



**Franklin City Council Agenda  
March 27, 2023  
Council Chambers  
207 West Second Avenue  
Franklin, Virginia 23851**

**6:00 P.M.**

Budget Work Session

**7:00 P.M.**

**Regular Meeting**

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

**1. CONSENT AGENDA:**

- A. Approval of March 13, 2023 & March 2, 2023 City Council Retreat minutes
- B. Recognition of City of Franklin Varsity Basketball Team Resolution 2023-7

**2. FINANCIAL MATTERS**

- A. Budget Amendment 2023-17

**3. OLD/ NEW BUSINESS:**

- A. 2022 Crime Report
- B. Tethering Discussion
- C. Electronic Participation Policy Discussion
- D. Golf Cart Discussion
- E. City Manager's Report

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

**5. ADJOURNMENT**

# City Council Retreat Meeting Minutes March 2, 2023

## Call to order

The Franklin City Council held a City Council Retreat meeting on March 2, 2023 at 10:00 A.M. at the Airfield Conference Center located at 15189 Airfield Road, Wakefield, Virginia 23888.

Council Members in Attendance: Robert “Bobby” Cutchins, Mayor; Wynndolyn Copeland, Vice-Mayor; Councilwoman Jessica Banks; Councilman Mark Kitchen; Councilman Ray Smith.

Council Members not in Attendance: Councilman Linwood Johnson; Councilman Gregory McLemore.

Staff in Attendance: Amanda Jarratt, City Manager; A’Risha Jones, Executive Assistant, recording minutes.

Other Staff in Attendance: Steve Patterson, Chief of Police.

## Introductions

Mayor Bobby Cutchins called the meeting to order.

## City Council Topics of Development

Mayor Bobby Cutchins asked Councilmembers what items and/or issues that they feel are a top priority for their wards.

Councilman Ray Smith stated that the utility bills need to be discussed. If there is a possibility to separating the bills for the residents to better understand. The power bill has been an issue for some time and this needs to be corrected.

Councilman Mark Kitchen stated there needs to be respect for each other on the Council as well as the residents of the City of Franklin which we represent. There should also be respect for our City as a whole, there are some issues with how the City looks in some areas. There should be some kind of Code of Ethics in writing to show that there should be respect. We may not agree on everything, but we must work together civilly. “Treat each other how we want to be treated.” Councilman Kitchen stated that there should also be respect shown to our City Manager and the work that she does for the City. Make an appointment to speak with her, she will make the time to meet with you, don’t just show up, and demand time.

Vice-Mayor Wynndolyn Copeland stated even if the Code of Ethics is not passed there should be a paper trail and document. Councilwoman Jessica Banks stated that she is in agreement with a Code of Ethics and agrees with Councilman Ray Smith with the utility bills.

Mayor Bobby Cutchins stated that the utility bills do need to be revisited and evaluation of the utility bills needs to be done. All Councilmembers in attendance agree. Another item is looking into the ordinances that include street parking, parking on the lawn, trashcans being left on the streets, and non-licensed vehicles or vehicles out of commission.

Councilwoman Jessica Banks stated regarding the apartments in the wards of new builds, could there be a policy to require security cameras in place to help less crime within the communities. Councilman Ray Smith stated all zoning should be zone by condition.

Councilman Mark Kitchen discussed issues regarding food trucks. Councilman Ray Smith stated that this does need to be discussed. Mayor Bobby Cutchins stated that the City could benefit from having food trucks. However, the policy needs to be regulated and the policy needs to be clear and precise with outlining the rules and regulations of the food trucks. City Manager Amanda Jarratt spoke with Selenia Boone, Commissioner of Revenue, Chief Steve Patterson, and Carlee Gurskiy, Director of Community Development to get some information together for this topic. Councilwoman Jessica Banks stated that some colleges work with restaurants for active students to use their financial aid for meals.

Mayor Bobby Cutchins spoke about possibly having the sign ordinance updated for future business. City Manager Amanda Jarratt stated that anything dealing with signs go through the Planning Commission.

Council discussed ways to better the school system. Councilwoman Jessica Banks gave some insight on the subject matter. City Manager Amanda Jarratt stated that Council and the School Board could meet more collectively to work on some of the issues.

Council discussed the City of Franklin current mission and vision statement. Council made no corrections or changes. Council also discussed ways to better and support all of the departments within the City of Franklin.

Councilman Ray Smith spoke about recycling and possibly notifying the public regarding the recycling within the City. Councilman Smith asked about a visual voting system for Council to use during the meetings and ways to update the streaming of the City Council meetings.

Councilman Ray Smith and Mayor Bobby Cutchins spoke about updating the signs around the City regarding the speed limits, weight limits of trucks, as well as the truck routes.

Councilwoman Jessica Banks spoke about needing to do things in the City for the youth, whether that's building some type of facility for them or bringing business to the City for the youth.

Councilman Mark Kitchen spoke about the tethering issue with the animals. Council agreed there needs to be an update to that policy. Council also spoke about regulating policy for golf carts, the homeless issue and finding companies and organizations to help assist those affected. Councilman Ray Smith wanted to bring to discussion the downtown tax.

Mayor Bobby Cutchins thanked the Council for attending the City Council retreat and discussing what they felt needs to be addressed within their perspective wards and the City as a whole. Mayor Cutchins hopes to begin incorporating these discussions with the upcoming meetings.

### Adjournment

The March 2, 2023 City Council Retreat Meeting was adjourned at 2:38 P.M.

---

Mayor

---

Clerk to City Council

---

## Regular City Council Meeting Minutes March 13, 2023

---

### Call to order

The Franklin City Council held a regular City Council meeting on March 13, 2023 at 7:00 P.M. in the City Council Chambers located at 207 West Second Avenue, Franklin, Virginia 23851.

Council Members in Attendance: Mayor Robert “Bobby” Cutchins; Vice-Mayor Wynndolyn Copeland; Councilman Mark Kitchen; Councilman Ray Smith; Councilman Gregory McLemore.

Council Members not in Attendance: Councilman Linwood Johnson; Councilwoman Jessica Banks (via phone)

Staff in Attendance: Amanda Jarratt, City Manager; A’Risha Jones, Executive Assistant, recording minutes.

Other Staff in Attendance: Steve Patterson, Chief of Police; Robert Porti, Deputy Chief of Police; Vernie Francis, Chief of EMS; Sarah Rexrode, Director of Social Services; Carlee Gurskiy, Director of Community Development; Camara Jacobs, Director of Human Resources; Chad Edwards, Director of Public Works; Dinah Babb, Treasurer; Sammara Green, Director of Parks & Recreation; Zach Wright, Director of Power & Light; Matthew Jezierski, Director of IT; Selenia Boone, Commissioner of the Revenue; Carson Blythe, Director of Tourism; Rachel Trollinger, Director of Finance

**City Manager Amanda Jarratt explained that Councilwoman Jessica Banks would be absent from the meeting due to personal reasons. However, she will join via phone remotely. Because there is no remote electronic participation policy in place, Councilwoman Banks will not be able to participate in any of the actions taking place on the agenda.**

### Citizen’s Time

**No one signed up for Citizen’s Time**

### Amendments to Agenda

Mayor Bobby Cutchins asked if there any amendments to the agenda. No amendments at this time.

### Consent Agenda:

- A. Approval of February 27, 2023 Meeting Minutes.

Mayor Bobby Cutchins asked if there were any corrections or additions for the February 27, 2023 meeting minutes.

Mayor Bobby Cutchins entertained a motion to approve the February 27, 2023 meeting minutes as presented. Councilman Mark Kitchen made a motion to approve the February 27, 2023 meeting minutes as presented with a second from Councilman Ray Smith.

**The motion carried the vote 5-0**

**The vote was as follows:**

<b>Councilman Linwood Johnson</b>	<b>Absent</b>
<b>Councilman Mark Kitchen</b>	<b>Aye</b>
<b>Councilwoman Jessica Banks</b>	<b>Absent</b>
<b>Vice-Mayor Wynndolyn Copeland</b>	<b>Aye</b>
<b>Mayor Bobby Cutchins</b>	<b>Aye</b>
<b>Councilman Ray Smith</b>	<b>Aye</b>
<b>Councilman Gregory McLemore</b>	<b>Aye</b>

Mayor Bobby Cutchins affirmed the motion carried.

**B. STAR Performer**

City Manager Amanda Jarratt called on Chief Steve Patterson to present the STAR Performer from the Police Department.

Chief Steve Patterson presented Officer Trisha Martinez as the STAR Performer, she has been the school resource officer at the Elementary, Middle, and High School. Officer Martinez has been a great asset to the Department and the City. The children and parents love Officer Martinez as she has built a great relationship with them. City Manager Amanda Jarratt added that Officer Martinez has been a true joy to work with and we are very lucky to have her on City staff.

Mayor Bobby Cutchins thanked Officer Martinez for her work and congratulated her nomination of STAR Performer.

**C. Emergency Management Professionals’ Week 2023-5 (Read by Vice-Mayor Wynndolyn Copeland)**



**Emergency Management Professionals’ Week**

**Proclamation #2023-5**

**WHEREAS**, the emergency management team of the City of Franklin and the Commonwealth of Virginia work tirelessly behind the scenes to create a safer, stronger and more resilient City of Franklin in the midst of natural disasters, pandemics, civil unrest, terrorism and other man-made and natural threats and hazards; and

**WHEREAS**, every emergency begins and ends locally; and

**WHEREAS**, emergency managers are considered vital public service to and between essential services that assist the City of Franklin to prepare for, respond to and recover from emergencies; and

**WHEREAS**, emergency managers develop emergency plans and procedures, organize training including first responders and community partners, manage, lead, and provide skills and resources to minimize the impact of disasters, work with state and federal agencies to find the most effective methods of disaster recovery, to increase safety and security, as well as build business continuity; and

**WHEREAS**, the role of emergency managers in creating a safer more resilient community is more important than ever;

**NOW, THEREFORE, I**, Bobby Cutchins, Mayor of the City of Franklin, Virginia, do hereby proclaim March 19th-23rd, 2023 as

**EMERGENCY MANAGEMENT PROFESSIONALS' WEEK**

In the City of Franklin City Council encourage all citizens to honor the City of Franklin Emergency Management team and to recognize their service behind the scenes and commitment to the health, safety, and welfare of all who live and visit in Franklin, Virginia.

Signed this 13<sup>th</sup> day of March 2023

\_\_\_\_\_  
Robert "Bobby" Cutchins  
Mayor, City of Franklin, Virginia

Mayor Bobby Cutchins entertained a motion to approve Resolution 2023-5. Councilman Mark Kitchen made a motion to approve Emergency Management Professionals' Week Resolution 2023-5 with a second from Councilman Ray Smith.

**The motion carried the vote 5-0**

**The vote was as follows:**

<b>Councilman Linwood Johnson</b>	<b>Absent</b>
<b>Councilman Mark Kitchen</b>	<b>Aye</b>
<b>Councilwoman Jessica Banks</b>	<b>Absent</b>
<b>Vice-Mayor Wyndolyn Copeland</b>	<b>Aye</b>
<b>Mayor Bobby Cutchins</b>	<b>Aye</b>
<b>Councilman Ray Smith</b>	<b>Aye</b>
<b>Councilman Gregory McLemore</b>	<b>Aye</b>

Mayor Bobby Cutchins affirmed the motion carried.

**Finance Matters:**

A. Budget Amendment 2023-16

City Manager Amanda Jarratt called Ms. Rachel Trollinger, Director of Finance to provide the overview of Budget Amendment 2023-16.

Ms. Rachel Trollinger stated be it resolved by the Council of the City of Franklin, Virginia that the 2022-2023 City Budget is hereby amended to:

1. Recognize revenues from the State for Street Maintenance and to appropriate such revenue for use;
2. Appropriate Opioid Distributors & Janssen settlement revenue for distribution to the 5<sup>th</sup> Judicial Drug Treatment Court; and
3. Recognize the School's supplemental appropriation of Federal revenue and to appropriate for use.

		2022-2023 BUDGET	AMENDED BUDGET	INCREASE (DECREASE)
	<b>#1</b>			
	100 GENERAL FUND REVENUE			
	100-3-24040-0006 Street and Highway Maintenance	\$ 1,710,059	\$ 1,790,323	\$ 80,264
				<u>\$ 80,264</u>
	EXPENDITURES			
PW-Streets	100-4-41200-8333 Reserve for Street Imp Paving	\$ 968,503	\$ 1,048,767	\$ 80,264
				<u>\$ 80,264</u>
	<b>#2</b>			
	100 GENERAL FUND REVENUE			
	100-3-18990-3014 Opioid Settlement Funds	\$ 19,450	\$ 22,723	\$ 3,273
				<u>\$ 3,273</u>
	EXPENDITURES			
Non-Departmental	100-4-91500-5871 Opioid Settlement Funds	\$ 19,450	\$ 22,723	\$ 3,273
				<u>\$ 3,273</u>
	<b>#3</b>			
	250 SCHOOL OPERATIONS REVENUE			
	250-3-33010-0273 NCLB Grant - Title III Part A	\$ 7,395	\$ 4,274	\$ (3,121)
	250-3-33010-0279 Recruitment and Retention Sup Grant	\$ -	\$ 30,000	\$ 30,000
				<u>\$ 26,879</u>
	EXPENDITURES			
	250-4-60000-0073 NCLB Grant - Title III Part A	\$ 7,395	\$ 4,274	\$ (3,121)
	250-4-60000-0279 Recruitment and Retention Sup Grant	\$ -	\$ 30,000	\$ 30,000
				<u>\$ 26,879</u>

Mayor Bobby Cutchins asked Council if there was any discussion and entertained a motion to approve Budget Amendment 2023-16. Councilman Mark Kitchen made a motion to approve Budget Amendment 2023-16 with a second from Vice-Mayor Wynndolyn Copeland.

**The motion carried the vote 5-0**

**The vote was as follows:**

- |                                      |               |
|--------------------------------------|---------------|
| <b>Councilman Linwood Johnson</b>    | <b>Absent</b> |
| <b>Councilman Mark Kitchen</b>       | <b>Aye</b>    |
| <b>Councilwoman Jessica Banks</b>    | <b>Absent</b> |
| <b>Vice-Mayor Wynndolyn Copeland</b> | <b>Aye</b>    |
| <b>Mayor Bobby Cutchins</b>          | <b>Aye</b>    |
| <b>Councilman Ray Smith</b>          | <b>Aye</b>    |
| <b>Councilman Gregory McLemore</b>   | <b>Aye</b>    |

Mayor Bobby Cutchins affirmed the motion carried.


**B. Quarterly Financial Overview**

City Manager Amanda Jarratt provided the financial overview, after conversation staff was able to include January. This shows that first seven months of the year and shows a more accurate reflection since the holidays. The General Property Taxes-Overall Budget Comparison:

REVENUE SOURCE	2022-2023		ACTUAL	BUDGET	2021-2022	ACTUAL	BUDGET
	BUDGET	Current Year	%	BUDGET	Prior Year	%	
Real Estate Taxes-Current	\$ 6,595,601	\$ 3,122,125	47.3%	\$ 5,663,617	\$ 2,747,119	48.5%	
Real Estate Taxes-Delinquent	220,000	208,180	94.6%	220,000	170,587	77.5%	
Personal Property Taxes-Current	1,877,460	1,545,132	82.3%	1,626,246	1,539,807	94.7%	
Personal Property Taxes-Delinquent	35,000	83,927	239.8%	35,000	116,460	332.7%	
Machinery & Tools	24,450	28,812	117.8%	24,020	24,466	101.9%	
Penalties & Interest Taxes	145,000	88,889	61.3%	145,000	82,385	56.8%	
Public Service Corporation Taxes	70,593	38,022	53.9%	86,200	75,817	88.0%	
<b>GENERAL PROPERTY TAX</b>	<b>\$ 8,968,104</b>	<b>\$ 5,115,087</b>	<b>57.0%</b>	<b>\$ 7,800,083</b>	<b>\$ 4,756,641</b>	<b>61.0%</b>	

<b>Current</b>	<b>\$5,115,087</b>
<b>Prior Year</b>	<b>\$4,756,641</b>
<b>Net Change \$</b>	<b>\$358,446</b>
<b>Net Change %</b>	<b>7.54%</b>



Local Tax Revenue Prior Year Comparison Modified Accrual Basis:

	Meals Taxes	Lodging Taxes	Cigarette Taxes	Sales Taxes	Total
Jan-23	1,238,270	110,124	270,413	1,320,681	2,939,488
Jan-22	946,061	97,020	184,467	852,249	2,079,798
Prior Year	292,209	13,104	85,945	468,431	859,689
Prior Year	30.89%	13.51%	46.59%	54.96%	41.34%

Local Tax Revenue Budget to Actual Comparison:

	FY 22-23 Budget	01/31/2023	Projected Excess (Deficit) at Fiscal Year End
Local Sales & Use*	\$ 1,950,000	\$ 1,320,681	\$ 314,022
Cigarette Taxes	\$ 310,000	\$ 270,413	\$ 153,565
Meals Taxes*	\$ 2,056,607	\$ 1,238,270	\$ 66,141
Lodging Taxes*	\$ 180,000	\$ 110,124	\$ 8,784
<b>Total Local Tax Revenue</b>	<b>\$ 4,496,607</b>	<b>\$ 2,939,488</b>	<b>\$ 542,513</b>

Enterprise Fund – Water & Sewer Operating & Capital Fund

Revenue from the sale of water and sewer service of \$3.1 million is above target at 71% of budget and are more than prior year period collections by \$71k. Expenses in the fund are \$1.9 million and are below target at 43% of budget. Expenses include transfers of \$366k and debt service payments of \$331k.



