

FRANKLIN CITY COUNCIL  
MONDAY, June 23, 2016 – CITY HALL COUNCIL CHAMBERS – 207 W. SECOND AVE.

**6:00 P.M.****Work Session**

- A. Call To Order . . . . . MAYOR RAYSTINE D. JOHNSON-ASHBURN
- B. 2016 – 2017 Budget Work Session
- C. Recess . . . . . MAYOR RAYSTINE D. JOHNSON-ASHBURN

**7:00 P.M.****Regular Meeting**

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

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

PLEDGE OF ALLEGIANCE

CITIZENS' TIME

AMENDMENTS TO AGENDA

1. CONSENT AGENDA
  - A. Minutes: May 23, 2016
2. Public Hearing: FY 2016 – 2017 Proposed Budget
3. FINANCE
  - A. FY 2015 – 2016 School Budget Amendments, Ordinance # 2016 - 16
4. OLD/NEW BUSINESS
  - A. City Manager's Report
5. COUNCIL/STAFF REPORTS ON BOARDS & COMMISSIONS
6. CLOSED SESSION (IF NECESSARY)
7. ADJOURNMENT

**UPCOMING ITEMS TO BE SCHEDULED**

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

**SUBJECT****TENTATIVE TIME LINE**

**FY 2016 – 2017 Budget Work Session #6  
(If Necessary)**

**June 20, 2016 @ 6:00 p.m.**

**FY 2016 – 2017 Budget Adoption Called Meeting**

**June 20, 2016 @ 7:00 p.m.**

**Council Biennial Organizational Called Meeting**

**June 28, 2016 @ 6:30 p.m.**

**Rental Housing Inspection Program Public Hearing**

**TBA**

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**CONSENT AGENDA**

**A. Minutes: May 23, 2016 Regular Meeting**

The Franklin City Council held its regular meeting on Monday, May 23, 2016 at 7:00 p.m. in the Council Chambers at City Hall.

**Council Members in Attendance:** Raystine D. Johnson-Ashburn, Mayor; Barry Cheatham, Vice-Mayor; Benny Burgess, Mona Murphy, Mary Hilliard, Frank Rabil and Greg McLemore.

**Staff in Attendance:** Randy Martin, City Manager; Taylor Williams, City Attorney; Chief Phil Hardison, Police Department; Chief Vince Holt, Director of Emergency Services; Russ Pace, Director of Public Works; Brenda Rickman, Commissioner of the Revenue; Mark Bly, Director of Power and Light; Donald Goodwin, Director of Community Development and Melissa Rollins, Director of Finance.

**Others in Attendance:** Officer Rodney Little, Franklin Police Department; Dan Howe, Executive Director, Downtown Franklin Association, Inc.; and Teresa Rose-McQuay, Administrative Assistant and Acting Secretary, Recording Minutes.

### **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited by everyone in attendance.

### **CITIZENS' TIME**

### **AMENDMENTS TO AGENDA**

Vice Mayor Cheatham made the motion to amend the agenda to go into closed session at the conclusion of the regular meeting to meet in consultation with the City Attorney to receive legal advice regarding the operation of the Department of Social Services and Councilman Burgess seconded the motion.

Mayor Johnson-Ashburn asked if there were any questions or comments and hearing none Council voted.

The motion to amend the agenda was approved by a 7 – 0 vote.

### **Consent Agenda**

#### **Departmental Reports**

Mayor Johnson-Ashburn asked if there were any questions concerning the departmental reports that were sent under a separate file.

Councilman Burgess asked about the status of the Meals and Lodging taxes. Mayor Johnson-Ashburn asked Commissioner Rickman to give an update at the next council meeting. Manager Martin commented that the information could be sent out well before the next meeting. Commissioner Rickman agreed to send the requested information as soon as possible.

#### **Minutes of the May 9, 2016 Regular Meeting**

Mayor Johnson-Ashburn asked if there were any corrections or changes to the minutes. Councilman Rabil made the motion to approve the minutes as presented and Councilwoman Hilliard seconded the motion. Mayor Johnson-Ashburn asked if there were any questions or comments on the motion: hearing none she called for a vote.

The motion was approved by a 7 – 0 vote.

## **FINANCE**

### **Financial Report: April, 2016**

Mayor Johnson-Ashburn recognized Finance Director Rollins to present the April 2016 financial report. Director Rollins shared that this report was prepared using data extracted from the City's new financial reporting software with some minor tweaking to reflect similar information as previously reported using the system software being replaced. The April 2016 financial report presentation is in summary form and more information will be provided with a quarterly update at the end of the fiscal year.

### **General Fund Revenue**

Director Rollins stated that the major General Fund taxes are indicative of the local economy and shows a slight increase of 6.9% over the prior year period.

### **General Fund Expenditure History**

Director Rollins shared that there were no major changes to report in the General Fund Expenditures since the last update.

### **Enterprise Fund**

#### **Solid Waste Fund**

The cash balance at April 30, 2016 shows a slight increase of \$34,000. In March, 2016 there was a decline in cash resulting from planned use of cash (PAY-GO) to purchase equipment.

#### **Electric Fund Cash Analysis**

Director Rollins advised Council that the cash in the Electric Fund was at \$474,040 which is a decrease of \$28,164 from the prior month period.

#### **Cash Balances for April – All Funds**

Overall the total cash for all funds was \$9,018,318 at the end of April, 2016.

### **FY 2016 – 2017 Proposed Budget Presentation**

Mayor Johnson-Ashburn recognized City Manager Martin to give an update on the FY 2016 – 2017 proposed budget. Manager Martin commended the Council for their many hours of budget review and discussion thus far concerning the FY 2016 – 2017 budget process. Manager Martin gave an overview of the process thus far and an updated budget development remaining timeline. The schedule was as follows:

- April 11, 2016 – Presentations from Agencies/Organizations Work Session
- April 25, 2016 – School Division Budget Presentation Work Session
- May 16, 17, & 19, 2016 – Work sessions with the various departments

- June 8, 2016 Next Tentative Budget Work Session suggested following delivery of recommended budget
- June 13, 2016 – Public Hearing
- June 20, 2016 Potential work session and Budget Adoption Called Meeting

When the process started there was a variance of expenditure requests over projected revenue by \$3,635,646. The revised impact of Real Estate Property Tax reassessment yielded a reduction in property values in all rate classes of .55% which is a net change of \$30,060.

The amount of tax revenue generated by one cent on the real estate tax rate is \$55,230. The tax rate adjustment that would equalize the amount of revenue needed to generate the same tax levy as prior to 2016 Real Property Assessment would be \$.55 per hundred dollars of property value.

The revenue increases identified thus far are as follows:

- Local tax revenue adjustment increase - \$147,198
- State tax revenue adjustment increase - \$19,251
- Collectively; Fund Balance (Pay as you go), Capital Outlay, School Capital Outlay Projects and restricted cash for capital improvement is an increase of \$24,980.
- Total revenue adjustment identified thus far to reduce budget balance deficit - \$191,429

In the General Fund – Personnel Costs there are no new positions being added to the FY 16 – 17 budget. With the 1.1% VRS increase, reduction to city share of VRS benefit, net cost of 1.1% increase is \$18,261. The cost to provide 2.0% COLA (effective 12/1/16) is \$80,088, the increase in City share of health insurance costs (Including retirees) show a net impact in personnel changes of \$199,677.

