



**Franklin City Council Agenda
February 26, 2024
Council Chambers
207 West Second Avenue
Franklin, Virginia 23851**

6:00 P.M.

Franklin City Council will meet in Closed Session pursuant to Code Section 2.2.-3711-A-1 to conduct interviews of a potential candidate to fill the Ward 6 seat on the Franklin City School Board.

7:00 P.M.

Regular Meeting

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

1. CONSENT AGENDA:

- A. Introduction of New Employees
- B. Approval of February 12, 2024 minutes

2. FINANCIAL MATTERS

- A. Budget Amendment 2024-14

3. OLD/ NEW BUSINESS:

- A. Vacate Alley – Community Development
- B. 1038 Clay Street Conditional Use Permeant – Community Development
- C. Franklin City School Board – Ward 6 Consideration of Appointment
- D. Consideration of Amendment to Parades Chapter 20 Article 2 Ordinance 2024-01
- E. Consideration of Amendment to Public Assemblies Chapter 20 Article 3 Ordinance 2024-02
- F. Consideration of Amendment to Parking Penalty Code 17-103 Ordinance 2024-03
- G. City Manager's Report
 - a. Revised Budget Calendar
 - b. Discussion of Interim City Manager

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:, the appointment of an Interim City Manager, and Franklin City School Board, Industrial Development Authority, HRPDC Community Advisory Committee, Board of Zoning Appeals, Southview Cemetery Advisory Committee, Historic Preservation Commission, Beautification Commission, Social Services Advisory Board, Franklin Southampton Economic Development, Family Assessment and Planning Team.

6. ADJOURNMENT

Regular City Council Meeting Minutes February 12, 2024

Call to order

The Franklin City Council held a regular City Council meeting on February 12, 2024 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; Councilman Mark Kitchen; Councilwoman Jessica Banks; Councilman Gregory McLemore; Councilman Ray Smith.

Council Members not in Attendance:

Staff in Attendance: Amanda Jarratt, City Manager; Haleigh Pinto, Administrative Assistant recording minutes.

Other Staff in Attendance: Steve Patterson, Chief of Police; Vernie Francis, Chief of EMS; Rachel Trollinger, Director of Finance; Camara Jacobs, Director of Human Resources; Matthew Jezierski, Director of IT; Zachary Wright, Director of Power & Light; Arisha Jones, Tourism Manager; Selenia Boone, Commissioner of the Revenue; Sammara Green, Director of Parks and Recreation; Dinah Babb, Treasurer; Chad Edwards, Director of Public Works; Sarah Rexrode, Director of Social Services; Beverly Walkup, Interim. Director of Community Development; Scott Miller, Deputy Code Official

Citizen’s Time

No one signed up at this time.

Amendments to Agenda

Councilman Gregory McLemore made a motion to add information regarding Black History in honor of Black History Month after section 1.C. , 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.

Consent Agenda:

A. Introduction of New Employees

City Manager Amanda Jarratt asked Ms. Arisha Jones, Tourism Manager and Ms. Chloe Huffman to come forward. City Manager Amanda Jarratt stated that Arisha Jones has been promoted to Tourism Manager. Ms. Jones is married to her husband David, who is also a City of Franklin Employee in the Department of Power and Light. City Manager Jarratt stated that Ms. Jones has been handling the City of Franklin events such as, Fall Festival, Holiday Parade, and Third Thursday Concert Series over the past year and has done a wonderful job. City Manager Amanda Jarratt stated that the City of Franklin has seen the highest attendance even in those events since Ms. Jones has been involved. City Manager Jarratt expressed that the City is looking forward to having her in this new role.

City Manager Amanda Jarratt stated that the City has worked for years to fill the Part-Time Event Support Staff that manages the Farmer’s Market and other various events. Ms. Arisha Jones, Tourism Manager introduced Ms. Chloe Huffman, Part-Time Event Support Staff and Farmer’s Market Manager. Mrs. Huffman has previous work experience with Farmer’s Market Management and Agricultural Experience. Mrs. Jones, Tourism Manager expressed that Ms. Chloe has been working very hard to revamp the Farmer’s Market and looking forward to her career with the City of Franklin.

Mayor Robert Cutchins welcomed both staff to their new roles.

City Manager Amanda Jarratt asked Ms. Dinah Babb, Treasurer to come forward and introduce her new employee.

Ms. Babb, Treasurer introduced Ie’sha Wyche, Accounting Clerk. Ms. Wyche has been with the Treasurer’s office since January 2024 and has already learned about the Treasurer’s office. Ms. Wyche joins the City of Franklin with 8 years of banking experience. Ms. Babb, Treasurer expressed how fortunate the Treasurer’s office is to have Ms. Ie’sha join the Treasurer’s office.

Mayor Robert Cutchins welcomed Ms. Ie’sha on behalf of City Council.

B. Approval of January 22, 2024 Meeting Minutes

Mayor Robert Cutchins asked if there were any corrections or additions for the January 22, 2024 meeting minutes. Mayor Robert Cutchins entertained a motion to approve the January 22, 2024 meeting minutes as presented. Councilman Linwood Johnson made a motion to approve the January 22, 2024 meeting minutes 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 Robert Cutchins	Aye
Councilman Ray Smith	Aye
Councilman Gregory McLemore	Aye

Mayor Robert Cutchins affirmed the motion carried.

C. Celebrating Black History Month Resolution #2024-02 (Read by Councilman Gregory McLemore)

**Celebrating Black History Month
Resolution #2024-02**

WHEREAS, Black History Month in the United States is a historic tradition beginning in 1926 when historian Carter G. Woodson and the Association of Negro Life and History dedicated the second week in February as "Negro History Week"; and

WHEREAS, in 1976, as part of the nation's bicentennial, Black History Week was expanded and became established as Black History Month, and is now celebrated all over North America; and

WHEREAS, the rich inventions, courage, resolve, and cultural influences delivered to the nation by African Americans have been traditionally recognized regionally by the state of Virginia; and

WHEREAS, Virginia is home to the longest continuous experience of Black life and culture in the United States spanning more than four centuries, beginning before the first English settlement at Jamestown and through the Revolutionary War, Civil War, Emancipation and the Civil Rights eras; and

WHEREAS, Nat Turner being an enslaved preacher who led a two-day rebellion, known as the Nat Turner Rebellion, of both enslaved and free people in Southampton County, Virginia. The rebellion being suppressed at Belmont Plantation on August 23, 1831 and resulted in state legislatures passing new laws prohibiting education of slaves and free African Americans, restricting right of assembly and other civil liberties for free African Americans.

WHEREAS, Dred Scott, known for Dred Scott v. Sanford, was born into Slavery around 1799 in Southampton County, Virginia. In January 1850 won his freedom, the case being reversed in 1852, making Dred Scott enslaved again, after several appeals, taking the case to the United States Supreme Court, giving Dred Scott and his family freedom on May 26, 1857.

NOW, THEREFORE, BE IT RESOLVE, the City of Franklin celebrates February 2024, as Black History Month and that it calls upon all the City of Franklin's citizens to observe this month with programs, celebrations, ceremonies, and activities recognizing the amazing and everlasting efforts and accomplishments of African Americans.

Signed this 12th day of February 2024

Robert "Bobby" Cutchins, Mayor

Mayor Robert Cutchins entertained a motion to approve Celebrating Black History Month Resolution #2024-02. Councilman Linwood Johnson made a motion to approve with a second from 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 Robert Cutchins	Aye
Councilman Ray Smith	Aye

Councilman Gregory McLemore

Aye

Mayor Robert Cutchins affirmed the motion carried.

D. Black History Month Fact (Council McLemore)

Councilman Gregory McLemore stated that in honor and recognition of Black History Month, he would share a fact with the citizens. Councilman Gregory McLemore stated that Charles Page was the first African American male to hold a patent on an aircraft. Councilman Gregory McLemore informed residents that Charles Page decided to create an aircraft in 1898. Councilman Gregory McLemore stated that Mr. Page was taking his aircraft to a convention when the plane went missing.

Mayor Robert Cutchins thanked Councilman Gregory McLemore for the information.

E. Benefit Programs Specialist Appreciation Month Resolution #2024-03 (Read by Councilman Ray Smith)

City Manager Amanda Jarratt acknowledged Mrs. Sarah Rexrode, Director of Social Services. City Manager Amanda Jarratt stated that the Benefit Programs Specialist work very hard to ensure that individuals receive the benefits that they are eligible for and expressed the City’s appreciation for their service.

**BENEFIT PROGRAMS SPECIALIST APPRECIATION MONTH
Resolution of Appreciation
RESOLUTION #2024-03**

WHEREAS, Virginia provided \$16,568,290,585 in benefits to the most vulnerable citizens of the Commonwealth by administering Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF), Medical Assistance, Child Care, General Relief, Auxiliary Grant, Foster Care IV-E, Refugee Cash Assistance, Employment Service Programs and Energy Assistance by local departments of social services; and

WHEREAS, Virginia’s legislature continues to create opportunities to reach more families that may be eligible for benefit programs, and have significantly impacted our economy and the services provided by local Benefit Programs Specialist, calling upon them to creatively promote individual self-sufficiency and personal responsibility; and

WHEREAS, Virginia continues to experience unprecedented implementation of complex policies and procedures in all major benefit programs, as well as, continuing the processes of transition, as agencies make changes to the work environment, working and relying on technology for processing cases and issuing benefits as we move forward as resilient essential employees; and

WHEREAS, Virginia’s 4,045 Benefit Programs Staff (3,515 specialist, 482 supervisors, and 48 Managers) have been at the forefront of public efforts to meet that need, steadily maintaining a high rate of application processing and case management to ensure that those qualified for social services benefit programs receive and continue to receive them; and

WHEREAS, \$168,524,168 was received by TANF recipients to help with household expenses including those participating in Virginia Initiative for Education and Work (VIEW) with employment services and training needs, Emergency Assistance and Diversionary benefits; \$14,817,770 received by SNAP Employment & Training (E & T) participants; \$2,480,145,361 provided in food benefits to SNAP participants; \$13,441,259,053 in medical care and services through several different Medical Assistance Programs; \$318,168,268 for Child Care services; \$33,786,124 for IV-E children under 17 in Foster Care and \$5,289,841 for IV-E young adults (18-21) all served through the Benefit Programs Division and depend on the dedication and commitment of Benefit Programs Specialists; and

WHEREAS, Benefit Programs Specialists provide ethical public service, respect human dignity, demonstrate personal integrity, promote professional excellence, and are responsible for the application of current policy and guidance.

NOW THEREFORE BE IT RESOLVED, on this 12th day of February 2024, the Franklin City Council does hereby commend all Benefit Programs Specialists across the City of Franklin and the Commonwealth of Virginia, for a job well done and recognizes the month of February 2024 as Benefit Programs Specialist Appreciation Month, calling upon all citizens to join in acknowledging their public service contributions.

Robert "Bobby" Cutchins, Mayor

Mayor Robert Cutchins entertained a motion to approve Benefit Programs Specialist Appreciation Month Resolution #2024-03. Councilman Gregory McLemore made a motion to approve with a second from 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 Robert Cutchins** **Aye**
- Councilman Ray Smith** **Aye**
- Councilman Gregory McLemore** **Aye**

Mayor Robert Cutchins affirmed the motion carried.

Financial Matters:

A. Budget Amendment 2024-12

City Manager Amanda Jarratt called on Ms. Rachel Trollinger, Director of Finance to present the Budget Amendment 2024-12. Ms. Rachel Trollinger stated be it resolved by the Council of the City of Franklin, Virginia that the 2023-2024 City Budget is hereby amended to:

- 1. Recognize sponsorship from Franklin Southampton Economic Development Inc. (FSEDI) and appropriate funds for use and;
- 2. Move ARPA funding from one project to another within the approved project listing.

BUDGET AMENDMENT 2024-12

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

- 1. Recognize sponsorship from Franklin Southampton Economic Development Inc (FSEDI) and appropriate funds for use and*
- 2. Move ARPA funding from one project to another within the approved project listing.*

	2023-2024	AMENDED	INCREASE
	BUDGET	BUDGET	(DECREASE)
#1			
100 GENERAL FUND			
REVENUE			
100-3-18990-3016 Donations Tourism	\$ 250	\$ 2,750	2,500
			<u>2,500</u>
EXPENDITURES			
100-4-81600-5892 Festival and Events	\$ 13,188	\$ 15,688	2,500
			<u>2,500</u>
#2			
100 GENERAL FUND			
EXPENDITURES			
100-4-71300-8706 Hayden Park Project	\$ 200,000	\$ -	(200,000)
100-4-71300-8704 Riverwalk Park Project	\$ 422,278	\$ 622,278	200,000
			<u>200,000</u>

Certified copy of resolution adopted by Franklin City Council.

Clerk to the City Council

Mayor Bobby Cutchins entertained a motion to approve Budget Amendment 2024-12. Councilman Linwood Johnson made a motion to approve Budget Amendment 2024-12 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 Wyndolyn Copeland	Aye
Mayor Robert Cutchins	Aye
Councilman Ray Smith	Aye
Councilman Gregory McLemore	Aye

Mayor Robert Cutchins affirmed the motion carried.

Old/New Business:

A. Summit Zoning Compliance Affirmation

City Manager Amanda Jarratt asked Ms. Beverly Walkup, Interim Director of Community Development to walk City Council through the Summit Zoning Compliance Affirmation. Ms. Walkup stated that Ryan Homes submitted an Application to be approved for Rezoning. Ms. Walkup indicated that the property is located on the East Side of North College Drive, between Sycamore Road and Meadow Ridge Apartments, in the City of Franklin.

Ms. Walkup, Interim. Director of Community Development stated that the property was initially rezoned by City Council in October 2005. Ms. Walkup stated that the new applicant is proposing an architectural design, which will replace the original design that was approved in October 2005. Ms. Walkup added that there was once building constructed on the property, which will be retained by CAMP Community College.

Councilman Ray Smith asked what the controversy was in 2005 when the property was initially rezoned. City Manager Amanda Jarratt stated that the conversation at that time was rental property vs. home ownership. City Manager Amanda Jarratt stated that since that time, ownership was changed and proffers were amended to allow the project to move forward. Councilman Ray Smith asked if there was conditional use that the homes could not be rented. City Manager Amanda Jarratt stated that those restrictions were removed. Councilman Gregory McLemore asked if the plan was to have rental properties. Ms. Beverly Walkup, Interim Director of Community Development stated that the homes are for sale. Councilman Gregory McLemore stated that if the homes are not for rent, he feels Council should be able to approve the project.

Councilman Linwood Johnson stated that everything looks good and would be a great asset to the City of Franklin to move forward with the project. Vice-Mayor Wynndolyn Copeland stated that she agreed. Adam Edbauer, General Manager of Land at Ryan Homes stated that the company took the proffers and architectural guidelines that City Council approved in 2005 and made their product fit within the guidelines. Councilman Ray Smith asked if the plans submitted comply with all building codes. Ms. Beverly Walkup, Interim. Director of Community Development stated that once the project is submitted it will comply with all building codes. Councilman Gregory McLemore asked if there was anything to prevent homeowners from renting out their condominium. City Manager Amanda Jarratt stated that the restriction on rental was removed years ago by previous leadership, therefore there is nothing keeping the condominium owner from renting out their home. Adam Edbauer, General Manager of Land at Ryan Homes stated that the way the condominiums are set up is to limit the percentage of rentals.

Whit Harper, Attorney stated that there would be a Condominium Owners Association that will be part of the project being approved. He stated that according to the COA, condominium only a percentage of the condominiums would be allowed to be considered a rental. Mayor Robert Cutchins stated that homes in the area are well needed and entertained any more questions.

Councilman Mark Kitchen made a motion to adopt the Summit Zoning Compliance Affirmation with a second from 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 Robert Cutchins	Aye
Councilman Ray Smith	Aye
Councilman Gregory McLemore	Aye

Mayor Robert Cutchins affirmed the motion carried.

B. Franklin City School Board – Ward 6 Nomination Public Hearing

City Manager Amanda Jarratt stated that this is the second Public Hearing for the Franklin City Public School Board Ward 6 seat. City Manager Amanda Jarratt informed City Council that the Public Hearing was properly noticed in the Tidewater News and reminded Citizens that there cannot be a consideration for the seat unless they are nominated at the Public Hearing.

Mayor Robert Cutchins opened the Franklin City School Board Ward 6 Public Hearing.

Ms. Christina Boone of 607 1/2 Walnut Street, Franklin, Virginia nominated Ms. Jheresa Barnes.

Mayor Robert Cutchins called for public comment for a second time.

Ms. Lahoma Jones of 319 Clay Street, Franklin, Virginia nominated Ms. Peggy Scott.

Mayor Bobby Cutchins called for public comment three times.

No citizens spoke at this time.

Mayor Robert Cutchins closed the Public Hearing.

City Manager Amanda Jarratt informed City Council that she would have staff scheduled the nominees for the Franklin City Public Schools Ward 6 position prior to Council’s next meeting.

C. Franklin City Public Schools Carryover Discussion

City Manager Amanda Jarratt explained that the Franklin City Public Schools Carryover Discussion is a continuation of the Budget Amendment that was on the 01-22-2024 Agenda. City Manager Amanda Jarratt recognized Carlton Carter, Franklin City Public Schools Superintendent as well as Dr. Clint Walters, Franklin City Public Schools Director of Operations to provide further information on what they would like to utilize the carryover funds for.

Dr. Walters informed Council that the three capital projects that Franklin City Public Schools are hoping to take place are:

- S.P. Morton HVAC System – Phase 1
- Franklin High School. Auditorium Audio/Visual Upgrades
- Purchase of once (1) diesel bus

SP. Morton HVAC Renovation - Phase 1

Requested funding totals \$399,621.25 in Carryover

At the City Council Meeting on November 27, 2023 and the Joint Meeting held December 14, 2023, plans were shared with City Council regarding the necessary upgrades to the HVAC at S. P. Morton.

City Council adopted a resolution at the November 27, 2023 meeting stating in part, “the City Council of the City of Franklin, Virginia has determined that there is an urgent need to make capital improvements to the City’s school facilities, specifically upgrades to the hvac system at S.P. Morton”

As presented, the total cost for Phase I is \$630,314.50, which will be achieved through braided funding as follows:

- \$399,621.25 in Carryover Funding
- \$189,094.35 in SCAP Grant Funding
- \$41,598.90 in ESSER III Funding

Franklin High School Auditorium Audio/Visual Upgrades

Requested funding totals \$38,220.00 in Carryover

This funding will allow for the purchase of a wall-mounted projector to be placed at the rear of the auditorium and an electric screen to be placed above the stage.

