



**Franklin City Council Agenda
July 24, 2023
Council Chambers
207 West Second Avenue
Franklin, Virginia 23851**

6:00 P.M.

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

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 July 10, 2024 minutes
- 2. FINANCIAL MATTERS**
 - A. Budget Amendment 2024-02
- 3. OLD/ NEW BUSINESS:**
 - A. Alley Abandonment – Norfleet Street
 - B. Alley Abandonment- Commerce Park Road
 - C. City Manager’s Report

4. COUNCIL/STAFF REPORTS ON BOARDS/COMMISSIONS

5. CLOSED SESSION

I move that the City of Franklin, Virginia City Council adjourn into a closed meeting pursuant to Virginia Code Section 2.2-3711-A-1, 1. discussion of appointments to boards and commissions, and discussion of performance of employees of the public body to discuss the following subject or subjects:, Industrial Development Authority, HRPDC Community Advisory Committee, Community Services Board of Zoning Appeals, Blackwater Regional Library Board, Southview Cemetery Advisory Committee, Historic Preservation Commission, Beautification Commission, Franklin Redevelopment and Housing Authority.

2.2-3711-A-3. Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body specifically property along North High Street.

2.2-3711-A-5, Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community specifically along Pretlow Industrial Park, Armory Drive, and Downtown Franklin,

Motion Upon Returning to Open Session- I move that the City of Franklin, Virginia City Council certify that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting held on July 24, 2023, meeting were heard, discussed or considered by the City of Franklin, Virginia City Council; and (ii) no action was taken in closed meeting regarding the items discussed.

6. ADJOURNMENT

Regular City Council Meeting Minutes July 10, 2023

Call to order

The Franklin City Council held a regular City Council meeting on July 10, 2023 at 7:00 p.m. in the City Council Chambers located at 207 West Second Avenue, Franklin, Virginia 23851.

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

Council Members not in Attendance:

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

Other Staff in Attendance: Steve Patterson, Chief of Police; Carlee Gurskiy, Director of Community Development; Zach Wright, Director of Power & Light; Matthew Jezierski, Director of IT; Rachel Trollinger, Director of Finance; Camara Jacobs, Director of Human Resources; Selenia Boone, Commissioner of the Revenue; Dinah Babb, Treasurer; Vernie Francis, Chief of EMS; Sammara Bailey, Director of Parks & Recreation.

Citizen’s Time

No citizen’s signed up.

Amendments to Agenda

Councilman Gregory McLemore made a motion to discuss in closed session the employee evaluation form that is used, the motion was seconded by Councilman Mark Kitchen.

The motion carried the vote 7-0

The vote was as follows:

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

Mayor Bobby Cutchins affirmed the motion carried.

Jessica	Banks	6	Yes
Bobby	Cutchins	7	Yes
Total 1 = Yes			7
Total 2 = No			
Total 3 = Abstain			0
Total Voters			7
Total Yes + No			7
% Yes			100.00%
% No			0.00%
% Abstain			0.00%
Pass Threshold			50.00%
Pass/Fail			Pass

B. National Parks & Recreation Month Resolution 2023-20 (Read by Vice-Mayor Wynndolyn Copeland)



Parks & Recreation Month
Resolution #2023-20

WHEREAS, Parks and Recreation is an integral part of communities throughout this country, including the City of Franklin, Virginia; and

WHEREAS, Parks and Recreation promotes health and wellness, improving the physical and mental health of people who live near parks; and

WHEREAS, Parks and Recreation promotes time spent in nature, which positively impacts mental health by increasing cognitive performance and well-being, and alleviating illnesses such as depression, attention deficit disorders, and Alzheimer's; and

WHEREAS, Parks and Recreation encourages physical activities by providing space for popular sports, hiking trails, swimming pools and many other activities designed to promote active lifestyles; and

WHEREAS, Parks and Recreation is a leading provider of health meals, nutrition services and education; and

WHEREAS, Parks and Recreation programming and education activities, such as out-of-school time programming, youth sports and environmental education, are critical to childhood development; and

WHEREAS, Parks and Recreation increases a community's economic prosperity through increased property values, expansion of the local tax base, increased tourism, the attraction and retention of businesses, and crime reduction; and

WHEREAS, Parks and Recreation is fundamental to the environment well-being of our community; and

WHEREAS, Parks and Recreation is essential and adaptable infrastructure that makes our communities resilient in the face of natural disasters and climate change; and

WHEREAS, our parks and natural recreation areas ensure the ecological beauty of our community and provide a place for children and adults to connect with nature and recreate outdoors; and

WHEREAS, the U.S. House of Representatives has designated July as Parks and Recreation Month; and

WHEREAS, The City of Franklin, Virginia recognizes the benefits derived from Parks and Recreation resources.

NOW, THEREFORE, BE IT RESOLVED, the City Council does hereby recognize July as Parks and Recreation Month, in the City of Franklin, Virginia.

Signed this 10th day of July, 2023.

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

Council thanked the Parks & Recreation Department for their hard work. Mayor Robert Cutchins entertained a motion to approve Resolution 2023-20. Councilman Mark Kitchen made a motion to approve Resolution 2023-20 with a second from Councilwoman Jessica Banks.

The motion carried the vote 7-0

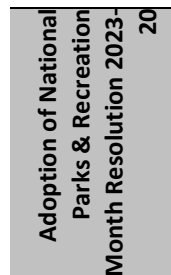
The vote was as follows:

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

Mayor Bobby Cutchins affirmed the motion carried.

Councilman Gregory McLemore wanted to thank Ms. Kurtisha Taylor for her assistance with the Juneteenth Celebration. Councilwoman Jessica Banks wanted to thank Ms. Sammara Green for her dedication.

Council Voting Report



First Name	Last Name	Keypad	8
Mark	Kitchen	1	Yes
Ray	Smith	2	Yes
Gregory	McLemore	3	Yes
Linwood	Johnson	4	Yes
Wynndolyn	Copeland	5	Yes
Jessica	Banks	6	Yes
Bobby	Cutchins	7	Yes
Total 1 = Yes			7
Total 2 = No			
Total 3 = Abstain			0
Total Voters			7
Total Yes + No			7
% Yes			100.00%
% No			0.00%
% Abstain			0.00%
Pass Threshold			50.00%
Pass/Fail			Pass

C. National Parks & Recreation Professional’s Day Resolution 2023-21 (Read by Councilman Mark Kitchen)



Parks & Recreation Professional’s Day
Resolution #2023–21

WHEREAS, the City of Franklin City Council recognizes that the Parks and Recreation field is a diverse and comprehensive system that improves personal, social, environmental and economic health; and

WHEREAS, the City Council recognizes the importance and benefits of Park and Recreation services that enrich the lives of its citizens, and help make this community a desirable place to live, work and visit; and

WHEREAS, the City Council supports the skilled work of Park and Recreation professionals to strengthen community cohesion and resiliency, connect people with nature and each other, and provide and promote opportunities for healthful living, social equity and environmental sustainability; and

WHEREAS, the City Council values the essential services that Park and Recreation professionals and volunteers perform to provide recreational and developmental enrichment for our children, youth, adults, and older adults; and to ensure our parks and recreation spaces are clean, safe, inclusive, welcoming and ready to use.

NOW, THEREFORE, BE IT RESOLVED, the City Council does hereby proclaim July 21, 2023, as “Parks and Recreation Professional’s Day” in the City of Franklin, Virginia.

Bobby	Cutchins	7	Yes
Total 1 = Yes		7	
Total 2 = No			
Total 3 = Abstain		0	
Total Voters		7	
Total Yes + No		7	
% Yes		100.00%	
% No		0.00%	
% Abstain		0.00%	
Pass Threshold		50.00%	
Pass/Fail			Pass

Financial Matters:

A. Budget Amendment #2023-22

City Manager Amanda Jarratt called Ms. Rachel Trollinger, Director of Finance to come forward and present the Budget Amendment #2023-22. Ms. 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. Reallocate appropriations within the General Fund for year-end spending.