In Operating costs of the General Fund the targeted cost reduction initiatives are obtained in Fuel Savings and General Liability & Property Insurance; budget adjusted to match renewal premium resulting in reduction from requests. Maintenance requests reduced in operating budget. The City Manager is recommending that the city utilize a energy performance project to address the needs outside the operating budget process during the new fiscal year.

General & School Fund Capital Outlay Initiatives are as follows:

- City Capital Outlay – General Fund - \$1.288 million
  - Equipment Replacement - \$519,160
  - Annual Street Improvements - \$636,000
  - New Street Improvements - \$170,000
- School Capital Outlay - \$480,000
  - Vehicle/Bus acquisition - \$255,000
  - Construction/Engineering Costs - \$225,000 (S. P. Morton classroom addition)

The revenue source for the school Capital Outlay is requested and proposed to be funded utilizing a portion of the carryover fund balance from the prior year.

Manager Martin presented a revised amount of the variance of expenditures over revenue in the amount of \$1,720,858. There has been a reduction in total not expenditure and revenue adjustments in the amount

of \$1,914,788. Manager Martin stated that he and staff are working diligently in an effort to close the remainder of the gap and the general fund budget will be balanced when the final budget is presented in the coming days.

Here are the highlights for the Enterprise Funds:

#### Water & Sewer Fund

- Increase the City's Water & Sewer rates to generate 10% additional revenue as recommended by 2013 engineer's rate study.
  - The last change in water & sewer rates was effective in July 2008
  - The proposed use of the additional revenue is primarily for wastewater system improvements.
  - Addresses the City's eligibility for grant funding to meet future utility capital needs.

#### Solid Waste Fund

No change is recommended in the Solid Waste user rates. Note: There is a 20 - 25% rate reduction projected for FY 17 – 18 (SPSA Agreement) which will be a reduction per month somewhere in between \$7.60 to \$9.50.

#### Electric Fund

- Projected wholesale rate increase from Dominion of 6.9% effective July is expected.
- FY 16 – 17 Proposed Budget is based on a department recommended 8.0% increase in the retail rate necessary to pass through the Dominion rate increase and meet cash reserve replenishment policy compliance goal.
  - This is offset by a 75.7% reduction in the fuel adjustment charge that took effect April 1, 2016.
- No proposed change to the Basic Customer Charge
- Recommends eliminating the summer & winter rate structure

In summation, Manager Martin reiterated to Council that the final proposed budget will as required be balanced. Manager Martin thanked Council, Finance Director Rollins and city staff for their roles in the budget process thus far.

Mayor Johnson-Ashburn asked if anyone had any questions or comments concerning the budget presentation.

Mayor Johnson-Ashburn asked about the proposed June 8, 2016 budget work session date and conferred with Council as to whether the date and time was acceptable to everyone. Hearing no objections, the Mayor announced the next work session was scheduled for June 8, 2016 at 6:00 at City Hall.

Councilman Burgess asked Manager Martin about the new overtime rules that have changed and what will the impact be on the budget.

Manager Martin stated that he was not expecting the change to have a significant impact on the City at this time but more research was necessary. Councilman Burgess asked to meet with Manager Martin to discuss this matter further for clarity. Manager Martin agreed to meet.

### **OLD/NEW BUSINESS**

#### **School Board Appointments: Wards 2 & 5**

Mayor Johnson-Ashburn recognized City Attorney Williams to present the school board appointments for Wards 2 and 5 for which the terms will begin on July 1, 2016 and expire on June 30, 2019. Attorney Williams reminded Council of the Public Hearing held on May 9, 2016 where they received nominations for these seats. At that time, there were nominations received from the public to reappoint Nancy Godwin for Ward 2 and Jeanette Austin for Ward 5.

Attorney Williams asked Council for their desire as to the next steps in this process.

Councilwoman Murphy made the motion to reappoint Ms. Nancy Godwin and Ms. Jeanette Austin to their respective Ward 2 and 5 seats on the school board and Councilwoman Hilliard seconded the motion.

Mayor Johnson-Ashburn asked if there were any questions or discussion concerning the motion.

Councilman McLemore expressed his dissent of not sitting down and talking with the candidates again during an interview process. Councilman McLemore made a substitute motion to have a discussion with the appointees before appointing them. The motion failed due to the lack of a second. Mayor Johnson-Ashburn then returned to the original motion initially offered by Councilwoman Murphy and seconded by Councilwoman Hilliard and asked Council to vote.

The vote was as follows:

Mayor Johnson-Ashburn, AYE; Vice-Mayor Cheatham, AYE; Councilman Burgess, AYE; Councilwoman Hilliard, AYE; Councilman Rabil, AYE; Councilwoman Murphy, AYE; and Councilman McLemore, NAY.

#### **Citizens' Time Policy Revision**

Attorney Williams reminded Council that at the last meeting during closed session he gave legal advice regarding Council's Citizens' Time Rules. He then reviewed a proposed revision of the Citizens Time Rules for Council's consideration.

Mayor Johnson-Ashburn asked if there were any questions; hearing none she asked Attorney Williams to highlight the changes. The City Attorney then reviewed and commented on the highlights of the proposed policy as revised which follows:

## CITIZENS' TIME

### GENERALLY

All meetings of the Franklin City Council are open to the public. The public is invited to attend and listen to the business of the City being conducted. (2.2 – 3707) A written agenda of the business to be conducted by Council at each meeting is prepared in advance of the meeting and is available to the public. Minutes of the open meetings are available to be read or copied. (2.2 – 3704)

### CITIZENS' TIME

The agenda for each regular Council meeting includes a Citizens' Time. This is a period of time set in the agenda to provide an opportunity for any citizen to speak to the Council about any matter involving the business of the City, concerns regarding the health, safety or welfare of citizens in the City or any of the many services provided by the City.

It should be understood there is no federal legislation or state legislation requiring any governing body, such as the Franklin City Council, to provide for Citizens' to speak to the Council.

Case law has determined that Citizens' Time in a council meeting is a "limited forum." This means two things: first, there are restrictions on a speaker's 1<sup>st</sup> Amendment right of free speech that normally prevails in a "traditional forum." Second, the Council can place limitations on the amount of time granted to a speaker and create rules for decorum and civility to prevent a disruption of the ability of the council to conduct its business in an orderly fashion. (Steinburg at 385; Collinson at 1000)

### CITIZENS' TIME RULES AND PROCEDURES

The following general rules have been adopted by the Franklin City Council for: Public Hearings, Citizens' Time, Public Comments on Agenda Items and Public Forums:

1. All cell phones and pagers shall be placed on "vibrate" or turned off. No phone is to be answered in Council Chambers.
2. Persons addressing Council should advance to the podium when their names are called and upon reaching the podium shall give Council their names and addresses and whether they represent "someone" or "some group" other than themselves, make their presentations, addressing their remarks to members of Council, and be prepared to answer any questions posed by members of Council. Written materials should be submitted to the City Attorney who sits at the right end of the Council dais.
3. Persons can address Council about matters involving the business of the City, concerns regarding the health, safety or welfare of Citizens in the City, any matters regarding the

delivery of the many services provided by the City through its various departments, speak to the performance of any city personnel, and any other matters that might involve the City business.

A speaker should not use profanity or vulgar language, make gestures to offend or insult any other person(s) make political speeches, make remarks tending to promote private business ventures, make remarks from the audience or use any signs or placards in support of or in opposition to an issue or person.