Currently, an AV cart is wheeled in the auditorium and a foldable screen is placed at the front of the stage.

Purchase of One (1) Diesel School Bus

Requested funding totals \$145,014.00 in Carryover

The average lifespan of a school bus is between 12 - 15 years.

FCPS currently has 16 school buses in the fleet in various levels of functionality. Of these 16, 10 buses will be 15 years old at the end of this school year.

Upon delivery of each electric school bus, FCPS is required to destroy a traditionally fueled bus.

1	2020	Blue Bird	64,759
9	2004	Freightliner	139,753
10	2005	Blue Bird	187,038
11	2000	Freightliner	77,481
14	2002	International	131,106
16	1999	Freightliner	86,828
18	2002	International	106,969
20	2004	Thomas	174,730
23	2006	International	125,586
24	2009	Freightliner	147,718
25	2009	Thomas	94,919
26	2011	Freightliner	145,162
27	2014	Freightliner	76,624
28	2018	Freightliner	70,322
29	2019	Freightliner	41,556
30	2019	Freightliner	26,260

Councilwoman Jessica Banks asked for the priority of having additional busses. Superintendent Carlton Carter stated that Franklin City Public Schools have to travel for sporting events therefore the additional mileage can increase on the busses that already have high mileage. Councilman Gregory McLemore and Councilwoman Jessica Banks recommended using vans or charter bus for sporting events to keep mileage off of the school buses.

Councilman Ray Smith asked Dr. Walters, Franklin City Public Schools Director of Operations asked where the electric school buses will be charged. Dr. Walters informed Councilman Ray Smith that they will be charged behind the playground at S.P. Morton Elementary School. He also added that Bay Electric is in the process of installing the charging area for the buses. Dr. Walters stated he will be working with City Manager Amanda Jarratt to update the plans for that area based on the updated information that he received.

Councilman Gregory McLemore asked if the charging station is fully funded. Dr. Walters confirmed that it was already fully funded by a grant Franklin City Public Schools had received.

a) Budget Amendment 2024-13

BUDGET AMENDMENT 2024-13

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

1. Appropriate remaining School Operating Fund balance from FY23 to FY24 to cover one time capital costs as requested by the School Board.

		2023-2024 BUDGET	AMENDED BUDGET	INCREASE (DECREASE)
				#1
250 EDUCATION FUND				
REVENUE				
250-3-41050-1000	Restricted Fund Balance	\$ 308,656	\$ 891,541	<u>582,885.25</u>
				<u>582,885.25</u>
EXPENDITURES				
250-4-60000-0003	Transportation	\$ 452,991	\$ 598,005	145,014.00
250-4-60000-0010	Facilities	179,208	617,049	<u>437,841.25</u>
				<u>582,855.25</u>

Certified copy of resolution adopted by Franklin City Council.

Clerk to the City Council

Mayor Robert Cutchins stated that when Budget Amendment 2024-13 was first brought to Council his first concern was to view the City of Franklin Budget and confirm that tax payers would not be effected by the Budget Amendment. He added that he feels good and would like to move forward with Budget Amendment 2024-13.

Councilman Linwood Johnson made a motion to approve Budget Amendment 2024-13 with a second from Vice-Mayor Wynndolyn Copeland.

The motion failed the vote 3-4

The vote was as follows:

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

Mayor Robert Cutchins affirmed the motion did not carry.

Vice-Mayor Wynndolyn Copeland asked City Manager Amanda Jarratt if the money in Budget Amendment 2024- 13 was allocated to Franklin City Public Schools. City Manager Amanda Jarratt

informed Vice-Mayor Wynndolyn Copeland that \$4.3 million dollars was allocated in the previous fiscal year for Franklin City Public Schools at the completion of the audit, there was a total of \$800,000.00 remaining. City Manager Amanda Jarratt added that the previous Budget Amendment moved just over \$300,000.00 into the current fiscal year to pay for purchase orders and projects that were not completed. The remaining funds that total \$582,855.25 were not allocated to any specific project. City Manager Amanda Jarratt informed Council that if there are remaining funds, it will revert to the City of Franklin unless granted back to the recipient. Therefore, Franklin City Public Schools has asked to utilize the \$582,855.25 for the three projects which had been described and documented as Budget Amendment 2024-13. City Manager Amanda Jarratt confirmed that based on the current vote, Budget Amendment 2024-13 failed.

Vice-Mayor Wynndolyn Copeland stated that Budget Amendment 2024-13 is not about City Council, it is about the children and the teachers. Councilman Linwood Johnson agreed.

D. Social Services Building

City Manager Amanda Jarratt informed Council that renovation to the new Department of Social Services building is nearing completion and staff is anticipated to transition into the new building in April of 2024. City Manager Amanda Jarratt reminded Council that the previous instruction from Council was to demolish the existing building and construct a parking lot to expand parking options on that end of Main Street. City Manager Amanda Jarratt stated that there is funding for the demolition as part of the ARPA Program. City Manager Amanda Jarratt added that she wanted to reaffirm City Councils direction due to the length of time associated with the construction process.

Councilman Mark Kitchen made a motion to demolish the existing Department of Social Services building and construct a parking lot with a second from Councilwoman Jessica Banks.

The motion carried the vote 5-1-1

The vote was as follows:

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

Mayor Robert Cutchins affirmed the motion carried.

E. City Manager's Report

City Manager Amanda Jarratt stated that staff has launched the sign-up sheet for the Great American Clean Up and explained there is a QR – Code which allows Citizens to sign-up. Additionally, City

Manager Amanda Jarratt stated that the City of Franklin will provide trash bags, litter getters and vest. City Manager Amanda Jarratt announced that her last day with the City of Franklin is March 26th as she has been hired at another locality within Hampton Roads and expressed her commitment to the City of Franklin before her departure. She also added that her experience working with Council has been a pleasure and expressed her appreciation and ability to grow professionally with the City of Franklin. City Manager Amanda Jarratt reminded Citizens that Franklin City Hall would be closed on February 19th in observation of President's Day and that all Monday trash routes would be ran on Tuesday, February 20th.

General Updates

- Staff continues to work on the various capital projects approved by City Council.
 - Kimley Horne has been hired to navigate the HUD Grant process as mentioned in the previous City Council meeting. Our preliminary HUD package has been submitted to HUD and has been referred to final review. HBA has been procured as the architect and the kick off meeting was held on January 3, 2024. Survey work is almost complete. Conceptual design is underway.
 - 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. Final conceptual plans are complete and architectural plans will be under development soon.
 - 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 Kimely Horn 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.
- Three responses were received for the Franklin Southampton radio project and they are currently under review by the review team. Interviews of those firms are being scheduled for the first week in January.
- Staff continues to work with Court Services and our other locality partners for both short and long term solutions to the juvenile detention situation. An RFP to procure an architect to design a potential expansion of Western Tidewater Regional Jail. Mosley Architects has been selected to assist the Western Tidewater Jail Board to conduct the necessary feasibility study. A kick off meeting with Mosely was held on November 20th.
- The Great American Cleanup is scheduled for March 22nd and 23rd in Hampton Roads. Each year over 1,000 volunteers team up to clean up Hampton Roads for the regional two-day event. Volunteers from military commands, local businesses and non-profits join forces with private citizens across Hampton Roads to rid the land and water of litter, tend community gardens and

improve public parks. Since 2019, volunteers have cleared more than 196 tons of litter from our environment. Staff would like to organize and register the City of Franklin for the Great American Cleanup.

- My last day with the City of Franklin is March 26th. I am working with the staff and City Council on a transition plan and to finalize the FY 25 budget.

Upcoming Community Events

- April 20th – Spring Fest & Farmer’s Market Grand Opening
- June 20th – Third Thursday Concert Series
- June 22 – Juneteenth Cultural Celebration
- July 3rd – Independence Day Celebration
- July 18th – Third Thursday Concert Series
- August 15th – Third Thursday Concert Series
- September 19th – Third Thursday Concert Series
- September 27th – Food Truck Rodeo
- September 28th – Franklin Fall Festival
- October 24th – Downtown Trick or Treat (Boo Bash)
- November 9th – Holiday Open House & Craft Fair

Councilman Gregory McLemore asked why the City of Franklin did not put American Flags out for the Martin Luther King, Jr. Holiday. City Manager Amanda Jarratt informed him that the City of Franklin does not put out the American Flags for Holidays and stated that the American Legion does that. Mayor Robert Cutchins informed both Councilman McLemore and City Manager Amanda Jarratt that he would reach out to the American Legion to check on the cost of doing so next year.

Vice-Mayor Wynndolyn Copeland exited at 8:16 p.m.

Council/Staff Reports on Boards/Commissions:

No reports at this time.

Councilman Gregory McLemore exited at 8:20 p.m.

Closed Session

Councilman Mark Kitchen moved that the City of Franklin, Virginia City Council adjourn into a closed meeting pursuant to Virginia Code Section 2.2-3711-A-1, 1. discussion of appointments to boards and commissions, and discussion of performance of employees of the public body to discuss the following subject or subjects:, Franklin City School Board, Industrial Development Authority, HRPDC Community Advisory Committee, Board of Zoning Appeals, Southview Cemetery Advisory Committee, Historic Preservation Commission, Beautification Commission, Western Tidewater Regional Jail. The motion was seconded by Councilwoman Jessica Banks.

The motion carried the vote 5-2

The vote was as follows:

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

Mayor Robert Cutchins stated the motion carried the vote.

Councilman Mark Kitchen exited at 8:35 p.m.

Councilwoman Jessica Banks exited at 8:36 p.m.

Motion Upon Return to Open Session

Councilman Ray Smith 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 January 8, 2024, 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 5-0

The vote was as follows:

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

Mayor Robert Cutchins stated the motion carried the vote.

Adjournment

Councilman Ray Smith made a motion to adjourn the February 12, 2024 City Council meeting with a second from Vice-Mayor Wynndolyn Copeland.

The motion carried the vote 5-0

The vote was as follows:

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

Mayor Robert Cutchins stated the meeting stands adjourned.

The February 12, 2024 City Council meeting was adjourned at 8:42 P.M.

Mayor

Clerk to City Council

BUDGET AMENDMENT 2024-14

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

1. *Adjust appropriations in various grants for the School Operating Fund as requested by the School Board.*

	2023-2024 BUDGET	AMENDED BUDGET	INCREASE (DECREASE)
#1			
250 EDUCATION FUND			
REVENUE			
250-3-33010-0273 NCLB Grant - Title III Part A	\$ 5,751	\$ 5,777	\$ 26.19
250-3-33010-0277 Title IV Part A LEA	89,787	93,135	3,348.34
250-3-33010-0271 NCLB Grant - Title I	1,596,983	1,656,218	59,235.16
250-3-33010-0272 NCLB Grant - Title II A	203,551	204,048	496.59
250-3-24000-0293 Stronger Connections Grant	227,934	223,204	(4,729.22)
250-3-24000-0233 GAE State Grant	1,099	-	(1,099.10)
250-3-41050-1000 Restricted Fund Balance	308,656	305,110	(3,546.00)
		\$ 53,731.96	
EXPENDITURES			
250-4-60000-0073 NCLB Grant - Title III Part A	\$ 5,751	\$ 5,777	\$ 26.19
250-4-60000-0077 Title IV Part A LEA	89,787	93,135	3,348.34
250-4-60000-0071 NCLB Grant - Title I Part A	1,596,983	1,656,218	59,235.16
250-4-60000-0072 NCLB Grant - Title II A Tchr Qualit	203,551	204,048	496.59
250-4-60000-0293 Stronger Connections Grant	227,934	223,204	(4,729.22)
250-4-60000-0233 GAE State Grant	1,099	-	(1,099.10)
250-4-60000-0004 Operation and Maintenance Services	2,054,809	2,051,263	(3,546.00)
		\$ 53,731.96	

Certified copy of resolution adopted by Franklin City Council.

Clerk to the City Council



FRANKLIN CITY PUBLIC SCHOOLS

OFFICE OF THE
SUPERINTENDENT

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

MEMORANDUM

TO: Amanda Jarratt
Franklin City Manager

FROM: Dr. Carlton Carter *C. Carter*
Division Superintendent

DATE: February 16, 2024

RE: Notice of Budget Adjustments

This amendment is to record the new Title III allocation.

<i>Accounting Use Only</i>	<i>School Account</i>	<i>Amount</i>	<i>City Account</i>
Title III Increase Revenue	24-84.36700	26.19	250-3-33010-0273
Title III Increase Expense	24-various	26.19	250-4-60000-0073

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

This spreadsheet solely reflects the adjusted reallocation for members of the Title III Statewide Consortium as referenced in Supt's Newsletter #2024-xx

January xx, 2024

ELEMENTARY AND SECONDARY EDUCATION ACT OF 1965 TITLE III, PART A, LANGUAGE INSTRUCTION 2023-2024 CONSORTIUM REALLOCATIONS				
DIVISION NO	SCHOOL DIVISION	EL ENROLLMENT 22-23	2023-2024 ORIGINAL ALLOCATION	2023-2024 REVISED ALLOCATION
119	Norton City Public Schools	8	\$ 1,677.02	\$ 1,677.65
122	Radford City Public Schools	13	\$ 2,100.15	\$ 2,101.17
135	Franklin City Public Schools	11	\$ 1,930.90	\$ 1,931.77
137	Lexington City Public Schools	26	\$ 3,200.30	\$ 3,202.35
149	Poquoson City Public Schools	9	\$ 1,761.64	\$ 1,762.35
202	Colonial Beach Public Schools	6	\$ 1,507.76	\$ 1,508.23
207	West Point Public Schools	4	\$ 1,338.51	\$ 1,338.82
218	Virginia School for the Deaf and Blind-Staunton	9	\$ 1,761.64	\$ 1,762.35
917	Department of Juvenile Justice	4	\$ 1,338.50	\$ 1,338.82
	Total	1,710	\$ 201,712.23	\$ 201,846.85




FRANKLIN CITY PUBLIC SCHOOLS

OFFICE OF THE
SUPERINTENDENT

207 West Second Avenue
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(757) 569-8111 • Fax (757) 516-1015

MEMORANDUM



TO: Amanda Jarratt
Franklin City Manager

FROM: Dr. Carlton Carter 
Division Superintendent

DATE: February 16, 2024

RE: Notice of Budget Adjustments

This amendment is to record the new Title IV allocation.

<i>Accounting Use Only</i>	<i>School Account</i>	<i>Amount</i>	<i>City Account</i>
Title IV Increase Revenue	42-84.42400	3,348.34	250-3-33010-027 
Title IV Increase Expense	42-various	3,348.34	250-4-60000-007 

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**VIRGINIA DEPARTMENT OF EDUCATION
ELEMENTARY AND SECONDARY EDUCATION ACT OF 1965
TITLE IV, PART A, STUDENT SUPPORT AND ACADEMIC ENRICHMENT GRANTS
2023-2024 GRANT ALLOCATIONS**

DIVISION NO	SCHOOL DIVISION/LEA		2023-2024 TOTAL ALLOCATION
119	NORTON	*	\$23,088.91
120	PETERSBURG		\$273,084.97
121	PORTSMOUTH		\$561,363.04
122	RADFORD	*	\$28,091.69
123	RICHMOND CITY		\$1,090,801.32
124	ROANOKE CITY		\$592,695.80
126	STAUNTON		\$67,341.03
127	SUFFOLK		\$274,953.99
128	VIRGINIA BEACH		\$1,038,157.93
130	WAYNESBORO		\$86,212.75
131	WILLIAMSBURG		\$31,018.19
132	WINCHESTER		\$101,499.04
134	FAIRFAX CITY	*	\$25,304.53
135	FRANKLIN CITY		\$66,579.33
136	CHESAPEAKE		\$570,962.96
137	LEXINGTON	*	\$10,000.00
138	EMPORIA		\$45,339.79
139	SALEM		\$44,008.43
142	POQUOSON	*	\$10,000.00
143	MANASSAS		\$107,589.90
144	MANASSAS PARK	*	\$28,440.64
202	COLONIAL BEACH	*	\$24,774.02
207	WEST POINT	*	\$10,000.00
218	STAUNTON D/B	*	\$10,000.00
917	DEPARTMENT OF JUVENILE JUSTICE	*	\$10,552.47
TOTALS		\$	21,837,666.00

+3,545.34

Alleghany County and Covington City Public Schools merged into one school division, Alleghany Highlands, beginning the 2022-2023 school year.

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



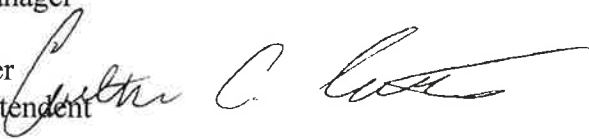
FRANKLIN CITY PUBLIC SCHOOLS

OFFICE OF THE
SUPERINTENDENT

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

MEMORANDUM

TO: Amanda Jarratt
Franklin City Manager

FROM: Dr. Carlton Carter
Division Superintendent 

DATE: January 19, 2024

RE: Notice of Budget Adjustments

This amendment is to record the new Title I allocation.

<i>Accounting Use Only</i>	<i>School Account</i>	<i>Amount</i>	<i>City Account</i>
Title I Increase Revenue	12-84.010000	59,235.16	250-3-33010-0271
Title I Increase Expense	Numerous	59,235.16	250-4-60000-0071

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FCPS

Title I

New Allocation for FY2023-2024

Fund 12: Title I 2023-2024

<u>Balances by Object Code</u>	<u>Original Budget</u>	<u>New Award</u>	<u>Adj Needed</u>
1000 Salaries	605,986.16	616,486.16	10,500.00
2000 Benefits	197,116.31	197,116.31	-
3000 Contracted Services	1,698.58	28,289.69	26,591.11
4000 Internal Services	-	-	-
5000 Other Charges	-	-	-
6000 Material & Supplies	44,490.14	66,634.19	22,144.05
Total Grant Balance	849,291.19	908,526.35	59,235.16

Original

E. BUDGET SUMMARY

(Projected dollar amount of Title I, Part A, funds required for administration and implementation of this program. Enter the budget in the unlocked cells.)