	2022-2023 BUDGET	AMENDED BUDGET	INCREASE (DECREASE)
100 GENERAL FUND			
EXPENDITURES			
100-4-32100-1101 Salaries and Wages Regular	\$ 2,985,420	\$ 2,709,010	\$ (276,410)
100-4-32100-1200 Salaries and Wages Holiday	143,617	123,788	(19,829)
100-4-32100-1300 Salaries and Wages Part Time	91,480	50,609	(40,871)
100-4-32100-2810 Education & Uniforms Allowance	19,890	13,920	(5,880)
100-4-32100-3160 Professional Services	1,500	1,168	(332)
100-4-32100-3190 Contractual Services	62,500	37,521	(24,979)
100-4-32100-3310 Repairs & Maint Motor Vehicles	56,000	47,362	(8,638)
100-4-32100-3500 Printing & Binding	300	198	(102)
100-4-32100-5110 Utilities- Electrical Service	38,500	33,584	(4,916)
100-4-32100-5130 Utilities - Water & Sewer	2,700	2,453	(247)
100-4-32100-6004 Supplies Medical & Lab	17,000	15,446	(1,554)
100-4-32100-6008 Vehicle Supplies Fuel	43,000	39,663	(3,337)
100-4-32100-1200 Salaries and Wages Overtime	624,860	921,542	296,682
100-4-32100-2100 FICA	274,487	279,786	5,299
100-4-32100-2213 Line of Duty Act	53,000	53,865	865
100-4-32100-6012 Books & Subscriptions	13,750	29,157	15,407
100-4-32100-8723 Fire Turnout Gear	25,000	41,777	16,777
100-4-32100-2310 Health Savings Plan	1,200	1,300	100
100-4-32100-5540 Education Expenses	11,080	16,960	5,880
100-4-32100-3138 Contract Services IT	1,000	1,332	332
100-4-32100-8730 Vehicles	35,000	58,783	23,783
100-4-32100-8724 Fire Communication Equipment	5,000	6,196	1,196
100-4-32100-3317 Repairs - Other	500	7,368	6,868
100-4-32100-8107 Computer Equipment	4,000	5,775	1,775
100-4-32100-3600 Advertising	750	822	72
100-4-32100-5135 Utilities Hunterdale Fire	14,000	16,146	2,146
100-4-32100-8102 Office Furniture & Equipment	1,000	3,770	2,770
100-4-32100-5120 Utilities	1,200	1,447	247
100-4-32100-8115 Rescue Equipment	17,950	19,021	1,071
100-4-32100-6005 Housekeeping & Janitorial Supplies	750	758	8
100-4-32100-5604 Support of Volunteer Fire Department	500	788	288
100-4-32100-6007 Repairs & Maintenance Supplies	1,000	1,187	187
100-4-32100-8400 Capital Outlay	196,866	139,656	(57,210)
100-4-32100-8109 Communication Equipment	-	547	547
		<u>5</u>	<u>0</u>

Mayor Bobby Cutchins entertained a motion to approve Budget Amendment 2023-22. Councilman Linwood Johnson made a motion to approve Budget Amendment 2023-22 with a second from Councilman Mark Kitchen.

The motion carried the vote 6-1-0

The vote was as follows:

Councilman Linwood Johnson

Aye

- Councilman Mark Kitchen** **Aye**
- Councilwoman Jessica Banks** **Aye**
- Vice-Mayor Wynndolyn Copeland** **Aye**
- Mayor Bobby Cutchins** **Aye**
- Councilman Ray Smith** **Aye**
- Councilman Gregory McLemore** **Abstained**

Mayor Bobby Cutchins affirmed the motion carried.

Council Voting Report

			Approval of Budget Amendment 2023-22
First Name	Last Name	Keypad	10
Mark	Kitchen	1	Yes
Ray	Smith	2	Yes
Gregory	McLemore	3	Abstain
Linwood	Johnson	4	Yes
Wynndolyn	Copeland	5	Yes
Jessica	Banks	6	Yes
Bobby	Cutchins	7	Yes
Total 1 = Yes			6
Total 2 = No			
Total 3 = Abstain			1
Total Voters			7
Total Yes + No			6
% Yes			85.71%
% No			0.00%
% Abstain			14.29%
Pass Threshold			50.00%
Pass/Fail			Pass

B. Budget Amendment 2024-01

Ms. Rachel Trollinger stated that be it resolved by the Council that the 2023-2024 City Budget is hereby amended to:

1. Appropriate Electric Fund unrestricted net position funds for the purchase of transformers related to two new subdivisions;

2. Appropriate Water & Sewer Fund unrestricted net position funds related to Council approved projects that were not completed primarily due to supply chain issues;
3. Appropriate Electric Fund unrestricted net position funds related to Council approved projects that were not completed primarily due to supply chain issues;
4. Appropriate General Fund restricted fund balance related to Council approved projects that were not completed primarily due to supply chain issues; and
5. Appropriate Laurel Street Revitalization Fund restricted balance for use in FY24

	2023-2024 BUDGET	AMENDED BUDGET	INCREASE (DECREASE)
#1			
505 ELECTRIC FUND			
REVENUE			
505-3-41050-0060 Use of Unrestricted Net Position	\$ -	\$ 505,000	\$ 505,000
			<u>\$ 505,000</u>
EXPENDITURES			
505-4-20020-8134 Transformers	\$ 85,000	\$ 590,000	\$ 505,000
			<u>\$ 505,000</u>
#2			
REVENUE			
501-3-41050-0300 Use of Unrestricted Net Position	\$ -	\$ 599,788	\$ 599,788
			<u>\$ 599,788</u>
EXPENDITURES			
501-4-44112-8725 Dewatering Equipment	\$ -	\$ 590,000	\$ 590,000
501-4-44113-8726 Sewer CIPP	-	9,788	9,788
			<u>\$ 599,788</u>
#3			
REVENUE			
505-3-41050-0060 Use of Unrestricted Net Position	\$ 505,000	\$ 505,656	\$ 656
			<u>\$ 656</u>
EXPENDITURES			
505-4-20010-8723 Automated Gates	\$ -	\$ 656	\$ 656
			<u>\$ 656</u>

	2023-2024 BUDGET	AMENDED BUDGET	INCREASE (DECREASE)
#4			
100 GENERAL FUND			
REVENUE			
100-3-41050-0100 Use of Restricted Fund Balance	\$ -	\$ 4,004,811	\$ 4,004,811
			<u>\$ 4,004,811</u>
EXPENDITURES			
100-4-12560-8728 IT System Major Infrastructure/Internet	\$ -	\$ 389,500	\$ 389,500
100-4-12560-8729 City-Wide Wireless/Broadband Improvement	-	344,892	344,892
100-4-31100-8710 Police Vehicles	-	10,228	10,228
100-4-31100-8711 Surveillance Cameras	-	57,389	57,389
100-4-31100-8712 Body Cameras	-	36,734	36,734
100-4-31100-8713 Police Truck	-	15,389	15,389
100-4-31100-8714 Police Helmets	-	1,521	1,521
100-4-31100-8716 Radio System	-	1,607,500	1,607,500
100-4-31100-8717 Police Communication Equipment	-	671	671
100-4-31130-8710 E911 Communication Equipment	-	1,300	1,300
100-4-31130-8711 E911 Computer Equipment	-	6,913	6,913
100-4-32100-8722 Emergency Operations Software	-	50,000	50,000
100-4-34100-8719 Demolition of Blighted Properties	-	500,000	500,000
100-4-41200-8727 Stormwater Projects - YR 1	-	189	189
100-4-41200-8728 Paving Projects	-	70,129	70,129
100-4-41200-8729 Road Closure & Safety Equipment	-	23,024	23,024
100-4-71300-8700 Armory Park Bathroom Renovations	-	29,093	29,093
100-4-71300-8702 College Drive Park Renovations	-	117,117	117,117
100-4-71300-8704 Riverwalk Park Project	-	332,841	332,841
100-4-71300-8706 Hayden Park Project	-	200,000	200,000
100-4-71300-8707 Armory Field Upgrade Project	-	100,000	100,000
100-4-71300-8709 Blackwater Park	-	20,424	20,424
100-4-71300-8716 Parks & Recreation Vehicles	-	34,909	34,909
100-4-81300-8701 City Light Poles	-	14,700	14,700
100-4-81600-8716 Tourism Interpretive Panels	-	25,000	25,000
100-4-81600-8718 Virginia Tourism Authority ARPA Grant	-	15,350	15,350
			<u>\$ 4,004,811</u>