4. Any person's speech that is an insult directed at a person and not speech directed at substantive ideas or procedures or issues at hand, reasonably perceived by the presiding officer to be irrelevant to City business, or may result in the potential disruption of the orderly conduct of the meeting by its very tone and manner, will be declared out of order by the presiding officer and the speaker will be directed to yield the floor and take a seat. If the speaker does not comply and causes a disruption in the orderly conduct of the business on the agenda, he may be removed by a police officer at the request of the presiding officer.
5. No placards may be used by or be shown by any member of the audience.

#### **Citizens' Time**

1. Citizens' Time is time set aside by Council for citizens to address Council on any matters involving city business that not specifically listed on the Agenda. Persons should not address an item (s) that they intend to address when it appears on Council's agenda.
2. Citizens' Time shall ordinarily be scheduled at regular meetings of Council for a 15 minute period near the beginning of the meeting. If more time is needs, Citizens' Time may be continued for an additional 15 minute period just prior to any closed session or, if no closed session is scheduled, just prior to the end of the meeting. If additional time is needed, persons who sign up to speak shall be given priority at the next regular meeting of Council.
3. Any person may speak at Citizens' Time after placing his or her name and address and the name of any group on behalf of which he or she is speaking on the sign-up sheet located just inside Council Chambers prior to the meeting. Visual aids may be used if approved by the Mayor.
4. Persons addressing Council shall limit their presentations to five minutes, and no more than three persons may speak on behalf of any designated group. Persons who wish to address Council shall be called in the order in which they signed up to speak.
5. In most cases neither Council nor staff will respond to questions posed by citizens during Citizens Time, but answers to such questions will be communicated by staff to the persons

posing the questions promptly after necessary research or analysis is completed.

After a lengthy discussion concerning the proposed revisions, Vice Mayor Cheatham made the motion to approve the Citizens Time Rules as presented and Councilwoman Hilliard seconded the motion.

The motion was approved by a 7 – 0 vote.

### **City Manager's Report**

#### **Rental Housing Inspection Program**

City Manager Martin recognized Community Development Director Goodwin to present a status report concerning a proposed Rental Housing Inspection Program discussed at previous Council work sessions.

At the request of Council Director Godwin gave an update on a Rental Inspection Program for the City in accordance with Code of Virginia Section 36-105 that authorizes local governments to adopt conservation districts and ordinances outlining the program regulations. The program will include a proposed Rental Inspection District Map that will be presented showing the boundaries of the area along with the approximate number of rental housing units that the Rental Inspection Program will apply to. It will also cover staffing and startup costs including an estimated timeline for implementation based on the number of rental housing units within the proposed Conservation District.

Director Goodwin attached a draft resolution that will need to be adopted as the next step in creating the Rental Inspection District and adoption of a rental inspection ordinance. Before these can be adopted City Council must hold a public hearing on the proposed district and ordinance. Notice of the hearing shall be published once a week for two successive weeks in a newspaper published or having general circulation in the locality.

Director Goodwin and Manager Martin asked Council to provide staff with direction on the next steps in this process.

After a considerable question and answer period; Mayor Johnson-Ashburn called for a motion.

Vice Mayor Cheatham made the motion to schedule the required Public Hearing as the next step in the process. Councilwoman Murphy seconded the motion.

Mayor Johnson-Ashburn asked for any questions or comments; hearing none Council voted.

The motion was approved by a 7 – 0 vote.

#### **Madison Street CDBG Project Update**

Manager Martin recognized Director Goodwin who presented an update on the state CDBG grant received by the City last year. This Madison Street Revitalization Area CDBG Program update will provide Council and citizens a summary of the progress the City has made to date in the Project area. As Council will recall the City received a 2014 Virginia CDBG Competitive Multi-Year Grant Offer of \$1,233,575 from the Virginia Department of Housing and Community Development for the Madison

Street Neighborhood Revitalization project area. The City is now under contract with DHCD for MY-1 (year 1) in the amount of \$700,000. The Management Team and the Housing Oversight Board has been meeting regularly since July 2015 to insure we are carrying out the activities and completing the products stipulated in the contract. Director Goodwin updated Council on the progress of the work on the project. There has been a number of citizens interested in the program.

### **COUNCIL/STAFF REPORTS ON BOARDS & COMMISSIONS**

#### **SPSA Update**

Attorney Williams gave a brief update on the progress of the SPSA Post 2018 and the status of the disposal contract being awarded to RePower South. Mayor Johnson-Ashburn commended Attorney Williams for all his hard work in regards to his efforts representing the City's interests on the SPSA board of directors.

Councilman Burgess reported on the advisory board meeting at the Franklin Business Center (Incubator) on May 18, 2016. He distributed to Council an Economic Impact statement for 2015. The Franklin Business Center is generating jobs and money for the City of Franklin and Southampton County.

Vice Mayor Cheatham reported on the Western Tidewater Regional Jail Authority meeting. He noted that the number of federal inmates have increased substantially which is helping reduce the deficit quicker. He commented on the progress of the energy upgrades which are going well. Vice Mayor Cheatham also commented that they are looking into improving the mental health program for the inmates in the jail.

Councilman Rabil reported on the Courthouse committee meeting held with County representatives on May 18, 2016. The committee voted to recommend to the Board of Supervisors to have the question posed on a referendum for the citizens of the City of Franklin and Southampton whether to move the Courthouse to a new location and for the City and County to pursue consolidation of the City and County courts.

Councilman Rabil reminded Council of the Business Friendly meeting on May 24, 2016 in the upstairs conference room of City Hall at 5:15 p.m. He invited the community to come out to the Cruise In on Wednesday night and We Be Jammin on Thursday.

Manager Martin reported on the HRTPO, HRPDC and the HRTAC meetings that were held on May 19, 2016. He reported that various items were discussed. He reported that they are looking at streamlining the HRPDC Board to make it more effective. He also reported that the improvements for the 460, 13 and 58 corridor from Bowers Hill to the overpass in Suffolk have been slated in the long term plans of the HRTPO and a public hearing will be held on an initial funding commitment of \$5,000, 000 for the project planning and design initial steps..

#### **Closed Session**

Councilwoman Hilliard made the motion that the Franklin City Council meet in Closed Session for consultation with the City Attorney to receive legal advice regarding the operation of the City of Franklin Department of Social Services as permitted by Virginia Code Section 2.2 – 3711 (A) (7). Vice Mayor Cheatham seconded the motion.

The motion was approved by a vote of 7 – 0.

**The Council entered into closed session at 8:47 p.m.**

Mayor Johnson-Ashburn reconvened the open session at 9:20 p.m. and asked for a motion certifying the closed session.

Councilman Rabil made a motion certifying that the only matters discussed during the closed session were those lawfully exempted from open meeting requirements and identified in the motion by which the closed session was convened. The motion was seconded by Vice-Mayor Cheatham.

The motion was approved by a 7 – 0 vote.

**Adjournment**

Vice Mayor Cheatham made a motion to adjourn the meeting which was seconded by Councilwoman Murphy.

The motion was approved by a 7 – 0 vote.

**Mayor Johnson-Ashburn declared the meeting adjourned at 9:21 p.m.**

**These Minutes for May 23, 2016 City Council Meeting were adopted on the 13<sup>th</sup> day of June, 2016.**

\_\_\_\_\_  
Mayor

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

**PUBLIC HEARING**

**A. FY 2016 – 2017 Proposed Budget**



**PUBLIC HEARING – CITY OF FRANKLIN, VIRGINIA  
ON PROPOSED BUDGET AND TAX RATES  
For July 1, 2016 - June 30, 2017**

Notice is hereby given that the proposed budget for the fiscal year beginning July 1, 2016 for the City of Franklin has been submitted to the City Council and is available for public inspection at the locations listed in this notice. Notice is hereby given that the Franklin City Council will hold a Public Hearing on the proposed July 1, 2016-June 30, 2017 Operating and Capital Improvement Budgets for City Funds at 7:00 p.m. on Monday, June 13, 2016 in the City Council Chambers of the City Hall Building located at 207 W. Second Avenue. Any citizen may appear at the aforesaid time and place to offer comments on the proposed budget.

