analysis.

Councilman McLemore voiced his concern that it appears we are seeing more negative than positive trends in the cash balance position.

Mr. Martin said that there is no indication that collection rates have significantly declined but there should be a clearer snapshot in March when the February reports are complete.

Vice-Mayor Cheatham suggested a 12 month analysis would be helpful in evaluating overall trends which fluctuate seasonally.

OLD/NEW BUSINESS**Resolution # 2014 – 02 – Resolution Establishing Safety, Health & Wellness Policy**

Manager Martin recognized Vince Holt, Chief of Emergency Services to review the Safety, Health, and Wellness program. At the direction of the City Manager, the Safety, Health and Wellness Committee have been actively meeting since January 16, 2013. Chief Holt, who is the Committee Chair, shared the Safety, Health and Wellness Policy Statement along with a resolution that recognizes the importance of having a safety, health and wellness program for the City's Employees. The Committee has been focused on a set of risk management guidelines that were provided by VML. These guidelines help to offer structure and direction for a locality. Achieving these guidelines not only assists in achieving a sound program but also qualify the locality for a premium discount. Chief Holt asked Council to approve the recommended Resolution which will formally recognize the Safety, Health and Wellness Committee and their efforts to make the City of Franklin a safer place to work for employees.

Councilwoman Murphy asked if there is a designated employee from each department that is responsible for checking unsafe procedures or practices.

Chief Holt responded that each department has an employee on the Committee who is responsible for monitoring the Safety Health Checklist which is taken back to the committee for review.

Councilwoman Murphy asked if each department could have at least one person trained in CPR.

Chief Holt replied that is a goal for the Committee.

Councilman Burgess asked if every city building was included in the Committee's analysis and reviews.

Chief Holt answered every city building except the Incubator, but maybe that facility needs to be added. He stated he will contact representatives who manage the Incubator.

Councilman Burgess stated he would like for Chief Holt to come back in June with an updated report on the results of the Safety Health Facility Evaluation Checklist and the Committee's training efforts.

A motion was made by Councilman Burgess to adopt Resolution #2014-02 establishing the Safety, Health and Wellness Policy. The motion was seconded by Vice-Mayor Cheatham and passed with a 6-0 vote (Councilman Blythe absent).

City Manager's Report

As discussed at the previous Council Meeting, Manager Martin informed Council that notices have been posted in a number of places as well as two articles published in the newspaper advertising Council activities to encourage citizen interest in upcoming School Board vacancies.

Mayor Johnson-Ashburn asked if any notification was sent home with the students of the Franklin City Schools informing parents of the upcoming vacancies.

City Attorney Williams responded there has not been a notification sent home with the students for School Board vacancies yet, but notices on the Superintendent vacancy process have been widely distributed seeking public input.

Manager Martin reported on the last meeting of the Water & Waste Water System Consolidation Feasibility Study City/County Management Team. He announced an upcoming public information meeting which will be held at the Southampton County Administration Building on Thursday, March 13, 2014 at 7:30 P.M. The Manager also updated the Council on the status of the grant funds approved to study options.

Manager Martin also gave an update on the winter weather storm cleanup related expenditures. At this time the City of Franklin has spent \$30,407.95 on materials and overtime labor in the Public Works Department alone, but these funds are VDOT reimbursable.

Manager Martin announced a reception will be held in honor of our recent retirees at 6:30 P.M. prior to the City Council Meeting that is to be held on March 10, 2014.

Amendment to the Agenda: Poverty in Franklin Proposal

Councilwoman Murphy expressed her concerns about poverty in the City of Franklin. Councilwoman Murphy proposed that Council address the poverty issue by asking the Planning Commission to organize and lead a task force in designing a plan of action to address City poverty issues.

Mayor Johnson-Ashburn suggested this issue be added to the Agenda as a work session item.

COUNCIL/STAFF REPORTS ON BOARDS AND COMMISSIONS

Councilman Burgess reported that the Incubator is hosting a series of meetings called a Pitch Session where advisors are called in to meet with individuals about different aspects of starting a business. Councilman Burgess presented notes to Council from the Incubator Board for review and discussion specifically related to a proposed Incubator Board naming policy. He asked the Council to consider blessing and giving input on the policy. It was suggested that Council consider this at the next meeting.