Budget Amendment 2024-U1			
2023-2024 BUDGET	AMENDED BUDGET	INCREASE (DECREASE)	

	2023-2024 BUDGET	AMENDED BUDGET	INCREASE (DECREASE)
#5			
297 LAUREL STREET REVITALIZATION			
REVENUE			
297-3-18990-0100 SERCAP Inc Grant Revenue	\$ -	\$ 30,000	\$ 30,000
297-3-33000-0100 Federal Aid - MY1	\$ -	\$ 1,334,067	\$ 1,334,067
			<u>\$ 1,364,067</u>
EXPENDITURES			
297-4-85000-3142 Execution of DHCD Contract	\$ -	\$ 15,000	\$ 15,000
297-4-85000-3143 Contract Monitoring	-	20,800	20,800
297-4-85000-3144 Execution of Project Contracts	-	17,500	17,500
297-4-85000-3146 Satisfactory Compliance Reviews	-	3,000	3,000
297-4-85000-3147 Fair Housing & Section 3 Activities	-	1,500	1,500
297-4-85000-3148 Administrative Project Closeout	-	5,500	5,500
297-4-85000-3149 Construction Completion	-	17,800	17,800
297-4-85000-3150 Labor Standards	-	12,000	12,000
297-4-85000-4303 Rehab Specialist	-	21,000	21,000
297-4-85000-4305 Temporary Relocation	-	10,000	10,000
297-4-85000-4307 Home Maintenance Education Program	-	1,300	1,300
297-4-85000-4308 Owner-Occupied Housing Rehabilitation	-	209,800	209,800
297-4-85000-4503 Rehab Specialist	-	36,500	36,500
297-4-85000-4505 Temporary Relocation	-	20,000	20,000
297-4-85000-4507 Home Maintenance Education Program	-	2,500	2,500
297-4-85000-4508 Investor-Occupied Housing Rehabilitation	-	364,800	364,800
297-4-85000-7604 Storm Sewer Construction	-	503,400	503,400
297-4-85000-7607 Inspection	-	30,300	30,300
297-4-85000-7608 Engineering	-	50,400	50,400
297-4-86000-8000 SERCAP Inc Grant Expenditures	-	20,967	20,967
			<u>\$ 1,364,067</u>

Total 3 = Abstain	1
Total Voters	7
Total Yes + No	6
% Yes	85.71%
% No	0.00%
% Abstain	14.29%
Pass Threshold	50.00%
Pass/Fail	Pass

Old/New Business:

A. Armory Demolition and Construction Update

City Manager Amanda Jarratt introduced Mr. Jamie Weist. Mr. Weist is a representative of Kimley-Horne and will present an overview of the Federal Grant Award requirements, process, and timeline for the Armory demolition and reconstruction process.

Mr. Jamie Weist presented that the City of Franklin has been awarded with the \$2.5 million in funding from the consolidated Appropriations Act, which will assist with the demolition, design, and construction of the new community center at Armory. Kimley-Horne will assist with the grant management and preparation of the environmental review document. This document must be completed before the demolition begins. Once these have been completed, the City can proceed with the project and receive reimbursement for eligible activities. Project schedule is as follows:

Project Narrative & Budget: July – August 2023 (execute agreement with HUD)

Environmental Review Document: July – December 2023 (DHR/HUD review: October – December 2023)

Engage Architect/Engineer for Design: September 2023

Demolish Existing Structure: January 2024 (following HUD approval)

Bidding & Construction of New Community Center: May 2024 – April 2025

If historic eligibility changes add six months

Councilman Gregory McLemore asked Mr. Weist what the cost would be to carry out the environmental impact study. Mr. Weist stated that it will be broken into two parts. One being hourly not to exceed \$25,000.00 and the environment review portion around \$60,000.

No action taken at this time.

B. City Manager's Report

City Manager Amanda Jarratt stated there are several events coming with it being Parks & Recreation month. Chalk It Up event will be on Thursday, July 13th at Barrett's Landing. There will also be a Park after Dark on July 21st and Family Pool Night on July 28th. Staff is working on preparing for the hurricane season.

Councilman Gregory McLemore asked with the preparation for the hurricane season, what the City will do to address the City Streets. City Manager Amanda Jarratt stated that staff is working on the storm sewers to repair those.

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 has now participated in three webinars with HUD about our grant award. Kimley Horne has been hired to navigate the HUD Grant process and will give an update at an upcoming meeting.
 - 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. A meeting with the judges is scheduled for July 17th.
 - The staff committee met regarding Riverkwalk Park.
 - The kayak design is underway. Survey is complete for the kayak launch additional area. 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 2 weeks to finalize the application after the plans are received.
- Staff continues to work with DHCD and Summit Engineering on the Laurel Street CDBG Grant. Client intake and income verifications have begun and contracts are about to be issued.
- 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 out other locality partners for both short and long term solutions to the juvenile detention situation.
- The Literary Loan process continues with Franklin City Public Schools. A new contractor has been selected to assist the schools. The project estimates originally provided are not accurate and the project is estimated to cost an additional \$3million. We are working with the school system to phase the project and Davenport to develop a plan of finance. The Literary Loan was approved and we are working with our partners to complete the process.
- The City of Franklin staff is continuing to see an influx of residential home construction. The lead time for transformers ranges from 18-24 months. We are in need of 40 additional transformers to provide electricity to Wyndham Crossing. A budget amendment will be on the July 10th agenda.
- City Council held a retreat on March 2nd. 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.
- 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 held a joint meeting with Franklin City Public Schools on March 30th. Additional meetings are being scheduled to maintain communication.
- Increased focus and investment in Public Safety
 - Additional positions are included in the FY24 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 appoint. Staff is waiting on appointments from Franklin City Council.
- Youth
 - Working on updated youth programming and additional partnerships.
 - The Virginia Foundation of Healthy Youth awarded the City of Franklin a grant to replace the antiquated equipment at the College Drive Park. The park will be built by City Employees on July 10th. There was no local match.
- 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. An Instagram page has been created.

Upcoming Community Events

- Every Wednesday Franklin Cruise In
- July 20th – Third Thursday Concert Series
- October 3rd – National Night Out
- Fall Festival – September 29th & 30th
- October 21st – Trick or Trot 5k Run
- December 1st – Holiday Parade
- December 2nd – Elf Parade & Holiday Market

Council/Staff Reports on Boards/Commissions:

No reports at this time.

Closed Session

Councilman Mark Kitchen moved that the City of Franklin, Virginia City Council adjourn into closed meeting pursuant to Virginia Code Section 2.2-3711-A-1, 1. Discussion of appointments to boards and

commissions, and discussion of performance of employees of the public body to discuss the following subject or subjects: Industrial Development Authority, HRPDC Community Advisory Committee, Community Services Board, Blackwater Regional Library Board, Southview Cemetery Advisory Committee, Historic Preservation Commission, Beautification Commission, Franklin Redevelopment and Housing Authority.