		Title I, Part A Budget for 2023-2024 Award: S010A230046 Project Code: APE42901	
		Allocation:	849,291.19
OBJECT CODE	EXPENDITURE	AMOUNT BUDGETED	DOES THE BUDGET SUMMARY MATCH THE DETAILED BUDGET BREAKDOWN?
1000 - Personnel Services	Non Set-Aside	125,247.16	
	Set-Aside	480,739.00	
	Parent and Family Engagement Set-Aside		
	Private School Set-Aside		
	Total Personal Services	605,986.16	Yes
2000 - Employee Benefits	Non Set-Aside	10,314.39	
	Set-Aside	186,801.92	
	Parent and Family Engagement Set-Aside		
	Private School Set-Aside		
	Total Employee Benefits	197,116.31	Yes
3000 - Purchased/Contracted Services	Non Set-Aside	849.29	
	Set-Aside		
	Parent and Family Engagement Set-Aside	849.29	
	Private School Set-Aside		
	Total Purchased/Contracted Services	1,698.58	Yes
4000 - Internal Services	Non Set-Aside		
	Set-Aside		
	Parent and Family Engagement Set-Aside		
	Private School Set-Aside		
	Total Internal Services	0.00	Yes
5000 - Other Charges	Non Set-Aside		
	Set-Aside		
	Parent and Family Engagement Set-Aside		
	Private School Set-Aside		
	Total Other Charges	0.00	Yes
6000 - Materials and Supplies	Non Set-Aside	35,346.52	
	Set-Aside	1,500.00	
	Parent and Family Engagement Set-Aside	7,643.62	
	Private School Set-Aside		
	Total Materials and Supplies	44,490.14	Yes
8000 - Capital Outlay	Non Set-Aside		
	Set-Aside		
	Parent and Family Engagement Set-Aside		
	Private School Set-Aside		
	Total Capital Outlay	0.00	Yes
TOTAL BUDGET		849,291.19	
TOTAL PARENT AND FAMILY ENGAGEMENT SET-ASIDE		8,492.91	
TOTAL PRIVATE SCHOOL SET-ASIDE		0.00	
DOES THE BUDGET SUMMARY MATCH THE TOTAL ALLOCATION?		Yes	Difference -

Amended

E. BUDGET SUMMARY

(Projected dollar amount of Title I, Part A, funds required for administration and implementation of this program. Enter the budget in the unlocked cells.)

		Title I, Part A Budget for 2023-2024 Award: S010A230046 Project Code: APE42901	
		Allocation:	908,526.35
OBJECT CODE	EXPENDITURE	AMOUNT BUDGETED	DOES THE BUDGET SUMMARY MATCH THE DETAILED BUDGET BREAKDOWN?
1000 - Personnel Services	Non Set-Aside	125,247.16	
	Set-Aside	491,239.00	
	Parent and Family Engagement Set-Aside		
	Private School Set-Aside		
	Total Personnel Services	616,486.16	
2000 - Employee Benefits	Non Set-Aside	10,314.39	
	Set-Aside	186,801.92	
	Parent and Family Engagement Set-Aside		
	Private School Set-Aside		
	Total Employee Benefits	197,116.31	
3000 - Purchased/Contracted Services	Non Set-Aside	27,440.40	
	Set-Aside		
	Parent and Family Engagement Set-Aside	849.29	
	Private School Set-Aside		
	Total Purchased/Contracted Services	28,289.69	
4000 - Internal Services	Non Set-Aside		
	Set-Aside		
	Parent and Family Engagement Set-Aside		
	Private School Set-Aside		
	Total Internal Services	0.00	
5000 - Other Charges	Non Set-Aside		
	Set-Aside		
	Parent and Family Engagement Set-Aside		
	Private School Set-Aside		
	Total Other Charges	0.00	
6000 - Materials and Supplies	Non Set-Aside	56,898.22	
	Set-Aside	1,500.00	
	Parent and Family Engagement Set-Aside	8,235.97	
	Private School Set-Aside		
	Total Materials and Supplies	66,634.19	
8000 - Capital Outlay	Non Set-Aside		
	Set-Aside		
	Parent and Family Engagement Set-Aside		
	Private School Set-Aside		
	Total Capital Outlay	0.00	
TOTAL BUDGET		908,526.35	
TOTAL PARENT AND FAMILY ENGAGEMENT SET-ASIDE		9,085.26	
TOTAL PRIVATE SCHOOL SET-ASIDE		0.00	
DOES THE BUDGET SUMMARY MATCH THE TOTAL ALLOCATION?		Yes	Difference -




FRANKLIN CITY PUBLIC SCHOOLS

OFFICE OF THE
SUPERINTENDENT

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

MEMORANDUM

TO: Amanda Jarratt
Franklin City Manager

FROM: Dr. Carlton Carter 
Division Superintendent

DATE: January 19, 2024

RE: Notice of Budget Adjustments

This amendment is to record the new Title II allocation.

<i>Accounting Use Only</i>	<i>School Account</i>	<i>Amount</i>	<i>City Account</i>
Title II Increase Revenue	23-24030700	496.59	250-3-33010-0272
Title II Increase Expense	Various	496.59	250-4-60000-0072

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**FY 2024
Franklin City Public Schools
December 31, 2023**

Fund 23: Title II 2023-2024

<u>Balances by Object Code</u>	Original Award	New Award	Adjustment Needed
1000 Salaries	45,266.00		
2000 Benefits	3,386.45		
3000 Contracted Services	50,500.00		
4000 Internal Services	-		
5000 Other Charges	1,500.00		
6000 Material & Supplies	3,806.05		
Total Grant Balance	104,458.50	104,955.09	496.59

496.59

**Virginia Department of Education
 Elementary and Secondary Education Act of 1965
 Title II, Part A, Supporting Effective Instruction
 2023-2024 Grant Revised Allocations**

Div Num	Division/LEA	Age 5-17 Population from 2021 U.S. Census Data or Estimate	20% of Allocation Based on Age 5-17 Population	Age 5-17 in Families in Poverty from 2021 U.S. Census Data or Estimate	80% of Allocation Based on Age 5-17 in Families in Poverty	Total 2023-2024 Allocation	21.96% of Allocation as of July 1, 2023	77.57% of Allocation as of October 1, 2023
135	FRANKLIN CITY	1,508	8,888.78	505	96,066.31	104,955.09	23,042.99	81,415.52




FRANKLIN CITY PUBLIC SCHOOLS

OFFICE OF THE
SUPERINTENDENT

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

MEMORANDUM

TO: Amanda Jarratt
Franklin City Manager

FROM: Dr. Carlton Carter 
Division Superintendent

DATE: January 19, 2024

RE: Notice of Budget Adjustments

This amendment is to record the new Stronger Connections grant allocation.

<i>Accounting Use Only</i>	<i>School Account</i>	<i>Amount</i>	<i>City Account</i>
Decrease Revenue	55-24028500	(4,729.22)	250-3-24000-0
Decrease Expense	55-various	(4,729.22)	250-4-60000-0

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E. BUDGET SUMMARY

		Stronger Connections Grant (SCG) Program Budget for 2023-2024 Award: S424F220048 Project Code: APF60155	
		Requested Amount:	223,204.28
OBJECT CODE	EXPENDITURE	AMOUNT BUDGETED	DOES THE BUDGET SUMMARY MATCH THE DETAILED BUDGET BREAKDOWN?
1000 - Personnel Services	Administrative (reserve not more than 2 percent for the direct administrative costs of carrying out the division's responsibilities)		
	Non-Administrative	174,000.00	
	Private School Set-Aside		
	Total Personnel Services	174,000.00	Yes
2000 - Employee Benefits	Administrative (reserve not more than 2 percent for the direct administrative costs of carrying out the division's responsibilities)		
	Non-Administrative	41,513.50	
	Private School Set-Aside		
	Total Employee Benefits	41,513.50	Yes
3000 - Purchased/Contracted Services	Administrative (reserve not more than 2 percent for the direct administrative costs of carrying out the division's responsibilities)		
	Non-Administrative	2,500.00	
	Private School Set-Aside		
	Total Purchased/Contracted Services	2,500.00	Yes
4000 - Internal Services	Internal Services		
	Private School Set-Aside		
	Total Internal Services	0.00	Yes
5000 - Other Charges	Indirect Costs		
	Non-Administrative	700.00	
	Private School Set-Aside		
	Total Other Charges	700.00	Yes
6000 - Materials and Supplies	Administrative (reserve not more than 2 percent for the direct administrative costs of carrying out the division's responsibilities)		
	Non-Administrative	4,490.78	
	Private School Set-Aside		
	Total Materials and Supplies	4,490.78	Yes
8000 - Capital Outlay	Non-Administrative		
	Private School Set-Aside		
	Total Capital Outlay	0.00	Yes
TOTAL SUBGRANT BUDGET		223,204.28	
TOTAL SET-ASIDE BUDGET		0.00	Are the administrative charges less than or equal to 2% of the allocation? Yes
TOTAL PRIVATE SCHOOL SET-ASIDE BUDGET		0.00	Does the Private School Set-Aside Match the Value of Services on the Private School Budget? Yes
			Does the Budget Summary Match the Total Allocation? Yes

Notes: (1) Object codes 7000 and 9000 are not used in application budgets or in requests for reimbursements for this grant.
 (2) Indirect costs claims are subject to the availability of funds and statutory or administrative restrictions Title III, Part A and Title IV, Part A, place a statutory limitation on cap on administrative costs. Because the cap applies to the combined claims for indirect costs and direct administrative costs, divisions may not be able to claim the entirety of their indirect costs. The amount unrecovered may not be shifted to another federal award.



FRANKLIN CITY PUBLIC SCHOOLS

OFFICE OF THE
SUPERINTENDENT

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(757) 569-8111 • Fax (757) 516-1015

MEMORANDUM

TO: Amanda Jarratt
Franklin City Manager

FROM: Dr. Carlton Carter *C. Carter*
Division Superintendent

DATE: February 16, 2024

RE: Notice of Budget Adjustments

This amendment is to eliminate the GAE grant.

<i>Accounting Use Only</i>	<i>School Account</i>	<i>Amount</i>	<i>City Account</i>
GAE Grant Decrease Rev	73-24020600	(1,099.10)	250-3- 24000 -0233
GAE Grant Decrease Exp	73-various	(1,099.10)	250-4-60000-0233

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Tracy Morrison <tmorrison@fcpsva.org>

Fwd: GAE

1 message

Gina Stewart <gstewart@fcpsva.org>
To: Tracy Morrison <tmorrison@fcpsva.org>

Thu, Jan 18, 2024 at 1:26 PM

Here is the explanation of why we did not receive GAE funding this year. The referenced \$5400 was paid directly to Camp Community College for the workforce center by Region 20 (Portsmouth Public Schools) on behalf of FCPS. Please report this to the School Board and then the city. Once that is completed you or I will need to do a JE reducing Fund 73 to zero. Please let me know if you have any questions.

----- Forwarded message -----

From: **Frieda Idisi-Cole** <fidisicole@fcpsva.org>
Date: Thu, Jan 18, 2024 at 1:19 PM
Subject: Fwd: GAE
To: Gina Stewart <gstewart@fcpsva.org>

On Thu, Jan 11, 2024 at 3:47 PM Catina Alston <calston@fcpsva.org> wrote:
Thank you for the clarification.
Have a great weekend.

On Thu, Jan 11, 2024 at 11:08 AM Frieda Idisi-Cole <fidisicole@fcpsva.org> wrote:
Ms. Altston,

I discussed with Dr. Graham and I was reminded that when we were working on the grant it was indicated FCPS would not receive GAE because the need was not there. We were allotted funds to pay for the workforce center which is \$5400 versus the small amount you would have received in GAE, which is usually less than \$2K.

I apologize for any confusion.

On Wed, Jan 10, 2024 at 1:50 PM Catina Alston <calston@fcpsva.org> wrote:
Hi Ms. Idisi-Cole,
Did you know that we aren't receiving GAE funds this year?

--
Freida Idisi- Cole (Mrs.)
Franklin City Public Schools
Alt Ed/ISAEP Facilitator/Adult Ed. Program Manager
501 Charles Street
Franklin, Va. 23851
(757) 562-4631 Office
Extension 3120
(757) 556-3321 Cell

"Tell me and I forget, teach me and I may remember, involve me and I learn" (Benjamin Franklin)

--
Catina J. Alston
Federal Programs Coordinator




FRANKLIN CITY PUBLIC SCHOOLS

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SUPERINTENDENT

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(757) 569-8111 • Fax (757) 516-1015

MEMORANDUM

TO: Amanda Jarratt
Franklin City Manager

FROM: Dr. Carlton Carter 
Division Superintendent

DATE: February 16, 2024

RE: Notice of Budget Adjustments

This amendment is to reverse a portion of the January PO carryover for a duplicate purchase order.

<i>Accounting Use Only</i>	<i>School Account</i>	<i>Amount</i>	<i>City Account</i>
Decrease Revenue: Restricted FB	10-501501000	(3,546.00)	250-3-41050-1000
Decrease Expense: Operations	10-9-0-64300-6000-0000-010-000	(3,546.00)	250-4-60000-0004

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Tracy Morrison <tmorrison@fcpsva.org>

Rollover

1 message

Gina Stewart <gstewart@fcpsva.org>

Thu, Jan 25, 2024 at 9:59 AM

To: Tracy Morrison <tmorrison@fcpsva.org>

I closed two FY23 PO's that may affect rollover. Not sure how you want to handle this.

PO 23-606 had a balance of \$11,297.23 carried over to FY24. When the final invoices were received there was a balance of \$8600.25 remaining encumbered. Upon further research this was shipping that the company quoted us but never charged and one item was discontinued so it was cancelled. Fund 91 - NO entry needed

PO 23-293(dated 10/02/22) had an amount of \$3546.00 carried over. The maintenance dept assured me the work had been completed but I hadn't received an invoice as of EOY. It has been discovered that PO was actually a partial duplicate to a previous PO(23-010 dated 07/11/22) that was taking an extended amount of time to be completed(completed end of October '22). Therefore those funds should not have been carried over.

Fund 10: 10-9-0-64300-6000-0000-010-000 \$3,546.00

--
Gina Stewart

Accounts Specialist

Franklin City Public Schools

207 W. 2nd Avenue, Franklin, VA 23851

Phone: 757-304-5431

Fax: 757-516-1010

STAFF REPORT

APPLICATION SUMMARY:

Application:	Application of Johnnie Cowan to vacate the 10' unimproved alley between Lot 11 and Lot 5 running parallel to Fontaine Street and Norfleet Street in the City of Franklin as shown on the survey entitled "Physical survey of Lot 5, Lot 11 & Part of Lot 12, map of property of D. O. Norfleet, Franklin, Virginia for Laura S. Bird."
Location:	The alley is located between Lot 11 and Lot 5 running parallel to Fontaine Street and Norfleet Street in the City of Franklin
Parcel ID#:	N/A
Election District:	Ward 6

DESCRIPTION:

The applicant/owner, Johnnie Cowan has applied to vacate the unimproved alley located between Lot 11 and Lot 5. The applicant proposes to utilize the area to increase the square footage of the adjacent Lot 5 containing approximately 4007 square feet to include approximately 600 additional square feet for residential construction. Lot 5 has frontage and access from Norfleet Street.

ORDINANCE REVIEW:

Section 26-11 (Vacating Street or Alley) of the Franklin City Code states that any one or more persons owning property abutting a street or alley in the City may make application to vacate the street or alley. Upon receipt by the Department of Community Development, the application shall be considered by the Planning Commission and City Council. The Council, as a condition of the vacation of the street or alley, may require the fractional proportion of its street or alley vacated to be purchased by any abutting property owner.

COMPREHENSIVE PLAN:

The Comprehensive Plan designates this area as Medium Density Single-Family consistent with the existing pattern of development.

AGENCY/DEPARTMENT COMMENTS:

The application was forwarded for review to the Departments of the City Manager, Public Works, and Power and Light. Neither department objects to vacating the alley.

STAFF RECOMMENDATION:

Staff recommends approval of the application.

PLANNING COMMISSION RECOMMENDATION:

The Planning Commission held a public hearing on the application at its meeting on January 25, 2024. The Commission voted unanimously (5-0) to recommend approval of the application to City Council.