The Proposed Fiscal Year (FY2016-2017) City budget for all operating funds is recommended to be \$55,886,074 which is \$267,525 or .48% above the FY 2015-2016 adopted budget. The proposed **General Fund** budget of \$22,470,652 is \$98,511 or .44% higher than the FY 2015-2016 Adopted Budget including Interfund transfers and an increase of \$367,878 or 2.43% above the prior year budget as adopted before Interfund transfers. The increase in the General Fund results primarily from an overall increase in personnel costs (salaries, fringe benefits and health insurance). Additional revenue and expenditure increases and decreases are further detailed in the budget document. Interfund transfers decreased by \$269,367 mainly as a result of a re-allocation of carryover funds for Education from operating use to Capital Outlay. The transfer to support the School Debt Service Fund, Airport and Franklin Business Center operations will increase, while General Fund debt, Social Services and Comprehensive Services Funds transfers will decrease.

The **Electric Fund** proposed budget of \$15,260,769 is a decrease of \$551,869 or 3.49% from the FY 2015-2016 budget. This decrease is the result of a Dominion approved decrease in the fuel surcharge paid to the electric power producer/supplier by customers. The proposed budget accounts for an anticipated 6.9% increase in Dominion Virginia Power’s wholesale power cost. A recommended rate increase of 8.0% is proposed to offset the increase in the wholesale power costs from Dominion which is based on kilowatt hours used. No increase is proposed in the basic monthly charge. The impact on a residential customer utilizing 1,000 kWh hours will be \$8.09 for the estimated Dominion wholesale rate increase. This is offset by a 75.7% decrease in the fuel adjustment change for a net increase for customers using 1,000 kWh usage of \$1.07 or a net increase of \$1.40 per month based on the City’s average customer usage of 1,300 kWh. The proposed budget also eliminates the City’s winter/summer seasonal rate structure.

The **Franklin City Schools** FY 2016-2017 Proposed Operating Fund of \$16,385,266 reflects no change in the City’s 2015-2016 base appropriation of \$4,987,395. A one-time carryover of \$480,000 remaining from FY 2014-2015 is proposed for allocation to the City’s Capital Improvement Budget for School Projects. In addition, the proposed City budget includes debt service requirements in the amount of \$678,096 for school related projects. The total FY 2016-2017 school related funding from the City’s general fund, including debt payments and capital outlay, is \$6,145,491.

Notice is hereby given that the City Council shall consider adoption of an Ordinance to Set and Impose Tax Levies and Fees as follows:

**Section 27-47.1 Levy of Article II Real Estate Taxes of Chapter 27 TAXATION of the Franklin City Code.**

**Real Estate Tax-** An increase in the current rate of \$0.99 cents per \$100 (including public service corporations assessed by the State Corporation Commission). The proposed budget as shown is based on a **\$1.00** revenue neutral tax rate. The increase of \$0.01 offsets a decrease in real estate values resulting from the 2016 Reassessment of Real Property.

**Section 13.15 FEES FOR CITY COLLECTION OF GARBAGE, WASTE and OTHER REFUSE of the Franklin City Code.**

**Trash Collection Fees** – The trash collection fee is recommended to remain unchanged for residential customers at \$38.00 per month. The commercial rate also remains unchanged.

**Water & Sewer Rates** – A proposed increase in water and sewer rates is recommended sufficient to generate a 10% increase in revenue as detailed in the budget document.

**Personal Property Tax Relief Rate** – The Council shall set as part of the annual budget, and adopt pursuant to Virginia Code Section 58.1-3524, the rate of tax relief at such a level that is anticipated to fully exhaust PPTRA relief funds provided to the City by the Commonwealth. This proposed rate is based upon the action of the General Assembly to “cap” the amount of personal property tax relief that the State pays to localities.”

- Personal use vehicles valued at \$1,000 or less will be eligible for 100% tax relief;
- Personal use vehicles valued at \$1,001 to \$20,000 will be eligible for tax relief at a percentage of 52% (previously 55%);
- Personal use vehicles valued at \$20,001 or more shall be eligible for tax relief at 52% on the first \$20,000 of value and taxed fully on the balance of the value under this program (previously 55%).

**Electric service rates** – recommended to change as described above in this notice.

Downtown District Tax rate will remain the same.

The City’s fee rate structure includes changes to the City’s returned check fee and erosion control and sediment fees.

	FY 15-16 ADOPTED	FY 15-16 AMENDED	City Manager PROPOSED FY 16-17	Variance over Admended	Variance (%)	Variance Over Adopted	Variance %
General Fund*	\$ 15,108,197	\$ 16,376,602	\$ 15,476,075	\$ (900,527)	-5.50%	367,878	2.43%
Water & Sewer Fund	\$ 3,137,750	\$ 3,137,750	\$ 3,448,250	\$ 310,500	9.90%	310,500	9.90%
Airport Fund	\$ 322,537	\$ 322,537	\$ 406,841	\$ 84,304	26.14%	84,304	26.14%
Electric Fund	\$ 15,812,638	\$ 15,812,638	\$ 15,260,769	\$ (551,869)	-3.49%	(551,869)	-3.49%
Solid Waste Fund	\$ 1,402,353	\$ 1,402,353	\$ 1,534,872	\$ 132,519	9.45%	132,519	9.45%
Economic Dev. Fund	\$ 307,636	\$ 307,636	\$ 304,695	\$ (2,941)	-0.96%	(2,941)	-0.96%
School Fund	\$ 15,841,262	\$ 15,851,262	\$ 15,592,927	\$ (258,335)	-1.63%	(248,335)	-1.57%
School Cafeteria Fund	\$ 644,004	\$ 644,004	\$ 792,339	\$ 148,335	23.03%	148,335	23.03%
Social Services	\$ 1,686,944	\$ 1,686,944	\$ 1,683,196	\$ (3,748)	-0.22%	(3,748)	-0.22%
Comprehensive Services	\$ 216,686	\$ 216,686	\$ 252,900	\$ 36,214	16.71%	36,214	16.71%
School Debt Service	\$ 659,392	\$ 659,392	\$ 678,096	\$ 18,704	2.84%	18,704	2.84%
General Fund Debt Service	\$ 479,150	\$ 479,150	\$ 455,114	\$ (24,036)	-5.02%	(24,036)	-5.02%
<b>TOTAL (PROIR TO TRANSFERS)</b>	<b>\$ 55,618,549</b>	<b>\$ 56,896,954</b>	<b>\$ 55,886,074</b>	<b>\$ (1,010,880)</b>	<b>-1.78%</b>	<b>\$ 267,525</b>	<b>0.48%</b>

**\*Prior to General Fund Transfers**

FY 16-17 Capital Improvement Budget by Fund	
General Fund	\$ 1,092,885
Education	\$ 480,000
Solid Waste	\$ 260,000
Water & Sewer	\$ 748,471
Airport	\$ 151,240
<b>Total CIP Expenditures</b>	<b>\$ 2,732,596</b>