The motion was seconded by Vice-Mayor Wynndolyn Copeland.

The motion carried the vote 7-0

The vote was as follows:

- Councilman Linwood Johnson** **Aye**
- Councilman Mark Kitchen** **Aye**
- Councilwoman Jessica Banks** **Aye**
- Vice-Mayor Wynndolyn Copeland** **Aye**
- Mayor Bobby Cutchins** **Aye**
- Councilman Ray Smith** **Aye**
- Councilman Gregory McLemore** **Aye**

Mayor Bobby Cutchins stated the motion carried the vote.

Council Voting Report

			Motion to go into Closed Session
First Name	Last Name	Keypad	12
Mark	Kitchen	1	Yes
Ray	Smith	2	Yes
Gregory	McLemore	3	Yes
Linwood	Johnson	4	Yes
Wynndolyn	Copeland	5	Yes
Jessica	Banks	6	Yes
Bobby	Cutchins	7	Yes
Total 1 = Yes			7
Total 2 = No			
Total 3 = Abstain			0
Total Voters			7
Total Yes + No			7
% Yes			100.00%

% No	0.00%
% Abstain	0.00%
Pass Threshold	50.00%
Pass/Fail	Pass

Motion Upon Return to Open Session

Councilman Mark Kitchen moved that the City of Franklin, Virginia City Council certify that, to the best of each member’s knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting held on July 10, 2023, meeting were heard, discussed or considered by the City of Franklin, Virginia City Council; and (ii) no action was taken in closed meeting regarding the items discussed.

The motion was seconded by Vice-Mayor Wynndolyn Copeland.

The motion carried the vote 7-0

The vote was as follows:

- Councilman Linwood Johnson** Aye
- Councilman Mark Kitchen** Aye
- Councilwoman Jessica Banks** Aye
- Vice-Mayor Wynndolyn Copeland** Aye
- Mayor Bobby Cutchins** Aye
- Councilman Ray Smith** Aye
- Councilman Gregory McLemore** Aye

Mayor Bobby Cutchins stated the motion carried the vote.

Council Voting Report

First Name	Last Name	Keypad	Motion to Return to Open Session
			13
Mark	Kitchen	1	Yes
Ray	Smith	2	Yes
Gregory	McLemore	3	Yes
Linwood	Johnson	4	Yes
Wynndolyn	Copeland	5	Yes
Jessica	Banks	6	Yes
Bobby	Cutchins	7	Yes

Total 1 = Yes	7
Total 2 = No	
Total 3 = Abstain	0
Total Voters	7
Total Yes + No	7
% Yes	100.00%
% No	0.00%
% Abstain	0.00%
Pass Threshold	50.00%
Pass/Fail	Pass

Vice-Mayor Wynndolyn Copeland made a motion to appoint Ms. Margaret Anne Smith the Western Tidewater Community Service Board with a second from Councilman Linwood Johnson.

The motion carried the vote 7-0

The vote was as follows:

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

Mayor Bobby Cutchins stated the motion carried the vote.

Council Voting Report

			Motion to Appoint Margaret A. Smith to the WTCSB
First Name	Last Name	Keypad	
			14
Mark	Kitchen	1	Yes
Ray	Smith	2	Yes
Gregory	McLemore	3	Yes
Linwood	Johnson	4	Yes
Wynndolyn	Copeland	5	Yes

Linwood	Johnson	4	Yes
Wynndolyn	Copeland	5	Yes
Jessica	Banks	6	Yes
Bobby	Cutchins	7	Yes
Total 1 = Yes		7	
Total 2 = No			
Total 3 = Abstain		0	
Total Voters		7	
Total Yes + No		7	
% Yes		100.00%	
% No		0.00%	
% Abstain		0.00%	
Pass Threshold		50.00%	
Pass/Fail		Pass	

Adjournment

Vice-Mayor Wynndolyn Copeland made a motion to adjourn the July 10, 2023 City Council meeting with a second from Councilman Mark Kitchen

The motion carried the vote 7-0

The vote was as follows:

- Councilman Linwood Johnson** Aye
- Councilman Mark Kitchen** Aye
- Councilwoman Jessica Banks** Aye
- Vice-Mayor Wynndolyn Copeland** Aye
- Mayor Bobby Cutchins** Aye
- Councilman Ray Smith** Aye
- Councilman Gregory McLemore** Aye

Mayor Bobby Cutchins stated the meeting stands adjourned.

Council Voting Report

			Motion to Adjourn the July 10, 2023 City Council Meeting
First Name	Last Name	Keypad	14
Mark	Kitchen	1	Yes
Ray	Smith	2	Yes

Gregory	McLemore	3	Yes
Linwood	Johnson	4	Yes
Wyndolyn	Copeland	5	Yes
Jessica	Banks	6	Yes
Bobby	Cutchins	7	Yes
Total 1 = Yes		7	
Total 2 = No			
Total 3 = Abstain		0	
Total Voters		7	
Total Yes + No		7	
% Yes		100.00%	
% No		0.00%	
% Abstain		0.00%	
Pass Threshold		50.00%	
Pass/Fail		Pass	

The July 10, 2023 City Council meeting was adjourned at 8:28 P.M.

Mayor

Clerk to City Council

BUDGET AMENDMENT 2024-02

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA that the 2023-2024 City Budget is hereby amended to:

1. appropriate ARPA Law Enforcement Equipment Grant award for use and
2. appropriate the Creative Communities Partnership Grant award for use.

		2023-2024 BUDGET	AMENDED BUDGET	INCREASE (DECREASE)
	#1			
	GENERAL FUND			
	REVENUE			
100-3-24040-1814	Law Enforcement Equipment Grant	\$ -	\$ 318,000	\$ 318,000
100-3-24040-0008	Arts Grant	\$ -	\$ 4,500	\$ 4,500
				\$ 322,500
	EXPENDITURES			
100-4-31100-8718	Law Enforcement Equipment	\$ -	\$ 318,000	\$ 318,000
100-4-11010-5699	Contributions to Comm Organizations	\$ 170,668	\$ 175,168	\$ 4,500
				\$ 322,500

Certified copy of resolution adopted by Franklin City Council.

Clerk to the City Council



COMMONWEALTH of VIRGINIA

Department of Criminal Justice Services

The Honorable Jackson H. Miller
Director

Tracy Louise Winn Banks, Esq.
Chief Deputy Director

Washington Building
1100 Bank Street
Richmond, Virginia 23219
(804) 786-4000
www.dcjs.virginia.gov

June 2, 2023

Amanda Jarratt
City Manager
207 West Second Avenue
Franklin, Virginia 23851

RE: 508516-LE ARPA - Law Enforcement Equipment

Dear Amanda Jarratt:

Congratulations on being a recipient of the above referenced grant program! Your DCJS grant award number is **510365** and was approved for a total award of **\$318,000**, funded through Award Number **21.027 (2023 ARPA)**. The project period is **7/1/2022** through **6/30/2024**.

Included with this letter is a Statement of Grant Award/Acceptance (SOGA). Copies of the FY24 Special Conditions, Reporting Requirements, and Projected Due Dates are posted online at <https://www.dcjs.virginia.gov/grants/grant-requirements> for your review. In addition, there may be "Action Item" Special Conditions related to your grant award called *Encumbrances* that require your immediate attention. If there are any, please submit those documents via the On-line Grants Management System (OGMS) at <https://ogms.dcjs.virginia.gov/>.