Water & Sewer Fund –Operating & Capital Cash Balance      Solid Waste Fund – Operating & Capital Cash Balance

**Cash balance - \$3,742,272**

Month	FY 21-22	FY 22-23
July	\$ 1,901,155	\$ 2,690,909
August	\$ 1,988,354	\$ 2,695,631
September	\$ 2,160,115	\$ 2,808,766
October	\$ 2,302,231	\$ 2,892,903
November	\$ 2,435,050	\$ 2,885,446
December	\$ 2,472,918	\$ 3,040,483
January	\$ 2,227,126	\$ 3,742,272
February	\$ 2,246,792	
March	\$ 2,331,782	
April	\$ 2,292,640	
May	\$ 2,328,567	
June	\$ 2,790,551	

**Cash balance - \$1,277,445**

Month	FY 21-22	FY 22-23
July	\$844,736	\$1,180,717
August	\$866,635	\$1,219,433
September	\$1,161,240	\$1,246,536
October	\$958,051	\$1,266,634
November	\$970,251	\$1,287,768
December	\$967,740	\$1,311,493
January	\$981,517	\$1,277,445
February	\$1,018,527	
March	\$1,050,416	
April	\$1,068,986	
May	\$1,117,342	
June	\$1,146,118	

**Electric Operating Fund**

**Revenue Analysis**

- Revenue from total sales are \$10.8m. Revenue from energy sales are \$10.4m are above target at 63% of budget. Below is a snapshot of prior year billed service revenue, current year budget, actual and % of budget realized:

Account Description	FY22 Actual Jan 31	FY23 Budget	FY22 Actual Jan 31	% Realized
Sale of Electricity - Fuel Adj	\$ 700,805	1,968,964	\$ 2,130,238	108.2%
Sale of Electric Energy-Residential	4,904,678	8,338,163	4,882,454	58.7%
Sale of Electricity-Commercial	3,411,784	6,191,202	3,437,584	55.5%
Cable & Sewer	(89,235)	(103,290)	(88,945)	86.8%
	\$ 8,947,832	16,599,669	10,391,331	63.4%

**Expense Analysis**

- Expenses for the fund are \$16.1m and are on target at 59% of budget expended. This includes transfers of \$1.5m and debt service payments of \$336k.

**Electric Fund – Operating & Capital Cash Balance**

	FY 2016-2017	FY 2017-2018	FY 2018-2019	FY 2019-2020	FY 2020-2021	FY 2022-2023
7/31	\$ 1,421,109	\$ 3,074,620	\$ 5,429,626	\$ 5,546,798	\$ 7,036,648	\$ 6,569,894
8/31	\$ 1,127,645	\$ 3,531,450	\$ 5,025,518	\$ 5,726,721	\$ 6,956,775	\$ 6,481,238
9/30	\$ 1,431,729	\$ 3,528,504	\$ 4,967,485	\$ 5,843,182	\$ 7,115,831	\$ 6,770,380
10/31	\$ 2,165,716	\$ 3,745,667	\$ 5,036,687	\$ 6,021,191	\$ 7,111,597	\$ 6,942,189
11/30	\$ 2,257,635	\$ 3,900,663	\$ 5,020,008	\$ 6,155,756	\$ 7,180,100	\$ 6,849,698
12/31	\$ 2,121,184	\$ 3,888,745	\$ 5,048,156	\$ 5,993,580	\$ 6,941,450	\$ 6,353,566
1/31	\$ 1,745,487	\$ 3,823,684	\$ 4,972,661	\$ 5,773,877	\$ 6,689,921	\$ 6,028,363
2/28	\$ 1,712,725	\$ 4,073,328	\$ 5,084,727	\$ 6,032,556	\$ 6,607,527	
3/31	\$ 2,134,253	\$ 4,364,455	\$ 5,328,462	\$ 6,588,468	\$ 6,937,088	
4/30	\$ 2,328,448	\$ 4,483,132	\$ 5,337,317	\$ 6,807,848	\$ 6,984,982	
5/31	\$ 2,648,506	\$ 4,672,671	\$ 5,399,142	\$ 6,962,327	\$ 6,579,486	
6/30	\$ 2,823,097	\$ 4,690,508	\$ 5,640,171	\$ 6,944,125	\$ 6,712,977	

City Manager Amanda Jarratt stated that all of the funds remain in a positive perspective and should see the growth in the sales and meals tax and the cigarette and should continue to see that grow.

**Old/New Business:**

**A. Red Cross Overview**

City Manager Amanda Jarratt stated that we are excited to have Ms. Katie Niehoff, Executive Director of the Virginia Coastal Chapter American Red Cross, here to provide an update Council with their activities as a whole and the activities that take place in the City.

Ms. Katie Niehoff stated the mission statement of the American Red Cross is to prevent and alleviate the human suffering in the face of emergencies by mobilizing the power of volunteers and the generosity of donors. The American Red Cross provides disaster cycle services, biomedical services, service to the Armed Forces, international services, and training services. The American Red Cross provides more blood than any other blood bank. Present with Ms. Katie is Mr. Clyde Parker whom is celebrating his 51<sup>st</sup> year of volunteering with the American Red Cross. Mr. Parker is also a part of the board. On April 29<sup>th</sup>, the American Red Cross will be doing an alarm install, collaborating with the Department of Social Services, the City of Franklin Fire Department, and the Food Bank. The American Red Cross also teaches water safety and hands only CPR. They also have youth preparedness programs, which help them develop children who are knowledgeable about natural hazards and empower them to react in a crisis and cope with related fear and stress.

Councilman Ray Smith asked how the citizens can get in touch with the Red Cross for the fire alarm event. Ms. Katie stated that they will put them into any home, no restrictions, if residents need an alarm the Red Cross will put them in. They use ten years batteries so the residents won't have to replace. Residents can contact 1-800-RED CROSS or [www.redcross.org](http://www.redcross.org) and register.

Council thanked Ms. Katie Niehoff and Mr. Clyde Parker.

## Blood Drives

### Franklin, Virginia

- **Franklin Community** - Every two months, the second Tuesday at the American Legion Building.
- **Franklin HS** - Three times per year.
- **City of Franklin** - Part of the Mayor's Cup campaign in June. The next blood drive is on April 11th.
- **International Paper** - Runs twice a year for International Paper employees
- **In Honor of N. Brian Spivey** - Community blood drive runs twice a year in the Spring and Fall
- **James L Camp Family YMCA** - runs a couple of times a year
- **Beaver Dam Baptist Church** - runs quarterly
- **VFW 4411** - runs a few times a year
- **White Oak Spring Baptist Church** - recently back on the calendar, part of the Sickle Cell Initiative

#### a. American Red Cross Month Resolution 2023-6 (Read by Councilman Mark Kitchen)



#### American Red Cross Month Resolution 2023-6

**WHEREAS**, created by Clara Barton in 1881, the American Red Cross has evolved to be a charitable organization that is unmatched in terms of its volunteer support, its core membership, and its historic tradition as a force of goodwill and humanitarianism in the face of crisis; and

**WHEREAS**, the mission of the American Red Cross is to prevent and alleviate human suffering in the face of emergencies by mobilizing the power of volunteers and the generosity of donors; and

**WHEREAS**, the American Red Cross Virginia region serves 118 independent cities and counties with a population of 5.8 million. Contributions of the local Red Cross volunteers give hope to the most vulnerable in their darkest hours-whether it's providing emergency shelter, food and comfort for families devastated by local disasters like home fires, donating essential blood for accident and burn victims, heart surgery and organ transplant patients, and those receiving treatment for leukemia, cancer or sickle cell disease; supporting service members and veterans, along with their families and caregivers, through the unique challenges of military life; helping to save the lives of others with first aid, CPR, and other skills; or delivering international humanitarian aid; and

**WHEREAS**, the City of Franklin City Council dedicate this month of March to all of those who can to answer the call to donate blood and serve communities in need. Let us renew our commitment to Clara Barton's timeless ideal of caring for one another in times of hardships and uncertainty. Take part in this proud tradition of lending a helping hand.

**NOW THEREFORE, I**, Mayor Robert Cutchins, of the City of Franklin, Virginia, by virtue of the authority vested in me by the laws of the City of Franklin, Virginia, do hereby proclaim March 2023 as American Red Cross Month. Encouraging all citizens of the City of Franklin to reach out and support its humanitarian mission.

Signed this 13<sup>th</sup> day of March 2023.

---

Robert "Bobby" Cutchins,  
Mayor, City of Franklin, Virginia

Mayor Bobby Cutchins asked Council if there was any discussion and entertained a motion to approve American Red Cross Month Resolution 2023-6. Vice-Mayor Wynndolyn Copeland made a motion to approve American Red Cross Month 2023-6 with a second from Councilman Ray Smith.

**The motion carried the vote 5-0**

**The vote was as follows:**

<b>Councilman Linwood Johnson</b>	<b>Absent</b>
<b>Councilman Mark Kitchen</b>	<b>Aye</b>
<b>Councilwoman Jessica Banks</b>	<b>Absent</b>
<b>Vice-Mayor Wynndolyn Copeland</b>	<b>Aye</b>
<b>Mayor Bobby Cutchins</b>	<b>Aye</b>
<b>Councilman Ray Smith</b>	<b>Aye</b>
<b>Councilman Gregory McLemore</b>	<b>Aye</b>

Mayor Bobby Cutchins affirmed the motion carried.

**B. Health Insurance Renewal**

City Manager Amanda Jarratt stated that as Council knows the City of Franklin is a member of The Local Choice program. Staff received the renewal for the 2023-2024 fiscal year and is receiving a 9.9% increase. For the fiscal year 2022-2023 the City received a 1.7% increase. In 2021-2022 the City received a decrease of 4% and prior to that a decrease of 4.9%. During the previous four fiscal years the City received a decrease of over 11%. The City of Franklin must submit our renewal documents no later than March 25, 2023. The Human Resources department has kicked off a health and wellness program for all City employees. What the City has done is shared the cost of the increase with the employees. What staff needs is authorization to execute the insurance renewal.

Mayor Bobby Cutchins entertained a motion to approve the Health Insurance Renewal. Councilman Mark Kitchen made a motion to approve the Health Insurance Renewal with a second from Vice-Mayor Wynndolyn Copeland.

**The motion carried the vote 5-0**

**The vote was as follows:**

<b>Councilman Linwood Johnson</b>	<b>Absent</b>
<b>Councilman Mark Kitchen</b>	<b>Aye</b>
<b>Councilwoman Jessica Banks</b>	<b>Absent</b>
<b>Vice-Mayor Wynndolyn Copeland</b>	<b>Aye</b>
<b>Mayor Bobby Cutchins</b>	<b>Aye</b>

**Councilman Ray Smith** **Aye**

**Councilman Gregory McLemore** **Aye**

Mayor Bobby Cutchins affirmed the motion carried.

C. Laurel Street CDBG Project

City Manager Amanda Jarratt stated to Council that staff is in the midst of implementing the Laurel Street Community Development Block Grant. The previous Neighborhood Sparkplug had to resign due to a personal matter. Staff is asking that Ms. Yvonne Joyner, a resident of Ashton Avenue, be appointed as a non-benefitting neighborhood representative and voting member of the Housing Oversight Board to allow the City to keep the project on schedule. In addition, the Non-Discrimination Policy has been updated with new protected classes and requires adopting by City Council. Once adopted this will be posted in the Community Development Department and included in the project files.

**NON-DISCRIMINATION POLICY  
LAUREL STREET NEIGHBORHOOD IMPROVEMENTS – PHASE I**

**FY2021 CDBG-FUNDED COMMUNITY IMPROVEMENT GRANT VA #21-21-01**

**CITY OF FRANKLIN, VIRGINIA**

The City of Franklin or any employee thereof will not discriminate against in employment, housing, or accommodations because of race, color, religion, national origin, sex or gender, age, familial status, pregnancy, childbirth or related medical conditions (including lactation), marital 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 City Council on

\_\_\_\_\_  
City of Franklin

\_\_\_\_\_  
Robert Cutchins, Mayor  
ATTEST:

\_\_\_\_\_  
Amanda Jarratt, Clerk of Council  
City Manager

a. Appointment of Sparkplug Ms. Yvonne Joyner

Mayor Bobby Cutchins entertained a motion to approve the appointment of Ms. Yvonne Joyner for the Sparkplug. Councilman Ray Smith made a motion to approve Ms. Yvonne Joyner as the replacement Sparkplug with a second from Vice-Mayor Wynndolyn Copeland.

**The motion carried the vote 5-0**

**The vote was as follows:**

**Councilman Linwood Johnson** **Absent**

<b>Councilman Mark Kitchen</b>	<b>Aye</b>
<b>Councilwoman Jessica Banks</b>	<b>Absent</b>
<b>Vice-Mayor Wynndolyn Copeland</b>	<b>Aye</b>
<b>Mayor Bobby Cutchins</b>	<b>Aye</b>
<b>Councilman Ray Smith</b>	<b>Aye</b>
<b>Councilman Gregory McLemore</b>	<b>Aye</b>

Mayor Bobby Cutchins affirmed the motion carried.

b. Non-Discrimination Policy

Mayor Bobby Cutchins entertained a motion to adopt the Non-Discrimination Policy. Councilman Mark Kitchen made a motion to approve the Non-Discrimination Policy with a second from Vice-Mayor Wynndolyn Copeland.

**The motion carried the vote 5-0**

**The vote was as follows:**

<b>Councilman Linwood Johnson</b>	<b>Absent</b>
<b>Councilman Mark Kitchen</b>	<b>Aye</b>
<b>Councilwoman Jessica Banks</b>	<b>Absent</b>
<b>Vice-Mayor Wynndolyn Copeland</b>	<b>Aye</b>
<b>Mayor Bobby Cutchins</b>	<b>Aye</b>
<b>Councilman Ray Smith</b>	<b>Aye</b>
<b>Councilman Gregory McLemore</b>	<b>Aye</b>

Mayor Bobby Cutchins affirmed the motion carried.

D. Tethering Discussion

City Manager Amanda Jarratt stated the issue of tethering was discussed at the recent Franklin City Council retreat. Currently the City of Franklin does not have a code restricting tethering and follow the Code of Virginia Section 3.2-6500. This Code Section allows tethering under the following conditions. Staff is seeking Council direction on this policy, after discussion staff can draft up a revised ordinance for Council to vote on.

Chief Steve Patterson stated that it would be up to Council the verbiage outlined in the ordinance regarding the levels of discipline.

Councilman Gregory McLemore made a motion to table the discussion until more information is provided with a second from Councilman Mark Kitchen.

**The motion carried the vote 5-0**

**The vote was as follows:**

<b>Councilman Linwood Johnson</b>	<b>Absent</b>
<b>Councilman Mark Kitchen</b>	<b>Aye</b>
<b>Councilwoman Jessica Banks</b>	<b>Absent</b>
<b>Vice-Mayor Wynndolyn Copeland</b>	<b>Aye</b>
<b>Mayor Bobby Cutchins</b>	<b>Aye</b>
<b>Councilman Ray Smith</b>	<b>Aye</b>
<b>Councilman Gregory McLemore</b>	<b>Aye</b>

Mayor Bobby Cutchins affirmed the motion carried.

**E. City Manager's Report**

City Manager Amanda Jarratt want to point out to Council how far the City has come since the COVID pandemic began. COVID updates were a regular on the City Manager's Report. The issue related to juvenile detention, a MOU has been drafted and will be provided to the City, which includes Isle of Wight, City of Suffolk, Southampton County, and the City of Franklin for the Merrimac Juvenile Detention Center in Williamsburg, Virginia. The purchase of beds will be based off the three year average as done with the adult jail. That MOU will be on the upcoming City Council meeting. Direction from Council will be needed on an electronic participation policy. City Council did adopt an electronic participation policy during the COVID-19 pandemic, however it expired with the State of Emergency was considered over. It could be used if someone has a trip that's planned, illness or personal emergency. The State Code regarding electronic participation has been liberalized over the last few years because of the pandemic. However, it does place certain requirements over those that use it.

Councilman Ray Smith asked if that applies for those that are not present to vote. City Manager stated that it would allow you to participate and vote as if you are in person. City Attorney stated that the State Code put details on that and outlines the different circumstances for electronic participation. There is generally not limitation, alternatively, it allows Council to say there is a personal conflict (i.e. car breaking down or on vacation), in State Code it allows for twice a year. Council can change that and some of the limitations. Councilman Ray Smith stated that the issues that are important, Council should be present. Councilman Gregory McLemore stated that Council should go by what State Code outlines.

City Manager Amanda Jarratt stated that staff will meet to discuss the topics Council talked about during the City Council retreat and bring the process of those implementations to Council.

General Updates

- Staff continues to work on the various capital projects approved by City Council.
  - The staff committee for the Armory Project consists of Chad Edwards, Sammara Green, and Lin Darden. Carlee Gurskiy will also be involved. Camp Community College and other community partners will offer feedback throughout the design process. Staff is in the process of interviewing architects. In addition, we are working with HUD to obtain our award and meet their requirements.
  - The staff committee for the courthouse renovation project will consist of Chief Steve Patterson, Chad Edwards, and Lind Darden. The judges, Clerk of Court, and Sheriff's Department in addition to other stake holders will be consulted throughout the design process. Questionnaires are being completed by various stakeholders.
  - The staff committee met regarding Riverwalk Park.
    - The kayak design is underway and in addition to the Survey is complete for the kayak launch additional area. Please see attached! We will incorporate this into the site plans.
    - Kayaks launch design underway.
    - Flood study (no-rise study) underway. Not all bridge crossings requested from City are available. Awaiting completion of kayak launch to update.
    - At the moment we're currently awaiting the final site plan and kayak launch design before we can move forward with the Joint Permit Application for the VMRC and Corps permits. Once we have the final design in hand, we can prepare the required impacts mapping and update details relating to the VMRC component of the application. It should take us around two weeks to finalize the application after the plans are received.
    - With the ongoing lag in Corps review timeframes, I believe we're likely looking at anywhere from 60-90 days to obtain the permits following submittal.
- Staff continues to work with DHCD and Summit Engineering on the Laurel Street CDBG Grant. Client intake and income verifications have begun.
- Staff continues to meet with regional partners to discuss next steps on the regional radio system as well as violence and crime prevention.
- Staff continues to work with Court Services and our other locality partners for both short and long term solutions to the juvenile detention situation.
- City Council held a retreat on March 2<sup>nd</sup>. The following topics were discussed and will be worked on by staff:
  - Food Trucks
  - Separation of City Utility Bills
  - Increase Code Enforcement
  - Communication with Franklin City Public Schools
  - Increased focus and investment in Public Safety
  - Historic District
  - Youth
  - Tethering
  - Special Tax Districts
  - Camp Community College Partnerships
  - Improved Communication with the Public through various means

### Upcoming Community Events

- April 21<sup>st</sup> & 22<sup>nd</sup> – Circus & Spring Fest

- April 11<sup>th</sup> – City of Franklin Blood Drive
- May 6<sup>th</sup> – Lumberjack Fest
- June 17-19<sup>th</sup> – Juneteenth Cultural Festival aka Virginia Mardi Gras
- June 28<sup>th</sup> – Independence Day Celebration
- Dec. 2<sup>nd</sup> – Elf Parade & Holiday Market

**No action taken at this time.**

**Council/Staff Reports on Boards/Commissions:**

**No reports at this time.**

**Adjournment**

Vice-Mayor Wynndolyn Copeland made a motion to adjourn the March 13, 2023 City Council meeting with a second from Councilman Mark Kitchen.