Funding Source - FY 16-17 Capital Improvement Budget	
Restricted Fund Balance (FY16)	\$ 24,980
School Fund Carryover (FY15)	\$ 480,000
Unassigned Fund Balance	\$ 432,005
General Fund Operating Rev	\$ 644,548
Solid Waste Cash Reserves	\$ 212,793
Solid Waste Operating Rev	\$ 47,207
State & Federal Grants	\$ 142,592
Water & Sewer Cash Reserves	\$ 748,471
<b>TOTAL CIP REVENUE</b>	<b>\$ 2,732,596</b>

*Copies of the complete budget and tax ordinance, and other fee changes are available for public inspection during normal business hours Monday through Friday at the following locations: City Manager’s Office at 207 W. 2nd Avenue, M. L. King, Jr. Center, Ruth Camp Campbell Memorial Library, or on the City’s website at: [www.franklinva.com](http://www.franklinva.com) under Proposed Budget.*

**IMPORTANT NOTICE:** The FY 2016-2017 City Operating Budget must be approved by the City Council prior to July 1, 2016. Prior to and following the aforementioned public hearing on the budget proposal, the City Council will conduct special work sessions as authorized by statutory authority. These meetings will be scheduled as prescribed by applicable laws regulating lawful meetings of public bodies in the Commonwealth of Virginia.

Respectfully Submitted,  
R. Randy Martin, City Manager

**FINANCE**

**A. FY 2015 – 2016 School Budget Amendments, Ordinance # 2016 - 16**



June 8, 2016

To: Randy Martin  
City Manager

From: Melissa D. Rollins  
Director of Finance

Re: **Budget Amendment Request #2016-16 – School Fund**

The Franklin School Division has received numerous local, state and federal grant awards for FY 2015-2016:

1. Franklin Southampton Charities (*local grants*) awarded Franklin City Public Schools \$194,585 in grant funds to be used for the following programs:

Program	Amount
Robotics Team	\$1,150
Health Occupations Program	\$28,600
FHS DECA & Association	\$7,500
STREAM Summer School Enrichment	\$110,020
Science Department	\$10,695
Graz/n Acres Program	\$4,000
Future Problem Solving Program	\$15,570
Various	\$17,050
<b>Total Franklin/Southampton Charities Grant</b>	<b>\$194,585</b>

2. The School Division received miscellaneous local donations in the amount of \$525 to support school sponsored activities.
3. The School Division was awarded *state grant* funds for the following programs:

Program/Expenditure	Amount
Mentor Teacher Program	\$3,521
Positive Behavior Intervention	\$7,616
Cyber Camp Program	\$62,500
Security Equipment Grant	\$73,415
<b>Total State Grants</b>	<b>\$147,052</b>

4. Additional *federal* grant funds were received in the amount of **\$4,029** for Project Graduation and **\$63,000** for Opportunity Inc.

Combined, local, state and federal grant awards total \$409,191.

**Required Action From City Council:**

Authorize the amendment of state, local and federal grant awards in the amount of \$409,191 to the FY 2015-2016 School Division Budget per the expenditure categories outlined and appropriate the funds for expenditure.

## BUDGET AMENDMENT 2016-16

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA that the 2015-2016 School Fund is hereby amended to recognize grant funds and to appropriate the funds for expenditure.

		2015-2016 Budget	Amended Budget	Increase (Decrease)
<b>REVENUE</b>				
250	33010-0257 Project Graduation	\$ 14,129	\$ 18,158	\$ 4,029
250	24000-0232 Mentor Teacher Program	\$ -	\$ 2,521	\$ 2,521
250	18990-1881 Franklin/SH Charities	\$ -	\$ 177,535	\$ 177,535
250	24000-0232 Mentor Teacher Program	\$ 2,521	\$ 3,521	\$ 1,000
250	24000-0203 Positive Behavior Intervention	\$ -	\$ 7,616	\$ 7,616
250	24000-0203 Cyber Camp Program	\$ 7,616	\$ 70,116	\$ 62,500
250	24000-0203 Security Equipment Grant	\$ 70,116	\$ 143,531	\$ 73,415
250	18990-1881 Franklin/SH Charities	\$ 177,535	\$ 194,585	\$ 17,050
250	33010-0282 Opportunity Inc Grant	\$ 143,531	\$ 206,531	\$ 63,000
250	18990-1800 Misc. Donation	\$ -	\$ 525	\$ 525
	<b>TOTAL REVENUE</b>			<b>\$ 409,191</b>
<b>EXPENSES</b>				
<b>EDUCATION FUND</b>				
250	60000-0056 Projection Graduation Academy	\$ 14,129	\$ 18,158	\$ 4,029
250	60000-0001 Instruction	\$ 10,380,856	\$ 10,649,078	\$ 268,222
250	60000-0011 Technology	\$ 663,381	\$ 736,796	\$ 73,415
250	60000-0034 Opportunity Inc	\$ -	\$ 63,000	\$ 63,000
250	60000-0002 Administration & Health	\$ 1,057,200	\$ 1,057,725	\$ 525
	<b>TOTAL EXPENSES</b>			<b>\$ 409,191</b>

*\*To amend the FY 2015-2016 Budget to reflect the award of local, state and federal grants totaling \$409,191 and appropriate the funds for expenditure.*

*Certified copy of resolution adopted by  
Franklin City Council*

*Clerk to the City Council*



# Franklin City Public Schools

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

TO: Mr. Randy Martin, City Manger

FROM: Willie J. Bell, Jr., Superintendent

RE: FY 2016 Authorization to Request Appropriation

DATE: May 31, 2016

At the Franklin City Public Schools Board meeting on December 17, 2015, the following authorization request for appropriations was approved:

- Project Graduation of \$18,158.00

In order to correctly account for the funds, the FY 2015-2016 school budget must be increased by \$ 18,158.00. The amendments should be to the following revenue and expenditures:

Revenues

- Fund 250-3-33010-0257 ✓ \$ 18,158.00

Expenditures

- Fund 250-4-60000-0056 \$ 18,158.00

14,129 budgeted  
4,029 Amended

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

cc: Melissa Rollins, Franklin City Finance Director  
Laveka Jarrell, Coordinator of Finance – FCPS



# Franklin City Public Schools

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

TO: Willie J. Bell, Jr. Superintendent

FROM: Laveka P. Jarrell, Coordinator of Finance

RE: FY 2016 Authorization to Request Appropriation

DATE: December 17, 2015

Franklin City Public Schools received the attached notification from Project Graduation 2015-2016 Academic Year Academy in the amount of \$18,158.00 for students receiving intervention through Project Graduation. In order to correctly account for these funds, the FY 2015-2016 school budget must be increased by \$18,158.00.

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

cc: School Board Clerk



# COMMONWEALTH of VIRGINIA

## DEPARTMENT OF EDUCATION

P.O. BOX 2120  
RICHMOND, VA 23218-2120

November 20, 2015

Dr. Willie J. Bell, Jr.  
Superintendent  
Franklin City Public Schools  
207 W. Second Avenue  
Franklin, VA 23851-2100

Dear Dr. Bell:

Thank you for submitting your application for the Project Graduation 2015-2016 Academic Year Academy. Enclosed is the Grant Award Notification which states that your project will be funded in the amount of **\$18,158**. The period of performance is October 1, 2015 – June 30, 2016. The final reimbursement request must be received by the Virginia Department of Education in OMEGA by May 25, 2016.

Students receiving intervention through Project Graduation funding taking a Standards of Learning (SOL) test or End-of-Course (EOC) substitute test (e.g., WorkKeys Writing, etc.) must have the "Project Graduation" field coded with a "Y" in their student data record. This field can be coded manually in PearsonAccess or uploaded using a Student Data Upload (SDU) file prior to testing.