Vice-Mayor Cheatham reported on the Tidewater Regional Jail Board Meeting where some of the topics of discussion were the Federal proposal and potential fund raising avenues.

Vice-Mayor Cheatham reported on the Business Friendly Meeting where some of the topics of discussion were the Incubator's virtual office idea and plans and City Hall telephone system concerns which had been previously addressed.

Vice-Mayor Cheatham announced the Chamber of Commerce and FSEDI will be hosting a Breakfast Meeting at 7:30 A.M. on March 11, 2014, at the Paul D. Camp Community Workforce Center where the topic of discussion will be the City and County Economics of the future.

Vice-Mayor Cheatham reported on the HRPDC and the HRTPO meetings.

Mayor Johnson-Ashburn reported on the City/County Shared Services Meeting where an update was given on the City/County Management Team utility study RFP process.

CLOSED SESSION

Vice-Mayor Cheatham motioned that the Franklin City Council meet in closed session to consider appointments to boards and commissions, discuss personnel and consult with the City Attorney on a matter requiring the provision of legal advice from the City Attorney as permitted by Virginia Code

Section 2.2-3711 (A) (1) and (7). The motion was seconded by Councilwoman Hilliard and passed with a 6-0 vote (Councilman Blythe absent).

City Council met in Closed Session beginning at 8:52 P.M.

Mayor Johnson-Ashburn reconvened the open session. Vice-Mayor Cheatham motioned that the only matters discussed during the session were those lawfully exempted from open meeting requirements and identified in the motion by which the closed session was convened. The motion was seconded by Councilwoman Murphy and passed with a 6-0 vote (Councilman Blythe absent).

Action 1

A motion was made by Vice-Mayor Cheatham to reappoint Mr. Welton Deshields, Jr. as a representative on the City of Franklin Department of Social Services Advisory Board for a four year term beginning January 1, 2014 and ending December 31, 2018, and to reappoint Mark Bly as the City of Franklin's Representative on the board of the Virginia Municipal Electric Association. The motion was seconded by Councilman Burgess and passed with a 6-0 vote (Councilman Blythe absent).

ADJOURNMENT

A motion was made by Vice-Mayor Cheatham to adjourn the February 24, 2014 City Council Meeting. The motion was seconded by Councilwoman Hilliard and passed with a 6-0 vote (Councilman Blythe absent).

Mayor Johnson-Ashburn declared the February 24, 2014 City Council Meeting adjourned at 9:15 P.M.

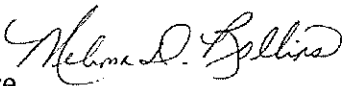
FINANCE

A. Budget Amendment #2014-20: School Board Budget Amendment



March 4, 2014

TO: Randy Martin
City Manager

FROM: Melissa D. Rollins 
Director of Finance

RE: **Budget Amendments & Transfer- FY 2013-2014**

Budget Amendment #2014-20

Attached is a request from the Franklin Public School System to amend the FY 2013-2014 budget to reflect the receipt of \$5,100 in grants funds awarded by the Franklin City Education Foundation. The grant supports the following:

Lego Team State Competition Trip -	\$2,600
Professional Development Seminar-	\$1,300
FHS Robotics Team-	<u>\$1,200</u>
Total	\$5,100

Required Council Action:

Amend the FY2013-2014 City Budget (School Fund) to reflect the award of local grants in the amount of \$5,100 and appropriate the funds for expenditure in the current fiscal year.

BUDGET AMENDMENT 2014-20

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA that the 2013-2014 School Fund is hereby amended to recognize grant funds and to appropriate the funds for expenditure.