**The motion carried the vote 5-0**

**The vote was as follows:**

<b>Councilman Linwood Johnson</b>	<b>Absent</b>
<b>Councilman Mark Kitchen</b>	<b>Aye</b>
<b>Councilwoman Jessica Banks</b>	<b>Absent</b>
<b>Vice-Mayor Wynndolyn Copeland</b>	<b>Aye</b>
<b>Mayor Bobby Cutchins</b>	<b>Aye</b>
<b>Councilman Ray Smith</b>	<b>Aye</b>
<b>Councilman Gregory McLemore</b>	<b>Aye</b>

Mayor Bobby Cutchins stated the meeting stands adjourned.

The March 13, 2023 City Council meeting was adjourned at 7:48 P.M.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk to City Council



---

# City Council Work Session Meeting Minutes March 13, 2023

---

## Call to order

The Franklin City Council held a Budget Work Session on March 13, 2023 at 6:00 P.M. in the City Council Chambers located at 207 West Second Avenue, Franklin, Virginia 23851.

Council Members in Attendance: Mayor Robert “Bobby” Cutchins; Vice-Mayor Wynndolyn Copeland; Councilman Mark Kitchen; Councilman Gregory McLemore (6:15 p.m.); Councilman Ray Smith.

Council Members not in Attendance: Councilman Linwood Johnson; Councilwoman Jessica Banks (via phone).

Staff in Attendance: Amanda Jarratt, City Manager; A’Risha Jones, Executive Assistant, recording minutes.

Other Staff in Attendance: Steve Patterson, Chief of Police; Robert Porti, Deputy Chief of Police; Vernie Francis, Chief of EMS; Sarah Rexrode, Director of Social Services; Carlee Gurskiy, Director of Community Development; Camara Jacobs, Director of Human Resources; Chad Edwards, Director of Public Works; Dinah Babb, Treasurer; Sammara Green, Director of Parks & Recreation; Zach Wright, Director of Power & Light; Matthew Jezierski, Director of IT; Selenia Boone, Commissioner of the Revenue; Carson Blythe, Director of Tourism; Rachel Trollinger, Director of Finance

**City Manager Amanda Jarratt explained that Councilwoman Jessica Banks would be absent from the meeting due to personal reasons. However, she will join via phone remotely. Because there is no remote electronic participation policy in place, Councilwoman Banks will not be able to participate in any of the actions taken place on the agenda.**

## Fiscal Year 2023-2024 Recommended Budget

City Manager Amanda Jarratt presented to Council the Fiscal Year 2023-2024 recommended budget. The requested General Fund budget revenues \$28,733,020 and the expenditures \$31,357,454, where the City started with the variance expenditures over revenue is \$2,624,434. The one-time revenue sources to cover operation expenditures transferring \$1.7 million from the electric fund and \$195,000.00 from the water and sewer funds. There will be an increase in the revenue from the real estate tax from fiscal year 2023. \$106,000.00 General Fund Unassigned Fund Balance, these are for one times uses. From the City Council retreat in 2020, Council agreed to add twelve position that would be filled over time, this has been done for the last two budget years. The Health insurance renewal has come in at a 10% increase, the increase to the City portion is \$60,000.00, the change to the contribution to DSS has increased, the Governor’s proposed budget, there is a 7% raise included for Social Services. Social Services employees are treated different with raises, they follow the State budget. Tax relief for the elderly is projected to be \$100,000.00.

Primary expenditure adjustments:

Expenditure Increases	Amount
Police Personnel Increase	\$146,000
Emergency Services Personnel Increase	160,000
Health Insurance Increase – 10%	60,000
Legislative Change: DSS Personnel 7% Raise – Local Share – Transfer	45,000
Tax Relief for the Elderly/Disabled	100,000
<b>Total Preliminary Proposed Increases</b>	<b>\$511,000</b>
Expenditure Reductions	Amount
Frozen vacancies/Delayed Hire	(\$200,000)
Reductions Identified by Department Heads	(\$381,119)
<b>Total Preliminary Proposed Reductions</b>	<b>(\$581,119)</b>

General Fund summary of primary revenues changes from Fiscal Year 2023 amended budget: City Manager Amanda Jarratt stated that the City has increased its sale tax in Fiscal Year 2024 by \$450,000.00. This is an increase of over \$150,000.00 of Fiscal Year 2023 because of the full impact of Wawa’s and Starbucks. There will be an increase in the EMS contract with Southampton. The City starting behind with this budget year due to the IOW revenue share loss and the adopted compensation study that was done mid-year, and the loss of the lease Social Services agreement.

Revenue Increases	Amount
Real Estate Taxes	\$ 92,153
Sales Taxes	\$ 450,000
Personal Property Taxes	\$ 62,651
Local Taxes (Meal Taxes - WaWa & Starbucks)	\$ 100,000
Tax Relief	\$ 100,000
Draw from Fund Balance - one time capital	\$ 106,650
EMS SoCo Contract Fees	\$ 231,924
<b>Total Revenue Increases</b>	<b>\$ 1,143,378</b>
Revenue Reductions	Amount
Use of Fund Balance	\$ (614,687)
Social Services lease loss	\$ (150,000)
IOW Revenue Share	\$ (335,000)
<b>Total Revenue Reductions</b>	<b>\$ (1,099,687)</b>
<b>PRIMARY REVENUE CHANGES</b>	<b>\$ 43,691</b>

City Manager Amanda Jarratt stated the proposed Fiscal Year 2024 real estate tax rate remains the same at \$1.03 per \$100.00 of assessed property value. Each one cent on the real estate rate equates to approximately \$61,938 at a 98.5% collection rate. The City typically only give raises 1-2% and that 1.1% that was given because the State mandated to provide raises due to the VRS contribution. This past year the City did 5% (3% cost of leaving and 2% merit). This implementation of this compensation study got the City’s staff to where we needed to be. The deep concerns are if raises are not given this year, we will end up in the same situation. The City’s history of raises:

Date of Raise	Percentage
7/1/2012	1.1% VRS Plan 1 Only
7/1/2013	1.1% VRS Plan 1 Only
7/1/2013	2%
7/1/2014	1.1% VRS Plan 1 Only
7/1/2015	1.1% VRS Plan 1 Only
9/1/2015	2%
7/1/2016	1.1% VRS Plan 1 Only
12/1/2016	2%
7/1/2018	2%
11/1/2020	2%
7/1/2022	5%

The Fiscal Year 2024 Franklin City Public Schools proposed budget has a plan for a flat contribution of \$4,330,237, school budget is due to City Administration March 20, 2023 per adopted budget calendar. The will be a joint work session scheduled with the FCPS on March 30, 2023. The General Assembly adjourned with no budget. The history of the Franklin City Public Schools carryover:

FY18-19	\$	207,158
FY19-20	\$	335,330
FY20-21	\$	703,158
FY21-22	\$	557,200
FY22-23	\$	321,663

### Recommended Budget:

City Manager Amanda Jarratt stated that the Water & Sewer fund is balanced. The City will want to consider any rate increase on a rate analysis. Water & Sewer Fund:

- Balanced Budget:**
  - Revenues & Expenditures = \$3,409,200, which is \$21,200 more than the FY22-23 budget.
  - Capital spending is \$339,963 compared to \$381,804 in FY22-23
- No increase has been budgeted for the City's Water & Sewer rates.
- Fund Policy Evaluation: 69.3% - Council guidelines of 15%-25% have been met

City Amanda Jarratt stated that the tipping fee is increasing from \$65 to \$69, the City is absorbing that cost. Solid Waste Fund:

- Balanced Budget:**
  - Revenues & Expenditures = \$1,394,693 which is \$44,181 less than the FY22-23 budget
- No increase has been budgeted for the City's Solid Waste rates.
  - Tipping fee increases from \$65 to \$69
- Fund Policy Evaluation: 63.22% - Council guidelines of 25%-40% have been met

**Airport Fund:**

**Balanced Budget:**

- ▣ Revenues & Expenditures = \$187,618 which is \$13,635 less than the FY22-23 budget due to reduction in Federal Grants

City Manager Amanda Jarratt stated that the Electric Fund is balanced, there is no projected increase in the City’s electric rates. Last year, Council increased the rate by 2%, which hadn’t been done in over four years. The whole sale rate is projected to increase by 12% and the fuel adjustment is projected to decrease. The next increase to the rate that the City would pay is between 4-6%, the recommendation is for the City to absorb that cost from the City budget to not pass on the rate increase. Electric Fund:

**Balanced Budget of \$18,856,461:**

- ▣ Increase from FY 22-23 Budget of \$1.97M or 10% which is directly related to energy costs
- ▣ Includes \$600k “true-up” expense to Dominion (same as FY23)
- ▣ No increase has been budgeted in the City’s Electric rates.
  - ▣ Whole sale projected in increase 12%
  - ▣ Fuel adjustment projected to decrease
- ▣ Operational transfer to General Fund has been budgeted at \$1,799,993.
- ▣ Fund Policy Evaluation: 31.85% - Council guidelines of 15%-25% have been met

City Manager Amanda Jarratt stated the City’s local match requirement for Fiscal Year 2024 is \$640,674. The General Fund monies support 21.5% of the total DSS budget. Social Services Fund:

**Budget Notes:**

- ▣ City’s local match requirement FY24 budget is \$640,674 compared to FY23 current budget of \$ 592,628; a decrease of \$40,046
- ▣ Total DSS Budget: \$2,980,810
  - ▣ General Fund monies supports 21.5% of the total DSS budget
- ▣ Budget includes a 7.0% state salary increase effective 7/1/23

City Manager Amanda Jarratt stated that the follow chart shows the comparison from Fiscal Year 22-23 to Fiscal Year 23-24. Water & Sewer, Solid Waste, and Electric debt is down. Debt Service Obligation:

Fund	FY 22-23	FY 23-24	Budget
			Variance FY23-24 over FY 22-23
General Debt	763,820	788,169	24,349
School Debt	433,109	414,133	(18,976)
Tax Supported Debt	\$ 1,196,929	\$ 1,202,302	\$ 5,373
Water & Sewer Debt	381,325	339,963	(41,362)
Solid Waste Debt	28,741	28,533	(208)
Electric Debt	370,560	236,437	(134,123)
Total Enterprise Debt	\$ 780,626	\$ 604,933	\$ (175,693)

**Capital Improvements:**

CITY OF FRANKLIN, VA – PROPOSED  
CAPITAL IMPROVEMENT PROGRAM  
FY 2023-24 TO FY 2027-28

Project Description	Anticipated Revenue Source FY 24	FY 24 Request	FY25 Request	FY 26 Request	FY 27 Request	FY 28 Request	5-Year CIP Cost FY 24-28
<b>GENERAL ADMINISTRATION</b>							
1 Utility Machines	Cash		13,000	14,000			27,000
<b>TOTAL GENERAL GOVERNMENT</b>		0	13,000	14,000	0	0	27,000
<b>PUBLIC SAFETY</b>							
2 Medic 3 Replacement	Cash			160,000			160,000
3 Land Acquisition New EMS Building	Financing		1,000,000				1,000,000
4 New Emergency Services Building	Financing					7,800,000	7,800,000
5 New Emergency Services Building Headquarters - Design	Financing			180,000			180,000
6 Fire Station 8	Financing		1,500,000				1,500,000
<b>TOTAL PUBLIC SAFETY</b>		0	2,500,000	180,000	0	7,800,000	10,880,000
<b>PUBLIC WORKS</b>							
7 Drainage System Improvements	State	800,000	800,000	800,000	800,000	800,000	4,800,000
8 Street Improvements	State	500,000	500,000	500,000	500,000	500,000	2,500,000
9 Traffic Signal Upgrades	State	80,000	80,000	80,000	80,000	80,000	400,000
<b>Transportation Infrastructure Projects</b>							
10 Street Improvement Paving per Pavement Condition Analysis & Management Report	Cash		870,000	915,000	760,000		2,545,000
14 Intersection Improvements Per Comp Plan	Cash		220,000	220,000	220,000		660,000
22 North High Street Widening	Cash				3,200,000		3,200,000
15 Hundale Road Widening	Cash				3,600,000		3,600,000
14 Fairview Drive Widening	Cash				1,200,000		1,200,000
15 Sidewalk Lane Connector to High Street	Cash				3,600,000		3,600,000
<b>TOTAL PUBLIC WORKS</b>		880,000	1,640,000	1,985,000	11,400,000	880,000	17,085,000

CITY OF FRANKLIN, VA – PROPOSED  
CAPITAL IMPROVEMENT PROGRAM  
FY 2023-24 TO FY 2027-28

Project Description	Anticipated Revenue Source FY 24	FY 24 Request	FY25 Request	FY 26 Request	FY 27 Request	FY 28 Request	5-Year CIP Cost FY 24-28
<b>PARKS &amp; RECREATION</b>							
17 Backwater Park - Asset Renovation	Cash			80,000			80,000
17 Greenway Park - Asset Renovation	Cash	80,000					80,000
18 Anthony Park City Pool Renovation	Cash	90,000	18,000				108,000
19 M&K Building Renovation	Cash		300,000				300,000
20 M&K Kitchen Renovation	Cash	45,000					45,000
<b>TOTAL PARKS &amp; RECREATION</b>		95,000	328,000	80,000	0	0	443,000
<b>ELECTRIC FUND</b>							
11 Replacement of Lost B & York	User Fees		800,000				800,000
12 Cambridge Charles Street Underground Update	Financing		1,000,000	1,000,000			2,000,000
14 Gasline	Financing		2,200,000				2,200,000
14 Gasline Replacement	Financing		800,000				800,000
15 Substation Metering Infrastructure	Financing		1,200,000				1,200,000
<b>TOTAL ELECTRIC FUND</b>		0	5,000,000	1,200,000	0	0	6,200,000
<b>WATER &amp; SEWER FUND</b>							
18 Sewer System Rehabilitation - Laurel St (SR)	User Fees	137,833	400,000	400,000	400,000	400,000	1,737,833
19 Sewer System Improvements - Laurel St (SR)	User Fees	214,000					214,000
19 Sewer System Improvements	User Fees	80,000	80,000	80,000	80,000	80,000	360,000
19 Wastewater Treatment Plant Upgrades	User Fees	80,000	800,000	400,000	400,000	400,000	1,880,000
<b>TOTAL WATER &amp; SEWER FUND</b>		491,833	1,680,000	880,000	880,000	880,000	4,271,833
<b>TOTAL ALL FUNDS</b>		1,476,833	14,778,000	4,124,000	11,080,000	8,780,000	41,008,833

City Manager Amanda Jarratt stated this CIP was submitted last year from FCPS. An updated document has not been submitted yet, they are due to submit the new document March 20, 2023. During the December meeting, FCPS discussed a \$1.6 million, they further discovered that they were planning to use that for the Capital Needs. Franklin City Public Schools:

FRANKLIN CITY PUBLIC SCHOOLS Most Urgent Capital Repairs for 2022-2023						
DESCRIPTION	LOCATION	Orig Est	Priority 2022	Revised Estimate	ESSR # Avail	Local
Roofing Replacements and Repairs	Franklin High School	\$200,000	1	\$933,000	\$0	\$933,000
Parking Lot Paving	Franklin High School	\$70,000	2	\$70,000	\$0	\$70,000
Refinish Breezeways (Security per VDCE)	Franklin High School	\$20,000	3	\$20,000	\$0	\$20,000
Bathroom Demo & Refurbish	Franklin High School	\$600,000		\$837,375	\$600,000	\$237,375
Plumbing Repairs and Replacement	J.P. King Middle School	\$40,000	1	\$70,000	\$0	\$70,000
Auditorium Duct Clearing and Repair	J.P. King Middle School	\$25,000	2	\$25,000	\$0	\$25,000
Modular Demo & Purchase	J.P. King Middle School	\$400,000	3	\$574,358	\$500,000	\$74,358
Parking Lot Paving	J.P. King Middle School	\$90,000	4	\$90,000	\$0	\$90,000
Bathroom Demo & Refurbish	J.P. King Middle School	\$580,000		\$913,500	\$580,000	\$333,500
Roofing Replacements and Repairs	SP Morton Elementary	\$750,000	1	\$933,000	\$0	\$933,000
1/2 COSI Cooling tower SPM Local Match	SP Morton Elementary	\$200,000	2	\$200,000	\$0	\$200,000
Modular Demo & Purchase	SP Morton Elementary	\$600,000	3	\$108,854	\$500,000	\$58,854
Parking Lot Paving	SP Morton Elementary	\$30,000	4	\$30,000	\$0	\$30,000
Window repair	SP Morton Elementary	\$750,000	5	\$750,000	\$0	\$750,000
Gym floor replacement at SPM	SP Morton Elementary	\$80,000		\$117,500	\$0	\$117,500
Scissors Lift for all schools	All schools			\$20,000	\$0	\$20,000



Submitted at March 3rd  
School Board Meeting:  
Total: \$3,990,587

City Manager Amanda Jarratt stated that most of the contributions to agencies and organizations are required due to contracts. Contributions to Agencies & Organizations:

CITY OF FRANKLIN, VIRGINIA CONTRIBUTIONS TO AGENCIES & ORGANIZATIONS									
Name of Organization (City Council Budget)	Requested	Adopted	Requested	Adopted	Adopted	Requested	City Manager Recommended -For Council Approval	Change Requested	Percent
	FY 2020-2021	FY 2020-2021	FY 2021-2022	FY 2021-2022	FY 2022-2023	FY 2023-2024	FY 2023-2024	Increase (Decrease)	Increase (Decrease)
Blackwater Community Events	\$ -	\$ -	\$ 6,500.00	\$ 6,500	\$ 6,500	\$ 6,500	\$ 6,500	\$ 6,500	#DIV/0!
Boys & Girls Club	7,500	4,500	7,500	4,500	4,500	7,500	4,500	(3,000)	-40%
Chesterfield County Fire & EMS Med Flight	200	-	100	-	-	900	-	(900)	-100%
Children's Center	3,400	-	3,400	-	-	3,400	-	(3,400)	-100%
Cover 3	3,400	-	3,400	-	1,000	20,000	500	(19,500)	-98%
Downtown Franklin Association	65,000	20,000	55,280	6,500	-	-	-	-	0%
Independence	3,400	-	3,400	-	-	-	-	-	#DIV/0!
Fifth District CASA Program-Voices for Kids	3,000	1,800	5,000	1,800	1,800	15,000	2,000	(13,000)	-87%
Franklin Experience Inc.	-	-	6,500	5,000	5,000	6,500	5,000	(1,500)	-23%
Genieve Shelter	10,000	4,500	10,000	4,500	4,500	15,000	4,500	(10,500)	-70%
H.R. Military & Federal Facilities Alliance	4,154	3,813	4,131	4,131	4,131	4,032	4,032	-	0%
Hampton Roads Workforce Council (Opportunity Inc.)	2,123	1,911	2,123	2,123	2,036	2,036	2,036	-	0%
P. D. C. C.	13,000	13,000	13,000	13,000	13,000	13,650	13,000	(650)	-5%
Rawls Museum Arts - Net Grant	10,000	4,500	15,000	5,000	5,000	15,000	5,000	(10,000)	-67%
Senior Services of Virginia	9,676	5,993	10,000	6,000	6,000	57,338	6,000	(51,338)	-90%
Smart Beginnings Western Tidewater	15,000	13,500	15,000	13,000	13,000	15,000	13,000	(2,000)	-13%
STOP Incorporated	15,000	900	9,145	1,000	1,000	-	1,000	1,000	#DIV/0!
Virginia Legal Aid Society, Inc.	4,434	-	4,434	-	-	-	-	-	#DIV/0!
Western Tidewater Free Clinic	41,600	3,600	40,800	3,600	3,600	48,981	3,600	(45,381)	-93%
Franklin Southampton Econ Development, Inc.	41,600	-	-	-	-	-	100,000	100,000	#DIV/0!
<b>Totals</b>	<b>\$ 252,487</b>	<b>\$ 78,017</b>	<b>\$ 214,719</b>	<b>\$ 76,654</b>	<b>\$ 71,067</b>	<b>\$ 224,337</b>	<b>\$ 170,668</b>	<b>\$ (83,669)</b>	<b>-24%</b>
Other Agencies (Various Departments)									
5th District Court Serv- Juvenile Detention	\$ 106,408	\$ 92,705	\$ 104,288	\$ 93,000	\$ 200,000	\$ 225,000	\$ 290,000	\$ 25,000	11%
Blackwater Regional Library	260,543	234,489	266,157	266,157	243,346	258,573	258,573	-	0%
Community Corrections Program-5th Judicial District	12,506	9,583	12,691	9,600	16,234	23,024	23,024	-	0%
Franklin Southampton Econ. Development, Inc.	125,000	100,000	100,000	100,000	100,000	100,000	100,000	(100,000)	-100%
Franklin/Southampton Chamber	8,500	8,500	8,500	8,500	8,500	-	8,500	8,500	#DIV/0!
Hampton Roads Planning District Comm.	19,444	19,444	18,997	18,997	19,554	19,726	19,726	-	0%
Health Department	125,000	110,000	110,000	110,000	104,252	106,500	106,500	-	0%
Joint Operations - Southampton County	276,465	276,465	271,110	271,110	274,953	319,117	319,117	-	0%
Western Tidewater Community Services Board	54,666	33,262	49,187	33,262	33,262	42,469	42,469	-	0%
Western Tidewater Regional Jail	1,021,052	1,021,052	1,021,052	1,021,052	970,457	1,004,492	1,004,492	-	0%
<b>Totals</b>	<b>\$ 2,009,584</b>	<b>\$ 1,905,500</b>	<b>\$ 1,961,982</b>	<b>\$ 1,931,678</b>	<b>\$ 1,970,558</b>	<b>\$ 2,098,901</b>	<b>\$ 2,032,401</b>	<b>\$ (66,500)</b>	<b>-3%</b>

City Manager Amanda Jarratt stated this shows the current budget that is balanced with the City absorbing the fees. Localities around the City of Franklin are looking to give a 4-8% raises to their employees. The State budget has 7% inflation, this budget is balanced with no raises. If Council does the 1%, 2%, or none at all, the City will lose staff that was just hired and not be competitive with any of the other localities. Additional Items to Consider:

5% salary increase - \$680,428	
Personnel Action	Savings
<b>Frozen Vacancies – Salaries &amp; Benefits:</b>	
Police – Corporal CID	\$75,787
911 – Communications Supervisor & Officer	\$112,560
Building & Grounds – Custodian (1)	\$44,538
Building & Grounds – Grounds Maintenance Worker (2)	\$86,263
EMS Coordinator (1)	\$87,600
PT Training Officer (1)	\$42,440
City Manager- Assistant to the City Manager	\$64,068
Delayed Hire – Fire Medic (3)	\$74,910
Delayed Hire – Police Sergeant (3)	\$152,483
<b>Total Savings</b>	<b>\$740,649</b>

Vice-Mayor Wynndolyn Copeland and Mayor Bobby Cutchins agreed that there needs to be an implementation of raises for employees. Councilman Ray Smith asked is there a way to raise salaries without raising real estate taxes. City Manager Amanda Jarratt stated the only way would to do it at this point is to take from the Unassigned Fund Balance. Councilman Ray Smith asked the projection of residential and commercial new construction. City Manager Amanda Jarratt stated Ms. Carlee Gurskiy, Director of Community Development has met with Ryan Homes regarding the colleges' property. The vast increases in permits with D.R. Horton have settled. Councilman Ray Smith asked is there a way to do a step up for the pay increases. City Manager Amanda Jarratt stated that other localities are doing a step plan.

**No action taken at this time.**

Adjournment

**Mayor Bobby Cutchins adjourned the Budget Work Session.**

The Work Session was adjourned at 6:40 P.M.

---

Mayor

---

Clerk to City Council



Recognition of the Franklin High School  
Boys' Varsity "Broncos" Basketball Team  
Resolution #2023-7

**WHEREAS**, the City of Franklin City Council would like to recognize the Franklin High School boys' Varsity Basketball team for their successful season ending with an overall record of 24-4 and a district record of 14-0; and

**WHEREAS**, the Franklin High School Broncos worked hard to win the Tri-Rivers District Regular Season Championship and District Tournament Championship; and

**WHEREAS**, the Franklin High School Broncos were the Region 1B Tournament runner-ups; and

**WHEREAS**, this was the first State Tournament appearance for the Broncos in 14 years; and

**WHEREAS**, the team made history with one of the winningest seasons in school history since the 1993 Franklin High School boys' Varsity team that were state runner ups; and

**WHEREAS**, the success of the Franklin High School Broncos is the result of the hard work and dedication of the student-athletes, the leadership and guidance of their coaches and teachers, and the unwavering support of the entire Franklin High School community; now

**THEREFORE, BE IT RESOLVED**, the City of Franklin City Council hereby commends the Franklin High School Varsity boys' basketball team for their success, and, be it

**FURTHER RESOLVED**, that a copy of this Resolution be spread upon the minutes of this meeting of the Franklin City Council as visible evidence of the high esteem in which this Council and the citizens of the City of Franklin hold the Franklin High School Varsity boys' basketball team, thereby preserving and recording its gratitude

Signed this 27<sup>th</sup> day of March 2023

---

Robert "Bobby" Cutchins  
Mayor, City of Franklin, Virginia



## BUDGET AMENDMENT 2023-17

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA that the 2022-2023 City Budget is hereby amended to:

1. recognize revenues related to donations to Animal Control and Parks & Recreation and appropriate such revenue for use;
2. recognize revenue from Help Eliminate Automobile Theft Fund (H.E.A.T) and to appropriate such revenue for designated use;
3. recognize revenues from the State for Street Maintenance and to appropriate such revenue for use; and
4. recognize the School's supplemental appropriation of State and Federal revenue and to appropriate for use.

				2022-2023	AMENDED	INCREASE			
				BUDGET	BUDGET	(DECREASE)			
<b>#1</b>									
<b>100 GENERAL FUND</b>									
<b>REVENUE</b>									
	100-3-13030-0052	Farmers' Market Fees		\$ 6,000	\$ 6,500	\$ 500			
	100-3-18990-3005	Donations Animal Control		\$ 780	\$ 830	\$ 50			
						<u>\$ 550</u>			
<b>DEPARTMENT EXPENDITURES</b>									
Parks & Recreation	100-4-71300-7001	Farmers' Market Expenses		\$ 4,215	\$ 4,715	\$ 500			
Animal Control	100-4-35100-3195	Veterinary Care		\$ 2,000	\$ 2,050	\$ 50			
						<u>\$ 550</u>			
<b>#2</b>									
<b>100 GENERAL FUND</b>									
<b>REVENUE</b>									
	100-3-24040-1813	H.E.A.T. Program Funds		\$ -	\$ 10,000	\$ 10,000			
						<u>\$ 10,000</u>			
<b>DEPARTMENT EXPENDITURES</b>									
Police	100-4-31100-8106	H.E.A.T. Program Equipment		\$ -	\$ 10,000	\$ 10,000			
						<u>\$ 10,000</u>			
<b>#3</b>									
<b>100 GENERAL FUND</b>									
<b>REVENUE</b>									
	100-3-24040-0006	Street and Highway Maintenance		\$ 1,790,323	\$ 1,939,366	\$ 149,043			
						<u>\$ 149,043</u>			
<b>DEPARTMENT EXPENDITURES</b>									
PW-Streets	100-4-41200-8333	Reserve for Street Imp Paving		\$ 1,048,767	\$ 1,197,810	\$ 149,043			
						<u>\$ 149,043</u>			
<b>#4</b>									
<b>250 SCHOOL OPERATIONS</b>									
<b>REVENUE</b>									
	250-3-33010-0271	NCLB Grant - Title I Part A		\$ 1,315,940	\$ 1,382,328	\$ 66,388			
	250-3-24000-0202	State School Basic Aid		\$ 8,097,710	\$ 9,734,645	\$ 1,636,935			
						<u>\$ 1,703,323</u>			
<b>DEPARTMENT EXPENDITURES</b>									
	250-4-60000-0071	NCLB Grant - Title I Part A		\$ 1,315,940	\$ 1,382,328	\$ 66,388			
	250-4-60000-0001	Instruction		\$ 8,607,615	\$ 9,807,615	\$ 1,200,000			
	250-4-60000-0002	Administration, Health & Attendance		\$ 1,434,045	\$ 1,550,545	\$ 116,500			
	250-4-60000-0003	Pupil Transportation		\$ 551,674	\$ 823,109	\$ 271,435			
	250-4-60000-0004	Operation and Maintenance Services		\$ 2,610,046	\$ 2,655,046	\$ 45,000			
	250-4-60000-0030	Enterprise Expense		\$ -	\$ 4,000	\$ 4,000			
						<u>\$ 1,703,323</u>			

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

\_\_\_\_\_  
Clerk to the City Council

**Enviva Inc.**

7272 Wisconsin Avenue  
Suite 1800  
Bethesda MD 20814  
USA

Telephone 301-657-5560  
Fax  
Giro  
Tax registration number



**\*\*PLEASE NOTE\*\* THIS ACH PAYMENT MAY INCLUDE REMITTANCE FOR MULTIPLE ENVIVA ORGANIZATIONS.**

**City of Franklin**

207 W 2nd Ave  
Franklin VA 23851  
USA

**Payment advice**

Date 3/9/2023  
Page 1  
Payment reference

Invoice	Company	Description	Date	Date of payment	Invoice currency	Amount in transaction currency	Cash discount	Payment amount
001	Enviva Inc.	City of Franklin 001 FEB092023	2/21/2023	3/9/2023	USD	-\$500.00	0.00	\$500.00
					USD			<u>\$500.00</u>

---

**INTEROFFICE MEMORANDUM**

---

**TO:** ACCOUNTS RECEIVABLE  
**FROM:**  
**SUBJECT:** DEPOSIT OF CHECKS  
**DATE:** MARCH 2, 2023  
**CC:** FILE

---

Check No. from Janice Henry in the amount of \$50.00. This is a donation to the Animal Shelter. Please appropriate and deposit into account line item 100-35100-3195.

Thank you for your assistance!

# Commonwealth of Virginia

## EDI Remittance Detail

**Total Amount: 10,000.00**

**Deposit Date: 03/03/2023**

**Trace Number 82031351**

<b>Agy No</b>	<b>Amount</b>	<b>Offset Amount</b>	<b>Invoice Number</b>	<b>Invoice Date</b>	<b>Customer Number</b>	<b>Voucher Number</b>	<b>Description</b>
156	10,000.00	0.00	30JAN23	01/30/2023		3134785	HEAT FINANCIAL AID POL
<b>Tot 156</b>	<b>10,000.00</b>						



## COMMONWEALTH of VIRGINIA

### DEPARTMENT OF TRANSPORTATION

1401 EAST BROAD STREET  
RICHMOND, VIRGINIA 23219-2000

**Stephen C. Brich, P.E.**  
Commissioner

March 22, 2023

To: Cities and Towns in the Urban System

Subject: Street Payments to Cities and Certain Towns under Section 33.2-319 of the Code of Virginia

Due to recent budget bill update and VDOT's release of fuel reserves, all cities and certain towns in the urban system will receive an increase in their maintenance payments for FY 2023 to be distributed equally in Quarters 3 and 4. Details of the increase approved at the February CTB meeting can be found at:

[https://www.ctb.virginia.gov/public\\_meetings/agendas\\_and\\_meeting\\_minutes/default.asp](https://www.ctb.virginia.gov/public_meetings/agendas_and_meeting_minutes/default.asp). The payment rates per lane mile for Quarters 3 and 4 for street payments have increased as follows:

Principal/Minor Arterial Roads	
New Rate for 3 <sup>rd</sup> and 4 <sup>th</sup> Quarter	\$28,012.07 per lane mile
Collector/Local Streets	
New Rate for 3 <sup>rd</sup> and 4 <sup>th</sup> Quarter	\$16,446.80 per lane mile

This is an increase per lane mile of \$4,000.01 for Principal and Minor Arterial Roads and \$2,348.54 for Collector and Local Streets.

Payments have been approved by the Commonwealth Transportation Board and will be made at the end of the 3<sup>rd</sup> and 4<sup>th</sup> quarter of the fiscal year by Electronic Data Interface (EDI).

If you have questions or need additional information, please do not hesitate to contact me at (804) 225-4466. Thank you for your continued partnership.

Sincerely,

John Leonard  
Urban Programs Manager  
Local Assistance Division

Enclosure

Cc: District Administrators  
Residency Administrators

SUMMARY REPORT

DATE: 3/8/2023

TIME: 11:31:47AM

VIRGINIA DEPARTMENT OF TRANSPORTATION  
 URBAN MAINTENANCE INVENTORY  
 LOCAL ASSISTANCE DIVISION

( 145 ) City of Franklin

( 23 ) Hampton Roads

( 05 ) Hampton Roads

MILEAGE SUMMARY

STATE  
 FUNCTIONAL  
 CLASSIFICATION

LENGTH

PEAK HOUR  
 MOVING  
 LANE MILES

Arterial - Minor	( ARM )	7.70	23.37
Collector	( COS )	10.42	22.58
Local	( LOS )	32.38	64.54
<b>TOTAL</b>		<b>50.50</b>	<b>110.49</b>

STATE ARTERIALS		7.70	23.37
COLLECTOR and LOCAL		42.80	87.12
<b>TOTAL</b>		<b>50.50</b>	<b>110.49</b>





**#268-22**

**Commonwealth of Virginia  
Virginia Department of Education  
Superintendent's Memo #268-22**

**DATE:** November 18, 2022  
**TO:** Division Superintendents  
**FROM:** Jillian Balow, Superintendent of Public Instruction  
**SUBJECT:** Revisions to 2021-2022 Title I, Part A, and Title I, Part D, Subpart 2, Allocations under the Elementary and Secondary Education Act of 1965 (ESEA), as Amended

This communication is to inform you of a revision to the 2021-2022 Title I, Part A, and Title I, Part D, Subpart 2, allocations that were released through [Superintendent's Memo #235-21](#), dated August 20, 2021. The 2021-2022 funding allocations were revised for the following reasons:

- Funds were returned to Virginia because of a downward adjustment in the funds required for the contract that provided Title I services to eligible private school children under the bypass provisions of Section 1117(e) of the ESEA during the 2021-2022 school year; and
- Excess funds that were reserved for school improvement under Section 1003(a) of the ESEA are being reallocated to divisions in accordance with Section 1003(g) of the ESEA.

**Attachment A** contains the Additional Required Special Terms and Conditions for Grant Awards or Cooperative Agreements. **Attachment B** contains the revised 2021-2022 allocations for all school divisions. An amendment to the 2021-2022 application and a budget transfer must be submitted through the OMEGA system. If you need technical support with this process, please email [OMEGA.Support@doe.virginia.gov](mailto:OMEGA.Support@doe.virginia.gov) or call (804) 371-0993.



## For more information

For questions about the revised Title I, Part A, and Title I, Part D allocations, please contact Tiffany Frierson, Title I Coordinator, at [Tiffany.Frierson@doe.virginia.gov](mailto:Tiffany.Frierson@doe.virginia.gov) or (804) 371-2682.