ATTACHMENTS:

- Application
- Site Exhibit
- Area Map(s)



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

APPLICATION #
 V15 _____
 DATE: _____

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 _____ to _____
 LOCATION AND DESCRIPTION ALLEY: Between lot 11 and lot 5
lot 11 is on Fontaine St + lot 5 is on Norfleet St
 PURPOSE OF VACATION: To use 42 part of lot 5 to build on
 ADJACENT PROPERTIES :(attach list if necessary) lot 4
lot 6 on Norfleet St
 EASEMENTS IDENTIFIED: ___ ELECTRIC; ___ WATER/SEWER; ___ DRAINAGE;
 OTHER (describe) _____

Applicant Johnnie Cowan Phone Number 757-955-5833
 Address 3504 Bee Creek Blvd City Virginia Beach State VA Zip 23457
 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: N/A initial: UC
 POWER & LIGHT: No impact . It will have the following impact: N/A initial: WLA
 FIRE & RESCUE: No impact . It will have the following impact: N/A initial: N/A

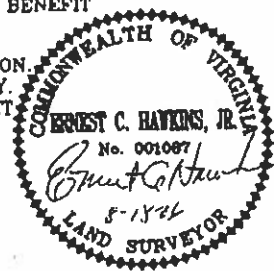
APPLICANT'S NAME (PRINT): Johnnie Cowan
 APPLICANT'S SIGNATURE: [Signature] DATE: 8-28-23

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

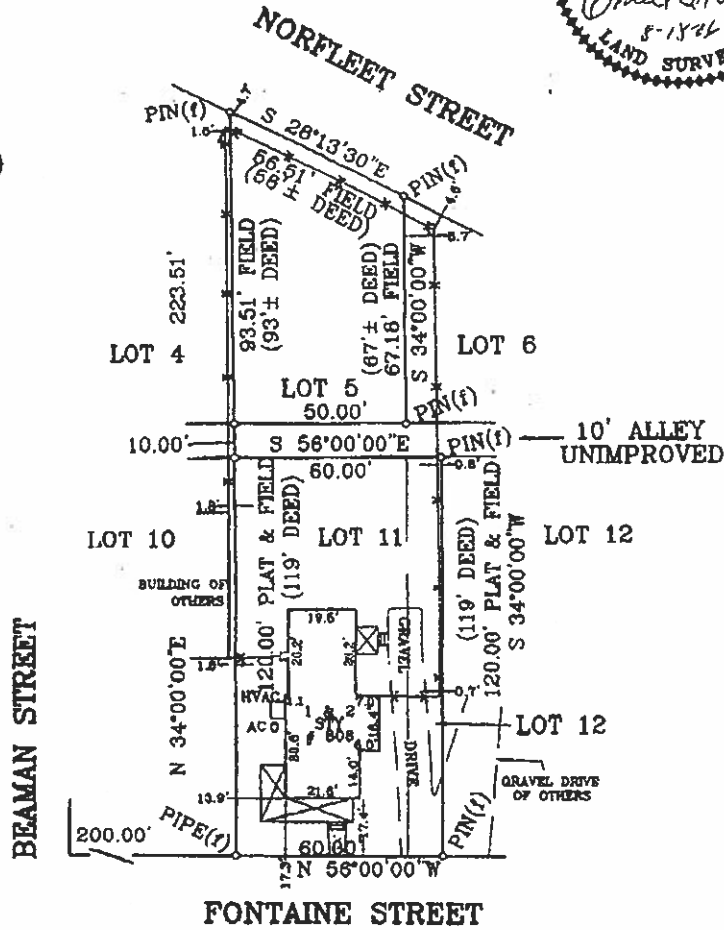
(Comments) _____

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

THIS IS TO CERTIFY THAT ON AUGUST 15, 2006, I SURVEYED THE PROPERTY SHOWN ON THIS PLAT AND THAT THE TITLE LINES AND PHYSICAL IMPROVEMENTS ARE SHOWN THE IMPROVEMENTS STAND STRICTLY WITHIN THE TITLE LINES AND THERE ARE NO ENCROACHMENTS OR VISIBLE EASEMENTS EXCEPT AS SHOWN. THIS SURVEY PERFORMED WITHOUT THE BENEFIT OF A TITLE REPORT AND CONSEQUENTLY MAY NOT DEPICT ALL MATTERS AFFECTING THE TITLE OF THE PROPERTY SHOWN HEREON. ENVIRONMENTAL CONSIDERATIONS ARE NOT A PART OF THIS CERTIFICATION. THIS DRAWING IS MADE FOR THE ORIGINAL PURCHASER OF THIS SURVEY. IT IS NOT TRANSFERABLE TO ADDITIONAL INSTITUTIONS OR SUBSEQUENT OWNERS WITHOUT THE WRITTEN APPROVAL OF THE SURVEYOR.



INSTR. # 030002032



LOT 11 & PART OF LOT 12 AREA = 0.165 ACRES
 LOT 5 AREA = 0.092 ACRES
 TOTAL AREA = 0.257 ACRES

THIS TRACT IS LOCATED IN FLOOD HAZARD ZONE "X" REFERENCE IS MADE TO THE F.E.M.A. MAP COMMUNITY No. 510060 PANEL No. 0002D DATED: SEPTEMBER 4, 2002

LEGAL REFERENCE INSTR. # 030002032

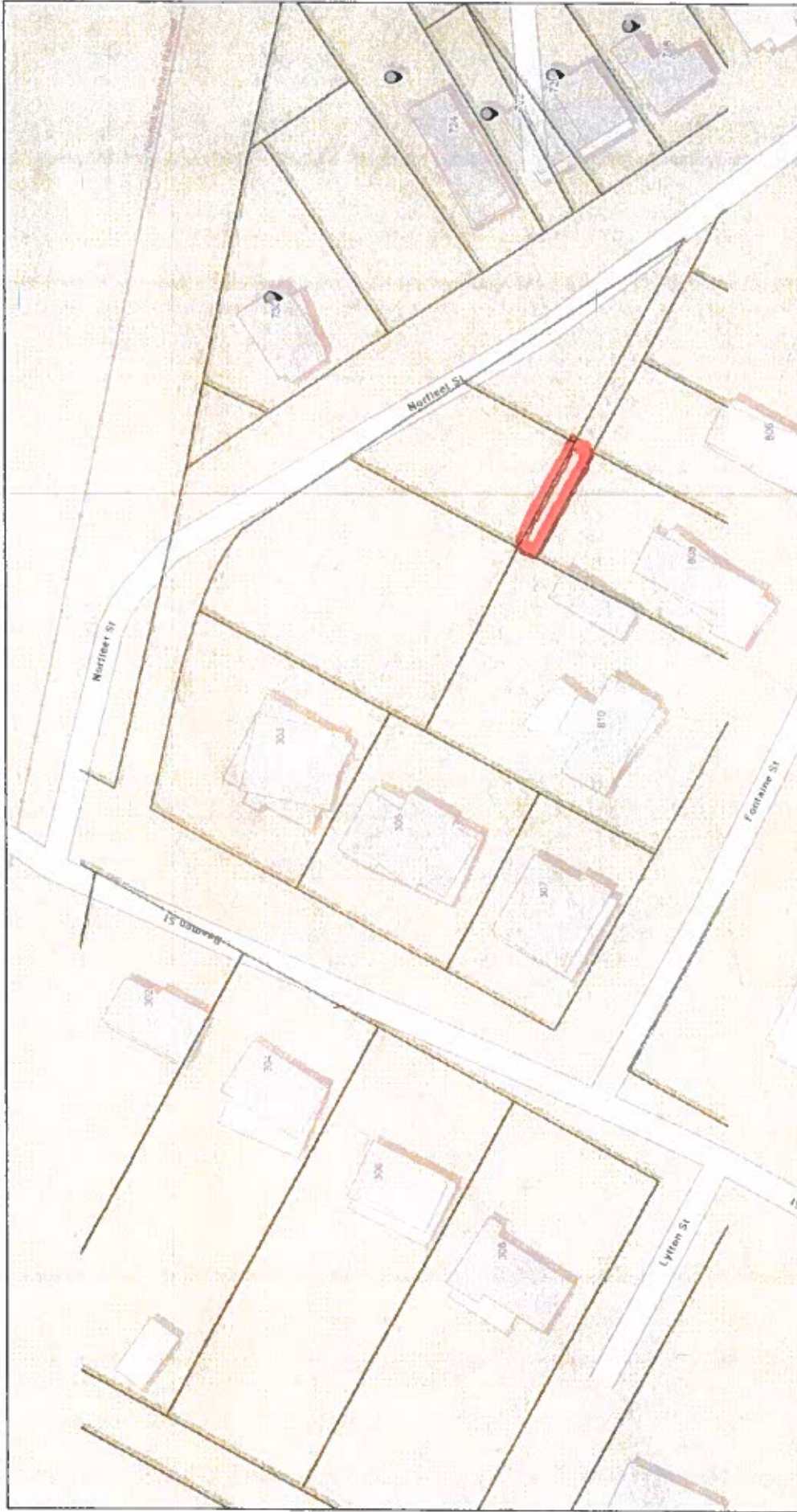
PHYSICAL SURVEY OF LOT 5, LOT 11, & PART OF LOT 12 MAP OF PROPERTY OF D.O. NORFLEET FRANKLIN, VIRGINIA FOR LAURA S. BIRD

SCALE: 1" = 40'

ERNEST C. HAWKINS, JR. AND ASSOCIATES SURVEYORS AND PLANNERS 1108 WILROY ROAD SUFFOLK, VIRGINIA 23434 PHONE 393-6262 OR 934-0758



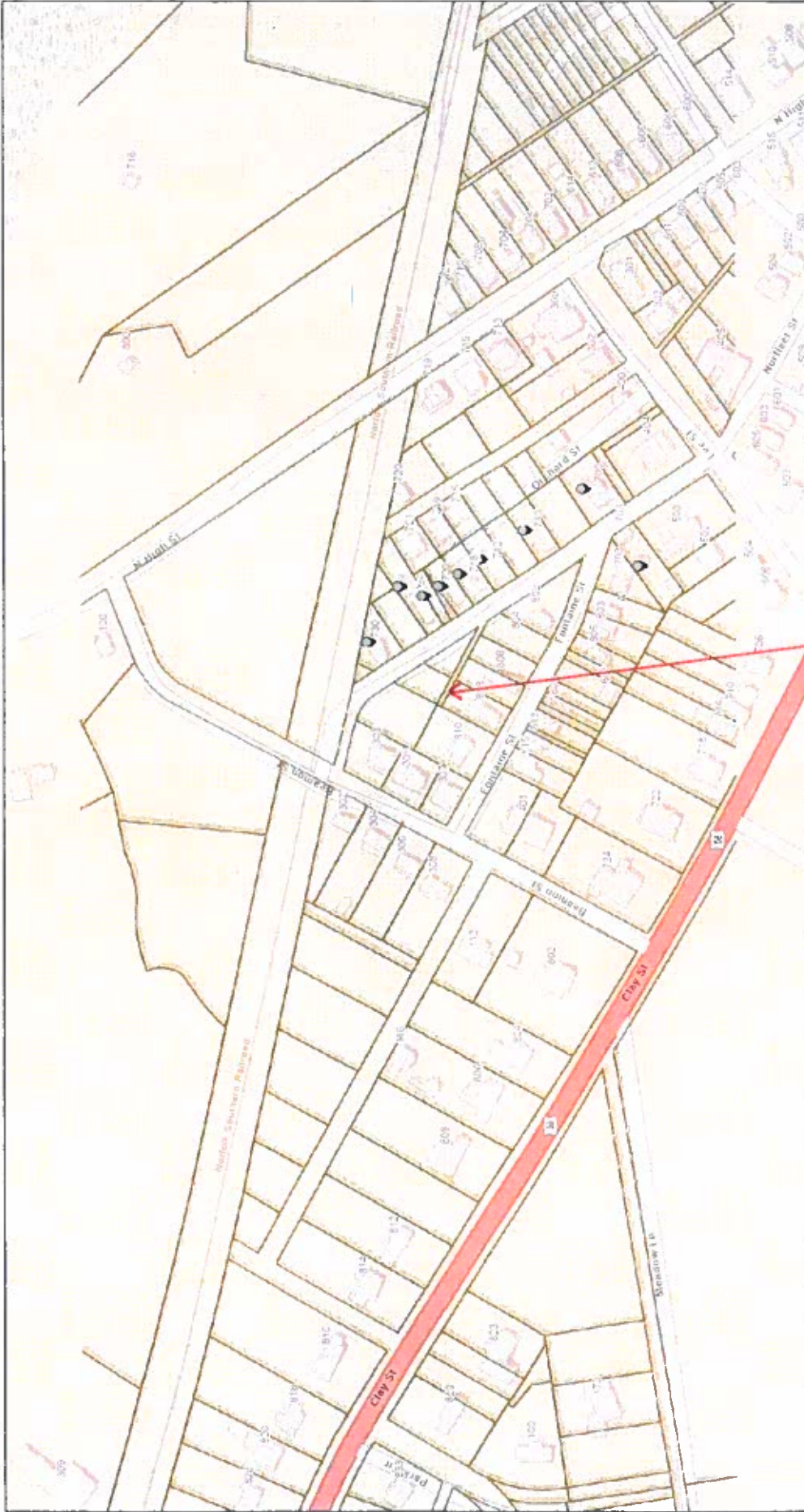
City of Franklin Map



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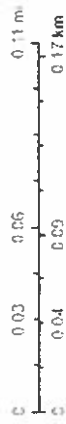
Esri, Community Maps, Contributors, VGIN, OpenStreetMap, Microsoft, Esri, TomTom, SafeGraph, GeoTechnologies, Inc, METUNASA, USGS, EPA, NPS, US Census Bureau, USDA, USFWS

City of Franklin Map



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1:2,795



Esri, Community Map Contributors, iCiti, OpenStreetMap, Microsoft, Esri, Garmin, GeoGrid, GeoTechnology, Inc., METRIX, USGS, EPA, US Census Bureau, USDA, USFWS.

Site

City of Franklin Map



2/7/2024, 3:35:30 PM

City of Franklin, TN
Via Geographic Information Network (GIN)

STAFF REPORT

APPLICATION SUMMARY:

Application:	Application of Richard A. and Cheryl Bennett for a Conditional Use Permit to allow a home occupation in an accessory building located at 1038 Clay Street in the City of Franklin.
Location:	The property is located on the northeast corner of the intersection of Clay Street and Barristers Lane in the City of Franklin.
Parcel ID#:	N/A
Election District:	Ward 2

DESCRIPTION:

The owners, Richard and Cheryl Bennett have applied to operate a home occupation in an accessory building to accommodate a long arm quilting machine as part of their quilting business. There will be no additional employees and the hours of operation are typically 2-3 hours per day, Monday through Friday. The business operates as an internet-based business with no customers coming to the home.

The quilting machine is approximately 3' wide X 12.5' long.

ORDINANCE REVIEW:

Section 2.15 (Special Regulations for Home Occupations) of the Franklin City Zoning Ordinance states that no home occupation shall be conducted in any accessory building, except as may be authorized as a conditional use by the City Council following a recommendation by the Planning Commission.

COMPREHENSIVE PLAN:

The Comprehensive Plan designates this area as Low Density Single-Family consistent with the existing pattern of development.

AGENCY/DEPARTMENT COMMENTS:

N/A

STAFF RECOMMENDATION:

Staff recommends approval of the application with the following conditions:

1. The use of the accessory building shall be restricted to the use of the long arm quilting machine and associated quilting material/equipment supplies, and shall not show any visible evidence of the conduct of such occupation.
2. No additional employees associated with the home occupation shall be employed on the property.
3. The home occupation shall otherwise comply with the regulations for home occupations under Section 2.15 of the City of Franklin Zoning Ordinance.

PLANNING COMMISSION RECOMMENDATION:

The Planning Commission held a public hearing on the application at its meeting on January 25, 2024. At the meeting, staff recommended adding one additional condition that would make the use permit specific to the current owners and occupants.

The Commission voted unanimously (5-0) to recommend approval of the application to City Council with the following conditions.

1. The use of the accessory building shall be restricted to the use of the long arm quilting machine and associated quilting material/equipment supplies, and shall not show any visible evidence of the conduct of such occupation.
2. No additional employees associated with the home occupation shall be employed on the property.
3. The home occupation shall otherwise comply with the regulations for home occupations under Section 2.15 of the City of Franklin Zoning Ordinance.
4. The conditional use permit is specific to the current occupants/property owners. A change in ownership/occupants shall require and be subject to a new application.

ATTACHMENTS:

- Application
- Site Exhibit/Photos
- Area Map(s)



Date Submitted: 12/27/23

Case Number _____

CONDITIONAL USE PERMIT APPLICATION

Fee: \$500.00

A. PROPOSED USE OR ACTIVITY (per City of Franklin Zoning Ordinance):

Use Type Name: Use of Long ARM Quilter

Zoning Ordinance Section#: 2.15

B. PROJECT DESCRIPTION: (Provide a summary description below stating the reason for the request. Attach a full narrative including the type of used proposed, type of equipment associated with the use, # of employees, days and hours of operation, etc. and a site plan showing the existing and proposed layout for the site.)

1.) Long arm quilting - Equipment. Long arm quilter. See Picture 2) Owner operator, no additional employees. 3) Hours - usually operated M-F 2-3 Hours per day. 4) see photos. 5) Internet based/no customer traffic 6) No Sillage

C. PROPERTY INFORMATION:

Property Owner Name: Richard & Cheryl Bennett

Property Address: 1038 Clay St. Franklin, Va. 23851

Tax Parcel #: 088-28-3 Zoning District: R-0 Election District: WARD 2

Current Use of the Property: Residence/ Workshop- Studio

Proposed Use of the Property: Same - Residence, Long ARM Quilting Business

Total Parcel Acreage: 0.8420 The Use will apply to SEE BELOW acres.

Are there any deed restrictions on the property: Yes No Use of Longarm is Located in Accessory building, Footprint - 3' x 12.5'

OWNER: (If the applicant is not property owner, the property owner's signature is required unless a Special Limited Power of Attorney form signed by the property owner is provided with the application.)

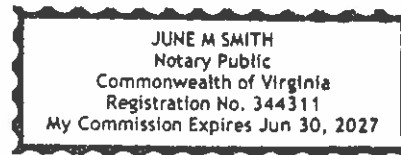
Richard Allan Bennett
Owner's Signature

12/27/23
Date

Richard Allan Bennett
Printed Name

Subscribed and sworn to before me Jane Smith, a Notary Public in and for the County of Loudoun City of Franklin, Commonwealth of Virginia, this 27 day of December, 2023.

J. Smith
Signature of Notary Public



My Commission Expires: 6/30/2027 (Seal)

Note*: Filing deadline is three (3) weeks prior to the first Monday of each month.