250 EDUCATION FUND

	2013-2014 Budget	Amended Budget	Increase (Decrease)
18990-1800 Donations	\$ 69,211	\$ 74,311	\$ 5,100
TOTAL REVENUE			\$ 5,100

EDUCATION FUND

50000-0001 Instruction	\$ 10,691,078	\$ 10,696,178	\$ 5,100
TOTAL EXPENSES			\$ 5,100

**To amend the FY 2013-2014 Budget to reflect the award of a local grant totaling \$5,100 and appropriate the funds for expenditure.*

*Certified copy of resolution adopted by
Franklin City Council*

Clerk to the City Council



FRANKLIN CITY PUBLIC SCHOOLS

207 West Second Avenue
Franklin, Virginia 23851-1713
(757) 569-8111 • Fax (757) 569-8078

TO: Mr. Randy Martin, City Manager
FROM: Dr. Michelle Belle, Superintendent
RE: FY 2014 Authorization to Request Appropriation
DATE: February 24, 2014

At the Franklin City Public Schools Board meeting on February 20, 2014, the following authorization requests for appropriations were approved:

- Franklin City Education Foundation, Inc. - \$5,100.00

In order to correctly account for these funds, the FY2013-2014 school budget must be increased by \$5,100. The amendments should be to the following revenue and expenditures:

Revenues

- Fund 250-18990-1800 \$ 5,100.00

Expenditures

- Fund 250-60000-0001 \$ 5,100.00

Please add the appropriation increase request to the next City Council meeting agenda. As always, my staff and I are available to you if you have any questions.

Cc: **Melissa Rollins, Finance Director**
Rachel Yates, Coordinator of Finance - FCPS



FRANKLIN CITY PUBLIC SCHOOLS

207 West Second Avenue
Franklin, Virginia 23851-1713
(757) 569-8111 • Fax (757) 569-8078

TO: Dr. Michelle Belle, Superintendent

FROM: Rachel Yates, Coordinator of Finance *rey*

RE: FY 2014 Authorization to Request Appropriation

DATE: February 20, 2014

Franklin City Public Schools received the attached notification of grant awards from Franklin City Educational Foundation, Inc. in the amount of \$5,100. In order to correctly account for these funds, the FY2013-2014 school budget must be increased by \$5,100.

Please add to the School Board meeting agenda for authorization to request appropriation. Following board approval we will request authorization for expenditure from City Council.

cc: School Board Clerk

Franklin City Educational Foundation, Inc.
P. O. Box 96
Franklin, VA 23851

James D. Jervy, Jr., President
Brenton D. Burgess, Treasurer
Jennifer C. Stephenson, Secretary

Dr. Marice Minor
Coordinator of Testing
207 West Second Avenue
Franklin, Va. 23851

January 20, 2014

Dear Dr. Minor:

The Franklin City Educational Foundation has collected money for various activities held by the Franklin City Public Schools. It is our pleasure to present donations collected for the out of pocket costs and the staff books for these activities of the School Division.

On December 2nd and 3rd, 2013, Nathan Levy presented a professional development seminar for the entire staff of Franklin City Public Schools. Since the seminar was approved by the Franklin City School Board, an effort was made to raise funds to cover the cost of Nathan Levy and his spouse, who is his assistant. The Foundation, along with Elizabeth Burgess, Gifted Teacher at S. P. Morton, solicited contributions. The effort raised \$1,300.00 towards the cost of the seminar.

Also, the Foundation raised money in support of First Lego League's trip to the State Competition in Harrisonburg. We were able to solicit contributions in the amount of \$2,600.00 toward the trip's cost. If there are excess funds available after paying for the trip expenses, the idea would be to leave that money in the account for the Lego League team for next year.

Finally, several donations were made for the FHS Robotics team at the end of the year. The total donations are \$1,200.00 and may be used for any purpose deemed appropriate by the Robotics team.

Therefore, we are including a check in the amount of \$5,100.00 for the above specific organizations or projects. We are glad to have been able to assist in bringing the worthwhile seminar for the staff and to have been able to support the S P Morton Lego League team and the FHS Robotics team.

As I stated previously to you, we do not have a tremendous amount of money but we are willing to continue to find resources to help our schools.