JB/tjf

- A. Attachment: [Additional Required Special Terms and Conditions for Grant Awards or Cooperative Agreements](#) (DOCX)
- B. Attachment: [Revised Elementary and Secondary Education Act of 1965, Title I, Part A, and Title I, Part D, Subpart 2, 2021-2022 Grant Allocations](#) (XLSX)



Online Management of Education Grant Awards (OMEGA)

- [OMEGA SUPPORT](#)
- [HELP](#)
- [PRINT](#)
- [LOGOUT](#)

Current User: Kim Billups

Current Subrecipient: 00135 - FRANKLIN CITY PBLC SCHS

I want to... (Select One)



[SSWS Home](#)

[OMEGA Home](#)

[Logout](#)

Selected Project Group, Project, Award Information

Project Group: ESEA - Title I Part A - Improving Basic Programs

Project: APE42901, Title I - Local Education Agency

Award: S010A210046 Award Year:2021

Funds Available

Object Code	Funds Available	Funds Available after all requests have been taken into consideration
0000	66,228.80	66,228.80
1000	41,801.30	41,801.30
2000	153,604.06	153,604.06
3000	21,628.61	21,628.61
4000	0.00	0.00
5000	6,000.00	6,000.00
6000	11,045.65	11,045.65
8000	0.00	0.00
Total Funds	300,308.42	300,308.42

[Back](#)



**Online Management of Education Grant Awards (OMEGA)**

- OMEGA SUPPORT
- HELP
- PRINT
- LOGOUT

Current User: Gina Stewart

Current Subrecipient: 00135 - FRANKLIN CITY PBLC SCHS

I want to... (Select One) Go

[SSWS Home](#)

[OMEGA Home](#)

[Logout](#)

**Spend Down Report**

Selected Project Group, Project, Award Information

Project Group: ESEA - Title I Part A - Improving Basic Programs

Project: APE42901, Title I - Local Education Agency

Award: S010A220046 Award Year:2022

Payee: FRANKLIN CITY PBLC SCHS

Date	Description	Status	Major Objects								Total
			0000	1000	2000	3000	4000	5000	6000	8000	
11/01/2022	Original Budget		849,291.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	849,291.19
01/19/2023	Budget 457091	Transfer Complete	-849,291.19	488,788.72	205,053.43	56,975.00	0.00	2,000.00	96,474.04	0.00	0.00
03/14/2023	Reimb 463457	Pending	0.00	-92,995.52	-43,842.04	0.00	0.00	0.00	-500.78	0.00	-137,338.34
	Current Balance		0.00	395,793.20	161,211.39	56,975.00	0.00	2,000.00	95,973.26	0.00	711,952.85

Spend Down Calendar

Target Date	Target Expenditures	Calculated Expenditures	Difference	Target Percentage	Calculated Percentage	Difference
-------------	---------------------	-------------------------	------------	-------------------	-----------------------	------------

[Back](#)

Once this grant was approved it was 159.09 over what we had originally budgeted for





*Office of the City Manager  
Amanda C. Jarratt*

March 23, 2023

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: Crime Report

**Background Information**

Chief Steve Patterson will present the 2022 Crime Report to City Council.

**Needed Action**

No action needed.



# 2022 Crime Report

Chief Steve Patterson

March 27, 2023

# Department of Justice/Uniformed Crime Reporting

## Part 1 Offenses

- The Department of Justice (DOJ) maintains crime statistics across the United States in the Uniformed Crime Reporting (UCR) Program.
- The UCR Program collects data for Part 1 Offenses. Those offenses are deemed to be the most reoccurring serious crimes across the United States.
- The offenses tracked are listed below:
  - Murder/Nonnegligent Homicide (3)
  - Rape (1)
  - Robbery (11)
  - Aggravated Assault (21)
  - Burglary (27)
  - Larceny (232)
  - Motor Vehicle Theft (14)
  - Arson (1)

# City of Franklin Part 1 Offenses 2021 vs. 2022

- Overall comparison of 2021 vs. 2022 lead to an increase of Part 1 offenses in the City of Franklin.
- In 2021 there were 299 reported Part 1 Offenses.
- In 2022 there were 310 reported Part 1 Offenses.
- The increase of 11 reports has resulted in a 3.6% increase in Part 1 offenses.



## Homicide (3) Increase

- April 17, 2022      425 Thomas Street      Suspect charged
- October 27, 2022      720 Gardner Street      Still under investigation
- December 6, 2022      610 Hayden Drive      Suspect charged

## Rape (1) Decrease

- Due to sensitivity of the alleged crimes limited information to provide.
- The victim in this one case did not wish to pursue charges.

# Robbery (11) Increase

- January 1698 Dorchester St. Individual Suspect Arrested
- February Hardees Individual Suspect Arrested
- February Loves Business Suspect Arrested
- March Mann Market Business Inactive (2)
- March Armory Dr. Business Inactive
- June Armory Dr. Individual Inactive
- September Loves Business Suspect Arrested
- October Hall St. Individual (JUV) Inactive
- October Thomas St. Individual/(DOM) Suspect arrested
- December South St. Individual (CJ) Inactive

# Aggravated Assault (21) Decrease

- Aggravated Assaults saw a decrease between 2021 and 2022.
- There were 11 Aggravated Domestic Assaults and 10 Aggravated Assaults.
- Aggravated Domestic Assaults
  - Weapons used: 11 personal weapons
  - Outcomes: 7 arrested and charged, 2 warrants on file, 2 inactive
- Aggravated Assaults
  - Weapons used: 4 personal weapons, 4 Handguns, 1 pepper spray, 1 vehicle
  - Outcomes: 6 arrested and charged, 1 Victim Refused to Cooperate, 3 inactive

# Burglary (27) Increase

- January: Dorchester Square Apts.-3, Stonewall St. Total: 4
- February: E. Jackson St. (B) (WOF) Total: 1
- March: Madison St., Wilson St., Clay St., W. 2<sup>nd</sup> Ave. (B) Total: 4
- April: Chaucer Ct. , Artis St. Total: 2
- May: Forrest Pine Apts. Total: 1
- July: Clay St., Dorchester Square Apts. Total: 2
- August: Harrison St. Total: 1
- September: Bruce St., Lee St., Bowers Rd. (B) Total: 3
- November: Walnut St. (CBA), Bruce St., Railroad Ave., E. 1<sup>st</sup>. Ave.(B), N. Main St. (B) Total: 5
- December: Cameron St. (CBA), Bruce St., E. 2<sup>nd</sup> Ave. (B)(U), MLK Center (EXP/JUV) Total: 4

# Larceny (232) Increase

- Larceny, 232 cases, encompasses several individual categories.
- Total larceny increased by 18 cases.
- Categories with significant increases/decreases:
  - Shoplifting increased from 50 in 2021 to 110 in 2022. (Walmart)
  - Theft from a motor vehicle decreased from 32 in 2021 to 27 in 2022.
  - All other larceny decreased from 99 in 2021 to 73 in 2022.

# Motor Vehicle Theft (14) Decrease

- January  
Dorchester St.  
Armory Dr. Bowling Center  
Hit and run/reported stolen after Trailer
- February  
Artis St.  
Closed by Arrest/Victim knew offenders.
- March  
Wilson St.  
No suspects/vehicle recovered  
Roosevelt St.  
No suspects  
Armory Dr. Kangaroo  
Vehicle recovered in Ahoskie/Involved in shooting.  
Center St.  
Closed by Arrest
- April  
Broad St.  
Hit and run in Suffolk/reported stolen after  
Armory Dr.  
Vehicle left abandoned.
- May  
W. First Ave.  
No suspects/motorcycle
- October  
Pace St.  
Recovered crashed in Windsor/Car open keys in car.  
Bolling St.  
No Suspects/Car unlocked with keys in it.
- November  
Willis Rd.  
No suspects/Recovered in Suffolk
- December  
Southampton Rd.  
Dirt Bike

# Arson

• May

Edwards Ave.

Inactive



# Quality of Life Crimes

- Quality of Life crimes are tracked internally.
- At times, these crimes are more of a proactive response than a reactive response.
- The Franklin Police Department compared the following crimes for 2021 vs. 2022:
  - Drug/Narcotics Offenses
  - Weapon Law Violations
  - Gun shots fired

# Quality of Life Crimes

Offense	2021	2022	Difference +/-
Drug/Narcotics Offenses	78	55	-29.5%
Weapon Law Violations	122	133	+9%
Gun Shots Fired	20	25	+25%

# Quality of Life Crimes

- Quality of Life crimes showed decreases in Drug and Narcotics cases.
- We continue to see increases in Weapon Law violations and shots fired reports.
- We continue to focus on gangs, drugs, and weapons cases.
- We are hopeful that with increased staffing and training in criminal interdiction and investigation we can continue to address weapon law violations.

# Arrests and Summonses

- Additional statistics which are important to public order are listed below:
  - DUI Arrests
  - Traffic Accidents
  - Traffic Summonses Issued
  - Total Arrests

# Arrests and Summonses

Item	2021	2022	Difference +/-
DUI Arrest	20	17	-15%
Traffic Accidents	127	128	+1%
Traffic Summonses Issued	941	1,233	+31%
Total Arrests	509	591	+16%

# Arrests and Summonses

- The positives are that in 2022 summonses and arrests were up.
- With increased staffing and addressing quality of life issues city wide we are hopeful these numbers will continue to increase in 2023.

# Emergency Custody Orders/Temporary Detention Orders

- Emergency Custody Orders (ECO):
  - 2020 we served 51. 2021 we served 41. 2022 we served 25.
- Temporary Detention Orders (TDO):
  - 2020 not tracked. 2021 we served 6. 2022 we served 4.
- Time spent
  - When serving an ECO, we anticipate 8 hours custody waiting on the TDO.
  - When serving a TDO, we anticipate 72 hours before a bed is found in Virginia.
  - We have transported TDO patients to Northern Virginia, Southwest Virginia, and Staunton. These transports require two personnel.

# Communications Center Calls Received

Call Type	2021	2022	Difference +/-
Police CFS/E-911	25,874/7,101	29,431/6,707	+13.7/-5.5
Self Initiated	17,753*	21,427*	+20.6
Fire/EMS	2,007	2,437	+21.4
Other	1,759	2,158	+22.7
Total	29,640	34,026	+14.8

\*These calls are included in the Police CFS category.



# 2019 Virginia Crime Report Comparison Between IOW, SoCO, FRK

Agency	Number of Employees	Total Incidents	Total Offenses	Group A Offenses Per 100,000	Arrests	Arrests Per 100,000 Population
IOW	59	650	739	2456.4	611	2309.0
SoCo	67	629	697	3629.8	245	1413.8
FRK	34	797	929	9647.7	470	5689.4

# 2020 Virginia Crime Report Comparison Between IOW, SoCO, FRK

Agency	Number of Employees	Total Incidents	Total Offenses	Group A Offenses Per 100,000	Arrests	Arrests Per 100,000 Population
IOW	53	675	796	2527.0	559	2092.7
SoCo	79	500	567	2784.9	181	1008.1
FRK	24	795	926	9554.1	445	5347.9

# 2021 Virginia Crime Report Comparison Between IOW, SoCO, FRK

Agency	Number of Employees	Total Incidents	Total Offenses	Group A Offenses Per 100,000	Arrests	Arrests Per 100,000 Population
IOW	55	706	817	2564.6	578	2099.6
SoCo	73	456	516	2550.3	213	1191.3
FRK	33	795	972	9858.6	493	6113.6

# Conclusion

- 2022 Part 1 Crime has increased by 3.6% or 11 reports.
- The Department will continue to make strides to curb violence and keep these numbers low as compared to our neighbors in the Hampton Roads community.
- We are hopeful with increased staffing and training we can dig deeper into the gang, drug, and weapon incidents occurring in our City and region.
- Questions





Office of the City Manager  
Amanda C. Jarratt

March 22, 2023

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: Tethering Discussion

### **Background Information**

The issue of tethering was discussed at the recent Franklin City Council retreat. Currently the City of Franklin does not have a code restricting tethering and follow the Code of Virginia Section 3.2-6500. This Code Section allows tethering under the following conditions.

"Adequate shelter" means provision of and access to shelter that is suitable for the species, age, condition, size, and type of each animal; provides adequate space for each animal; is safe and protects each animal from injury, rain, sleet, snow, hail, direct sunlight, the adverse effects of heat or cold, physical suffering, and impairment of health; is properly lighted; is properly cleaned; enables each animal to be clean and dry, except when detrimental to the species; during hot weather, is properly shaded and does not readily conduct heat; during cold weather, has a windbreak at its entrance and provides a quantity of bedding material consisting of hay, cedar shavings, or the equivalent that is sufficient to protect the animal from cold and promote the retention of body heat; and, for dogs and cats, provides a solid surface, resting platform, pad, floor mat, or similar device that is large enough for the animal to lie on in a normal manner and can be maintained in a sanitary manner. Under this chapter, shelters whose wire, grid, or slat floors (i) permit the animals' feet to pass through the openings, (ii) sag under the animals' weight, or (iii) otherwise do not protect the animals' feet or toes from injury are not adequate shelter. The outdoor tethering of an animal shall not constitute the provision of adequate shelter (a) unless the animal is safe from predators and well suited and well equipped to tolerate its environment; (b) during the effective period for a hurricane warning or tropical storm warning issued for the area by the National Weather Service; or (c)(1) during a heat advisory issued by a local or state authority, (2) when the actual or effective outdoor temperature is 85 degrees Fahrenheit or higher or 32 degrees Fahrenheit or lower, or (3) during the effective period for a severe weather warning issued for the area by the National Weather Service, including a winter storm, tornado, or severe thunderstorm warning, unless an animal control officer, having inspected an animal's individual circumstances in clause (c)(1), (2), or (3), has determined the animal to be safe from predators and well suited and well equipped to tolerate its environment.

"Adequate space" means sufficient space to allow each animal to (i) easily stand, sit, lie, turnabout, and make all other normal body movements in a comfortable, normal position for the animal and (ii) interact safely with other animals in the enclosure. When an animal is tethered, "adequate space" means that the tether to which the animal is attached permits the above actions and is appropriate to the age and size of the animal; is attached to the animal by a properly applied collar, halter, or harness that is configured so as to protect the animal from injury and prevent the animal or tether from becoming entangled with other objects or animals, or from extending over an object or edge that could result in the strangulation or injury of the animal; is at least 15 feet in length or four times the length of the animal, as measured from the tip of its nose to the base of its tail, whichever is greater, except when the animal is being walked

on a leash or is attached by a tether to a lead line or when an animal control officer, having inspected an animal's individual circumstances, has determined that in such an individual case, a tether of at least 10 feet or three times the length of the animal, but shorter than 15 feet or four times the length of the animal, makes the animal more safe, more suited, and better equipped to tolerate its environment than a longer tether; does not, by its material, size, or weight or any other characteristic, cause injury or pain to the animal; does not weigh more than one-tenth of the animal's body weight; and does not have weights or other heavy objects attached to it. The walking of an animal on a leash by its owner shall not constitute the tethering of the animal for the purpose of this definition. When freedom of movement would endanger the animal, temporarily and appropriately restricting movement of the animal according to professionally accepted standards for the species is considered provision of adequate space. The provisions of this definition that relate to tethering shall not apply to agricultural animals.

Staff researched codes throughout the region and has drafted the following for discussion: **“It shall be unlawful to tether any unattended dog, whether or not the dog has been provided adequate space. For the purposes of this section, a dog is unattended if the owner or custodian is not outdoors and within eyesight of the dog. A violation of this section shall be punishable as a class 4 misdemeanor.”**

### **Needed Action**

Provide direction to staff on next steps.

## § 3.2-6500. Definitions

As used in this chapter unless the context requires a different meaning:

"Abandon" means to desert, forsake, or absolutely give up an animal without having secured another owner or custodian for the animal or by failing to provide the elements of basic care as set forth in § 3.2-6503 for a period of four consecutive days.

"Adequate care" or "care" means the responsible practice of good animal husbandry, handling, production, management, confinement, feeding, watering, protection, shelter, transportation, treatment, and, when necessary, euthanasia, appropriate for the age, species, condition, size and type of the animal and the provision of veterinary care when needed to prevent suffering or impairment of health.

"Adequate exercise" or "exercise" means the opportunity for the animal to move sufficiently to maintain normal muscle tone and mass for the age, species, size, and condition of the animal.

"Adequate feed" means access to and the provision of food that is of sufficient quantity and nutritive value to maintain each animal in good health; is accessible to each animal; is prepared so as to permit ease of consumption for the age, species, condition, size and type of each animal; is provided in a clean and sanitary manner; is placed so as to minimize contamination by excrement and pests; and is provided at suitable intervals for the species, age, and condition of the animal, but at least once daily, except as prescribed by a veterinarian or as dictated by naturally occurring states of hibernation or fasting normal for the species.

"Adequate shelter" means provision of and access to shelter that is suitable for the species, age, condition, size, and type of each animal; provides adequate space for each animal; is safe and protects each animal from injury, rain, sleet, snow, hail, direct sunlight, the adverse effects of heat or cold, physical suffering, and impairment of health; is properly lighted; is properly cleaned; enables each animal to be clean and dry, except when detrimental to the species; during hot weather, is properly shaded and does not readily conduct heat; during cold weather, has a windbreak at its entrance and provides a quantity of bedding material consisting of hay, cedar shavings, or the equivalent that is sufficient to protect the animal from cold and promote the retention of body heat; and, for dogs and cats, provides a solid surface, resting platform, pad, floormat, or similar device that is large enough for the animal to lie on in a normal manner and can be maintained in a sanitary manner. Under this chapter, shelters whose wire, grid, or slat floors (i) permit the animals' feet to pass through the openings, (ii) sag under the animals' weight, or (iii) otherwise do not protect the animals' feet or toes from injury are not adequate shelter. The outdoor tethering of an animal shall not constitute the provision of adequate shelter (a) unless the animal is safe from predators and well suited and well equipped to tolerate its environment; (b) during the effective period for a hurricane warning or tropical storm warning issued for the area by the National Weather Service; or (c)(1) during a heat advisory issued by a local or state authority, (2) when the actual or effective outdoor temperature is 85 degrees Fahrenheit or higher or 32 degrees Fahrenheit or lower, or (3) during the effective period for a

severe weather warning issued for the area by the National Weather Service, including a winter storm, tornado, or severe thunderstorm warning, unless an animal control officer, having inspected an animal's individual circumstances in clause (c)(1), (2), or (3), has determined the animal to be safe from predators and well suited and well equipped to tolerate its environment.