Owner Name:
Billing Address:

Tax Map #: 088-28-3
Account #: 1566
Class: 0



Assessment Information

Land Value: 70,800.00
Improvement Value: \$222,000.00
Total Value: \$292,800.00
Sale Price: 236,000.00

Site Information

Zoning Type: R-O
Terrain Type: 50
Right of Way: 10
Easement: 20

Interior Information

Rooms: 8
Bedrooms: 4
Full Baths: 2
Half Baths: 1
Floors: 2
Bldg Sq Ft: 71
Finished Bsmt Sq Ft:
Heating:
A/C: Y

Site Information

Transfer Date: 12/31/1899
Grantor: HUTT JOSEPH W JR &
PATRICIA A
Deed Book:
Deed Page: 0
Will Book:
Will Page: 0
Instrument #: DS

Exterior Information

Year Built: 1925
Occupancy Type: 10
Foundation: 12
Exterior Wall:
Roofing:
Garage:

Utility Information

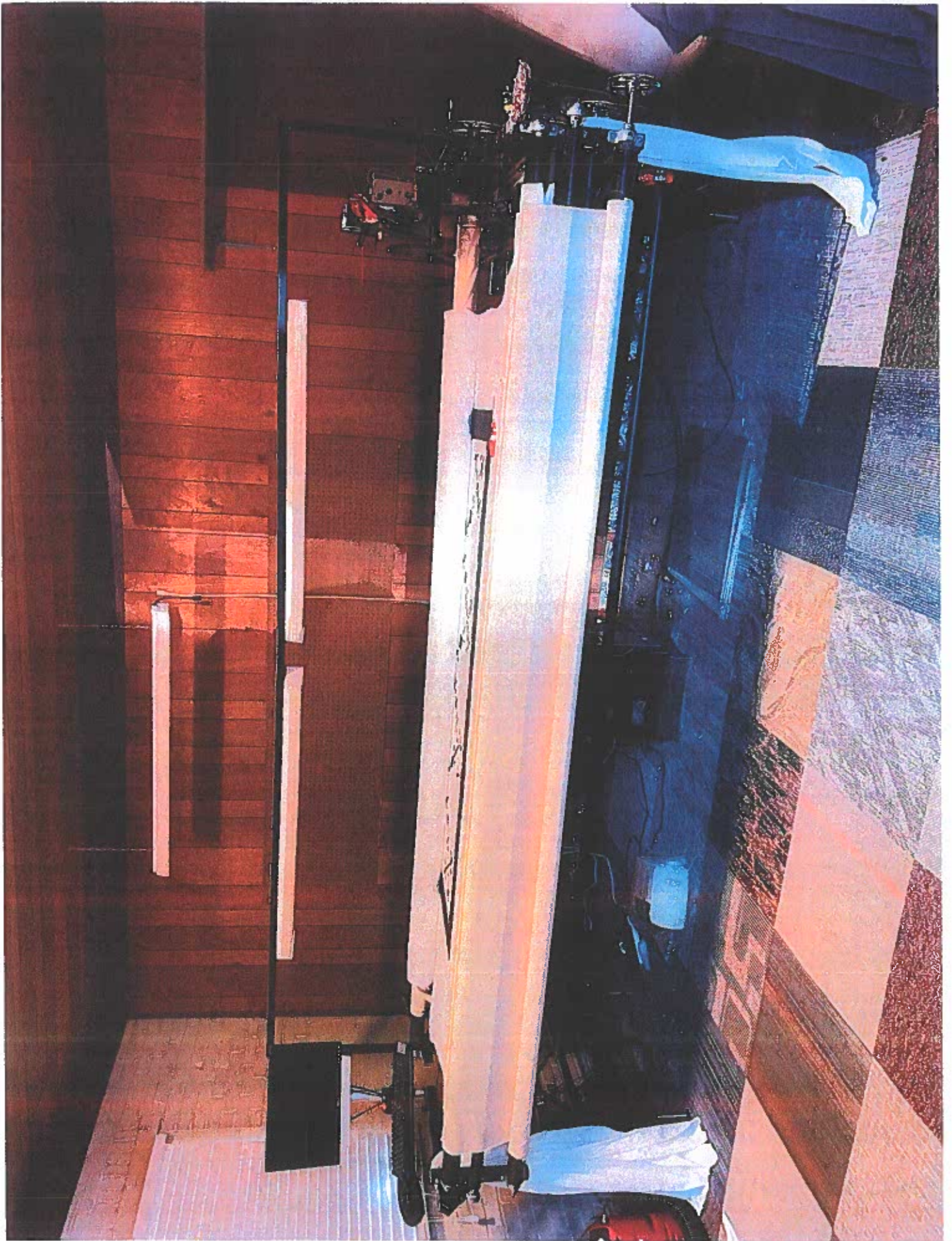
Public Water: 30
Public Sewer: 40
Electric: Y
Gas: N
Fuel Type: 41

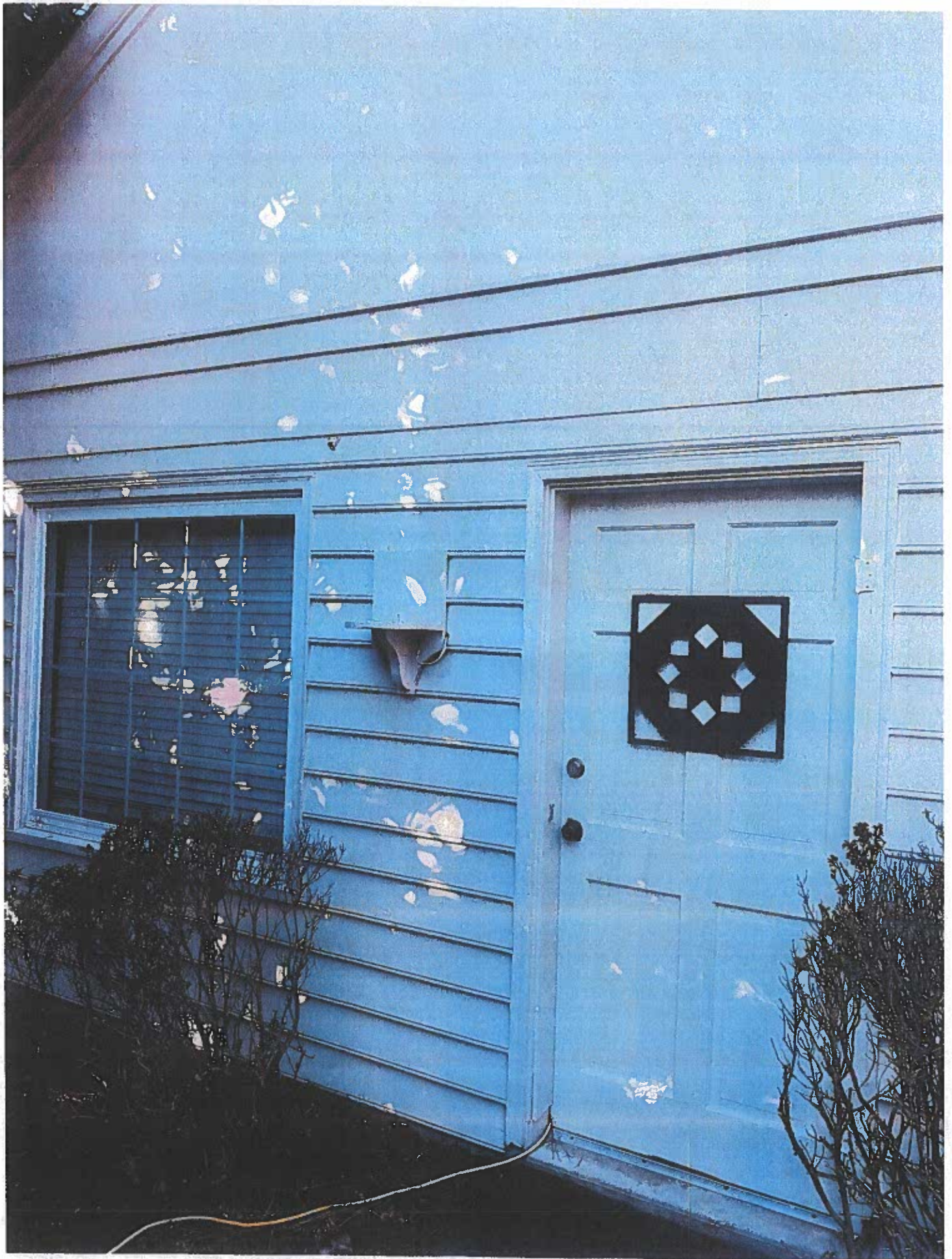
Other Information

Fireplace:
Stacked Fireplace: 0
Flues: 0
Metal Flues: 0
Stacked Flues: 0
Inop. Flues / FP: 0

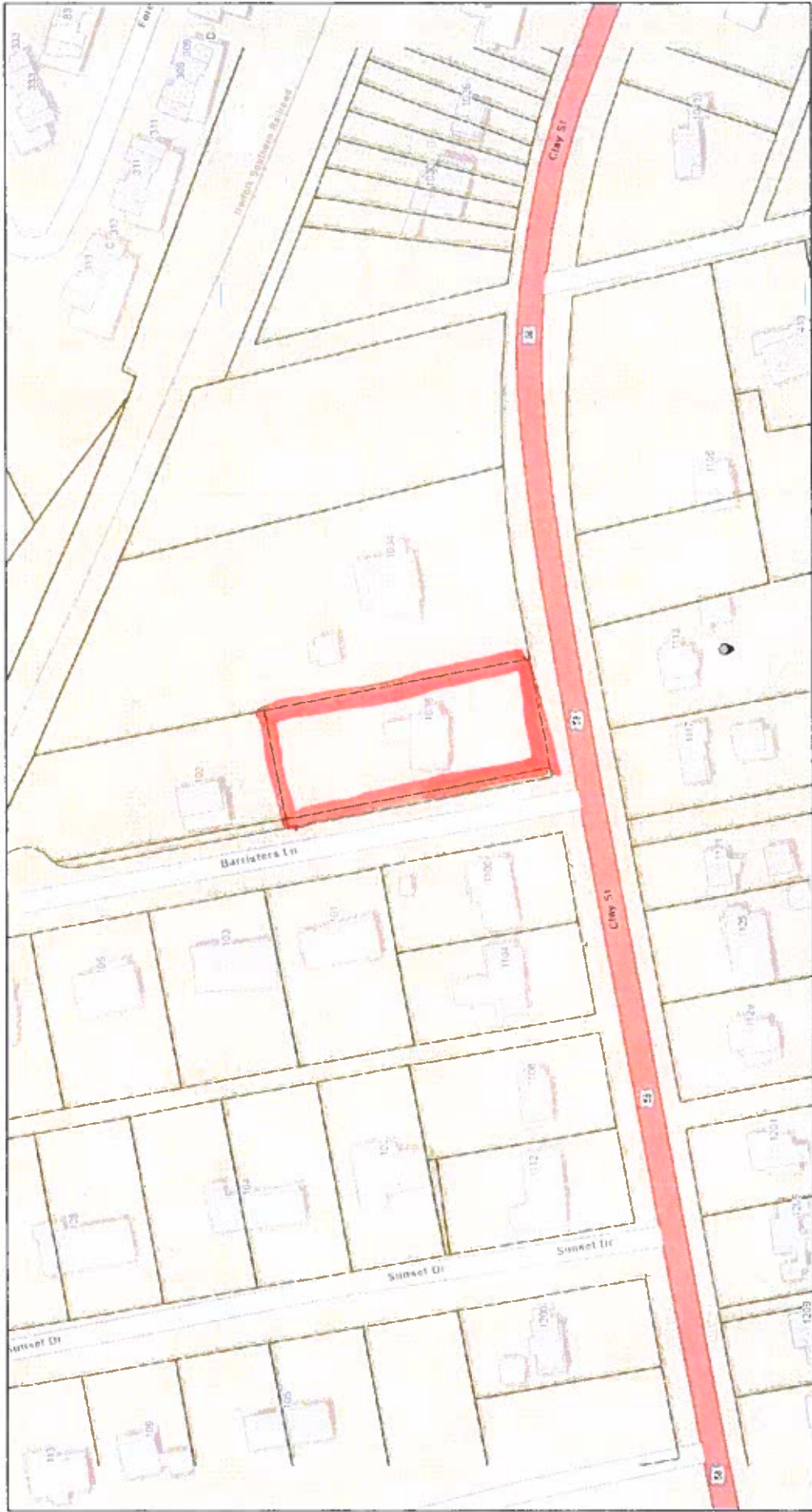


DISCLAIMER: This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records, information, and data obtained from various sources, and the City of Franklin is not responsible for its accuracy or data currency.





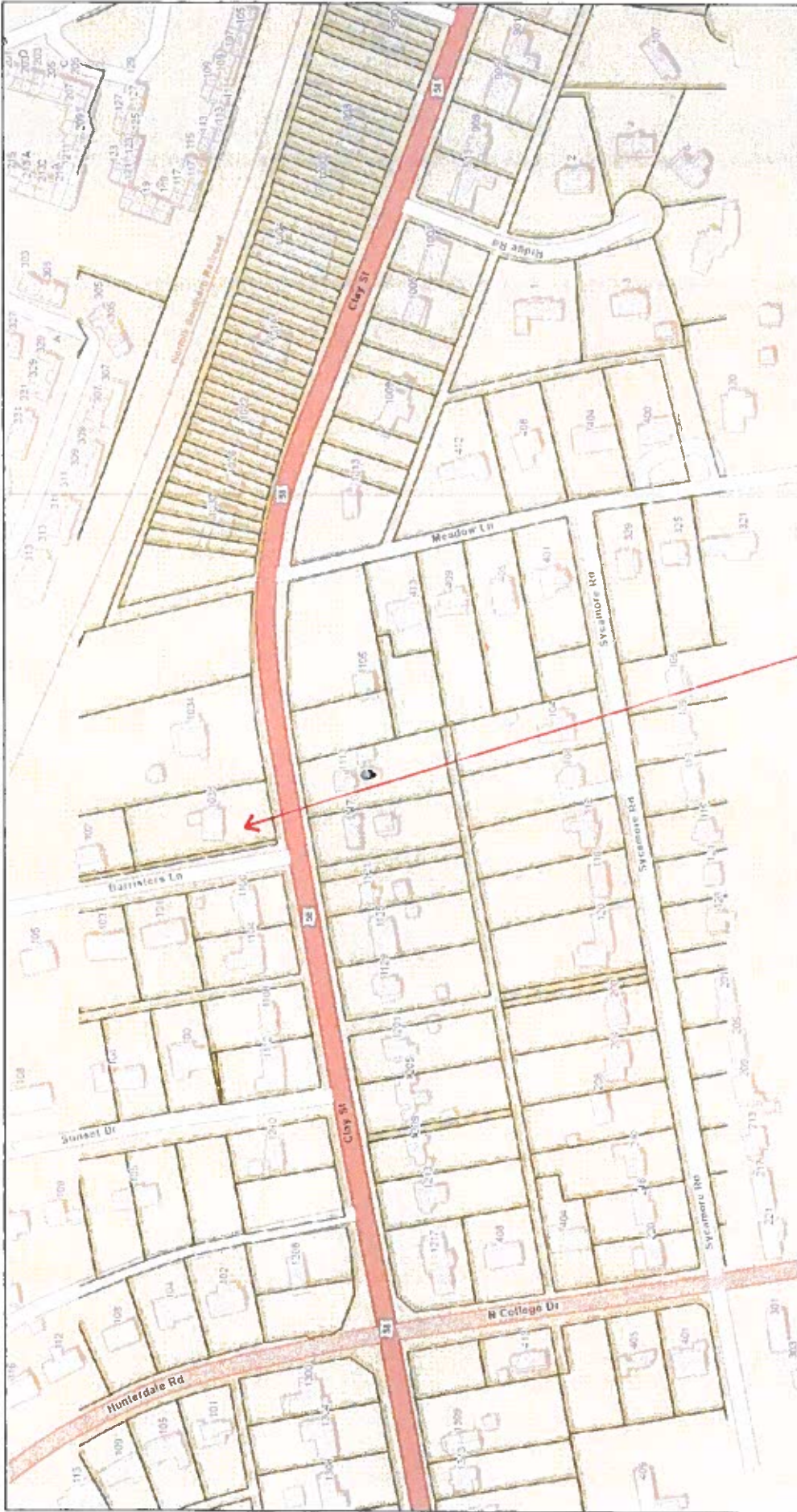
City of Franklin Map



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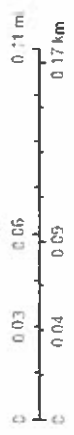
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Satellite, GeoEye, IGN, AeriFi, GEBCO,
EPA, FPLS, US Census Bureau, USDA, USFWS,

City of Franklin Map



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Site

Esri, Community Maps, Contributors, vGIN, OpenStreetMap, Microsoft, Esri, TomTom, Garmin, SafeCast, GeoTechnologies, Inc, NENTINASA, USGS, EPA, NPS, US Census Bureau, USDA, USFWS



*Office of the City Manager
Amanda C. Jarratt*

February 20, 2024

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: Franklin City Public Schools Ward 6 Consideration of Appointment

Background Information

Jerry McCreary tendered his resignation as the Ward 6 representative on the Franklin City School Board. The current term for this position expires on June 30, 2024. A public hearing was conducted at the February 12, 2024 meeting of Franklin City Council and an interview conducted earlier this evening. Franklin City Council can chose to make an appointment to the unexpired term or direct staff to advertise for the position a second time.

Needed Action

Consider making an appointment for the Ward 6 school board seat or direct staff to advertise for an additional public hearing.



To: Amanda Jarratt, City Manager
From: Steve Patterson, Chief of Police *SP*
Ref: City Code Parades
Date: 02-20-2024

After consultation with and approval of the City Attorney, please see the proposed changes to the City of Franklin Code Chapter 20, Article II Parades:

Current Code With Edits in Red:

Division 1 Generally

§ 20-50 Title.

[Code 1962, § 18A-1]

This article shall be known and may be cited as the "Parade Ordinance of the City of Franklin."

§ 20-51 Defined.

[Code 1962, § 18A-2]

For the purposes of this article, the word "parade" means and includes any parade, march, ceremony, show, exhibition, pageant, or demonstration, constituting or being a procession of any kind, or any similar display, in or upon any street or municipally operated parking lot in the City.

§ 20-52 Violations of article.

[Code 1962, § 18A-14]

Any person violating any of the provisions of this article shall be guilty of a Class 2 misdemeanor.



§ 20-53 Interference.

[Code 1962, § 18A-13]

No person shall unreasonably hamper, obstruct, impede or interfere with any parade or parade assembly or with any person, vehicle or animal participating or used in a parade.

§ 20-54 through § 20-64. (Reserved)

Division 2 Permit

§ 20-65 Required; exceptions.

[Code 1962, § 18A-3; amended by Ord. of 4-8-2002(2)]

No person shall engage in, participate in, aid, form or start any parade unless a parade permit has been obtained from the Chief of Police or ~~his or her~~ **their** designee. This section shall not apply to:

- (1) Funeral processions.
- (2) Students accompanied by and under the direction and supervision of adult school authorities going to and from school classes or participating in educational activities approved by school authorities; however, this exception shall not apply to a school band marching in formation.
- (3) A governmental agency acting within the scope of its functions.

§ 20-66 Application generally.

[Code 1962, § 18A-4; amended by Ord. of 4-8-2002(2)]

A person seeking issuance of a parade permit shall file an application with the Chief of Police or ~~his or her~~ **their** designee on forms provided the Chief of Police. The application shall be filed not less than ~~five~~ **fifteen** nor more than ~~60~~ **sixty** days before the date on which it is proposed to conduct the parade. The application shall set forth the following information:

- (1) The name, address, ~~and~~ telephone number, **and email address** of the person seeking to conduct the parade.