Sincerely,



Brenton D. Burgess
Treasurer

PUBLIC HEARING

A. Madison Street Area Community Development Block Grant Project – Resolution #2014-02



DEPARTMENT OF COMMUNITY DEVELOPMENT
PLANNING - BUILDING INSPECTIONS – ZONING

To: R. Randy Martin, City Manager

From: Donald E. Goodwin, CBO, CFM, Director of Community Development

Date: 3/5/2014

CC: City Council Members

Re: **Madison Street Neighborhood Comprehensive Community Improvement Grant Application - Public Hearing**

This Public Hearing is a required action by City Council prior to submitting a Comprehensive Community Improvement Grant application to the Virginia Department of Housing and Community Development. The purpose of the hearing is to review the project area designation, project budget, the proposed grant activities using (CDBG) funds and to solicit public input and comments on the proposed application.

Kelly Hall, Planner with Community Planning Partners, Inc. will be here to present the application to Council.

Please let me know if you have any questions.

Recommended Council Action: Authorize the City Manager to execute the enclosed **Resolution** and the associated documents to submit the **Madison Street Neighborhood Comprehensive Community Improvement Grant Application**

**Notice of Public Hearing
City of Franklin, Virginia**

The City of Franklin will hold a public hearing on Monday, March 10, 2014 at 7:00 p.m. at City Hall, located at 207 West Second Avenue in Franklin. The purpose of the hearing is to solicit public input on the proposed Community Development Block Grant (CDBG) proposal to be submitted to the Virginia Department of Housing and Community Development for Madison Street Neighborhood Revitalization Project. Residents of the project area are encouraged to attend. The Madison Street Neighborhood Revitalization Project proposal will include the following activities: housing rehabilitation, sanitary sewer, drainage, and water improvements.

The draft CDBG proposal will be presented for comment along with information on projected beneficiaries, including the number of low- and moderate-income residents to benefit from the proposed project. Citizens will also be given the opportunity to comment on the City of Franklin's past use of CDBG funds. A fact sheet on the proposed project and the draft proposal is available at the address listed below. For additional information, contact Donald Goodwin, Community Development Director, at 207 West Second Avenue, Franklin, VA 23851, or call (757) 562-8580.

Comments and grievances can be submitted in writing to Donald Goodwin at P.O. Box 179, Franklin, VA 23851 or by phone at (757) 562-8580 until Friday, March 7, 2014 at 4:00 p.m.

If you plan to attend and have any special needs requirements, please call the number listed above.

**FRANKLIN PUBLIC HEARING
MARCH 10, 2013, 7:00PM**

This public hearing is being held to solicit public input on local community development and housing needs in relation to Community Development Block Grant Funding for a project in the Franklin, Virginia.

Program Background:

The Community Development Block Grant (CDBG) program is a federal program created by the Housing and Community Development Act of 1974. In Virginia, the Department of Housing and Community Development (DHCD) administers the program. The program provides funding for local governments to address and meet community development needs, particularly of low-and-moderate-income persons. The stated goal of the CDBG program is to: (1) improve the economic and physical environment in Virginia's communities through implementation of activities which primarily benefit low and moderate income persons, (2) prevent or eliminate slums and blighting conditions, or (3) meet urgent needs which threaten the welfare of citizens.

The Virginia Department of Housing and Community Development anticipates a total of approximately \$15,349,830 being available for 2014 Community Improvement Grants with approximately \$9,799,830 available for Competitive Grants. There are 286 eligible towns, cities, and counties in Virginia. Typically, 50-60 communities will submit applications and 10-15 of these will receive funding. A wide range of activities can be pursued with CDBG funds. The five primary project types under the Competitive CIG program are:

1. Comprehensive Community Development
2. Housing
3. Economic Development
4. Community Facility
5. Community Service Facility

Franklin's Past Use of CDBG funds:

In previous years, the City has utilized CDBG funds to implement Oldtown/Cobbtown Housing Comprehensive Community Development Project, Franklin Business Incubator, Housing Need Assessment Planning Grant, and Bruce Street Comprehensive Community Development Project.

Madison Street Neighborhood Revitalization Project

The City anticipates submitting an application on March 26, 2014 for \$1,400,000 in grant funds for the Madison Street Neighborhood Revitalization Project.