"Adequate space" means sufficient space to allow each animal to (i) easily stand, sit, lie, turn about, and make all other normal body movements in a comfortable, normal position for the animal and (ii) interact safely with other animals in the enclosure. When an animal is tethered, "adequate space" means that the tether to which the animal is attached permits the above actions and is appropriate to the age and size of the animal; is attached to the animal by a properly applied collar, halter, or harness that is configured so as to protect the animal from injury and prevent the animal or tether from becoming entangled with other objects or animals, or from extending over an object or edge that could result in the strangulation or injury of the animal; is at least 15 feet in length or four times the length of the animal, as measured from the tip of its nose to the base of its tail, whichever is greater, except when the animal is being walked on a leash or is attached by a tether to a lead line or when an animal control officer, having inspected an animal's individual circumstances, has determined that in such an individual case, a tether of at least 10 feet or three times the length of the animal, but shorter than 15 feet or four times the length of the animal, makes the animal more safe, more suited, and better equipped to tolerate its environment than a longer tether; does not, by its material, size, or weight or any other characteristic, cause injury or pain to the animal; does not weigh more than one-tenth of the animal's body weight; and does not have weights or other heavy objects attached to it. The walking of an animal on a leash by its owner shall not constitute the tethering of the animal for the purpose of this definition. When freedom of movement would endanger the animal, temporarily and appropriately restricting movement of the animal according to professionally accepted standards for the species is considered provision of adequate space. The provisions of this definition that relate to tethering shall not apply to agricultural animals.

"Adequate water" means provision of and access to clean, fresh, potable water of a drinkable temperature that is provided in a suitable manner, in sufficient volume, and at suitable intervals appropriate for the weather and temperature, to maintain normal hydration for the age, species, condition, size and type of each animal, except as prescribed by a veterinarian or as dictated by naturally occurring states of hibernation or fasting normal for the species; and is provided in clean, durable receptacles that are accessible to each animal and are placed so as to minimize contamination of the water by excrement and pests or an alternative source of hydration consistent with generally accepted husbandry practices.

"Adoption" means the transfer of ownership of a dog or a cat, or any other companion animal, from a releasing agency to an individual.

"Agricultural animals" means all livestock and poultry.

"Ambient temperature" means the temperature surrounding the animal.

"Animal" means any nonhuman vertebrate species except fish. For the purposes of § 3.2-6522, animal means any species susceptible to rabies. For the purposes of § 3.2-6570, animal means any nonhuman vertebrate species including fish except those fish captured and killed or disposed of in a reasonable and customary manner.

"Animal control officer" means a person appointed as an animal control officer or deputy animal



control officer as provided in § 3.2-6555.

"Boarding establishment" means a place or establishment other than a public or private animal shelter where companion animals not owned by the proprietor are sheltered, fed, and watered in exchange for a fee. "Boarding establishment" shall not include any private residential dwelling that shelters, feeds, and waters fewer than five companion animals not owned by the proprietor.

"Collar" means a well-fitted device, appropriate to the age and size of the animal, attached to the animal's neck in such a way as to prevent trauma or injury to the animal.

"Commercial dog breeder" means any person who, during any 12-month period, maintains 30 or more adult female dogs for the primary purpose of the sale of their offspring provided that a person who breeds an animal regulated under federal law as a research animal shall not be deemed to be a commercial dog breeder.

"Companion animal" means any domestic or feral dog, domestic or feral cat, nonhuman primate, guinea pig, hamster, rabbit not raised for human food or fiber, exotic or native animal, reptile, exotic or native bird, or any feral animal or any animal under the care, custody, or ownership of a person or any animal that is bought, sold, traded, or bartered by any person. No agricultural animal or game species, or animal actively involved in bona fide scientific or medical experimentation shall be considered a companion animal for the purposes of this chapter.

"Consumer" means any natural person purchasing an animal from a dealer or pet shop or hiring the services of a boarding establishment. The term "consumer" shall not include a business or corporation engaged in sales or services.

"Dealer" means any person who in the regular course of business for compensation or profit buys, sells, transfers, exchanges, or barter companion animals. The following shall not be considered dealers: (i) any person who transports companion animals in the regular course of business as a common carrier or (ii) any person whose primary purpose is to find permanent adoptive homes for companion animals.

"Direct and immediate threat" means any clear and imminent danger to an animal's health, safety or life.

"Dump" means to knowingly desert, forsake, or absolutely give up without having secured another owner or custodian any dog, cat, or other companion animal in any public place including the right-of-way of any public highway, road or street or on the property of another.

"Emergency veterinary treatment" means veterinary treatment to stabilize a life-threatening condition, alleviate suffering, prevent further disease transmission, or prevent further disease progression.

"Enclosure" means a structure used to house or restrict animals from running at large.

"Euthanasia" means the humane destruction of an animal accomplished by a method that involves instantaneous unconsciousness and immediate death or by a method that involves anesthesia, produced by an agent that causes painless loss of consciousness, and death during such loss of consciousness.

"Exhibitor" means any person who has animals for or on public display, excluding an exhibitor licensed by the U.S. Department of Agriculture.

"Facility" means a building or portion thereof as designated by the State Veterinarian, other than a private residential dwelling and its surrounding grounds, that is used to contain a primary enclosure or enclosures in which animals are housed or kept.

"Farming activity" means, consistent with standard animal husbandry practices, the raising, management, and use of agricultural animals to provide food, fiber, or transportation and the breeding, exhibition, lawful recreational use, marketing, transportation, and slaughter of agricultural animals pursuant to such purposes.

"Foster care provider" means a person who provides care or rehabilitation for companion animals through an affiliation with a public or private animal shelter, home-based rescue, releasing agency, or other animal welfare organization.

"Foster home" means a private residential dwelling and its surrounding grounds, or any facility other than a public or private animal shelter, at which site through an affiliation with a public or private animal shelter, home-based rescue, releasing agency, or other animal welfare organization care or rehabilitation is provided for companion animals.

"Groomer" means any person who, for a fee, cleans, trims, brushes, makes neat, manicures, or treats for external parasites any animal.

"Home-based rescue" means an animal welfare organization that takes custody of companion animals for the purpose of facilitating adoption and houses such companion animals in a foster home or a system of foster homes.

"Humane" means any action taken in consideration of and with the intent to provide for the animal's health and well-being.

"Humane investigator" means a person who has been appointed by a circuit court as a humane investigator as provided in § [3.2-6558](#).

"Humane society" means any incorporated, nonprofit organization that is organized for the purposes of preventing cruelty to animals and promoting humane care and treatment or adoptions of animals.

"Incorporated" means organized and maintained as a legal entity in the Commonwealth.

"Inspector" means a State Animal Welfare Inspector employed pursuant to § [3.2-5901.1](#) or his representative.

"Kennel" means any establishment in which five or more canines, felines, or hybrids of either are kept for the purpose of breeding, hunting, training, renting, buying, boarding, selling, or showing.

"Law-enforcement officer" means any person who is a full-time or part-time employee of a police department or sheriff's office that is part of or administered by the Commonwealth or any political subdivision thereof and who is responsible for the prevention and detection of crime and the enforcement of the penal, traffic or highway laws of the Commonwealth. Part-time employees are compensated officers who are not full-time employees as defined by the employing police department or sheriff's office.

"Livestock" includes all domestic or domesticated: bovine animals; equine animals; ovine animals; porcine animals; cervidae animals; capradae animals; animals of the genus Lama or

Vicugna; ratites; fish or shellfish in aquaculture facilities, as defined in § 3.2-2600; enclosed domesticated rabbits or hares raised for human food or fiber; or any other individual animal specifically raised for food or fiber, except companion animals.

"New owner" means an individual who is legally competent to enter into a binding agreement pursuant to subdivision B 2 of § 3.2-6574, and who adopts or receives a dog or cat from a releasing agency.

"Ordinance" means any law, rule, regulation, or ordinance adopted by the governing body of any locality.

"Other officer" includes all other persons employed or elected by the people of Virginia, or by any locality, whose duty it is to preserve the peace, to make arrests, or to enforce the law.

"Owner" means any person who: (i) has a right of property in an animal; (ii) keeps or harbors an animal; (iii) has an animal in his care; or (iv) acts as a custodian of an animal.

"Pet shop" means a retail establishment where companion animals are bought, sold, exchanged, or offered for sale or exchange to the general public.

"Poultry" includes all domestic fowl and game birds raised in captivity.

"Primary enclosure" means any structure used to immediately restrict an animal or animals to a limited amount of space, such as a room, pen, cage, compartment, or hutch. For tethered animals, the term includes the shelter and the area within reach of the tether.

"Private animal shelter" means a facility operated for the purpose of finding permanent adoptive homes for animals that is used to house or contain animals and that is owned or operated by an incorporated, nonprofit, and nongovernmental entity, including a humane society, animal welfare organization, society for the prevention of cruelty to animals, or any other similar organization.

"Properly cleaned" means that carcasses, debris, food waste, and excrement are removed from the primary enclosure with sufficient frequency to minimize the animals' contact with the above-mentioned contaminants; the primary enclosure is sanitized with sufficient frequency to minimize odors and the hazards of disease; and the primary enclosure is cleaned so as to prevent the animals confined therein from being directly or indirectly sprayed with the stream of water, or directly or indirectly exposed to hazardous chemicals or disinfectants.

"Properly lighted" when referring to a facility means sufficient illumination to permit routine inspections, maintenance, cleaning, and housekeeping of the facility, and observation of the animals; to provide regular diurnal lighting cycles of either natural or artificial light, uniformly diffused throughout the facility; and to promote the well-being of the animals.

"Properly lighted" when referring to a private residential dwelling and its surrounding grounds means sufficient illumination to permit routine maintenance and cleaning thereof, and observation of the companion animals; and to provide regular diurnal lighting cycles of either natural or artificial light to promote the well-being of the animals.

"Public animal shelter" means a facility operated by the Commonwealth, or any locality, for the purpose of impounding or sheltering seized, stray, homeless, abandoned, unwanted, or surrendered animals or a facility operated for the same purpose under a contract with any

locality.

"Releasing agency" means (i) a public animal shelter or (ii) a private animal shelter, humane society, animal welfare organization, society for the prevention of cruelty to animals, or other similar entity or home-based rescue that releases companion animals for adoption.

"Research facility" means any place, laboratory, or institution licensed by the U.S. Department of Agriculture at which scientific tests, experiments, or investigations involving the use of living animals are carried out, conducted, or attempted.

"Sanitize" means to make physically clean and to remove and destroy, to a practical minimum, agents injurious to health.

"Sore" means, when referring to an equine, that an irritating or blistering agent has been applied, internally or externally, by a person to any limb or foot of an equine; any burn, cut, or laceration that has been inflicted by a person to any limb or foot of an equine; any tack, nail, screw, or chemical agent that has been injected by a person into or used by a person on any limb or foot of an equine; any other substance or device that has been used by a person on any limb or foot of an equine; or a person has engaged in a practice involving an equine, and as a result of such application, infliction, injection, use, or practice, such equine suffers, or can reasonably be expected to suffer, physical pain or distress, inflammation, or lameness when walking, trotting, or otherwise moving, except that such term does not include such an application, infliction, injection, use, or practice in connection with the therapeutic treatment of an equine by or under the supervision of a licensed veterinarian. Notwithstanding anything contained herein to the contrary, nothing shall preclude the shoeing, use of pads, and use of action devices as permitted by 9 C.F.R. Part 11.2.

"Sterilize" or "sterilization" means a surgical or chemical procedure performed by a licensed veterinarian that renders a dog or cat permanently incapable of reproducing.

"Treasurer" includes the treasurer and his assistants of each county or city or other officer designated by law to collect taxes in such county or city.

"Treatment" or "adequate treatment" means the responsible handling or transportation of animals in the person's ownership, custody or charge, appropriate for the age, species, condition, size and type of the animal.

"Veterinary treatment" means treatment by or on the order of a duly licensed veterinarian.

"Weaned" means that an animal is capable of and physiologically accustomed to ingestion of solid food or food customary for the adult of the species and has ingested such food, without nursing, for a period of at least five days.

1984, c. 492, § 29-213.36; 1987, c. 488, § 3.1-796.66; 1988, c. 538; 1991, c. 348; 1993, cc. 174, 959; 1995, c. 610; 1998, c. 817; 2002, cc. 351, 500, 787; 2003, c. 1007; 2008, cc. 9, 127, 852, 860; 2011, cc. 754, 886; 2014, c. 148; 2015, c. 492; 2018, cc. 416, 599, 780; 2019, cc. 258, 532, 848; 2020, cc. 954, 955, 1284; 2022, c. 92.

The chapters of the acts of assembly referenced in the historical citation at the end of this section(s) may not constitute a comprehensive list of such chapters and may exclude chapters whose provisions have expired.



**An Ordinance prohibiting the unattended tethering of dogs.**

THE COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA ORDAINS AS FOLLOWS:

That Article I, In General, of Chapter 5, Animals, is hereby amended to add Section \_\_ , which reads as follows:

**Sec. 5-\_\_\_\_. Unattended tethering of dogs prohibited.**

- (a) It shall be unlawful to tether any unattended dog, whether or not the dog has been provided adequate space. For the purposes of this section, a dog is unattended if the owner is not outdoors and within eyesight of the dog.
- (b) A violation of this section shall be punishable as a class 4 misdemeanor.

This ordinance shall be effective immediately.

Certified copy of the ordinance adopted by the Franklin City Council at its regular meeting held on August 8, 2022.

---

Clerk to City Council



*Office of the City Manager  
Amanda C. Jarratt*

March 22, 2023

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: Electronic Participation Policy

**Background Information**

At the last meeting an Electronic Participation Policy was discussed. The previous policy that was in effect for the City Council expired with the expiration of the COVID-19 Public Health Emergency. The Code of Virginia allows for electronic participation. Counsel has drafted a policy for your discussion and consideration.

**Needed Action**

Provide direction to staff.

**CITY OF FRANKLIN, VIRGINIA  
POLICY FOR ELECTRONIC PARTICIPATION IN MEETINGS FROM REMOTE  
LOCATIONS**

**1.0 Purpose and Need**

The City Council of Franklin, Virginia (the “Council”) as a Virginia local public body and governing body desires to adopt a policy, as permitted by Virginia Code §§ 2.2-3708.2 and 2.2-3708.3, to provide for the use by Council and its Council Committees of all-virtual public meetings in the event of a state emergency under Virginia Code § 44-146.17 or a local state of emergency declared applicable within the City of Franklin pursuant to Virginia Code § 44-146.21, and to afford a member thereof the opportunity to participate remotely in a Council meeting when such a member may be unable to attend the meeting thereof due to: (1) a physical disability or medical condition of a member, (2) a medical condition of a family member of the member for whom the member is required to provide care, (3) the member’s principal residence is more than sixty (60) miles from the meeting location identified in the required notice for such meeting or (4) a personal matter.

**2.0 Definitions**

**2.1. *Personal matter*** – Any matter deemed by a member of Council that prevents their attendance in person at a meeting of Council. Examples include but are not limited to personal, family or business matters that prevent attendance at the meeting location; severe weather conditions or unexpected traffic or travel conditions that prevent travel to the meeting location.

**2.2. *Physical disability or other medical condition of the Council member*** – Examples include but are not limited to temporary hospitalization or confinement to home, contagious illness, any temporary or permanent physical disability that prevents travel to the meeting location by the Council member.

**2.3. *Medical condition of a family member of a Council member*** – is limited to those situations in which the family member’s medical condition requires the Council member to provide care for the family member and thus prevents the Council member from physically attending the meeting.

**2.4. *Council Committee*** – Any committee, subcommittee, or other entity however designated of the Council to perform delegated functions of the Council or to advise the Council.

### **3.0 Guiding Principles for Members to Participate Remotely in Council or Council Committee Meetings**

3.1. The Council practices open and transparent governance in full compliance with the Virginia Freedom of Information Act (“FOIA”) and other applicable laws and regulations. Council members shall make every effort to physically attend every meeting of the Town Council. However, the Council desires to adopt this policy to allow for all-virtual meetings without a quorum physically assembled in the event of a state emergency declared pursuant to Virginia Code § 44-146.17 or in the event of a local state of emergency declared applicable within the City of Franklin pursuant to Virginia Code § 44-146.21, and to allow for Council members to participate remotely in those circumstances recognized under Virginia Code §§ 2.2-3708.2 and 2.2-3708.3 when physical attendance is not reasonably possible or attendance in person would not be safe or practicable.

3.2. The Council further desires to adopt this policy on behalf of its Council Committees as allowed pursuant to Virginia Code § 2.2-3708.3(D) to provide Committee members the opportunity to participate remotely in meetings of the Committees in those circumstances recognized under Virginia Code §§ 2.2-3708.2 and 2.2-3708.3 when physical attendance is not reasonably possible.

3.3. This policy shall apply strictly and uniformly to the entire membership of the Council and Council Committees without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at any meeting.

3.4. No action need to be taken by a Council Committee to apply the provisions of this policy to the Council Committee. This policy shall apply to every Council Committee as fully as it does to the Council, even if the policy does not make reference at times to its application to Council Committees, unless the contrary is evident. Provided, however, a Council Committee may also adopt a policy on its behalf that applies to the Council Committee’s use of individual remote participation and all-virtual public meetings in lieu of this policy.

### **4.0 Procedures for All-Virtual Council Meetings During a Declared Public Emergency Without a Quorum Physically Assembled**

4.1. As permitted by Virginia Code § 2.2-3708.2, at any of its meetings or joint meetings with another public body, Council may meet by electronic communication means without a quorum of the Council physically assembled at one location when the Governor has declared a state of emergency in accordance with Virginia Code § 44-146.17 or when there is a local state of emergency declared applicable within the City of Franklin pursuant to Virginia Code § 44-146.21, provided that (i) the catastrophic nature of the declared emergency makes it impracticable or unsafe to assemble a quorum in a single



location and (ii) the purpose of the meeting is to provide for the continuity of operations of the Council or the discharge of its lawful purposes, duties, and responsibilities. The Council convening a meeting in accordance with this section shall:

- 4.1.1. Give public notice using the best available method given the nature of the emergency, which notice shall be given contemporaneously with the notice provided to its members;
  - 4.1.2. Make arrangements for public access to such meeting through electronic communication means, including videoconferencing if already used by Council;
  - 4.1.3. Provide the public with the opportunity to comment at its meetings when public comment is customarily received at such meetings; and
  - 4.1.4. Otherwise comply with the provisions of this policy and Virginia Code §§ 2.2-3708.2 and 2.2-3708.3.
- 4.2. The nature of the emergency, the fact that the meeting was held by electronic communication means, and the type of electronic communication means by which the meeting was held shall be stated in the minutes.
- 4.3. The provisions of this section shall be applicable only for the duration of the emergency declared pursuant to Virginia Code § 44-146.17 or § 44-146.21.