- (2) If the parade is proposed to be conducted for, on behalf of, or by an organization, the name, address and telephone number of the headquarters of the organization and of the authorized and responsible heads of such organization.
- (3) The name, address, and telephone number, **and email address** of the person who will be the parade marshal and who will be responsible for its conduct.
- (4) The date when the parade is to be conducted.
- (5) The route to be traveled, the starting point and the termination point.
- (6) The location, by streets, of any assembly areas for the parade.
- (7) The hours when the parade will start and terminate.
- (8) The time at which units of the parade will begin to assemble at any assembly area or areas.
- (9) The approximate number of persons who, and animals and vehicles which, will constitute the parade; the type of animals and a description of the vehicles.
- (10) The interval of space to be maintained between units of the parade.
- (11) **State whether the applicant intends** ~~A statement as to whether the parade will to occupy all or only a portion of the~~ **entire** width of the streets, between the sidewalks, proposed to be traversed.
 - a) **If yes, provide an explanation as to why the entire area between the sidewalks is required for the parade.**
 - b) **If no, provide a detailed description of what portion of the streets will be occupied by the parade.**



- (12) **State whether the applicant intends** ~~A statement as to whether the parade will~~ to occupy any portion ~~of the width~~ of the sidewalks **adjacent to** of the streets proposed to be traversed. ~~and, if so, what portion thereof.~~ **If yes, provide a description of the portion of the sidewalk proposed to be used and an explanation as to why the use of the sidewalks is required for the parade.**
- (13) If the parade is designed to be held by, and on behalf of or for, any person other than the applicant, the applicant shall file with the Chief of Police or ~~his or her~~ **their** designee a communication in writing from the person proposing to hold the parade, authorizing the applicant to apply for the permit on his behalf.
- (14) Any additional information which the Chief of Police or ~~his or her~~ **their** designee shall find reasonably necessary to a fair determination as to whether a permit should be issued.

§ 20-67 Chief of Police or designee to act on application within ~~three~~ **five** days.

[Code 1962, § 18A-6; amended by Ord. of 4-8-2002(2)]

The Chief of Police or ~~his or her~~ **their** designee shall act upon the application for a parade permit within ~~three~~ five days after the filing thereof.

§ 20-68 Standards for issuance.

[Code 1962, § 18A-5; amended by Ord. of 4-8-2002(2)]

Nothing in this article shall permit the Chief of Police, or his designee, to deny a permit based upon political, social or religious grounds or reasons or based upon the content of the views expressed. Denial of a permit on such grounds is prohibited. The Chief of Police or his or her designee shall issue a parade permit when, from a consideration of the application and from such other information as may otherwise be obtained, he finds that:

- (1) The conduct of the parade will not substantially interrupt the safe and orderly movement of other pedestrian and vehicular traffic contiguous to its route.
- (2) The conduct of the parade will not require the diversion of so great a number or police officers of the City to properly police the line of movement and the areas contiguous thereto as to prevent normal police protection to the City.



- (3) The conduct of the parade will not require the diversion of so great a number of ambulances as to prevent normal ambulance service to portions of the City other than that to be occupied by the proposed line of march and areas contiguous thereto.
- (4) The concentration of persons, animals and vehicles at assembly and termination points of the parade will not unduly interfere with proper fire and police protection of, or ambulance service to, areas contiguous to such points.
- (5) The conduct of the parade will not interfere with the movement of firefighting equipment en route to a fire.
- (6) The conduct of the parade is not reasonably likely to cause physical injury to persons at the assembly areas and termination point or on the route to be traveled.
- (7) The parade is scheduled to move from its point of origin to its termination expeditiously and without unreasonable delays en route.
- (8) The parade is not designed to be held purely for the private profit of the person holding the same or for the sole purpose of advertising any product or goods of such person.

§ 20-69 Contents.

[Code 1962, § 18A-9; amended by Ord. of 4-8-2002(2)]

Each parade permit shall state the following information:

- (1) Assembly time.
- (2) Starting time.
- (3) Minimum speed.
- (4) Maximum speed.
- (5) Maximum interval of space to be maintained between the units of the parade.
- (6) The portions of the streets to be traversed that may be occupied by the parade.



- (7) The maximum length of the parade, in miles or fractions thereof.
- (8) The assembly area.
- (9) The termination area.
- (10) Such other information as the Chief of Police or ~~his or her~~ **their** designee shall find necessary to the enforcement of this article.

§ 20-70 Copy to be sent to City officials.

[Code 1962, § 18A-8; amended by Ord. of 4-8-2002(2)]

Immediately upon the issuance of a parade permit, the Chief of Police or ~~his or her~~ **their** designee shall send a copy thereof to the following:

- (1) The Mayor.
- (2) The City Manager.
- (3) The Fire Chief.

§ 20-71 Duties of permittee; permit to be carried on person.

[Code 1962, § 18A-12]

A permittee under this division shall comply with all permit directions and conditions and with all applicable laws and ordinances. The parade marshal or other person heading or leading the parade shall carry the parade permit upon his person during the conduct of the parade.

§ 20-72 Notice of denial.

[Code 1962, § 18A-6; amended by Ord. of 4-8-2002(2)]

If the Chief of Police or ~~his or her~~ **their** designee ~~disapproves~~ **denies** the application for a parade permit, ~~he or she~~ **the Chief of Police** shall ~~deny the permit and mail such notice of denial~~ **deny the permit and mail such notice of denial** to the applicant, ~~within three days after the date upon which the application was filed, a notice of the denial, stating the reasons for such denial.~~ **within three days after the date upon which the application was filed, a notice of the denial, stating the reasons for such denial.** The notice of denial must



be mailed on the same date as the Chief of Police denies such application and include the reasons for such denial.

§ 20-73 Appeal from denial.

[Code 1962, § 18A-11; amended by Ord. of 4-8-2002(2)]

If the **application for** Chief of Police or his or her designee denies a parade permit **is denied under this division**, the applicant shall have the right, within 10 days after the notice of denial **is** mailed to such person pursuant to § 20-72, to appeal the decision to the City Council, to be considered by it at its next regular meeting to be held after **the applicant gives written** notice of appeal ~~is given, in writing, by the applicant~~. Any person **applicant** desiring to appeal from the decision rendered by the City Council ~~on the appeal from the decision of the Chief of Police or his or her designee~~ shall have the right to appeal the same to the Southampton County Circuit Court provided **written** notice of appeal is given **to the City Manager** within 10 days after the **written** decision of the City Council **is mailed to the applicant**. ~~, in writing, is given to such person.~~

§ 20-74 Alternate permit.

[Code 1962, § 18A-7; amended by Ord. of 4-8-2002(2)]

The Chief of Police or his or her **their** designee, in denying an application for a parade permit, shall be empowered to authorize the conduct of the parade on a date, at a time or over a route different from that named by the applicant. An applicant desiring to accept an alternate permit shall, within ~~one~~ **five days** after notice of such action, file a written notice of acceptance with the Chief of Police or his or her ~~their~~ designee. **But in any event, the applicant must file written notice of acceptance no less than five days before the date of the parade as authorized by the alternate permit.** An alternate parade permit shall conform to the requirements of, and shall have the effect of, a parade permit issued under this division.

§ 20-75 Revocation.

[Code 1962, § 18A-10; amended by Ord. of 4-8-2002(2)]

The Chief of Police or his or her **their** designee shall have the authority to revoke a parade permit issued under this division for violation of the standards of issuance as set forth in § 20-68.

§ 20-76 through § 20-86. (Reserved)



Proposed New City Code:

Chapter 20. Parades and Public Assemblies

Article II. Parades

Division 1 Generally

§ 20-50 Title.

[Code 1962, § 18A-1]

This article shall be known and may be cited as the "Parade Ordinance of the City of Franklin."

§ 20-51 Defined.

[Code 1962, § 18A-2]

For the purposes of this article, the word "parade" means and includes any parade, march, ceremony, show, exhibition, pageant, or demonstration, constituting or being a procession of any kind, or any similar display, in or upon any street or municipally operated parking lot in the City.

§ 20-52 Violations of article.

[Code 1962, § 18A-14]

Any person violating any of the provisions of this article shall be guilty of a Class 2 misdemeanor.

§ 20-53 Interference.

[Code 1962, § 18A-13]

No person shall unreasonably hamper, obstruct, impede or interfere with any parade or parade assembly or with any person, vehicle or animal participating or used in a parade.

§ 20-54 through § 20-64. (Reserved)

Division 2

Permit

§ 20-65 Required; exceptions.



[Code 1962, § 18A-3; amended by Ord. of 4-8-2002(2)]

No person shall engage in, participate in, aid, form or start any parade unless a parade permit has been obtained from the Chief of Police or their designee. This section shall not apply to:

- (1) Funeral processions.
- (2) Students accompanied by and under the direction and supervision of adult school authorities going to and from school classes or participating in educational activities approved by school authorities; however, this exception shall not apply to a school band marching in formation.
- (3) A governmental agency acting within the scope of its functions.

§ 20-66 Application generally.

[Code 1962, § 18A-4; amended by Ord. of 4-8-2002(2)]

A person seeking issuance of a parade permit shall file an application with the Chief of Police or their designee on forms provided by the Chief of Police. The application shall be filed not less than fifteen nor more than sixty days before the date on which it is proposed to conduct the parade. The application shall set forth the following information:

- (1) The name, address, telephone number, and email address of the person seeking to conduct the parade.
- (2) If the parade is proposed to be conducted for, on behalf of, or by an organization, the name, address and telephone number of the headquarters of the organization and of the authorized and responsible heads of such organization.
- (3) The name, address, telephone number, and email address of the person who will be the parade marshal and who will be responsible for its conduct.
- (4) The date when the parade is to be conducted.
- (5) The route to be traveled, the starting point and the termination point.
- (6) The location, by streets, of any assembly areas for the parade.
- (7) The hours when the parade will start and terminate.
- (8) The time at which units of the parade will begin to assemble at any assembly area or areas.



- (9) The approximate number of persons who, and animals and vehicles which, will constitute the parade; the type of animals and a description of the vehicles.
- (10) The interval of space to be maintained between units of the parade.
- (11) State whether the applicant intends the parade to occupy the entire width of the streets, between the sidewalks, proposed to be traversed.
 - a) If yes, provide an explanation as to why the entire area between the sidewalks is required for the parade.
 - b) If no, provide a detailed description of what portion of the streets will be occupied by the parade.
- (12) State whether the applicant intends the parade to occupy any portion of the sidewalks adjacent to the streets proposed to be traversed. If yes, provide a description of the portion of the sidewalk proposed to be used and an explanation as to why the use of the sidewalks is required for the parade.
- (13) If the parade is designed to be held by, and on behalf of or for, any person other than the applicant, the applicant shall file with the Chief of Police or their designee a communication in writing from the person proposing to hold the parade, authorizing the applicant to apply for the permit on his behalf.
- (14) Any additional information which the Chief of Police or their designee shall find reasonably necessary to a fair determination as to whether a permit should be issued.

§ 20-67 Chief of Police or their designee to act on application within five days.

[Code 1962, § 18A-6; amended by Ord. of 4-8-2002(2)]

The Chief of Police or their designee shall act upon the application for a parade permit within five days after the filing thereof.

§ 20-68 Standards for issuance.

[Code 1962, § 18A-5; amended by Ord. of 4-8-2002(2)]

Nothing in this article shall permit the Chief of Police, or their designee, to deny a permit based upon political, social or religious grounds or reasons or based upon the content of the views expressed. Denial of a permit on such grounds is prohibited. The Chief of Police



or their designee shall issue a parade permit when, from a consideration of the application and from such other information as may otherwise be obtained, he finds that:

- (1) The conduct of the parade will not substantially interrupt the safe and orderly movement of other pedestrian and vehicular traffic contiguous to its route.
- (2) The conduct of the parade will not require the diversion of so great a number or police officers of the City to properly police the line of movement and the areas contiguous thereto as to prevent normal police protection to the City.
- (3) The conduct of the parade will not require the diversion of so great a number of ambulances as to prevent normal ambulance service to portions of the City other than that to be occupied by the proposed line of march and areas contiguous thereto.
- (4) The concentration of persons, animals and vehicles at assembly and termination points of the parade will not unduly interfere with proper fire and police protection of, or ambulance service to, areas contiguous to such points.
- (5) The conduct of the parade will not interfere with the movement of firefighting equipment en route to a fire.
- (6) The conduct of the parade is not reasonably likely to cause physical injury to persons at the assembly areas and termination point or on the route to be traveled.
- (7) The parade is scheduled to move from its point of origin to its termination expeditiously and without unreasonable delays en route.
- (8) The parade is not designed to be held purely for the private profit of the person holding the same or for the sole purpose of advertising any product or goods of such person.

§ 20-69 Contents.

[Code 1962, § 18A-9; amended by Ord. of 4-8-2002(2)]

Each parade permit shall state the following information:

- (1) Assembly time.
- (2) Starting time.
- (3) Minimum speed.
- (4) Maximum speed.



- (5) Maximum interval of space to be maintained between the units of the parade.
- (6) The portions of the streets to be traversed that may be occupied by the parade.
- (7) The maximum length of the parade, in miles or fractions thereof.
- (8) The assembly area.
- (9) The termination area.
- (10) Such other information as the Chief of Police or their designee shall find necessary to the enforcement of this article.

§ 20-70 Copy to be sent to City officials.

[Code 1962, § 18A-8; amended by Ord. of 4-8-2002(2)]

Immediately upon the issuance of a parade permit, the Chief of Police or their designee shall send a copy thereof to the following:

- (1) The Mayor.
- (2) The City Manager.
- (3) The Fire Chief.

§ 20-71 Duties of permittee; permit to be carried on person.

[Code 1962, § 18A-12]

A permittee under this division shall comply with all permit directions and conditions and with all applicable laws and ordinances. The parade marshal or other person heading or leading the parade shall carry the parade permit upon his person during the conduct of the parade.

§ 20-72 Notice of denial.

[Code 1962, § 18A-6; amended by Ord. of 4-8-2002(2)]

If the Chief of Police or their designee denies the application for a parade permit, the Chief of Police shall mail such notice of denial to the applicant. The notice of denial must be mailed on the same date as the Chief of Police denies such application and include the reasons for such denial.



§ 20-73 Appeal from denial.

[Code 1962, § 18A-11; amended by Ord. of 4-8-2002(2)]

If the application for a parade permit is denied under this division, the applicant shall have the right, within 10 days after the notice of denial is mailed to such person pursuant to § 20-72, to appeal the decision to the City Council, to be considered by it at its next regular meeting to be held after the applicant gives written notice of appeal. Any applicant desiring to appeal from the decision rendered by the City Council shall have the right to appeal the same to the Southampton County Circuit Court provided written notice of appeal is given to the City Manager within 10 days after the written decision of the City Council is mailed to the applicant.

§ 20-74 Alternate permit.

[Code 1962, § 18A-7; amended by Ord. of 4-8-2002(2)]

The Chief of Police or their designee, in denying an application for a parade permit, shall be empowered to authorize the conduct of the parade on a date, at a time or over a route different from that named by the applicant. An applicant desiring to accept an alternate permit shall, within five days after notice of such action, file a written notice of acceptance with the Chief of Police or his or her designee. But in any event, the applicant must file written notice of acceptance no less than five days before the date of the parade as authorized by the alternate permit. An alternate parade permit shall conform to the requirements of, and shall have the effect of, a parade permit issued under this division.

§ 20-75 Revocation.

[Code 1962, § 18A-10; amended by Ord. of 4-8-2002(2)]

The Chief of Police or their designee shall have the authority to revoke a parade permit issued under this division for violation of the standards of issuance as set forth in § 20-68.

§ 20-76 through § 20-86. (Reserved)



Ordinance 2024-01

AN ORDINANCE TO AMEND THE CITY OF FRANKLIN CODE ARTICLE II, CHAPTER 20 - PARADES

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

That Article II, In General, of Chapter 20, Parades, is hereby amended as followed:

Sec. 20-50 through 20-75. Parades

1. Chapter 20. Parades and Public Assemblies

Article II. Parades

Division 1 Generally

§ 20-50 Title.

[Code 1962, § 18A-1]

This article shall be known and may be cited as the "Parade Ordinance of the City of Franklin."

§ 20-51 Defined.

[Code 1962, § 18A-2]

For the purposes of this article, the word "parade" means and includes any parade, march, ceremony, show, exhibition, pageant, or demonstration, constituting or being a procession of any kind, or any similar display, in or upon any street or municipally operated parking lot in the City.

§ 20-52 Violations of article.

[Code 1962, § 18A-14]

Any person violating any of the provisions of this article shall be guilty of a Class 2 misdemeanor.

§ 20-53 Interference.

[Code 1962, § 18A-13]

No person shall unreasonably hamper, obstruct, impede or interfere with any parade or parade assembly or with any person, vehicle or animal participating or used in a parade.

§ 20-54 through § 20-64. (Reserved)

Division 2

Permit

§ 20-65 Required; exceptions.

[Code 1962, § 18A-3; amended by Ord. of 4-8-2002(2)]

No person shall engage in, participate in, aid, form or start any parade unless a parade permit has been obtained from the Chief of Police or their designee. This section shall not apply to:

- (1) Funeral processions.
- (2) Students accompanied by and under the direction and supervision of adult school authorities going to and from school classes or participating in educational activities approved by school authorities; however, this exception shall not apply to a school band marching in formation.
- (3) A governmental agency acting within the scope of its functions.

§ 20-66 Application generally.

[Code 1962, § 18A-4; amended by Ord. of 4-8-2002(2)]

A person seeking issuance of a parade permit shall file an application with the Chief of Police or their designee on forms provided by the Chief of Police. The application shall be filed not less than fifteen nor more than sixty days before the date on which it is proposed to conduct the parade. The application shall set forth the following information:

- (1) The name, address, telephone number, and email address of the person seeking to conduct the parade.
- (2) If the parade is proposed to be conducted for, on behalf of, or by an organization, the name, address and telephone number of the headquarters of the organization and of the authorized and responsible heads of such organization.
- (3) The name, address, telephone number, and email address of the person who will be the parade marshal and who will be responsible for its conduct.
- (4) The date when the parade is to be conducted.
- (5) The route to be traveled, the starting point and the termination point.
- (6) The location, by streets, of any assembly areas for the parade.
- (7) The hours when the parade will start and terminate.
- (8) The time at which units of the parade will begin to assemble at any assembly area or areas.
- (9) The approximate number of persons who, and animals and vehicles which, will constitute the parade; the type of animals and a description of the vehicles.
- (10) The interval of space to be maintained between units of the parade.