If you have not previously done so, you must register to use this web-based system. The instructions on *Registering for a New Account* and *Submitting Action Item Encumbrances* are posted here <https://www.dcjs.virginia.gov/grants/ogms-training-resources> along with other resources and training videos. All registrants will be approved within 3 – 5 business days.

Additional reporting requirements will be necessary for purchases over \$5000.00. Please refer to the grant conditions regarding the required documentation for claims submission and reimbursement on page 12 of the ARPA Grant Special Conditions. Documentation may include, but not be limited to: Equipment Type, VIN or Serial Number, Title Holder, Date of Acquired Goods/Services, and Description of Measures Taken to Prevent Loss, Damage.

We will be happy to assist you in any way we can to assure your project's success. To indicate your acceptance of the award and conditions, please sign the included SOGA and return it electronically within the next 60 days to rr-learnpgrants@dcjs.virginia.gov. Please note that you will not be able to draw down funds on this grant until DCJS receives the signed SOGA, and the grant is in Underway status in OGMS.

Amanda Jarratt
June 2, 2023
Page Two

If you have any questions, please contact your DCJS Grant Monitor through the OGMS portal, or contact the ARPA staff at rr-learpagrants@dcjs.virginia.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Jackson Miller", written in a cursive style.

Jackson Miller

STATEMENT OF GRANT AWARD (SOGA)

Virginia Department of Criminal Justice Services
1100 Bank Street, 12th Floor
Richmond, Virginia 23219

508516-LE ARPA - Law Enforcement Equipment

Subgrantee:	Franklin
DCJS Grant Number:	510365
UEI Number:	NK31BMT505K9
Grant Start Date:	7/1/2022
Grant End Date:	6/30/2024
Federal Grant Number(s):	21.027 (2023 ARPA)
Federal Awardee:	U.S. Department of Treasury
Federal Catalog Number:	21.027
Project Description:	Coronavirus State and Local Fiscal Recovery Funds
Federal Start Date:	7/1/2022

Federal Funds:	\$318,000		
State Funds:			
Local Match:	_____		
Total Budget:	\$318,000	Indirect Cost Rate: _____%	*If applicable

Project Director	Project Administrator	Finance Officer
Robert Porti Deputy Chief of Police 1018 Pretlow Street Franklin, Virginia 23851 757-562-8695 rporti@franklinpolice.org	Amanda Jarratt City Manager 207 West Second Avenue Franklin, Virginia 23851 757-562-8561 ajarratt@franklinva.com	Rachael Trollinger Director of Finance 207 West Second Avenue Franklin, Virginia 23851 757-562-8535 rtrollinger@franklinva.com

***Please indicate your ICR in the space provided, if applicable.** As the duly authorized representative, the undersigned, having received the Statement of Grant Awards (SOGA) and reviewing the Special Conditions, hereby accepts this grant and agree to the conditions and provisions of all other Federal and State laws and rules and regulations that apply to this award.

Signature: 
Authorized Official (Project Administrator)

Title: City Manager

Date: 6/8/23



COMMONWEALTH of VIRGINIA

VIRGINIA COMMISSION FOR THE ARTS
600 EAST MAIN STREET, SUITE 330
RICHMOND, VIRGINIA 23219

COMMISSION BOARD

CHAIR
DENA JENNINGS, D.O.
ORANGE

VICE CHAIR
ROBERT GOUDIE
RESTON

SECRETARY
AMANDA PILLION
ABINGDON

FRAZIER MILLNER ARMSTRONG
RICHMOND

TERRY EMORY BUNTROCK
WILLIAMSBURG

LATASHA DO'ZIA
STEPHENS CITY

ASA JACKSON
NEWPORT NEWS

MICHAEL MARKLEY
REMINGTON

JAN P. MONROE
FREDERICKSBURG

LAURIE NAISMITH
NORFOLK

BARBARA PARKER
COLLINSVILLE

DAVID B. TRINKLE, M.D.
ROANOKE

EXECUTIVE DIRECTOR
MARGARET HANCOCK

Amanda Jarratt, City Manager
City of Franklin
207 West Second Avenue
Franklin, VA 23851

July 10, 2023

Grant I.D. #: 24-0422 Re: FY24 Creative Communities Partnership Grant: \$4,500
Federal I.D. #: 54-6001284 UEI #: GK27KZJ32MK6 Vendor I.D. #:

Dear Ms. Jarratt,

Congratulations! The Virginia Commission for the Arts (VCA) has awarded your locality a Creative Communities Partnership Grant for the period of July 1, 2023, to June 30, 2024. The grant amount referenced above has been approved to elevate the arts organizations (subgrantees) listed in your FY24 application.

Conditions | By signing the Certification of Assurances in the application, you have indicated your agreement to the grant conditions. Please note that any changes in the distribution of both local and state funds must be reported to the Commission. All funding is conditional upon actions of the Governor and the General Assembly. Should any action be taken on the Commission budget that affects your grant, the Commission will notify you as soon as possible.

Matching Funds | To facilitate the release of matching funds, the Commission must receive online confirmation that your local government has fulfilled the matching requirement no later than February 1, 2024. This requirement can be met through an appropriation of 2023-2024 local tax revenues for arts organizations, matching or exceeding the grant amount. When reporting online, please provide a list of the organizations that have received funding, along with a description of the total VCA and local government match awarded to each organization. Your confirmation must reference the actual dollar amounts awarded to the arts organization (s) and include the appropriate page of your jurisdiction's approved FY24 budget, as well as a copy of the check(s) issued to the sub-grantee(s). You can find the Final report/confirmation form on your organization's "Dashboard" in Foundant. Please note that localities receiving over \$750,000 in federal funding may be requested to submit their annual audit to the VCA.

Again, congratulations and thank you for your role in leveraging the arts for a vibrant community!

Sincerely,

Margaret Hancock
Executive Director

Subgrantee:
Rawls Museum Arts



Department of Community Development
Planning - Building inspections – Zoning

Date: July 19, 2023

To: Members of the City Council

From: Carlee Smith, Director of Community Development

Re: Application to Vacate Alley between Norfleet St. and Fontaine St.

Request

The applicant has requested for the City of Franklin to vacate the alley between lot 6 on Norfleet Street and lots 12 and 13 on Fontaine Street. The applicant is requesting the alley to be vacated so that lot 6 can be used to develop a single family dwelling.

Currently, without the alley, lot 6 would not provide enough buildable area to build a single-family dwelling. With the increase of the lot size due to the alley vacation, the alley would serve as the 10' side yard set-back, and thus provide enough buildable area for the applicant to build.

Public Notice

In accordance with Virginia Code Section 15.2-2006, newspaper ads were published in the Tidewater News paper on July 12th and 19th, and the adjoining property owner notices were mailed out a minimum of 5 days prior to the public hearing.

Recommended Action

Planning Commissioners made a motion to approve the vacation of the alley between Norfleet and Fontaine Street as presented with direction to staff to confirm the original owner of the property, prior to the City's ownership, if any. The vote carried 5-1-1.

Attachment(s):

- Alley Vacate Application and maps
- Aerial site map of property



FRANKLIN SOUTHAMPTON COMMUNITY DEVELOPMENT
PLANNING AND ZONING
 207 WEST SECOND AVENUE
 Franklin, Virginia 23851
 (757) 562-8580 Fax 757-562-0870

APPLICATION #
 V15 _____

DATE:
 4-26-2023

Application to Vacate Alley or Street

Applies when City Council, Board of Supervisors or one or more persons owning property abutting a street or alley located in the City of Franklin or Southampton County wishes to vacate such street or alley.

ALL APPLICATIONS MUST BE ACCOMPANIED BY NO LESS THAN 8 COPIES OF THE PLAT SHOWING THE PROPOSED STREET OR ALLEY TO BE ABANDONMENT OR VACATION.