## **5.0 Procedures for a Council or Council Committee Member to Participate Remotely in a Meeting**

5.1. As permitted by Virginia Code § 2.2-3708.3, in order to invoke the provisions of this Section 5.0, a member who is unable to physically attend a meeting shall be entitled to make a request to participate in the meeting remotely, if the inability to physically attend the meeting is due to one of the following reasons.

5.1.1. The member has a temporary or permanent disability or other medical condition that prevents the member's physical attendance;

5.1.2. A medical condition of a member of the member's family requires the member to provide care that prevents the member's physical attendance;

5.1.3. The member's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting; or

5.1.3. The member is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter. However, the member may not use remote participation due to personal matters more than two meetings per calendar year or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater.

5.2. The process for invoking the provisions of Section 5.0 is as follows:

5.2.1. The member shall communicate the request to participate remotely to Council staff, including providing the reason for the inability to physically attend. Staff shall then relay such requests to the Council Chair or presiding officer.

5.2.2. At the meeting, a quorum of Council must be physically assembled at one location. Staff or the Chair or presiding officer shall inform the Council of the member's request to participate in the meeting through electronic means from a remote location. Individual participation from a remote location shall be approved unless such participation would violate this policy or the provisions of the Virginia Freedom of Information Act (§ 2.2-3700 et seq.) of the Code of Virginia.

5.2.3. If a member's participation from a remote location is challenged, then the members of Council physically assembled at one location shall vote whether to allow such participation.

5.3. The request for remote participation and the results of any vote taken on the request shall be recorded in the minutes of the meeting. If participation by a

member through electronic communication means is approved pursuant to this Section 5.0, Council shall record in its minutes the remote location from which the member participated; however, the remote location need not be open to the public and may be identified in the minutes by a general description.

5.3.1. If participation is approved pursuant to subdivision 1 or 2, Council shall also include in its minutes the fact that the member participated through electronic communication means due to a (i) temporary or permanent disability or other medical condition that prevented the member's physical attendance or (ii) family member's medical condition that required the member to provide care for such family member, thereby preventing the member's physical attendance. If participation is approved pursuant to subdivision 3, Council shall also include in its minutes the fact that the member participated through electronic communication means due to the distance between the member's principal residence and the meeting location. If participation is approved pursuant to subdivision 4, Council shall also include in its minutes the specific nature of the personal matter cited by the member.

5.3.2. If the Council votes to disapprove of the member's participation from a remote location, because such participation would violate this policy, such disapproval shall be recorded in the minutes with specificity.

5.4 Because the member participating remotely is entitled to participate in all aspects of the meeting, including any closed session, the means of electronic communication used must allow the remotely participating member to hear and be heard by the Council members physically assembled as well as the public in attendance. If such electronic communication means are not available, then the member seeking remote participation, may, instead, monitor the meeting, but cannot otherwise participate or be counted as present at the meeting.

## **6.0. All-Virtual Meetings of Council Committees**

6.1 Council Committees may hold all-virtual public meetings, provided that the Council Committee follows the other requirements in this policy and Virginia Code §§ 2.2-3708.2 and 2.2-3708.3 for meetings, and:

6.1.1. An indication of whether the meeting will be an all-virtual public meeting is included in the required meeting notice along with a statement notifying the public that the method by which the Council Committee chooses to meet shall not be changed unless the Council Committee provides a new meeting notice in accordance with the provisions of Virginia Code § 2.2-3707;

6.1.2. Public access to the all-virtual public meeting is provided via electronic communication means;

6.1.3. The electronic communication means used allows the public to hear all members of the Council Committee participating in the all-virtual public meeting and, when audio-visual technology is available, to see the members of the Council Committee as well;

6.1.4. A phone number or other live contact information is provided to alert the Council Committee if the audio or video transmission of the meeting provided by the Council Committee fails, the Council Committee monitors such designated means of communication during the meeting, and the Council Committee takes a recess until public access is restored if the transmission fails for the public;

6.1.5. A copy of the proposed agenda and all agenda packets and, unless exempt, all materials furnished to members of the Council Committee for a meeting is made available to the public in electronic format at the same time that such materials are provided to members of the Council Committee;

6.1.6. The public is afforded the opportunity to comment through electronic means, including by way of written comments, at those public meetings when public comment is customarily received;

6.1.7. No more than two members of the Council Committee are together in any one remote location unless that remote location is open to the public to physically access it;

6.1.8. If a closed session is held during an all-virtual Council Committee meeting, transmission of the meeting to the public resumes before the Council Committee votes to certify the closed meeting as required by subsection D of Virginia Code § 2.2-3712;

6.1.9. The Council Committee does not convene an all-virtual public meeting (i) more than two times per calendar year or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater, or (ii) consecutively with another all-virtual public meeting; and

6.1.10. Minutes of all-virtual Council Committee meetings held by electronic communication means are taken as required by Virginia Code § 2.2-3707 and include the fact that the meeting was held by electronic communication means and the type of electronic communication means by which the meeting was held. If a member's participation from a remote location pursuant to this subsection is disapproved because such participation would violate this policy, such disapproval shall be recorded in the minutes with specificity.

**7.0 Responsibility and Authority**

This policy shall be reviewed annually and revised as required to conform to current law and regulations.

Approved: \_\_\_\_\_  
\_\_\_\_\_(Printed Name)  
\_\_\_\_\_(Title) \_\_\_\_\_  
Date

Approved: \_\_\_\_\_  
\_\_\_\_\_(Printed Name)  
\_\_\_\_\_(Title) \_\_\_\_\_  
Date



To: Amanda Jarratt, City Manager  
From: Steve Patterson, Chief of Police   
Ref: Golf Cart Laws and VDOT Recommendations  
Date: March 21, 2023

This document and related presentation will address and discuss the following attachments:

Attachment #1: Virginia State Code 46.2-916.1 (1 page)  
Attachment #2: Virginia State Code 46.2-916.2 (1 page)  
Attachment #3: Virginia State Code 46.2-916.3 (2 pages)  
Attachment #4: VDOT Land Use Permit (4 pages)

Attachment #1 covers Virginia State Code 46.2-916.1 entitled, *Golf cart and utility vehicle operations on public highways not otherwise designated for such operation.*

This code specifically prohibits the operation of golf carts and utility vehicles on public highways in the Commonwealth unless provided by code. Therefore, to allow golf carts or utility vehicles to operate on public highways, the City of Franklin would have to develop an ordinance to allow such.

Attachment #2 covers Virginia State Code 46.2-916.2 entitled, *Designation of public highways for golf cart and utility vehicle operations.*

This code establishes a framework for the review and approval of a golf cart and utility vehicle ordinance. Important points of this code are listed below:

- No usage of golf carts and utility vehicles on highways unless reviewed and approved by the governing body.
- The review and approval process should consider the speed, volume, and character of motor vehicle traffic that would be using the highways in conjunction with the golf carts or utility vehicles and that the review and approval is consistent with state and local transportation plans as well as the Commonwealth's Statewide Pedestrian Policy.
- No roadways shall be approved for golf cart or utility vehicle usage if the usage will impede the safe and efficient flow of motor vehicle traffic.



-The City of Franklin may recoup money spent on signage installation and continuing maintenance from those persons or groups who request the usage of golf carts and utility vehicles on city streets.

Attachment #3 covers Virginia State Code 46.2-916.3 entitled, *Limitations on golf cart and utility vehicle operations on designated public highways.*

This code provides for additional restrictions on the usage of golf carts and utility vehicles on public highways. Important points of this code are listed below:

- A golf cart or utility vehicle may be operated only on roadways with speed limits of 25 miles per hour or less.
- A golf cart or utility vehicle may cross a highway at an intersection controlled by a traffic light if the highway has a posted speed limit of no more than 35 miles per hour.
- No person shall operate any golf cart or utility vehicle without a valid driver's license.
- A golf cart or utility vehicle must display a slow-moving vehicle emblem.
- Golf carts and utility vehicles can only be operated upon the public highways between sunrise and sunset unless they are equipped by lights such like a motor vehicle.
- The City of Franklin can by ordinance add restrictions/limitations as long as they are no less stringent than the restrictions provided by state code.

Attachment #4 provides for considerations toward review and approval of an ordinance based on Virginia Department of Transportation (VDOT) protocols. It is understood that the City of Franklin maintains it's on streets. The City of Franklin does not though have it's on protocols to establish a golf cart and utility vehicle program. Therefore, it is important to review and discuss their protocols.

- Review the speed, volume, and character of motor vehicle traffic using such highways.
- Review for consistency with the Commonwealth's Statewide Pedestrian Policy.
- Review should establish connectivity to origins and destinations.
- Routes should not cross un-signalized intersections where the annual average daily traffic (AADT) exceeds 2000 vehicles per day or where peak period traffic volumes do not allow for the safe crossing of golf carts and utility vehicles.
- The speed limit of the highway to be designated shall not exceed 25 miles per hour.
- AADT of the highway to be designated shall not exceed 1000 vehicles per day.
- If parking is allowed on routes there must be a minimum of 24 feet for one side parking and 29 feet for both sides. (N. Main St. at 3<sup>rd</sup> Ave. is 34 feet.)
- Truck traffic on the selected routes shall not exceed 10%.



It is understood that this presentation applies to the City of Franklin and all of its communities. This presentation was prepared to explore the opportunity to allow golf carts into the downtown area. Based on these restrictions, several maps have been completed to address speed limit concerns and AADT numbers for a golf cart route. Those maps are listed below:

- Map #1: South St./Pretlow St.
- Map #2: Clay St./2<sup>nd</sup> Ave.
- Map #3: Clay St./High St.
- Map #4: Homestead Rd.
- Map #5: Robinhood Rd./Fairview Rd.
- Map #6: High St. and 2<sup>nd</sup> Ave.

Thanks for your time and input. If there are further areas you would like for the Franklin Police Department to explore please do not hesitate to contact me.



Code of Virginia  
Title 46.2. Motor Vehicles  
Chapter 8. Regulation of Traffic

**§ 46.2-916.1. Golf cart and utility vehicle operations on public highways not otherwise designated for such operation.**

No person shall operate a golf cart or utility vehicle on or over any public highway in the Commonwealth except as provided in this article.

2004, c. [746](#).

Code of Virginia  
Title 46.2. Motor Vehicles  
Chapter 8. Regulation of Traffic

**§ 46.2-916.2. Designation of public highways for golf cart and utility vehicle operations.**

A. No portion of the public highways may be designated for use by golf carts and utility vehicles unless the governing body of the county, city, or town in which that portion of the highway is located has reviewed and approved such highway usage.

B. The governing body of any county, city, or town may by ordinance authorize the operation of golf carts and utility vehicles on designated public highways within its boundaries after (i) considering the speed, volume, and character of motor vehicle traffic using such highways and (ii) determining that golf cart and utility vehicle operation on particular highways is compatible with state and local transportation plans and consistent with the Commonwealth's Statewide Pedestrian Policy provided for in § [33.2-354](#).

C. Notwithstanding the other provisions of this section, no town that has not established its own police department, as defined in § [9.1-165](#), may authorize the operation of golf carts or utility vehicles. The provision of this subsection shall not apply to the Towns of Claremont, Clifton, Dendron, Irvington, Ivor, Jarratt, Saxis, Urbanna, or Wachapreague.

D. No public highway shall be designated for use by golf carts and utility vehicles if such golf cart and utility vehicle operations will impede the safe and efficient flow of motor vehicle traffic.

E. The county, city, or town that has authorized the operation of golf carts or utility vehicles shall be responsible for the installation and continuing maintenance of any signs pertaining to the operation of golf carts or utility vehicles. Such county, city, or town may include in its ordinance for designating highways the ability to recover its costs of the signs and maintenance pertaining thereto from organizations, individuals, or entities requesting the designations. The cost of installation and continuing maintenance of any signs pertaining to the operation of golf carts or utility vehicles shall not be paid by the Virginia Department of Transportation.

F. Notwithstanding the other provisions of this section, employees of the Department of Conservation and Recreation may operate golf carts and utility vehicles on those portions of public highways located within Department of Conservation and Recreation property and on Virginia Department of Transportation-maintained highways that are adjacent to Department of Conservation and Recreation property, provided the golf cart or utility vehicle is being operated on highways with speed limits of no more than 35 miles per hour.

2004, c. [746](#); 2006, c. [728](#); 2008, c. [196](#); 2009, cc. [68](#), [504](#); 2011, c. [469](#); 2012, c. [9](#); 2013, c. [64](#); 2014, c. [69](#); 2017, c. [357](#); 2019, c. [104](#); 2022, c. [449](#).

Code of Virginia  
Title 46.2. Motor Vehicles  
Chapter 8. Regulation of Traffic

### **§ 46.2-916.3. Limitations on golf cart and utility vehicle operations on designated public highways.**

A. Golf cart and utility vehicle operations on designated public highways shall be in accordance with the following limitations:

1. A golf cart or utility vehicle may be operated only on designated public highways where the posted speed limit is 25 miles per hour or less. However, a golf cart or utility vehicle may cross a highway at an intersection controlled by a traffic light if the highway has a posted speed limit of no more than 35 miles per hour and in the Town of Colonial Beach may cross any highway at an intersection marked as a golf cart crossing by signs posted by the Virginia Department of Transportation;
2. In towns with a population of 2,000 or less, a golf cart or utility vehicle may cross a highway at an intersection conspicuously marked as a golf cart crossing by signs posted by the Virginia Department of Transportation if the highway has a posted speed limit of no more than 35 miles per hour and the crossing is required as the only means to provide golf cart access from one part of the town to another part of the town;
3. No person shall operate any golf cart or utility vehicle on any public highway unless he has in his possession a valid driver's license;
4. Every golf cart or utility vehicle, whenever operated on a public highway, shall display a slow-moving vehicle emblem in conformity with § [46.2-1081](#); and
5. Golf carts and utility vehicles shall be operated upon the public highways only between sunrise and sunset, unless equipped with such lights as are required in Article 3 (§ [46.2-1010](#) et seq.) of Chapter 10 for different classes of vehicles.

B. The limitations of subdivision A 1 shall not apply to golf carts and utility vehicles being operated as follows:

1. To cross a highway from one portion of a golf course to another portion thereof or to another adjacent golf course or to travel between a person's home and golf course if (i) the trip would not be longer than one-half mile in either direction and (ii) the speed limit on the road is no more than 35 miles per hour;
2. To the extent necessary for local government employees, operating only upon highways located within the locality, to fulfill a governmental purpose, provided the golf cart or utility vehicle is being operated on highways with speed limits of 35 miles per hour or less;
3. As necessary by employees of public or private two-year or four-year institutions of higher education if operating on highways within the property limits of such institutions, provided the golf cart or utility vehicle is being operated on highways with speed limits of 35 miles per hour or less;
4. On a secondary highway system component that has a posted speed limit of no more than 35 miles per hour and is within three miles of a motor speedway with a seating capacity of at least 25,000 but less than 90,000 on the same day as any race or race-related event conducted on that speedway;
5. To the extent necessary for employees of the Department of Conservation and Recreation, operating only on highways located within Department of Conservation and Recreation property or upon Virginia Department of Transportation-maintained highways that are adjacent to Department of Conservation and Recreation property, to

fulfill a governmental purpose, provided that the golf cart or utility vehicle is being operated on highways with speed limits of no more than 35 miles per hour; and

6. To cross a one-lane or two-lane highway from one portion of a venue hosting an equine event to another portion thereof if (i) the crossing occurs on the same day as such equine event, (ii) a temporary traffic control zone is established at such crossing with speed limits of no more than 35 miles per hour, and (iii) the crossing and highway vehicular traffic are being monitored and controlled by a uniformed law-enforcement officer.

C. The governing body of any county, city, or town may by ordinance impose additional restrictions or limitations on operations of golf carts, utility vehicles, or both, on public highways within its boundaries, provided that the restrictions or limitations imposed by any such ordinance are no less stringent than the restrictions and limitations contained in this article. In the event that any provision of any such ordinance conflicts with any provision of this section other than subdivision B 5, the provision of the ordinance shall be controlling.

2004, c. [746](#); 2008, c. [456](#); 2009, cc. [743](#), [835](#); 2010, c. [112](#); 2011, cc. [68](#), [140](#), [469](#); 2018, c. [112](#).



Code of Virginia §46.2-916.1 through §46.2-916.3 govern the use of golf carts and utility vehicles on Virginia highways. The code allows for the governing body of any county, city or town to authorize the operation of golf carts and utility vehicles on public highways within its jurisdictional boundaries.

A locality can designate a state maintained road for use by golf carts and utility vehicles without any explicit approval from the Virginia Department of Transportation (VDOT). However, Code of Virginia §46.2-916.2 (D) states that, “No public highway shall be designated for use by golf carts and utility vehicles if such golf cart and utility vehicle operations will impede the safe and efficient flow of motor vehicle traffic.” VDOT, being responsible for the safe and efficient flow of traffic on state maintained highways has the authority to determine if the operation of golf carts and utility vehicles impedes the safe and efficient flow of motor vehicle traffic. Although a locality does not need VDOT approval prior to designating a road for use by golf carts and utility vehicles, VDOT does have the authority and the responsibility to overturn the designation if it is deemed that golf carts and utility vehicles impede the safe and efficient flow of motor vehicle traffic.

#### **VDOT Land Use Permit Required by Law**

The General Rules and Regulations of the Commonwealth Transportation Board provide that no work of any nature shall be performed on any real property under the ownership, control, or jurisdiction of VDOT until written permission has been obtained from VDOT. Written permission is granted for the above-referenced activity through the issuance of a land use permit.

By issuing a permit, VDOT is giving permission only for whatever rights it has in the right-of-way; the permittee is responsible for obtaining permission from others who may also have an interest in the property.

The permittee will be civilly liable to the Commonwealth for expenses and damages incurred to VDOT as a result of violation of any of the rules and regulations of this chapter. Violators shall be guilty of a misdemeanor and, upon conviction, shall be punished as provided for in §33.1-19 of the Code of Virginia.

#### **Application Requirements**

Application for a land use permit authorizing the operation of golf carts and utility vehicles on state maintained highways shall be made through the local district permit office by the requesting locality.

The district administrator’s designee receiving the request shall coordinate review and approval of the request with all appropriate VDOT personnel.