If you have any questions, please contact Kim Powell, grants and reports manager, Office of Science and Health Education, by e-mail at [Kim.Powell@doe.virginia.gov](mailto:Kim.Powell@doe.virginia.gov) or by telephone at (804) 225-3609. Thank you for your work to help all students in Virginia achieve a high school diploma.

Sincerely,

A handwritten signature in black ink, appearing to read "John W. Haun".

John W. Haun, Ed.D.  
Chief Academic Officer/Assistant Superintendent for  
Instruction

JWH/MB/kp  
Enclosure



COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF EDUCATION  
PO BOX 2120  
RICHMOND, VIRGINIA 23218-2120

Effective 11/1/15-6/30/16

Last revised 10/15/2015

**GRANT AWARD NOTIFICATION**

Recipient Information		DOE Information	
1. Contact Information:	Dr. Willie J. Bell, Jr. Superintendent Franklin City Public Schools 207 W. Second Avenue Franklin, VA 23851-2100	10. Grant Authority:	State/Project Graduation
2. Universal Identifier (DUNS):	623011843	11. FAIN:	
3. Payee Number:	135	12. Federal/State Award Date:	November 10, 2015
4. Grant Award Title:	Project Graduation Academic Year Academy 2015-2016	13. Total Federal/State Award:	\$2,774,478
5. DOE Contact:	Kim Powell Office of Science and Health Education (804) 225-3609 <a href="mailto:Kim.Powell@doe.virginia.gov">Kim.Powell@doe.virginia.gov</a>	14. Fund Source:	Special
		15. Project Code:	42890
		16. Revenue Source Code:	240415
		17. Program Service Area:	178-05
6. Grant Award Number:	PGAY15-16-135	18. Recipient Type:	Subrecipient
		19. Fiscal Year:	2016
7. Grant Award Type:	New	20. Indirect Cost Rate:	0 Choose an item.
8. Grant Award Amount:	\$18,158	21. Special Terms and Conditions: <i>All federal grant awards are subject to 2 CFR Part 200, and Appendix II for contracts made with federal funds from this grant award. All awards are further subject to "Additional Required Special Terms and Conditions for Grant Awards" on Attachment A. This award is not for research and development. Indirect cost rates negotiated by DOE on LEA's behalf can be viewed at <a href="http://www.doe.virginia.gov/school_finance/budget/index.shtml">http://www.doe.virginia.gov/school_finance/budget/index.shtml</a></i>	
	Original/Previous Current Award		
	\$18,158	Total Award	
9. Period of Grant Award:	October 1, 2015 – June 30, 2016		
22. Program Specific Instructions:			
<ul style="list-style-type: none"> <li>The project will be funded at the level noted above, contingent upon the availability of funds.</li> <li>These funds are intended to cover expenses in support of the project as outlined in the grant proposal on a reimbursement basis.</li> <li>Funds will be available after January 1, 2016.</li> <li>Final reimbursement requests must be received by the Department of Education via OMEGA by May 25, 2016.</li> <li>No Indirect Cost Recovery is allowed.</li> </ul>			
23. Authorized By:	24. Authorized By:	25. Date:	
John William Haun, Ed.D., Chief Academic Officer/Assistant Superintendent for Instruction	Kent Dickey, Deputy Superintendent Finance & Operations		

SH

**ADDITIONAL REQUIRED SPECIAL TERMS AND CONDITIONS**  
**FOR GRANT AWARDS**

**Ownership of Intellectual Property (Revised 2/22/13)**

1. **OWNERSHIP OF INTELLECTUAL PROPERTY:** All copyright and patent rights to all deliverables provided to the Virginia Department of Education in the performance of this contract (“the Intellectual Property”) shall become the sole property of the Virginia Department of Education. The grantee hereby assigns to the Commonwealth exclusively all right, title, and interest in and to all rights in the Intellectual Property that the grantee may have or obtain, without further consideration, free from any claim, lien for balance due, or rights of retention thereto on the part of the grantee. Upon request, the grantee shall promptly provide any further acknowledgment or assignment in a tangible form satisfactory to the Virginia Department of Education to evidence the Virginia Department of Education’s sole ownership of the Intellectual Property.
2. **SUBCONTRACTS/SUBAWARDS:** No portion of the work shall be subcontracted or subawarded without prior written consent of the Virginia Department of Education. In the event that the grantee subcontracts /subawards any part of the work specified herein, the grantee shall include Term & Condition #1 in the contract(s)/subaward(s) with the subcontractor(s)/subgrantee(s), shall remain fully liable and responsible for the work to be done by its subcontractor(s)/subgrantee(s), and shall assure compliance with all requirements of the grant.
3. **GRANTEE RIGHTS TO USE MATERIALS:** The grantee is hereby granted a royalty-free, non-exclusive and irrevocable license in perpetuity to reproduce, publish or otherwise use the Intellectual Property for noncommercial purposes. Such rights shall include, but are not limited to the right to claim credit as the original author of the Intellectual Property, the right to use and authorize others to use the Intellectual Property in research and for preparation of teaching materials for noncommercial use, and the right to transfer to publishers the copyrights in scholarly publications and textbooks that include an insubstantial portion of the Intellectual Property. The Grantee may seek further rights to use the Intellectual Property by submitting a written request for authorization to the Superintendent of Public Instruction, which authorization shall not reasonably be withheld.

**Monitoring and Reporting**

1. DOE and auditors shall have access to subrecipient records and financial statements as necessary to meet monitoring requirements.
2. Project reimbursement and amendment requests must be made utilizing DOE’s automated system (OMEGA). Exceptions may be granted by DOE grants managers via notice on the Notification of Grant Award if project reimbursement submissions are expected to be minimal during the award period.
3. Reimbursement may be requested prior to an activity, after the expenditure of funds, where payment in advance of an activity is required. This includes but is not limited to airfare, deposits, and registrations. The LEA is responsible for reconciling expenses after the activity has occurred. Reimbursement may be requested for the difference of expenses higher than the previously requested amount. Expenses lower than the previously requested amount must be repaid via a credit on a reimbursement request within 30 days of the completed activity.

Limit Search N From/To Date: 00000000 / 99999999

Company No: 001 Account Number: 3250 33010 257 Period:  
Project Grad

<u>Budget Amount</u>	<u>Year To Date</u>	<u>Encumbrances</u>	<u>Balance</u>
\$14,129.00-	\$ .00	\$ .00	\$14,129.00-

Date	Source	Reference Number	PO#	Amount	Period
*****		G/L Year-To-Date-			
*****		Encumbrance-			
*****		A/P Holding File-			
*****		P/R Holding File-			
*****		U/T Holding File-			

More...

F3=Exit

F5=Print

F19=Page Left

F20=Page Right

Grant = 18,158  
14,129  
 \$ 4,029 Amendment



# Franklin City Public Schools

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

TO: Mr. Randy Martin, City Manger

FROM: Willie J. Bell, Jr., Superintendent

RE: FY 2016 Authorization to Request Appropriation

DATE: May 24, 2016

At the Franklin City Public Schools Board meeting on May 19, 2016, the following authorization request for appropriations was approved:

- Mentor Teacher Programs in the amount of \$2,521.01

In order to correctly account for the funds, the FY 2015-2016 school budget must be increased by \$ 2,521.01. The amendments should be to the following revenue and expenditures:

#### Revenues

- Fund 250-3-24000-0232 \$ 2,521.01

#### Expenditures

- Fund 250-4-6000-0001 \$ 2,521.01

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

cc: Melissa Rollins, Franklin City Finance Director

Laveka Jarrell, Coordinator of Finance – FCPS



# Franklin City Public Schools

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

TO: Willie J. Bell, Jr. Superintendent

FROM: Laveka P. Jarrell, Coordinator of Finance

RE: FY 2016 Authorization to Request Appropriation

DATE: May 19, 2016

Franklin City Public Schools received the attached grant notification for Mentor Teacher Programs in the amount of \$2,521.01. In order to correctly account for these funds, the FY 2015-2016 school budget must be increased by \$2,521.01.