The City has worked closely with residents, property owners, and other interested parties on the scope and character of the project. Neighborhood meetings were held June 11, 2013, December 12, 2013, and March 6, 2014. Project Management Team meetings have since been held on June 11, 2013, July 10, 2013, November 22, 2013, January 7, 2014 and March 6, 2014. The Facilitated Planning Session with DHCD and the Project Team was held on September 13, 2013.

Project activities include rehabilitating thirty (30) residential properties benefiting 69 LMI people; lining 1,525 linear feet of 8” sanitary sewer line, rehabilitating 8 sanitary sewer manholes, lining 48 public sanitary sewer laterals, lining 48 private sanitary sewer private laterals, replacing 520 linear feet of curb and gutter, repairing two storm drain structures, lining 2,400 linear feet of 12”-15” storm drain, adding a main waterline tie-in for fire flows, and milling and paving 8,700 square yards of asphalt.

The City of Franklin will partner with Franklin Cooperative Ministries who will provide two wheelchair ramps to households within the project area. The City has secured a commitment of \$48,000 in weatherization funding from the STOP Organization.

The City of Franklin will commit \$19,760 of its **Water and Sewer Enterprise Fund** for the cost of lining 19 private sanitary sewer laterals for non-LMI households and for households not participating in housing rehabilitation and \$150,000 in HOME funds for a total of \$169,760 in City investment towards a total project cost of \$1,617,760.

The final proposed improvement project will be presented to the Franklin City Council at their regularly scheduled meeting on March 10, 2014 in conjunction with a second public hearing. Upon approval of City Council, the application will be submitted to DHCD around March 27, 2014.

Displacement Regulations: Any residential displacement or relocation resulting from the implementation of a CDBG project must comply with Federal Guidelines as set forth in the "Uniform Relocation Assistance and Real Properties Acquisition Policies Act." The Act seeks to minimize displacement of people from their homes and requires the offering of advisory services and financial compensation to those impacted. The City anticipates absolutely no displacement, since proposed project activities is housing rehabilitation and infrastructure improvements.

PUBLIC INPUT REQUIREMENTS:

Any citizen comment on:

1. General local housing and community development needs
2. The City’s past use of CDBG funds over the last five years
3. The City’s proposed CDBG project

Oral and written comments will be accepted. Information related to the City's past and proposed use of CDBG funds is available to the public prior to and following application submission. The City will maintain files demonstrating the public hearings were properly advertised, a list of citizens attending the hearings, and written and/or recorded minutes of the hearings. For additional information on the CDBG program, please contact Donald Goodwin, Community Development Director, P.O. Box 179, Franklin, VA 23851 or by email at dgoodwin@franklinva.com, or by phone at (757) 562-8580.