PROPOSED VACATION: Street _____; Alley ; OTHER (describe) _____
 STREET NAME: Norfleet St from Norfleet St to Fontaine St
 LOCATION AND DESCRIPTION ALLEY: 10' Alley (undeveloped)
Both properties already have the Alley closed up.
 PURPOSE OF VACATION: To Develop
 ADJACENT PROPERTIES :(attach list if necessary) Lots 6' + 12' + 13 and
Lots 5 + 11
 EASEMENTS IDENTIFIED: _____ ELECTRIC; _____ WATER/SEWER; _____ DRAINAGE;
 OTHER (describe) _____

Applicant Johnnie Cowan Phone Number 757-966-5833
 Address 3504 Bow Creek Blvd City Virginia Beach State VA Zip 23452
 CHECK ALL THAT APPLIES: _____ Governing Body; _____ Abutting Owner; _____ Licensed Surveyor

Any one or more persons owning property abutting a street or alley in the city may make application in the office of the Director of Community Development to vacate the street or alley by paying an administrative fee of \$75.00 for processing the application and by paying the costs of publishing public notices and notifying other property owners affected by such proposed vacation as required for any public hearing(s) on the application held by the Planning Commission or the Governing Body. The fees and costs specified above in this subsection shall not be applicable when such vacation occurs on application of the Governing Body of the locality.

This application must include an impact statement on services from the following municipal departments:

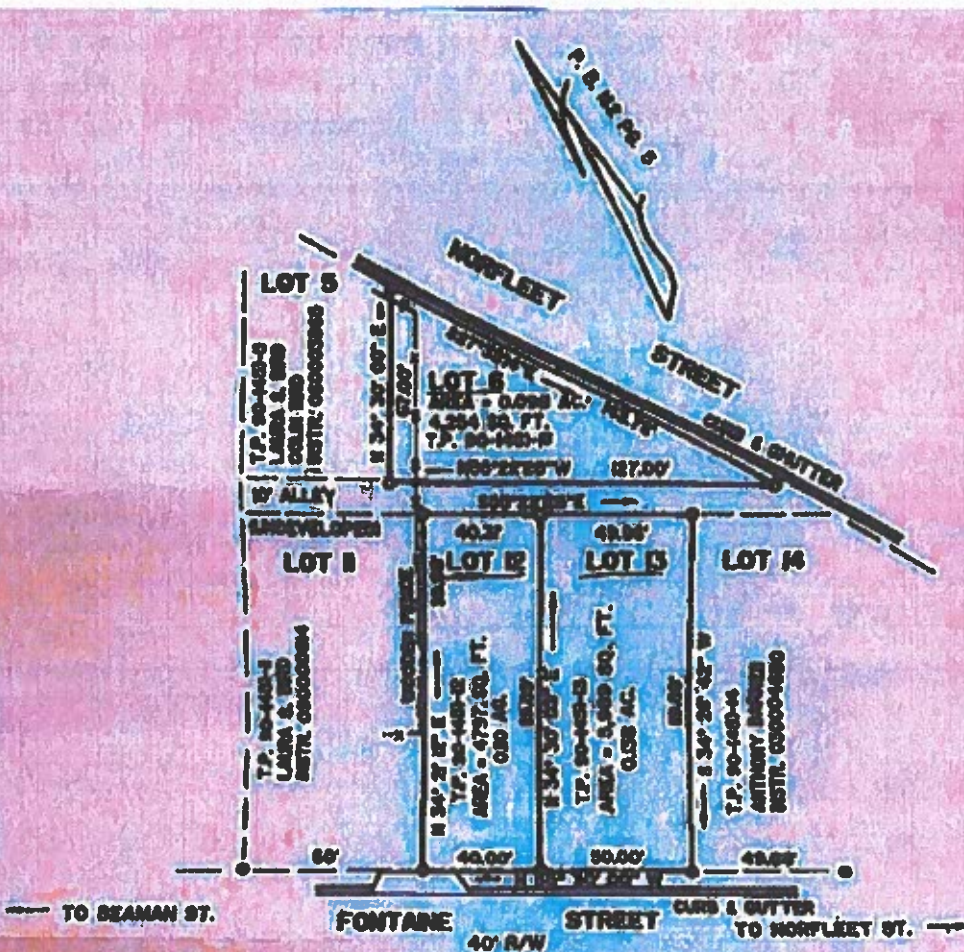
PUBLIC WORKS: No impact . It will have the following impact: _____ Initial: CP
 POWER & LIGHT: No impact . It will have the following impact: _____ Initial: WJL
 FIRE & RESCUE: No impact . It will have the following impact: _____ Initial: WJL

APPLICANT'S NAME (PRINT): Johnnie Cowan
 APPLICANT'S SIGNATURE: [Signature] DATE: 4-26-2023

FOR OFFICE USE ONLY
CHECKS ARE TO BE MADE PAYABLE TO: TREASURER CITY OF FRANKLIN

(Comments) _____

Submittal Received by: _____ Date: _____
 Community Development Staff Person



REFERENCE - D.S. 308 PG. 458
P.S. 132 PG. 8

- - DENOTES IRON PIN FOUND
- ⊙ - DENOTES SPINDLE SET
- - DENOTES COMPUTED POINT

NOTE - LOT NUMBERS REFER TO
"MAP OF PROPERTY OF D. O. NONFLEET"
FRANKLIN, VIRGINIA - FEB, 1988

THIS SURVEY IS SUBJECT TO ANY EASEMENT
OF RECORD AND OTHER PERTINENT FACTS
WHICH A TITLE SEARCH MIGHT DISCLOSE.

I HEREBY CERTIFY THAT THE PROPERTY SHOWN
ON THIS PLAT IS LOCATED IN ZONE "X" AS SHOWN
ON THE FLOOD INSURANCE RATE MAP, COMMUNITY-
PANEL NO. 50060 0002 D, DATED SEPT. 4, 2002.