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

cc: School Board Clerk



RECEIVED

JAN 20 2016

Office of the Superintendent  
Franklin City Public Schools

# COMMONWEALTH of VIRGINIA

## DEPARTMENT OF EDUCATION

P.O. BOX 2120

RICHMOND, VA 23218-2120

January 13, 2016

TO: Mr. Willie J. Bell, Jr., Division Superintendent  
Franklin City Public Schools

FROM: Dr. Joan B. Johnson, Director of Teacher Education  
Division of Teacher Education and Licensure

SUBJECT: 2015-2016 Funding for Mentor Teacher Programs

A handwritten signature in black ink, appearing to be "JBJ", written over the "FROM:" line of the memo.

Enclosed is the Notification of Grant Award in response to the affidavit submitted to obtain funding to implement and enhance mentor teacher programs for the 2015-2016 school year. This mentor program funding for your school division has been approved in the amount of **\$2,521.01**. Funds allocated are based on a non-duplicated count (i.e., excluding Career Switcher Programs) of the number of teachers with zero years of experience contained in an affidavit submitted by your school division to the Department of Education for the 2015-2016 school year. The state share of funds for this program is based on **\$210.08** per each of 12 first-year teachers. Payments to school divisions are based on the number of teachers in participating school divisions. Contingent upon availability of funds, school divisions will be paid electronically, at the level noted, on a semi-monthly basis beginning Friday, January 29, 2016. Funds are retroactive to July 1, 2015.

School divisions receiving funds are required to complete the 2015-2016 *Mentor Teacher Program Report*, due on Friday, June 3, 2016. The report will be collected through the Department of Education's Single Sign-on for Web Applications Systems (SSWS). Access to the SSWS application for school division personnel should be requested through the school division's SSWS account manager. The report format will be available no later than March 25, 2016. The mentor teacher program coordinator should work in collaboration with the human resources representative to complete the report. Reports must be submitted for school divisions to be considered for any available 2016-2017 program funds.

If you should have questions regarding the funding allocation for the implementation of the Mentor Teacher Program requirements, please contact me at (804) 371-2475 or [Joan.Johnson@doe.virginia.gov](mailto:Joan.Johnson@doe.virginia.gov).

JBj/alh  
Enclosures

c: Mr. Kelvin Edwards



COMMONWEALTH OF VIRGINIA  
 DEPARTMENT OF EDUCATION  
 PO BOX 2120  
 RICHMOND, VIRGINIA 23218-2120

Effective 11/1/15-6/30/16

Last revised 10/15/2015

**GRANT AWARD NOTIFICATION**

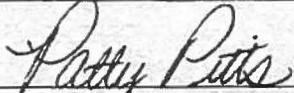
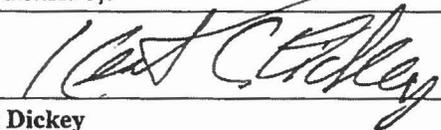
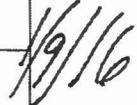
Recipient Information		DOE Information					
1. Contact Information:  Mr. Willie J. Bell, Jr. Division Superintendent and Mr. Kelvin Edwards Mentor Teacher Program Contact Franklin City Public Schools 207 W Second Avenue Franklin, Virginia 23851 2100 Phone: 757-569-8111 E-Mail: kedwards@ffcpsva.org	10. Grant Authority:		Lottery Proceeds Fund				
	11. FAIN:		N/A				
	12. Federal/State Award Date:		State: December 14, 2015				
	13. Total Federal/State Award:		\$2,521.01				
2. Universal Identifier	623011843	14. Fund Source:	Special				
3. Payee Number:	00135	15. Project Code:	614740000				
4. Grant Award Title:	2015-2016 New Teacher Mentor Program	16. Revenue Source Code:	240290				
5. DOE Contact:  Dr. Joan B. Johnson Director of Teacher Education Division of Teacher Education and Licensure Virginia Department of Education P. O. Box 2120 Richmond, Virginia 23218-2120 Phone: (804) 371-2475 E-Mail: <a href="mailto:Joan.Johnson@doe.virginia.gov">Joan.Johnson@doe.virginia.gov</a>	17. Program Service Area:		Teacher Education and Licensure				
	18. Recipient Type:		Virginia School Divisions				
	19. Fiscal Year:		FY2016				
	20. Indirect Cost Rate:		N/A	Choose an item.			
6. Grant Award Number:	00135 SY15-16 MTP	21. Special Terms and Conditions: Funds allocated are based on a non-duplicated count (i.e., excluding Career Switcher Programs) of the number of teachers with zero years of experience contained in an affidavit submitted by your school division to the Department of Education for the 2015-2016 school year. Payment for Franklin City Public Schools is based on approximately \$210.08 per each of 12 first-year teachers. Contingent upon availability of funds, school divisions will be paid electronically, at the level noted, on a semi-monthly basis beginning Friday, January 29, 2016. Funds are retroactive to Wednesday, July 1, 2015. Any payments are taxable to the recipients, and the school division assumes responsibility for ensuring all taxes are remitted. All copyright and patent rights to all papers, reports, forms, materials, creations, or inventions created or developed in the performance of this grant/sub grant award ("the Intellectual Property") shall become the sole property of the Virginia Department of Education. See attached "Additional Required Special Terms of Conditions for Grant Awards" for complete details.					
7. Grant Award Type:	New						
8. Grant Award Amount:	<table border="1"> <tr> <td>\$2,521.01</td> <td>Original/Previous Current Award</td> </tr> <tr> <td>-----</td> <td></td> </tr> <tr> <td>\$2,521.01</td> <td>Total Award</td> </tr> </table>			\$2,521.01	Original/Previous Current Award	-----	
\$2,521.01	Original/Previous Current Award						
-----							
\$2,521.01	Total Award						
9. Period of Grant Award:	July 1, 2015 to June 30, 2016						

*Joan Johnson*

**PAGE 2, Grant Award Number 00135 SY15-16 MTP**

**22. Program Specific Instructions:**

School divisions receiving funds are required to complete the 2015-2016 Mentor Teacher Program Report, due Friday, June 3, 2016. The report will be collected through the Department of Education's Single Sign-on for Web Applications Systems (SSWS). Access to the SSWS application for school division personnel should be requested through the division's SSWS account manager. The report format will be made available no later than Friday, March 25, 2016. The mentor teacher program coordinator should work in collaboration with the human resources representative to complete the report. Reports must be submitted for school divisions to be considered for any available 2016-2017 mentor teacher program funds.