PROJECT AREA

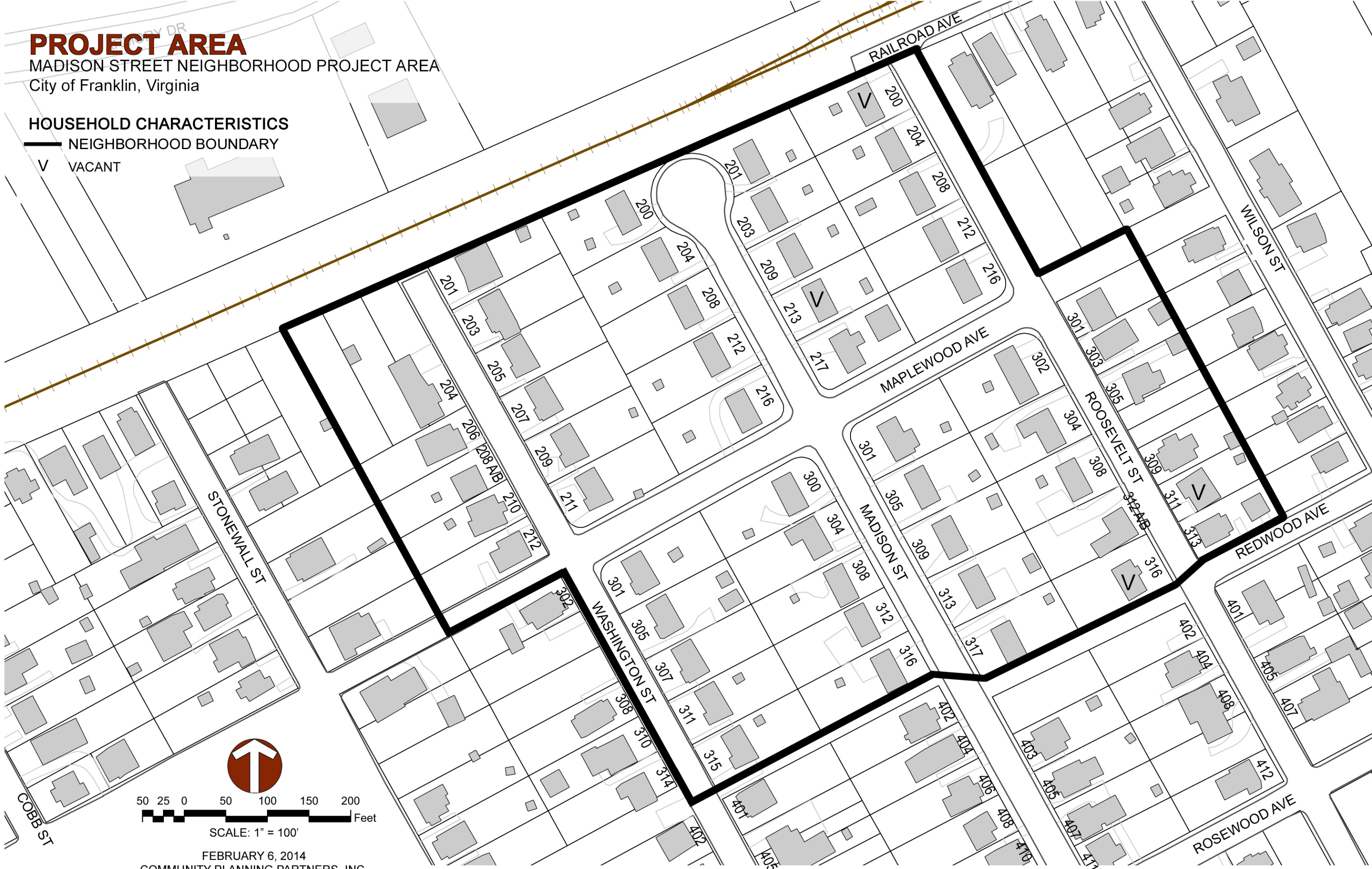
MADISON STREET NEIGHBORHOOD PROJECT AREA

City of Franklin, Virginia

HOUSEHOLD CHARACTERISTICS

— NEIGHBORHOOD BOUNDARY

V VACANT



SCALE: 1" = 100'

FEBRUARY 6, 2014

COMMUNITY PLANNING PARTNERS, INC.

DRAFT

RESOLUTION

AUTHORIZING THE PREPARATION AND FILING OF AN APPLICATION FOR COMMUNITY IMPROVEMENT GRANT FUNDS THROUGH THE VIRGINIA SMALL CITIES COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

WHEREAS, the City of Franklin has previously participated in the Small Cities Community Development Block Grant (CDBG) program as administered by the Virginia Department of Housing Community Development (DHCD) in order to address the City's priority community development needs; and

WHEREAS, the City is eligible for and wishes to submit a 2014 Community Development Block Grant application for the Madison Street Neighborhood Revitalization Project for a total of \$1,400,000 to VDHC on or by March 26, 2014; and

WHEREAS, the City of Franklin has prioritized revitalization of the Cobbtown neighborhood through the results of the Community Needs Assessment Planning Grant awarded by DHCD to the City in 2012 which funded the 2012 Citywide Neighborhood Needs Assessment that found the greatest level of need in the Cobbtown, Banks-Cobb, and Riverview-Meadowbrook neighborhoods out of the twelve (12) neighborhoods assessed; and