- (11) State whether the applicant intends the parade to occupy the entire width of the streets, between the sidewalks, proposed to be traversed.
 - a) If yes, provide an explanation as to why the entire area between the sidewalks is required for the parade.
 - b) If no, provide a detailed description of what portion of the streets will be occupied by the parade.
- (12) State whether the applicant intends the parade to occupy any portion of the sidewalks adjacent to the streets proposed to be traversed. If yes, provide a description of the portion of the sidewalk proposed to be used and an explanation as to why the use of the sidewalks is required for the parade.
- (13) If the parade is designed to be held by, and on behalf of or for, any person other than the applicant, the applicant shall file with the Chief of Police or their designee a communication in writing from the person proposing to hold the parade, authorizing the applicant to apply for the permit on his behalf.
- (14) Any additional information which the Chief of Police or their designee shall find reasonably necessary to a fair determination as to whether a permit should be issued.

§ 20-67 Chief of Police or their designee to act on application within five days.

[Code 1962, § 18A-6; amended by Ord. of 4-8-2002(2)]

The Chief of Police or their designee shall act upon the application for a parade permit within five days after the filing thereof.

§ 20-68 Standards for issuance.

[Code 1962, § 18A-5; amended by Ord. of 4-8-2002(2)]

Nothing in this article shall permit the Chief of Police, or their designee, to deny a permit based upon political, social or religious grounds or reasons or based upon the content of the views expressed. Denial of a permit on such grounds is prohibited. The Chief of Police or their designee shall issue a parade permit when, from a consideration of the application and from such other information as may otherwise be obtained, he finds that:

- (1) The conduct of the parade will not substantially interrupt the safe and orderly movement of other pedestrian and vehicular traffic contiguous to its route.
- (2) The conduct of the parade will not require the diversion of so great a number or police officers of the City to properly police the line of movement and the areas contiguous thereto as to prevent normal police protection to the City.
- (3) The conduct of the parade will not require the diversion of so great a number of ambulances as to prevent normal ambulance service to portions of the City other than that to be occupied by the proposed line of march and areas contiguous thereto.

(4) The concentration of persons, animals and vehicles at assembly and termination points of the parade will not unduly interfere with proper fire and police protection of, or ambulance service to, areas contiguous to such points.

(5) The conduct of the parade will not interfere with the movement of firefighting equipment en route to a fire.

(6) The conduct of the parade is not reasonably likely to cause physical injury to persons at the assembly areas and termination point or on the route to be traveled.

(7) The parade is scheduled to move from its point of origin to its termination expeditiously and without unreasonable delays en route.

(8) The parade is not designed to be held purely for the private profit of the person holding the same or for the sole purpose of advertising any product or goods of such person.

§ 20-69 Contents.

[Code 1962, § 18A-9; amended by Ord. of 4-8-2002(2)]

Each parade permit shall state the following information:

(1) Assembly time.

(2) Starting time.

(3) Minimum speed.

(4) Maximum speed.

(5) Maximum interval of space to be maintained between the units of the parade.

(6) The portions of the streets to be traversed that may be occupied by the parade.

(7) The maximum length of the parade, in miles or fractions thereof.

(8) The assembly area.

(9) The termination area.

(10) Such other information as the Chief of Police or their designee shall find necessary to the enforcement of this article.

§ 20-70 Copy to be sent to City officials.

[Code 1962, § 18A-8; amended by Ord. of 4-8-2002(2)]

Immediately upon the issuance of a parade permit, the Chief of Police or their designee shall send a copy thereof to the following:

(1) The Mayor.

(2) The City Manager.

(3) The Fire Chief.

§ 20-71 Duties of permittee; permit to be carried on person.

[Code 1962, § 18A-12]

A permittee under this division shall comply with all permit directions and conditions and with all applicable laws and ordinances. The parade marshal or other person heading or leading the parade shall carry the parade permit upon his person during the conduct of the parade.

§ 20-72 Notice of denial.

[Code 1962, § 18A-6; amended by Ord. of 4-8-2002(2)]

If the Chief of Police or their designee denies the application for a parade permit, the Chief of Police shall mail such notice of denial to the applicant. The notice of denial must be mailed on the same date as the Chief of Police denies such application and include the reasons for such denial.

§ 20-73 Appeal from denial.

[Code 1962, § 18A-11; amended by Ord. of 4-8-2002(2)]

If the application for a parade permit is denied under this division, the applicant shall have the right, within 10 days after the notice of denial is mailed to such person pursuant to § 20-72, to appeal the decision to the City Council, to be considered by it at its next regular meeting to be held after the applicant gives written notice of appeal. Any applicant desiring to appeal from the decision rendered by the City Council shall have the right to appeal the same to the Southampton County Circuit Court provided written notice of appeal is given to the City Manager within 10 days after the written decision of the City Council is mailed to the applicant.

§ 20-74 Alternate permit.

[Code 1962, § 18A-7; amended by Ord. of 4-8-2002(2)]

The Chief of Police or their designee, in denying an application for a parade permit, shall be empowered to authorize the conduct of the parade on a date, at a time or over a route different from that named by the applicant. An applicant desiring to accept an alternate permit shall, within five days after notice of such action, file a written notice of acceptance with the Chief of Police or his or her designee. But in any event, the applicant must file written notice of acceptance no less than five days before the date of the parade as authorized by the alternate permit. An alternate parade permit shall conform to the requirements of, and shall have the effect of, a parade permit issued under this division.

§ 20-75 Revocation.

[Code 1962, § 18A-10; amended by Ord. of 4-8-2002(2)]

The Chief of Police or their designee shall have the authority to revoke a parade permit issued under this division for violation of the standards of issuance as set forth in § 20-68.

§ 20-76 through § 20-86. (Reserved)

THIS ORDINANCE SHALL BE EFFECTIVE IMMEDIATELY.


ADOPTED BY THE CITY COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA ON
FEBRUARY 26, 2024.

ATTEST:

_____, Mayor

_____, Clerk



To: Amanda Jarratt, City Manager
From: Steve Patterson, Chief of Police 
Ref: City Code Public Assemblies
Date: 02-20-2024

After consultation with and approval of the City Attorney, please see the proposed changes to City of Franklin Code Chapter 20, Article III, Public Assemblies:

Current Code With Edits in Red:

§ 20-87 Defined.

[Code 1962, § 18A-16]

As used in this article, the term "public assembly" shall mean and include any public address, lecture or discourse or any public meeting, demonstration or other assembly upon any of the streets of the City or within any of the parks or municipally operated parking lots of the City. Such term shall not include a parade conducted in accord with Article II of this chapter.

§ 20-88 Violations of article.

[Code 1962, § 18A-27]

Any person violating any of the provisions of this article shall be guilty of a Class 2 misdemeanor.

§ 20-89 Erection or placement of structures at site.

[Code 1962, § 18A-26; amended by Ord. of 4-8-2002(1)]

No structure of a temporary or permanent nature shall be erected or placed at the site of a public assembly except upon the written permission of the Chief of Police **City Manager** or ~~his or her~~ **their** designee.

§ 20-90 through § 20-95. (Reserved)



Division 2

Permit

§ 20-96 Required.

[Code 1962, § 18A-16; amended by Ord. No. 4-8-2002(1)]

It shall be unlawful for ~~may~~ **any** person to organize, conduct or hold, or engage or participate in a public assembly unless a permit for such assembly has been obtained from the Chief of Police or ~~his or her~~ **their** designee.

§ 20-97 Application generally.

[Code 1962, § 18A-17; amended by Ord. of 4-8-2002(1)]

A person seeking the issuance of a permit required by this division shall file an application with the Chief of Police or ~~his or her~~ **their** designee on forms provided for such purpose. The application shall be filed not less than ~~five~~ **fifteen** nor more than ~~60~~ **sixty** days before the date on which it is proposed to conduct or hold the public assembly. Such application shall set forth the following information:

- (1) The name, address, ~~and~~ telephone number, **and email address** of the applicant.
- (2) If the public assembly is to be conducted or held for, on behalf of, or by an organization, the name, address and telephone number of the headquarters of the organization, and of the authorized and responsible heads of such organization.
- (3) The name, address, ~~and~~ telephone number, **and email address** of the person who will be in charge of such public assembly and who will be responsible for its conduct.
- (4) The names and addresses of all persons who are to speak to or address the assembly.
- (5) The date and hours for which the permit is desired **to include set up time, start time, ending time, and clean up time.**
- (6) The street, park or parking lot where the public assembly will be conducted or held, and the portions of the street, park or parking lot to be used therefore. **The**



applicant shall obtain any and all permits from the City of Franklin Department of Public Works and City of Franklin Department of Parks and Recreation.

- (7) The nature and purpose of the public assembly.
- (8) An estimate of the anticipated attendance.
- (9) If the public assembly is designed to be conducted or held by, and on behalf of or for, any person other than the applicant, the applicant shall file with the Chief of Police or his or her designee a communication in writing from the person proposing to conduct or hold the assembly, authorizing the applicant to apply for the permit on his behalf.
- (10) Any additional information which the Chief of Police or ~~his or her~~ **their** designee shall find reasonably necessary to a fair determination as to whether a permit should be issued.

§ 20-98 Chief of Police to act on application within ~~three~~ **five** days.

[Code 1962, § 18A-19; amended by Ord. of 4-8-2002(1)]

The Chief of Police or ~~his or her~~ **their** designee shall act upon the application for a permit required by this division within ~~three~~ **five** days after the filing thereof.

§ 20-99 Standards for issuance.

[Code 1962, § 18A-18; amended by Ord. of 4-8-2002(1)]

Nothing in this article shall permit the Chief of Police, or his designee, to deny a permit based upon political, social or religious grounds or reasons or based upon the content of the views expressed. Denial of a permit on such grounds is prohibited. The Chief of Police or ~~his or her~~ **their** designee shall issue a permit applied for under this division when, from a consideration of the application and from such other information as may otherwise be obtained, he finds that:

- (1) The place where it is proposed to conduct or hold the public assembly has not been reserved for other use on the date and hours requested in the application.
- (2) All customary and reasonable rents, fees, charges or deposits, if any, required by the City, or any department thereof, for the use of the park or place where it is



proposed to conduct or hold the public assembly will be paid by the applicant or person conducting or holding the same.

- (3) The conduct of the public assembly will not substantially interrupt the safe and orderly movement of pedestrian and vehicular traffic at or contiguous to the place where the same is conducted or held.
- (4) The conduct of the public assembly will not require the diversion of so great a number of police officers of the City to properly police the place where the same is conducted or held, and the areas contiguous thereto, as to prevent normal police protection to the City.
- (5) The concentration of persons, animals or vehicles at the place where the public assembly is conducted or held will not unduly interfere with proper fire and police protection of, or ambulance service to, areas contiguous to such place.
- (6) The stated purpose of the public assembly is not to incite to violence or crime or the overthrow of the government by force.
- (7) The public assembly is not designed to be conducted or held purely for the private profit of the person conducting or holding the same or for the sole purpose of advertising any product or goods of such person.

§ 20-100 Contents.

[Code 1962, § 18A-22; amended by Ord. of 4-8-2002(1)]

Each permit issued under this division shall state the following information:

- (1) The date of the public assembly.
- (2) The starting time **to include set up time.**
- (3) The termination time **to include clean up time.**
- (4) The portions of the street, park or parking lot where such public assembly may be conducted or held.
- (5) Such other information as the Chief of Police or ~~his or her~~ **their** designee shall find necessary for the enforcement of this article.



§ 20-101 Copy to be sent to City officials.

[Code 1962, § 18A-21; amended by Ord. of 4-8-2002(1)]

Immediately upon the issuance of a permit required by this division, the Chief of Police or his or her **their** designee shall send a copy to the Mayor, the City Manager and the Fire Chief.

§ 20-102 Duties of permittee; permit to be carried on person.

[Code 1962, § 18A-25]

- (a) A permittee under this division shall comply with all permit directions and conditions and with all applicable laws and ordinances.
- (b) The person conducting or holding a public assembly shall carry the permit issued under this division upon his person during the conduct of the assembly.

§ 20-103 Notice of denial.

[Code 1962, § 18A-19; amended by Ord. of 4-8-2002(1)]

If the Chief of Police or his or her **their** designee ~~disapproves~~ **denies** an application for a permit **applied for** under this division, ~~he~~ **the Chief of Police** shall ~~deny the permit and shall mail such notice of denial to the applicant;~~ **The notice of denial must be mailed within three days after the date upon which the application was filed, a notice of his action, stating the reasons for such denial. on the same date in which the Chief of Police denies such application and shall include the reasons for such denial.**

§ 20-104 Appeal from denial.

[Code 1962, § 18A-24; amended by Ord. of 4-8-2002(1)]

If the **application for** ~~Chief of Police or his or her designee~~ **denies** a permit applied for under this division **is denied**, the applicant shall have the right, within 10 days after the notice of ~~rejection~~ **denial is mailed to the applicant** given pursuant to § 20-103, to appeal the decision to the City Council, to be considered by it at its next regular meeting to be held after **the applicant gives written** notice of appeal. ~~is given in writing by the applicant.~~ Any ~~person~~ **applicant** desiring to appeal from the decision rendered by the City Council ~~on the appeal~~ **shall have the right to appeal** the same to the Southampton County Circuit



Court, provided **written** notice of appeal is given **to the City Manager** within 10 days after the **written** decision of the City Council **is mailed to the applicant**, ~~in writing, is given to such person.~~

§ 20-105 Alternate permit.

[Code 1962, § 18A-20; amended by Ord. of 4-8-2002(1)]

The Chief of Police or ~~his or her~~ **their** designee, in denying an application for a permit required by this division, shall be empowered to authorize the conduct of the public assembly on a date, at a time or at a place different from that named by the applicant. An applicant desiring to accept an alternate permit shall, within ~~one~~ **five days** after notice of such action, file a written notice of acceptance with the Chief of Police or ~~his or her~~ **their** designee. **But in any event, the applicant must file written notice of acceptance no less than five days before the date of the public assembly as authorized by the alternate permit.** An alternate permit shall conform to the requirements of, and shall have the effect of, a permit required by this division.

§ 20-106 Revocation.

[Code 1962, § 18A-23; amended by Ord. of 4-8-2002(1)]

The Chief of Police or ~~his or her~~ **their** designee shall have the authority to revoke a permit issued under this division for violation of the standards of issuance as set forth in § 20-99



Proposed new city code:

Chapter 20. Parades and Public Assemblies

Article III. Public Assemblies

Division 1. Generally

§ 20-87 Defined.

[Code 1962, § 18A-16]

As used in this article, the term "public assembly" shall mean and include any public address, lecture or discourse or any public meeting, demonstration or other assembly upon any of the streets of the City or within any of the parks or municipally operated parking lots of the City. Such term shall not include a parade conducted in accord with Article II of this chapter.

§ 20-88 Violations of article.

[Code 1962, § 18A-27]

Any person violating any of the provisions of this article shall be guilty of a Class 2 misdemeanor.

§ 20-89 Erection or placement of structures at site.

[Code 1962, § 18A-26; amended by Ord. of 4-8-2002(1)]

No structure of a temporary or permanent nature shall be erected or placed at the site of a public assembly except upon the written permission of the City Manager or their designee.

§ 20-90 through § 20-95. (Reserved)

Division 2

Permit

§ 20-96 Required.

[Code 1962, § 18A-16; amended by Ord. No. 4-8-2002(1)]



It shall be unlawful for any person to organize, conduct or hold, or engage or participate in a public assembly unless a permit for such assembly has been obtained from the Chief of Police or their designee.

§ 20-97 Application generally.

[Code 1962, § 18A-17; amended by Ord. of 4-8-2002(1)]

A person seeking the issuance of a permit required by this division shall file an application with the Chief of Police or their designee on forms provided for such purpose. The application shall be filed not less than fifteen nor more than sixty days before the date on which it is proposed to conduct or hold the public assembly. Such application shall set forth the following information:

- (1) The name, address, telephone number, and email address of the applicant.
- (2) If the public assembly is to be conducted or held for, on behalf of, or by an organization, the name, address and telephone number of the headquarters of the organization, and of the authorized and responsible heads of such organization.
- (3) The name, address, telephone number, and email address of the person who will be in charge of such public assembly and who will be responsible for its conduct.
- (4) The names and addresses of all persons who are to speak to or address the assembly.
- (5) The date and hours for which the permit is desired to include set up time, start time, ending time, and clean up time.
- (6) The street, park or parking lot where the public assembly will be conducted or held, and the portions of the street, park or parking lot to be used therefore. The applicant shall obtain any and all permits required from the City of Franklin Department of Public Works and City of Franklin Department of Parks and Recreation.
- (7) The nature and purpose of the public assembly.
- (8) An estimate of the anticipated attendance.
- (9) If the public assembly is designed to be conducted or held by, and on behalf of or for, any person other than the applicant, the applicant shall file with the Chief of Police or his or her designee a communication in writing from the person proposing to conduct or hold the assembly, authorizing the applicant to apply for the permit on his behalf.



(10) Any additional information which the Chief of Police or their designee shall find reasonably necessary to a fair determination as to whether a permit should be issued.

§ 20-98 Chief of Police to act on application within five days.

[Code 1962, § 18A-19; amended by Ord. of 4-8-2002(1)]

The Chief of Police or their designee shall act upon the application for a permit required by this division within five days after the filing thereof.

§ 20-99 Standards for issuance.

[Code 1962, § 18A-18; amended by Ord. of 4-8-2002(1)]

Nothing in this article shall permit the Chief of Police, or their designee, to deny a permit based upon political, social or religious grounds or reasons or based upon the content of the views expressed. Denial of a permit on such grounds is prohibited. The Chief of Police or their designee shall issue a permit applied for under this division when, from a consideration of the application and from such other information as may otherwise be obtained, he finds that:

(1) The place where it is proposed to conduct or hold the public assembly has not been reserved for other use on the date and hours requested in the application.

(2) All customary and reasonable rents, fees, charges or deposits, if any, required by the City, or any department thereof, for the use of the park or place where it is proposed to conduct or hold the public assembly will be paid by the applicant or person conducting or holding the same.