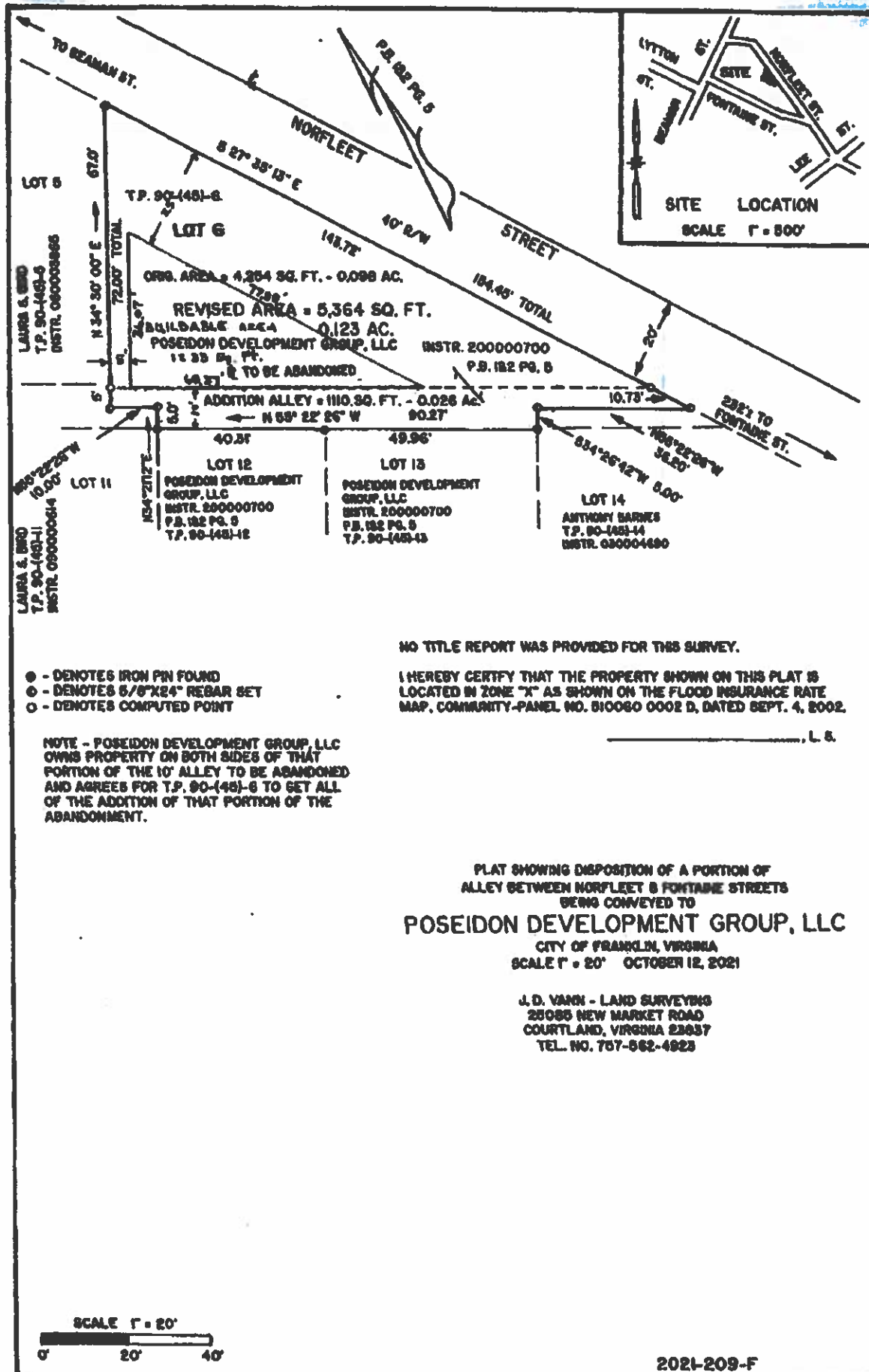
PLAT SHOWING PROPERTY SURVEYED FOR
POSEIDON DEVELOPMENT GROUP, LL

LOCATED AT 606 FONTAINE STREET
CITY OF FRANKLIN, VIRGINIA
SCALE 1" = 40' MARCH 10, 2020



_____, L. S.

J. D. VANN - LAND SURVEYING
25025 NEW MARKET ROAD
COURTLAND, VIRGINIA 22637
TEL. NO. 757-862-4823



City of Franklin, Virginia

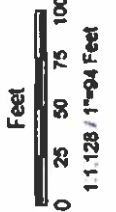
Legend

- City Boundary
- Parcels
- Roads
- Landmarks



Title: Vacate Alley - Map

Date: 5/22/2023



DISCLAIMER: This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records, information, and data obtained from various sources, and City of Franklin is not responsible for its accuracy or how current it may be.

4/12/23

FILE COPY

To the City of Franklin ~

My name is Lawa Suzanne Bird
and I own my home at 808 Fontaine St,
Franklin, VA. 23851.

The gentleman who owns the house
(property) next door to me is building some
homes. His name is Johnny Cowan. He has
asked for me to write to you saying I am
aware of an "alley" way that is/was to be built
and that I agree to this as his neighbor.
I am not sure if I am responsible for maintenance
of it but I do understand he needs my
permission to proceed. Please allow him
to do this as he is beautifying this street
with a new build.

Thank you so much!

Sincerely,
Mrs. J. Suzanne Bird
757-304-1960



Department of Community Development
Planning - Building inspections – Zoning

Date: July 19, 2023
To: Members of the City Council
From: Carlee Smith, Director of Community Development
Re: Application to Vacate a Paper Street off Commerce Park Road

Request

The applicant has requested for the City of Franklin to vacate the paper street off of Commerce Park Road for the development of tax parcel #135-(169)-G. The applicant has expressed that the entire width of the paper street is needed to accommodate the width of turning radius for larger vehicles entering and exiting the property.

Tax parcel #135-(169)-G is zoned M-1, which allows for light industrial uses including the manufacture, storage, or handling of products that are not dangerous or offensive because of odor, dust, fire, explosion, or other reasons and which employ processes or equipment that do not produce objectionable noise, vibration, glare, smoke, gas, wastes or the like. Activities in the M-1 district are generally dependent on raw materials that are refined at another location.

Public Notice

In accordance with Virginia Code Section 15.2-2006, newspaper ads were published in the Tidewater News paper on July 12th and 19th, and the adjoining property owner notices were mailed out a minimum of 5 days orior to the public hearing.

Comprehensive Plan

The City of Franklin 2015 Comprehensive Plan Current and Future Land Use Map designates this property as industrial use. The future land use map shows Commerce Park Road could be connected to Sachs Avenue with the utilization of this paper street.

Staff Comments

City Staff expressed the concern that vacating the street land-locks the property between this location and the end of Sachs Ave. There are no water/sewer utilities within the right-of-way.

Recommended Action

Planning Commissioners made a motion to vacate the 60' right-of-way of the paper street by splitting it between both neighboring interested property owners, where each owner would be able to purchase 30' of the right-of-way priced at the fair market value with no required timeline for the development of the tax parcel #135-(169)-G. This vote carried 6-0-1.

Attachment(s):

- Paper Street Vacate Application
- Existing and proposed site plan rendering
- Aerial site map of property



FRANKLIN SOUTHAMPTON COMMUNITY DEVELOPMENT
PLANNING AND ZONING
 207 WEST SECOND AVENUE
 Franklin, Virginia 23851
 (757) 562-8580 Fax 757-562-0870

APPLICATION #
 V15 _____

DATE:
 5-8-23

Application to Vacate Alley or Street

Applies when City Council, Board of Supervisors or one or more persons owning property abutting a street or alley located in the City of Franklin or Southampton County wishes to vacate such street or alley.

ALL APPLICATIONS MUST BE ACCOMPANIED BY NO LESS THAN 8 COPIES OF THE PLAT SHOWING THE PROPOSED STREET OR ALLEY TO BE ABANDONMENT OR VACATION.

PROPOSED VACATION: Street ; Alley _____ ; OTHER (describe) UNIMPROVED 60' RIGHT OF WAY

STREET NAME: COMMERCE PARK ROAD from COMMERCE PARK to COMMERCE PARK

LOCATION AND DESCRIPTION ALLEY: 60' RIGHT OF WAY (UNIMPROVED)

PURPOSE OF VACATION: ALLOW FOR NEW BUILDING ON PARCEL 155-(169) G

ADJACENT PROPERTIES :(attach list if necessary) _____

EASEMENTS IDENTIFIED: _____ ELECTRIC; _____ WATER/SEWER; _____ DRAINAGE;
 OTHER (describe) _____

Applicant R.W. TYLER & ASSOCIATES LTD Phone Number 757-724-2501
 Address P.O. Box 997 City FRANKLIN State VA Zip 23851

CHECK ALL THAT APPLIES: _____ Governing Body; _____ Abutting Owner; _____ Licensed Surveyor

Any one or more persons owning property abutting a street or alley in the city may make application in the office of the Director of Community Development to vacate the street or alley by paying an administrative fee of \$75.00 for processing the application and by paying the costs of publishing public notices and notifying other property owners affected by such proposed vacation as required for any public hearing(s) on the application held by the Planning Commission or the Governing Body. The fees and costs specified above in this subsection shall not be applicable when such vacation occurs on application of the Governing Body of the locality.