WHEREAS, the Citywide Neighborhood Needs Assessment management team unanimously decided that the City should pursue further study of the Madison Street Neighborhood located within Cobbtown via a DHCD Project Planning Grant; and

WHEREAS, the City identified need for revitalization on portions of the 200 and 300 blocks of Madison, Washington, and Roosevelt Streets as a priority to be addressed as the Madison Street Neighborhood Revitalization Project because of the deteriorated condition of the residential properties and infrastructure; and

WHEREAS, the City applied for and received a CDBG Planning Grant in the amount of \$30,000 from DHCD to further investigate needs, develop a proposed improvement program and budget, and identify additional funding resources to implement said program; and

WHEREAS, the City conducted public meetings; formed a Project Management Team that met on a regular basis; completed a physical needs assessment of the Project Area; conducted a Housing Occupancy Survey of the owner-occupants and tenant-occupants within the Madison Street Neighborhood Project Area; solicited and received Landlord Participation Agreements from landlords within the project area; and completed a Preliminary Engineering Report (PER) for improvements to the sanitary sewer, water line, stormwater and drainage infrastructure, and repaving of the street; and

WHEREAS, a Madison Street Neighborhood Revitalization Project for physical improvements has been developed by the City in cooperation with property owners and related stakeholders pursuant to requirements for funding set forth by DHCD including a report on the

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estimated housing rehabilitation costs within the final delineated project area; a preliminary Housing Rehabilitation Program Design; and a Preliminary Engineering Report (PER) with cost estimates for improvements to the water, sanitary sewer, and stormwater and drainage infrastructure, repaving of the Madison Street Neighborhood Project Area; and

WHEREAS, the proposed Housing Rehabilitation Program will provide benefit for twenty (20) LMI owner-occupied housing units (totaling forty-one persons) and for ten (10) LMI tenant-occupied housing units (totaling twenty-eight persons); and

WHEREAS, infrastructure improvements as identified in the PER will include lining sanitary sewer lines, lining sanitary sewer laterals, rehabilitating sanitary sewer manholes, replacing curb and gutter, repairing storm drain structures, lining storm drain lines, adding a main water line tie-in for fire flows, and milling and paving the streets; and

WHEREAS, the City of Franklin will partner with Franklin Cooperative Ministries who will provide two wheelchair ramps to households within the project area; and

WHEREAS, the City of Franklin has secured a commitment of \$48,000 in weatherization funding from the STOP Organization; and

WHEREAS, the City of Franklin has properly advertised and conducted public hearings on November 25, 2013 and March 10, 2014 which addressed the CDBG program and the CDBG project application, thereby meeting CDBG citizen participation requirements; and

WHEREAS, the residents and property owners in the Madison Street Neighborhood Project Area and the Management Team have requested the City to proceed post haste in resolving the problems identified in the Madison Street Neighborhood Project Area and in securing necessary funding to carry out the Madison Street Neighborhood Revitalization Project.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Franklin, Virginia that:

1. The City of Franklin wishes to apply for a 2014 CDBG Community Improvement Grant in the amount of **\$1,400,000** for the Madison Street Neighborhood Revitalization Project; and hereby commits **\$19,760** of its Water and Sewer Enterprise fund for the cost of lining 19 private sanitary sewer laterals for non-LMI households and for households not participating in housing rehabilitation and **\$150,000** in HOME funds for a total of **\$169,760** in City investment towards a total project cost of **\$1,617,760** for the purpose of rehabilitating thirty (30) residential properties; lining 1,525 linear feet of 8" sanitary sewer line, rehabilitating 8 sanitary sewer manholes, lining 48 public sanitary sewer laterals, lining 48 private sanitary sewer private laterals, replacing 520 linear feet of curb and gutter, repairing two storm drain structures, lining 2,400 linear feet of 12"-15" storm drain, adding a main waterline tie-in for fire flows, and milling and paving 8,700 square yards of asphalt.

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2. The City hereby authorizes the City Manager, the City's chief administrative official, to execute and file all appropriate documents necessary for submission of the City of Franklin's 2014 Community Development Block Grant application on or before March 26, 2014 and to provide such additional information as may be required by the Virginia Department of Housing and Community Development.