The regional traffic engineer (or their designee) shall perform a review of the land use permit application and supporting material.

Application forms and general information regarding VDOT land use permitting authorizing the operation of golf carts and utility vehicles on state maintained highways can be obtained by contacting the local district permit office where the designation is being requested or at the following VDOT web site:

<http://www.virginiadot.org/business/bu-landUsePermits.asp>

The form necessary to make application is the LUP-A Land Use Permit Application.

### **Contact Information**

A list of counties with their corresponding VDOT district offices and contact information may be obtained on the VDOT web site at: <http://www.virginiadot.org/about/districts.asp>.

### **Permit Fees & Charges**

The application fee for a land use permit authorizing the operation of golf carts and utility vehicles on state maintained highways shall be waived.

### **Surety Requirements**

It is not necessary for the locality to provide a surety for the operation of golf carts and utility vehicles on state maintained highways.

### **Insurance Requirements**

It is not necessary for the locality to secure and maintain insurance to protect against liability for personal injury and property damage associated with the operation of golf carts and utility vehicles on state maintained highways.

### **General Requirements**

Any county, city or town may designate a roadway as appropriate for golf cart and/or utility vehicle usage regardless of who owns or maintains the road within the constraints and requirements of the Code of Virginia.

The locality must consider the speed, volume, and character of motor vehicle traffic using such highways to determine if golf cart and utility vehicle operation is compatible with state and local transportation plans and if said operation is consistent with the Commonwealth's Statewide Pedestrian Policy.

The locality shall provide VDOT with evidence of its consideration of the speed, volume, and character of motor vehicle traffic for routes being considered for golf cart and utility vehicle designation.

The locality shall provide VDOT with an overall route plan to show connectivity to and from specific origins and destinations. EXAMPLE: Residences to a local park, ball field, community center, etc.

In general, a designated route should not cross an un-signalized intersection where the annual average daily traffic (AADT) exceeds 2000 vehicles per day or where peak period traffic volumes do not allow for the safe crossing of golf carts and utility vehicles.

VDOT shall consider the volume and posted speed limit of all roadways intersecting a designated route so that designated route(s) do not cross high volume, low-speed roadways.

The posted speed limit of the highway to be designated shall not exceed 25 miles per hour.

The AADT of the highway to be designated shall not exceed 1000 vehicles per day.

The designated route shall not cross a highway where the posted speed limit exceeds 25 miles per hour except where the intersection is controlled by a traffic signal and the speed limit of the intersecting highway does not exceed 35 miles per hour.

In the Town of Colonial Beach and in towns with a population of 2,000 or less, a golf cart and utility vehicle may cross a highway at intersections marked with signage posted by VDOT. The Regional Traffic Engineer (or their designee) shall recommend approval or denial of sign installation(s).

All costs associated with the installation and maintenance of all required signage shall be borne by the locality.

The designated route shall not have geometric constraints that restrict minimum intersection sight distance or stopping sight distance for the posted speed limit of 25 miles per hour.

The total pavement width of the designated route shall not be less than 17 feet in width. This width may include any drivable paved or grass shoulders on each side of the travel way.

Where parking is allowed on the designated route the minimum pavement width shall be 24-feet with parking on one side and 29-feet with parking both sides (See the VDOT Road Design Manual for subdivision streets with AADT < 2000 vehicles per day).

Actual truck traffic shall not exceed 10%. VDOT shall determine if said traffic creates an operational or safety concern for the use of golf carts and utility vehicles on the designated route.

Routes with high incidences of crashes will not be considered for designated use by golf carts and utility vehicles.

VDOT shall make a determination as to whether on-going development will trigger any thresholds that would deem the designated route as not compatible for the operation of golf carts and utility vehicles.

All persons operating a golf cart or utility vehicle on any public highway shall have in their possession a valid driver's license.

All golf carts or utility vehicles operated on a public highway shall display a slow-moving vehicle emblem in conformity with Code of Virginia §46.2-1081.

Golf carts and utility vehicles shall be operated upon the public highways only between sunrise and sunset unless equipped with headlights as are required for these classes of vehicles.

The following link

<https://insidenvdot.gov/virginia.gov/div/te/ES/Misc%20Operations/Golf%20Cart%20Permit%20Guidelines.pdf> is for the Guidelines - Designation of Golf Cart and Utility Vehicles For State-Maintained Highways in Virginia

### **General Requirement Exceptions**

Operation of a golf cart to cross a highway from one portion of a golf course to another portion thereof or to an adjacent golf course or to travel between a person's home and golf course if the total trip does not exceed one-half mile in either direction and if the posted speed limit on the highway does not exceed 35 miles per hour.

Operation of a golf cart and/or utility vehicle by local government employees for official business or purpose on highways with posted speed limits that do not exceed 35 miles per hour.

Operation of a golf cart and/or utility vehicle by employees of public or private two-year or four-year institutions of higher education on highways within the property limits of such institutions provided the golf cart and/or utility vehicle is being operated on highways with posted speed limits that do not exceed of 35 miles per hour.

Operation of a golf cart and/or utility vehicle on a secondary highway with a posted speed limit of 35 miles per hour or less and within three miles of a motor speedway with a seating capacity of at least 25,000 but less than 90,000. This use is limited to the same day as any race or race-related event conducted at said speedway.

Operation of a golf cart and/or utility vehicle by employees of the Department of Conservation and Recreation (DCR) for official business or purpose on highways located within DCR property or upon VDOT maintained highways located adjacent to DCR property with posted speed limits that do not exceed 35 miles per hour.

### **Permit Revocation**

At the discretion of the district administrator's designee, the land use permit may be revoked and the route designation removed for non-compliance with all requirements contained herein and/or specific conditions of the permit.

### **Permittee Notice**

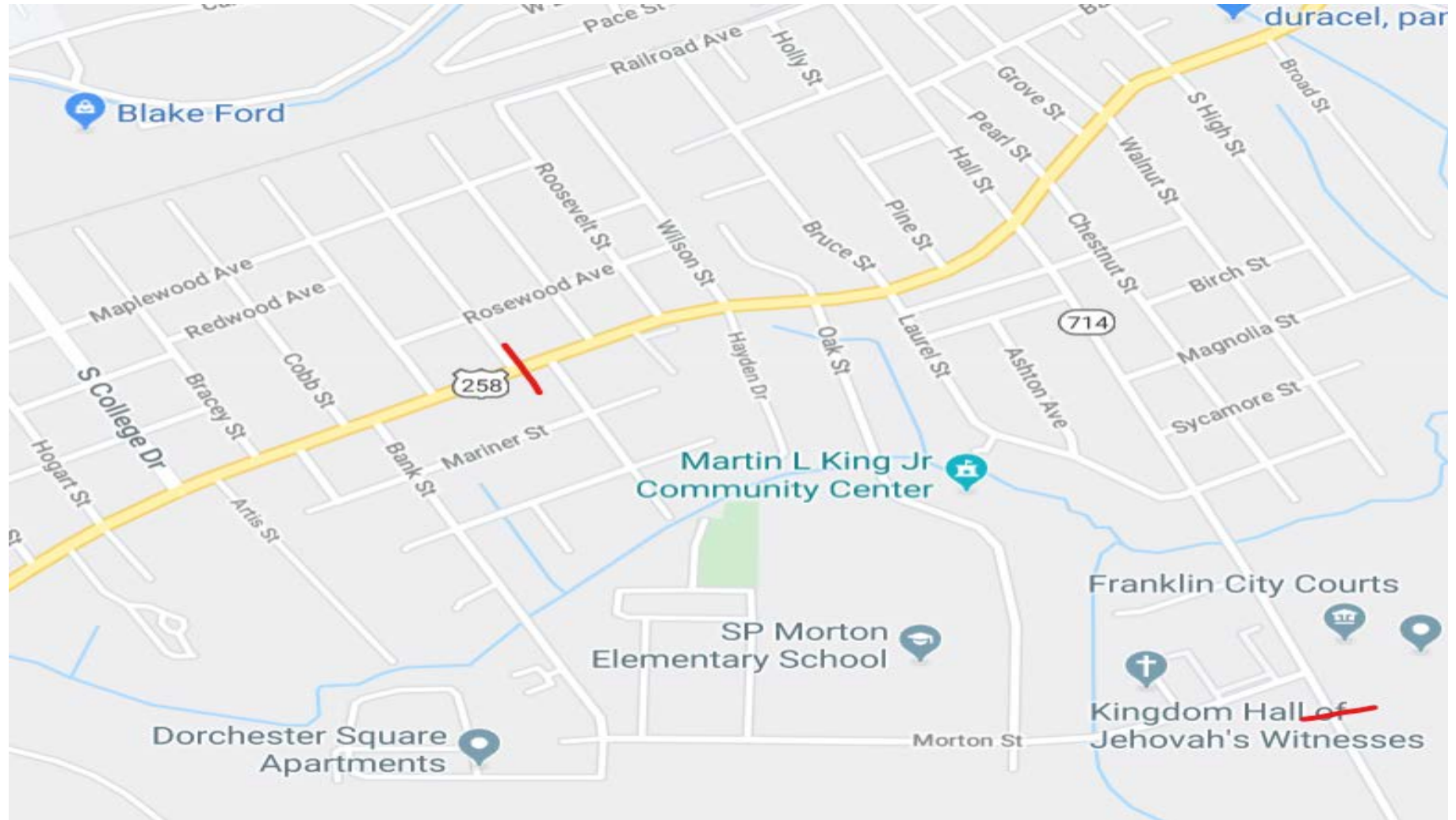
The preceding provisions are intentionally condensed in format and should not be loosely interpreted by the permit applicant without consultation with the central office permit manager or the district administrator's designee and affirmation from the Land Use Permit Regulations.



# Map #1

-Shows ingress into the downtown area from South St. and Pretlow St.

-Red line indicates 35 to 25 Speed Limit Reduction.



# Map #2

-Shows ingress into the downtown area from Clay St. and 2<sup>nd</sup> Ave.

-Red line indicates 35 to 25 Speed Limit Reduction.



# Map #3

-Shows ingress into the downtown area from Clay St. and High St.

-Red line indicates 35 to 25 Speed Limit Reduction.



# Map #4

-Shows ingress via Homestead Rd.

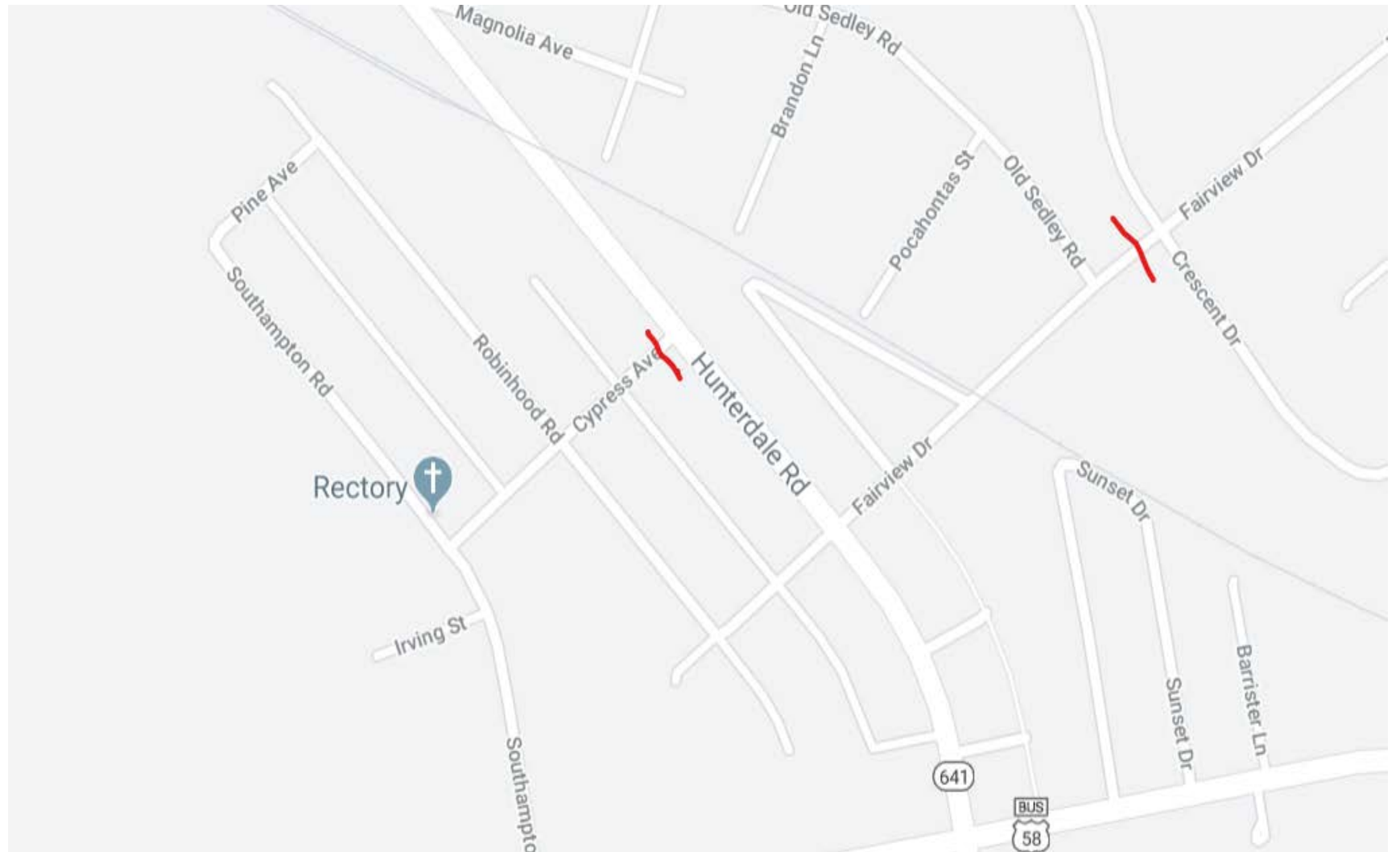
-Red line indicates 35 to 25 Speed Limit Reduction.



# Map #5

-Shows  
Robinhood Rd.  
neighborhood to  
Fairview Dr.  
intersection.

-Red line  
indicates 35 to 25  
Speed Limit  
Reduction.



# Map #6

-Red indicates locations where FPD has completed speed studies.

-High St./Lee St.-  
weekday average count was 3,100 vehicles,  
weekend was 3,300 vehicles.

-2<sup>nd</sup> Ave. near City Hall-  
weekday average was 7,400 vehicles, weekend  
was 8,700 vehicles.

-Speed studies  
conducted 2/20. There is  
no doubt these numbers  
have increased since  
then.





Office of the City Manager  
Amanda C. Jarratt

March 9, 2023

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: City Manager's Report

### **General Updates**

- Staff continues to work on the various capital projects approved by City Council.
  - The staff committee for the Armory Project consists of Chad Edwards, Sammara Green, and Lin Darden. Carlee Gurskiy will also be involved. Camp Community College and other community partners will offer feedback throughout the design process. Staff participated in a webinar with HUD about our grant award.
  - The staff committee for the courthouse renovation project will consist of Chief Steve Patterson, Chad Edwards, and Lin Darden. The judges, Clerk of Court, and Sherriff's Department in addition to other stakeholders will be consulted throughout the design process. Questionnaires are being completed by various stakeholders.
  - The staff committee met regarding Riverwalk Park.
    - The kayak design is underway. Survey is complete for the kayak launch additional area. Please see attached! We will incorporate this into the site plans.
    - Kayak launch design underway.
    - Flood study (no-rise study) underway. Not all bridge crossings requested from City are available. Awaiting completion of kayak launch to update.
    - At the moment we're currently awaiting the final site plan and kayak launch design before we can move forward with the Joint Permit Application for the VMRC and Corps permits. Once we have the final design in hand, we can prepare the required impacts mapping and update details relating to the VMRC component of the application. It should take us around 2 weeks to finalize the application after the plans are received.
    - With the ongoing lag in Corps review timeframes, I believe we're likely looking at anywhere from 60-90 days to obtain the permits following submittal.
- Staff continues to work with DHCD and Summit Engineering on the Laurel Street CDBG Grant. Client intake and income verifications have begun.
- Staff continues to meet with regional partners to discuss next steps on the regional radio system as well as violence and crime prevention.
- Staff continues to work with Court Services and our other locality partners for both short and long term solutions to the juvenile detention situation.
- City Council held a retreat on March 2<sup>nd</sup>. The following topics were discussed and will be worked on by staff:
  - Food Trucks

- A draft of updated regulations is being drafted by staff for review by the Planning Commission and Franklin City Council.
- Separation of City Utility Bills
  - Staff has met with the staff from Edmonds regarding separation of the bills and necessary changes in utility billing and the online payment program. We are awaiting costs for implementing the necessary changes there and the costs from BMS. I should have a more comprehensive update at the April 10<sup>th</sup> City Council meeting.
- Increased Code Enforcement
  - Staff is working on a demolition plan for the posted unsafe structures. We are putting a plan in place to prepare for high grass season. We are working with legal to draft updated ordinances for parking and vehicles.
- Communication with Franklin City Public Schools
  - We have a joint meeting scheduled for March 30<sup>th</sup> with the Franklin City Public School Board.
- Increased focus and investment in Public Safety
  - Additional positions are included in the FY 24 budget. The updated radio system project is moving to Phase 2.
- Historic District
  - Staff is reviewing the ordinance that is in place and providing a list of the individuals that need to be appointed.
- Youth
  - Working on updated youth programming and additional partnerships.
- Tethering
  - On the agenda.
- Special Tax Districts
  - Under discussion and research ongoing.
- Camp Community College Partnerships
  - Under discussion.
- Improved Communication with the Public through various means
  - A review of the PEG Channel and necessary equipment purchases are underway. Staff is working to update City Clips. Staff is researching other best practices.

### **Upcoming Community Events**

- April 11<sup>th</sup> - Red Cross Blood Drive
- April 21st & 22nd - Circus & Spring Fest
- May 3<sup>rd</sup> - Franklin Cruise In
- May 6th - Lumberjack Festevent
- June 17-19th - Juneteenth Cultural Festival aka Virginia Mardi Gras
- June 28th - Independence Day Celebration
- August 1<sup>st</sup> - National Night Out
- Dec 2nd - Elf Parade & Holiday Market