This application must include an impact statement on services from the following municipal departments:

PUBLIC WORKS: No impact . It will have the following impact: _____ initial: SWW

POWER & LIGHT: No impact . It will have the following impact: _____ initial: ZW

FIRE & RESCUE: No impact . It will have the following impact: _____ initial: OFF

APPLICANT'S NAME (PRINT): R.W. TYLER & ASSOCIATES LTD by: R.W. TYLER PRES.

APPLICANT'S SIGNATURE: [Signature] DATE: 5-8-23



FOR OFFICE USE ONLY
 CHECKS ARE TO BE MADE PAYABLE TO: TREASURER CITY OF FRANKLIN

Comments) _____

Submittal Received by: _____ Date: _____
 Community Development Staff Person

City of Franklin, Virginia

Legend

-  City Boundary
-  Parcels
-  Roads
-  Road Labels
-  Landmarks



Title: Paper Street on Commerce Park Road

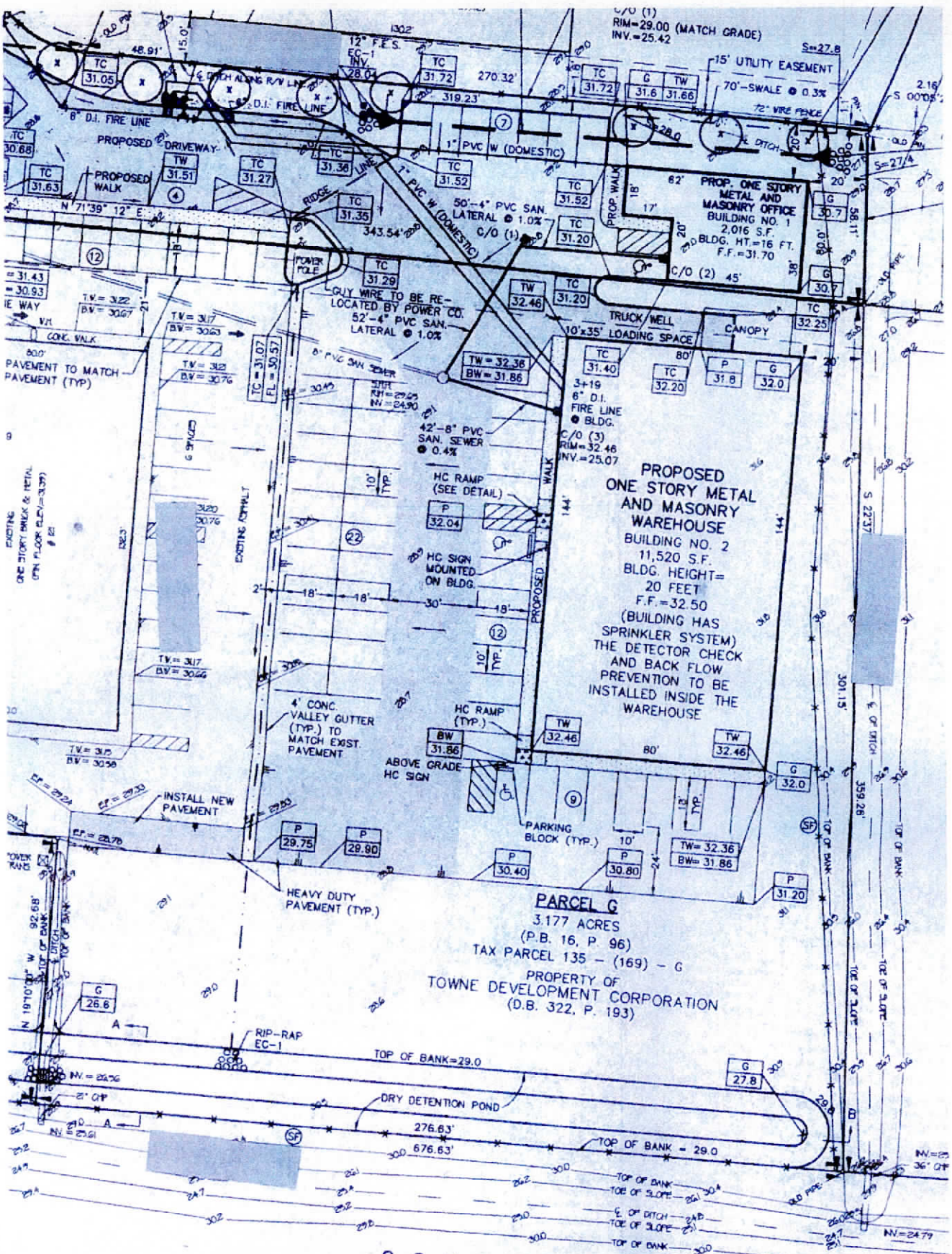
Date: 5/22/2023

Feet

0 50 100 150 200

1:2,257 / 1"=188 Feet

DISCLAIMER: This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records, information, and data obtained from various sources, and City of Franklin is not responsible for its accuracy or how current it may be.



PARCEL G
 3.177 ACRES
 (P.B. 16, P. 96)
 TAX PARCEL 135 - (169) - G
 PROPERTY OF
 TOWNE DEVELOPMENT CORPORATION
 (D.B. 322, P. 193)

C. S. X. TRANSPORTATION
 FORMERLY SEABOARD SYSTEM RAILROAD

- 19. PROPOSED IMPERVIOUS AREA = 48,858 S.F.
- EXISTING IMPERVIOUS AREA = 36,410 S.F.
- PROPOSED GREEN AREA = 89,691 S.F.
- PARKING REQUIRED = 75 SPACES

ED



*Office of the City Manager
Amanda C. Jarratt*

July 20, 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 has now participated in three webinars with HUD about our grant award. Kimley Horne has been hired to navigate the HUD Grant process as mentioned in the previous City Council meeting.
 - 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. The judges were not available on July 17th and I awaiting a date.
 - The staff committee met regarding Riverwalk Park.
 - The kayak design is underway. Survey is complete for the kayak launch additional area. 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.
- Staff continues to work with DHCD and Summit Engineering on the Laurel Street CDBG Grant. Client intake and income verifications have begun and contracts are about to be issued. There may be a funding shortage so the Management Team is investigating other sources of funds potentially including HOME Funds.
- 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.
- The Literary Loan process continues with Franklin City Public Schools. A new contractor has been selected to assist the schools. The project estimates originally provided are not accurate and the project is estimated to cost an additional \$3M. We are working with the school system to phase the project and Davenport to

develop a plan of finance. The Literary Loan was approved and we are working with our partners to complete the process.

- City Council held a retreat on March 2nd. 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.
 - 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 held a joint meeting with Franklin City Public Schools on March 30th. Additional meetings are being scheduled to maintain communication.
 - 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. Staff is waiting on appointments from Franklin City Council.
 - Youth
 - Working on updated youth programming and additional partnerships.
 - The College Drive park build was a success and is now open to the public. A variety of upcoming activities for youth are planned for the remainder of the summer.
 - 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. An Instagram page has been created.

Upcoming Community Events

- Every Wednesday Franklin Cruise In
- August 17th - Third Thursday Concert Series
- October 3rd - National Night Out
- Fall Festival- September 29th and 30th
- October 21st Trick or Trot 5k Run
- December 1st - Holiday Parade
- December 2nd - Elf Parade & Holiday Market

DELINQUENT MEALS & LODGING TAX REPORT AS OF JULY 17, 2023

FOR MAY 2023

(DUE JUNE 20, 2023)

MEALS TAX

BUSINESS NAME:	MONTH DELINQUENT:	TOTAL MONTHS
TASTY HUT (PIZZA HUT)	MAY 2023	1
FRANKLIN'S SEAFOOD & STEAK HOUSE	MAY 2023	1

LODGING TAX

BUSINESS NAME:	MONTH DELINQUENT:	TOTAL MONTHS

ALL LODGING TAX RETURNS ARE CURRENT