DATE:

CITY OF FRANKLIN

Mr. Randy Martin, City Manager

ATTEST:

H. Taylor Williams, IV, City Attorney

OLD/NEW BUSINESS

- A. Incubator Naming Policy**
- B. City Manager's Report**

The Franklin Business Incubator

Naming Rights Committee Meeting – January 27, 2014 @ Noon

The Naming Rights Committee met on Monday, January 27, 2014 at the Backporch Grill to discuss and establish criteria for naming rights at the Franklin Business Incubator. Present at the meeting were: Benny Burgess, Amanda Jarratt, Randy Martin, and Nancy Parrish. Benny Burgess, who called the meeting, had set an agenda for discussion, as follows:

- 1- ***Who should be memorialized?*** (a. Globally – city wide; b. Less globally – economic development on a large scale; or, c. Incubator only)

Following some discussion it was decided that any memorialization of folks at the Franklin Business Incubator should be limited to only those associated with either Franklin Southampton Economic Development, Inc. or the Franklin Business Incubator.

- 2- ***What are we naming?*** (a. Rooms; b. Halls; c. Floors; and/or d. Buildings)

It was decided that, at this time, only rooms at the Franklin Business Incubator would be named in honor or memory of someone. This would include meeting rooms, conference rooms, workrooms, and perhaps even suites. Because the City owns the building, any name given to the building should be at the discretion of the City.

- 3 - ***Memory or Honor?***

After a bit of discussion – advantages and disadvantages, etc. – it was decided that it would be appropriate to name rooms either “In Memory Of” or “In Honor Of” certain individuals.

- 4 - ***Can the individual still be serving, or should this honor come only after they have retired or resigned?***

The committee felt that the honor of having a room named after an individual should come only **after** that person has resigned* or retired. (*Note: Although it may sound strange to honor someone who has resigned, some Boards – such as the Franklin Incubator Advisory Board – do not mandate terms of service, so the only way **some** folks would ever come off is to resign; therefore, resignation should not be viewed as a negative thing.)

- 5 - ***What are the criteria to measure whether we name or not?*** (a. Length of service; b. Deceased- see above; c. Contributions to economic development or the incubator)

The committee felt that the *minimum* years of service should be 5; but, ideally, would be much longer. Other criteria would include demonstrated leadership, direct and measurable contributions to the advancement of our economic development or the incubator, or a meaningful financial contribution to the same.

6 - ***Are we using this as a way to raise money? Is there a cost to name?***

The committee decided that, at this time, this would not be used as a fundraising activity; but, that does not mean this idea could not be revisited at some point in the future.

7- ***How do we recognize the honorees?*** (a. City Council; b. Advisory Board meeting; c. Reception; d. Plaque; or, e. Description of service, time served.)

It was decided that a small reception would be held for the family and business associates of the person being honored or memorialized. Also included would be the Franklin Business Incubator Advisory Board members, the Franklin Southampton Economic Development, Inc. Board members, members of Franklin City Council and/or members of the Southampton County Board of Supervisors. At this ceremony, a plaque would be unveiled for the appropriate room – accompanied by a picture, if feasible – and light refreshments would be served (i.e. cake, punch, nuts, mints, etc.). Franklin Southampton Development, Inc. would be responsible for planning and paying for this dedication ceremony.

In summary, it was decided that any fundraising activities for the building will be at the express approval of the Franklin City Council. Also, should someone suggest that the Franklin Business Incubator building itself be named in honor or memory of someone, this must be approved by City Council. (This is appropriate because the City of Franklin owns the building.) The members of the Franklin Business Incubator Advisory Board will handle the acceptance and the evaluation of all other naming within the building (i.e. rooms, suites, halls, etc.).

In other actions, the committee decided that we would present the criteria that we agreed upon today to the Franklin City Council members for their approval.

Respectfully submitted by,

Nancy K. Parrish

Nancy K. Parrish, Manager – The Franklin Business Incubator

COUNCIL/STAFF REPORTS ON BOARDS AND COMMISSIONS