(3) The conduct of the public assembly will not substantially interrupt the safe and orderly movement of pedestrian and vehicular traffic at or contiguous to the place where the same is conducted or held.

(4) The conduct of the public assembly will not require the diversion of so great a number of police officers of the City to properly police the place where the same is conducted or held, and the areas contiguous thereto, as to prevent normal police protection to the City.

(5) The concentration of persons, animals or vehicles at the place where the public assembly is conducted or held will not unduly interfere with proper fire and police protection of, or ambulance service to, areas contiguous to such place.

(6) The stated purpose of the public assembly is not to incite to violence or crime or the overthrow of the government by force.



(7) The public assembly is not designed to be conducted or held purely for the private profit of the person conducting or holding the same or for the sole purpose of advertising any product or goods of such person.

§ 20-100 Contents.

[Code 1962, § 18A-22; amended by Ord. of 4-8-2002(1)]

Each permit issued under this division shall state the following information:

- (1) The date of the public assembly.
- (2) The starting time to include set up time.
- (3) The termination time to include clean up time.
- (4) The portions of the street, park or parking lot where such public assembly may be conducted or held.
- (5) Such other information as the Chief of Police or their designee shall find necessary for the enforcement of this article.

§ 20-101 Copy to be sent to City officials.

[Code 1962, § 18A-21; amended by Ord. of 4-8-2002(1)]

Immediately upon the issuance of a permit required by this division, the Chief of Police or their designee shall send a copy to the Mayor, the City Manager and the Fire Chief.

§ 20-102 Duties of permittee; permit to be carried on person.

[Code 1962, § 18A-25]

- (a) A permittee under this division shall comply with all permit directions and conditions and with all applicable laws and ordinances.
- (b) The person conducting or holding a public assembly shall carry the permit issued under this division upon his person during the conduct of the assembly.

§ 20-103 Notice of denial.

[Code 1962, § 18A-19; amended by Ord. of 4-8-2002(1)]

If the Chief of Police or their designee denies an application for a permit applied for under this division, the Chief of Police shall mail such notice of denial to the applicant. The



notice of denial must be mailed on the same date in which the Chief of Police denies such application and shall include the reasons for such denial.

§ 20-104 Appeal from denial.

[Code 1962, § 18A-24; amended by Ord. of 4-8-2002(1)]

If the application for a permit applied for under this division is denied, the applicant shall have the right, within 10 days after the notice of denial is mailed to the applicant pursuant to § 20-103, to appeal the decision to the City Council, to be considered by it at its next regular meeting to be held after the applicant gives written notice of appeal. Any applicant desiring to appeal from the decision rendered by the City Council shall have the right to appeal the same to the Southampton County Circuit Court, provided written notice of appeal is given to the City Manager within 10 days after the written decision of the City Council is mailed to the applicant.

§ 20-105 Alternate permit.

[Code 1962, § 18A-20; amended by Ord. of 4-8-2002(1)]

The Chief of Police or their designee, in denying an application for a permit required by this division, shall be empowered to authorize the conduct of the public assembly on a date, at a time or at a place different from that named by the applicant. An applicant desiring to accept an alternate permit shall, within five days after notice of such action, file a written notice of acceptance with the Chief of Police or their designee. But in any event, the applicant must file written notice of acceptance no less than five days before the date of the public assembly as authorized by the alternate permit. An alternate permit shall conform to the requirements of, and shall have the effect of, a permit required by this division.

§ 20-106 Revocation.

[Code 1962, § 18A-23; amended by Ord. of 4-8-2002(1)]

The Chief of Police or their designee shall have the authority to revoke a permit issued under this division for violation of the standards of issuance as set forth in § 20-99.



Ordinance 2024-02

**AN ORDINANCE TO AMEND THE CITY OF FRANKLIN CODE
ARTICLE III, CHAPTER 20, PUBLIC ASSEMBLIES**

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

That Article III, In General, of Chapter 20, Public Assemblies, is hereby amended as followed:

Sec. 20-87 through 20-106. Public Assemblies

1. Chapter 20. Parades and Public Assemblies

Article III. Public Assemblies

Division 1. Generally

§ 20-87 Defined.

[Code 1962, § 18A-16]

As used in this article, the term "public assembly" shall mean and include any public address, lecture or discourse or any public meeting, demonstration or other assembly upon any of the streets of the City or within any of the parks or municipally operated parking lots of the City. Such term shall not include a parade conducted in accord with Article II of this chapter.

§ 20-88 Violations of article.

[Code 1962, § 18A-27]

Any person violating any of the provisions of this article shall be guilty of a Class 2 misdemeanor.

§ 20-89 Erection or placement of structures at site.

[Code 1962, § 18A-26; amended by Ord. of 4-8-2002(1)]

No structure of a temporary or permanent nature shall be erected or placed at the site of a public assembly except upon the written permission of the City Manager or their designee.

§ 20-90 through § 20-95. (Reserved)

Division 2

Permit

§ 20-96 Required.

[Code 1962, § 18A-16; amended by Ord. No. 4-8-2002(1)]

It shall be unlawful for any person to organize, conduct or hold, or engage or participate in a public assembly unless a permit for such assembly has been obtained from the Chief of Police or their designee.

§ 20-97 Application generally.

[Code 1962, § 18A-17; amended by Ord. of 4-8-2002(1)]

A person seeking the issuance of a permit required by this division shall file an application with the Chief of Police or their designee on forms provided for such purpose. The application shall be filed not less than fifteen nor more than sixty days before the date on which it is proposed to conduct or hold the public assembly. Such application shall set forth the following information:

- (1) The name, address, telephone number, and email address of the applicant.
- (2) If the public assembly is to be conducted or held for, on behalf of, or by an organization, the name, address and telephone number of the headquarters of the organization, and of the authorized and responsible heads of such organization.
- (3) The name, address, telephone number, and email address of the person who will be in charge of such public assembly and who will be responsible for its conduct.
- (4) The names and addresses of all persons who are to speak to or address the assembly.
- (5) The date and hours for which the permit is desired to include set up time, start time, ending time, and clean up time.
- (6) The street, park or parking lot where the public assembly will be conducted or held, and the portions of the street, park or parking lot to be used therefore. The applicant shall obtain any and all permits required from the City of Franklin Department of Public Works and City of Franklin Department of Parks and Recreation.
- (7) The nature and purpose of the public assembly.
- (8) An estimate of the anticipated attendance.
- (9) If the public assembly is designed to be conducted or held by, and on behalf of or for, any person other than the applicant, the applicant shall file with the Chief of Police or his or her designee a communication in writing from the person proposing to conduct or hold the assembly, authorizing the applicant to apply for the permit on his behalf.

(10) Any additional information which the Chief of Police or their designee shall find reasonably necessary to a fair determination as to whether a permit should be issued.

§ 20-98 Chief of Police to act on application within five days.

[Code 1962, § 18A-19; amended by Ord. of 4-8-2002(1)]

The Chief of Police or their designee shall act upon the application for a permit required by this division within five days after the filing thereof.

§ 20-99 Standards for issuance.

[Code 1962, § 18A-18; amended by Ord. of 4-8-2002(1)]

Nothing in this article shall permit the Chief of Police, or their designee, to deny a permit based upon political, social or religious grounds or reasons or based upon the content of the views expressed. Denial of a permit on such grounds is prohibited. The Chief of Police or their designee shall issue a permit applied for under this division when, from a consideration of the application and from such other information as may otherwise be obtained, he finds that:

(1) The place where it is proposed to conduct or hold the public assembly has not been reserved for other use on the date and hours requested in the application.

(2) All customary and reasonable rents, fees, charges or deposits, if any, required by the City, or any department thereof, for the use of the park or place where it is proposed to conduct or hold the public assembly will be paid by the applicant or person conducting or holding the same.

(3) The conduct of the public assembly will not substantially interrupt the safe and orderly movement of pedestrian and vehicular traffic at or contiguous to the place where the same is conducted or held.

(4) The conduct of the public assembly will not require the diversion of so great a number of police officers of the City to properly police the place where the same is conducted or held, and the areas contiguous thereto, as to prevent normal police protection to the City.

(5) The concentration of persons, animals or vehicles at the place where the public assembly is conducted or held will not unduly interfere with proper fire and police protection of, or ambulance service to, areas contiguous to such place.

(6) The stated purpose of the public assembly is not to incite to violence or crime or the overthrow of the government by force.

(7) The public assembly is not designed to be conducted or held purely for the private profit of the person conducting or holding the same or for the sole purpose of advertising any product or goods of such person.

§ 20-100 Contents.

[Code 1962, § 18A-22; amended by Ord. of 4-8-2002(1)]

Each permit issued under this division shall state the following information:

- (1) The date of the public assembly.
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- (4) The portions of the street, park or parking lot where such public assembly may be conducted or held.
- (5) Such other information as the Chief of Police or their designee shall find necessary for the enforcement of this article.

§ 20-101 Copy to be sent to City officials.

[Code 1962, § 18A-21; amended by Ord. of 4-8-2002(1)]

Immediately upon the issuance of a permit required by this division, the Chief of Police or their designee shall send a copy to the Mayor, the City Manager and the Fire Chief.

§ 20-102 Duties of permittee; permit to be carried on person.

[Code 1962, § 18A-25]

(a) A permittee under this division shall comply with all permit directions and conditions and with all applicable laws and ordinances.

(b) The person conducting or holding a public assembly shall carry the permit issued under this division upon his person during the conduct of the assembly.

§ 20-103 Notice of denial.

[Code 1962, § 18A-19; amended by Ord. of 4-8-2002(1)]

If the Chief of Police or their designee denies an application for a permit applied for under this division, the Chief of Police shall mail such notice of denial to the applicant. The notice of denial must be mailed on the same date in which the Chief of Police denies such application and shall include the reasons for such denial.

§ 20-104 Appeal from denial.

[Code 1962, § 18A-24; amended by Ord. of 4-8-2002(1)]

If the application for a permit applied for under this division is denied, the applicant shall have the right, within 10 days after the notice of denial is mailed to the applicant pursuant to § 20-103, to appeal the decision to the City Council, to be considered by it at its next regular meeting to be held after the applicant gives written notice of appeal. Any applicant desiring to appeal from the decision rendered by the City Council shall have the right to appeal the same to the Southampton County Circuit Court, provided written notice of appeal is given to the City Manager within 10 days after the written decision of the City Council is mailed to the applicant.

§ 20-105 Alternate permit.

[Code 1962, § 18A-20; amended by Ord. of 4-8-2002(1)]

The Chief of Police or their designee, in denying an application for a permit required by this division, shall be empowered to authorize the conduct of the public assembly on a date, at a time or at a place different from that named by the applicant. An applicant desiring to accept an alternate permit shall, within five days after notice of such action, file a written notice of acceptance with the Chief of Police or their designee. But in any event, the applicant must file written notice of acceptance no less than five days before the date of the public assembly as authorized by the alternate permit. An alternate permit shall conform to the requirements of, and shall have the effect of, a permit required by this division.

§ 20-106 Revocation.

[Code 1962, § 18A-23; amended by Ord. of 4-8-2002(1)]

The Chief of Police or their designee shall have the authority to revoke a permit issued under this division for violation of the standards of issuance as set forth in § 20-99.

THIS ORDINANCE SHALL BE EFFECTIVE IMMEDIATELY.


ADOPTED BY THE CITY COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA ON
FEBRUARY 26, 2024.

ATTEST:

_____, Mayor

_____, Clerk



To: Amanda Jarratt, City Manager
From: Steve Patterson, Chief of Police 
Ref: City Code 17-103
Date: 02-20-2024

After consultation with and approval of the City Attorney, please see the proposed changes to City of Franklin Code 17-103:

§ 17-103 Penalties for violations of parking regulations.

[Code 1962, § 17-138; amended by Ord. No. 168, 9-8-1980; Ord. of 3-9-1987; Ord. No. 88-4, 2-8-1988; Ord. of 1-26-1998; Ord. of 2-11-2002]

(a) Unless otherwise provided, any person violating any of the provisions of this article or any parking regulation promulgated pursuant to § 17-86 shall, upon conviction, be punished by a fine of ~~not less than \$10 nor more than \$25~~ **\$100** and shall pay the applicable costs of court.

(b) However, unless otherwise provided, any person violating any of the provisions of this article or any parking regulation promulgated pursuant to § 17-86, who shall voluntarily waive his or her right to appear and be tried for the offense set forth in the citation, shall be punished by a fine of ~~\$10~~ **\$100**.



Proposed New City Code:

§ 17-103 Penalties for violations of parking regulations.

[Code 1962, § 17-138; amended by Ord. No. 168, 9-8-1980; Ord. of 3-9-1987; Ord. No. 88-4, 2-8-1988; Ord. of 1-26-1998; Ord. of 2-11-2002]

(a) Unless otherwise provided, any person violating any of the provisions of this article or any parking regulation promulgated pursuant to § 17-86 shall, upon conviction, be punished by a fine of \$100 and shall pay the applicable costs of court.

(b) However, unless otherwise provided, any person violating any of the provisions of this article or any parking regulation promulgated pursuant to § 17-86, who shall voluntarily waive his or her right to appear and be tried for the offense set forth in the citation, shall be punished by a fine of \$100.



Ordinance 2024-03

**AN ORDINANCE TO AMEND THE CITY OF FRANKLIN
CODE 17-103 – PENALTIES FOR VIOLATIONS OF PARKING REGULATIONS**

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

That Code 17-103, Penalties for violations of parking regulations, is hereby amended as followed:

§ 17-103 Penalties for Violations of Parking Regulations

1. § 17-103 Penalties for violations of parking regulations.

[Code 1962, § 17-138; amended by Ord. No. 168, 9-8-1980; Ord. of 3-9-1987; Ord. No. 88-4, 2-8-1988; Ord. of 1-26-1998; Ord. of 2-11-2002]

(a) Unless otherwise provided, any person violating any of the provisions of this article or any parking regulation promulgated pursuant to § 17-86 shall, upon conviction, be punished by a fine of \$100 and shall pay the applicable costs of court.

(b) However, unless otherwise provided, any person violating any of the provisions of this article or any parking regulation promulgated pursuant to § 17-86, who shall voluntarily waive his or her right to appear and be tried for the offense set forth in the citation, shall be punished by a fine of \$100.

THIS ORDINANCE SHALL BE EFFECTIVE IMMEDIATELY.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA ON FEBRUARY 26, 2024.

ATTEST:

_____, Mayor

_____, Clerk



*Office of the City Manager
Amanda C. Jarratt*

February 22, 2024

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.
 - Kimley Horne has been hired to navigate the HUD Grant process as mentioned in the previous City Council meeting. Our preliminary HUD package has been submitted to HUD and has been referred to final review. HBA has been procured as the architect and the kick off meeting was held on January 3, 2024. Survey work is almost complete. Conceptual design is underway.
 - 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. Final conceptual plans are complete and architectural plans will be under development soon.
 - We anticipate bidding out the improvements to Riverwalk Park in the next 30 days.
- Staff continues to work with DHCD and Kimely Horn 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.
- Three responses were received for the Franklin Southampton radio project and they are currently under review by the review team. Competitive negotiations with these firms is scheduled for next week. This is anticipated to be on the March 25th agenda.
- Staff continues to work with Court Services and our other locality partners for both short and long term solutions to the juvenile detention situation. An RFP to procure an architect to design a potential expansion of Western Tidewater Regional Jail. Mosley Architects has been selected to assist the Western Tidewater Jail Board to conduct the necessary feasibility study. A kick off meeting with Mosely was held on November 20th.
- The Great American Cleanup is scheduled for March 22nd and 23rd in Hampton Roads. Each year over 1,000 volunteers team up to clean up Hampton Roads for the regional two-day event. Volunteers from military commands, local businesses and non-profits join forces with private citizens across Hampton Roads to rid the land and water of litter, tend community gardens and improve public parks. Since 2019, volunteers have cleared more than 196 tons of litter from our environment. Staff would like to organize and register the City of Franklin for the Great American Cleanup.
- My last day with the City of Franklin is March 26th. I am working with the staff and City Council on a transition plan and to finalize the FY 25 budget.



FY 2024-2025 Budget Calendar

<u><i>Dates Subject to Change</i></u>	Day	Action Item
<i>December 6, 2023</i>	Monday	<ul style="list-style-type: none"> FY 2024-2025 Budget Requests Forms for Agencies Posted on City Webpage
<i>December 14, 2023</i>	Thursday	<ul style="list-style-type: none"> Joint Budget Work Session #1 with School Board
<i>January 8, 2024</i>	Monday	<ul style="list-style-type: none"> FY 2024-2025 Budget Requests Due from Agencies & Organizations
<i>January 12, 2024</i>	Friday	<ul style="list-style-type: none"> FY 2024-2025 Proposed Department Budgets Requests Due to City Manager
<i>January 16-26, 2024</i>		<ul style="list-style-type: none"> Management Budget Meetings with Department Directors
<i>January 22, 2024*</i>	Monday	<ul style="list-style-type: none"> 6:00 P.M. Agencies & Organizations Budget Presentations
<i>March 11, 2024*</i>	Monday	<ul style="list-style-type: none"> 6:00 P.M. Budget Work Session with City Council
<i>March 18, 2024</i>	Monday	<ul style="list-style-type: none"> FY 2024-2025 School Board Budget Submitted to City Manager
<i>March 25, 2024*</i>	Monday	<ul style="list-style-type: none"> 6:00 P.M. Budget Work Session with City Council (as necessary)
<i>April 11, 2024</i>	Thursday	<ul style="list-style-type: none"> Joint Budget Work Session #2 with School Board
<i>April 24, 2024</i>	Wednesday	<ul style="list-style-type: none"> Release Advertisement for Public Hearing
<i>May 13, 2024*</i>	Monday	<ul style="list-style-type: none"> 6:00 P.M. – Tentative Budget Work Session (as necessary) 7:00 P.M. – Public Hearing(s) on the FY 2024-2025 Proposed Budget & City Council Considers Action on School Board Budget
<i>June 10, 2024*</i>	Monday	<ul style="list-style-type: none"> City Council Considers Action on FY 2024-2025 Budget, Sets Tax Rates and Adopt Budget Resolutions

*Denotes Regularly Scheduled City Council Meeting