23. Authorized By:	24. Authorized By:	25. Date:
		
<b>Patty S. Pitts, Assistant Superintendent Division of Teacher Education and Licensure</b>	<b>Kent Dickey Deputy Superintendent Finance &amp; Operations</b>	

**ADDITIONAL REQUIRED SPECIAL TERMS AND CONDITIONS**  
**FOR GRANT AWARDS**

**Ownership of Intellectual Property (Revised 2/22/13)**

1. **OWNERSHIP OF INTELLECTUAL PROPERTY:** All copyright and patent rights to all deliverables provided to the Virginia Department of Education in the performance of this contract ("the Intellectual Property") shall become the sole property of the Virginia Department of Education. The grantee hereby assigns to the Commonwealth exclusively all right, title, and interest in and to all rights in the Intellectual Property that the grantee may have or obtain, without further consideration, free from any claim, lien for balance due, or rights of retention thereto on the part of the grantee. Upon request, the grantee shall promptly provide any further acknowledgment or assignment in a tangible form satisfactory to the Virginia Department of Education to evidence the Virginia Department of Education's sole ownership of the Intellectual Property.
2. **SUBCONTRACTS/SUBAWARDS:** No portion of the work shall be subcontracted or subawarded without prior written consent of the Virginia Department of Education. In the event that the grantee subcontracts /subawards any part of the work specified herein, the grantee shall include Term & Condition #1 in the contract(s)/subaward(s) with the subcontractor(s)/subgrantee(s), shall remain fully liable and responsible for the work to be done by its subcontractor(s)/subgrantee(s), and shall assure compliance with all requirements of the grant.
3. **GRANTEE RIGHTS TO USE MATERIALS:** The grantee is hereby granted a royalty-free, non-exclusive and irrevocable license in perpetuity to reproduce, publish or otherwise use the Intellectual Property for noncommercial purposes. Such rights shall include, but are not limited to the right to claim credit as the original author of the Intellectual Property, the right to use and authorize others to use the Intellectual Property in research and for preparation of teaching materials for noncommercial use, and the right to transfer to publishers the copyrights in scholarly publications and textbooks that include an insubstantial portion of the Intellectual Property. The Grantee may seek further rights to use the Intellectual Property by submitting a written request for authorization to the Superintendent of Public Instruction, which authorization shall not reasonably be withheld.

**Monitoring and Reporting**

1. DOE and auditors shall have access to subrecipient records and financial statements as necessary to meet monitoring requirements.
2. Project reimbursement and amendment requests must be made utilizing DOE's automated system (OMEGA). Exceptions may be granted by DOE grants managers via notice on the Notification of Grant Award if project reimbursement submissions are expected to be minimal during the award period.
3. Reimbursement may be requested prior to an activity, after the expenditure of funds, where payment in advance of an activity is required. This includes but is not limited to airfare, deposits, and registrations. The LEA is responsible for reconciling expenses after the activity has occurred. Reimbursement may be requested for the difference of expenses higher than the previously requested amount. Expenses lower than the previously requested amount must be repaid via a credit on a reimbursement request within 30 days of the completed activity.



# Franklin City Public Schools

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

TO: Mr. Randy Martin, City Manger

FROM: Willie J. Bell, Jr., Superintendent

RE: FY 2016 Authorization to Request Appropriation

DATE: May 10, 2016

At the Franklin City Public Schools Board meeting on February 18, 2016, the following authorization request for appropriations was approved:

- Franklin Southampton Charities in the amount of \$ 177,535 ✓
- Career Switcher New Teacher Mentor Program in the amount of \$ 1,000
- 2016 Positive Behavioral Interventions \$ Supports Grant in the amount of \$ 7,616

In order to correctly account for the funds, the FY 2015-2016 school budget must be increased by \$ 186,151. The amendments should be to the following revenue and expenditures:

## Revenues

- |                                     |              |                                |
|-------------------------------------|--------------|--------------------------------|
| • Fund 250-3-18990-1881             | \$ 177,535 ✓ |                                |
| • Fund 250-3- <del>18990-0202</del> | \$ 7,616     | 24000-0203 Other Funds (State) |
| • Fund 250-3-24000-0232             | \$ 1,000 ✓   |                                |

## Expenditures

- |                        |            |
|------------------------|------------|
| • Fund 250-4-6000-0001 | \$ 186,151 |
|------------------------|------------|

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

cc: Melissa Rollins, Franklin City Finance Director

Laveka Jarrell, Coordinator of Finance – FCPS



# Franklin City Public Schools

---

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

TO: Willie J. Bell, Jr. Superintendent

FROM: Laveka P. Jarrell, Coordinator of Finance *L.P.J.*

RE: FY 2016 Authorization to Request Appropriation

DATE: February 18, 2016

Franklin City Public Schools received the attached notification from Franklin Southampton Charities in the amount of \$177,535. In order to correctly account for these funds, the FY 2015-2016 school budget must be increased by \$177,535.

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

cc: School Board Clerk

# Franklin Southampton Charities

Post Office Box 276 • 403½ North Main Street • Franklin, Virginia 23851

Phone: 757/569-1611 • Fax: 757/569-1615 • email: fsc@franklinsouthamptoncharities.com

**RECEIVED**

**JUL 20 2015**

Office of the Superintendent  
Franklin City Public Schools

July 16, 2015

Dr. Willie J. Bell, Jr., Ed.D  
Superintendent  
Franklin City Public Schools  
207 West Second Avenue  
Franklin, VA 23851

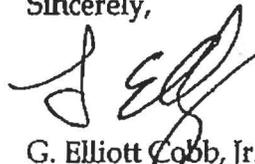
Dear Dr. Bell:

I am pleased to enclose two grant checks to the Franklin City Public Schools in the total amount of \$177,535, to be used as described in your spring grant applications, as follows. The Board of Directors of Franklin Southampton Charities is happy to be able to support these worthy programs.

Robotics Team	\$1,150
Health Occupations Program	\$28,600
FHS DECA and Association for Marketing	\$7,500
The STREAM Summer School Enrichment	\$110,020
Science Department	\$10,695
Graz'n Acres Program	\$4,000
Future Problem Solving Program	\$15,570

Enclosed is a copy of our grant guidelines. Included in it is detailed information on our reporting requirements. Please remember that we ask for a brief interim report on your use of these funds six months after the grant check date, and a more detailed final report to be submitted on the 10<sup>th</sup> day of the twelfth month following the date of the grant check. If you have any questions, please do not hesitate to contact our office.

Sincerely,



G. Elliott Cobb, Jr.  
Chair, Grants Committee

Enclosures



# Franklin City Public Schools

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

TO: Willie J. Bell, Jr. Superintendent

FROM: Laveka P. Jarrell, Coordinator of Finance

RE: FY 2016 Authorization to Request Appropriation

DATE: February 18, 2016

Franklin City Public Schools received the attached notification from the Career Switcher New Teacher Mentor Program in the amount of \$1,000. In order to correctly account for these funds, the FY 2015-2016 school budget must be increased by \$1,000.

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

cc: School Board Clerk

copy - v. 7/12/15/15



RECEIVED

DEC 14 2015

COMMONWEALTH of VIRGINIA

Office of the Superintendent  
Franklin City Public Schools

DEPARTMENT OF EDUCATION

P.O. BOX 2120  
RICHMOND, VA 23218-2120

December 10, 2015

Dr. Willie J. Bell, Jr.  
Division Superintendent  
Franklin City Public Schools  
207 West Second Avenue  
Franklin, Virginia 23851-2100

Dear Dr. Bell:

Enclosed is the Grant Award Notification for the Career Switcher New Teacher Mentor Program. The grant award is in the amount of \$1,000 for the period of July 1, 2015 to June 30, 2016. In the fall data collection, Franklin City Public Schools submitted the name of one new teacher enrolled in the Career Switcher Program (see enclosures); your division was awarded \$1,000 (\$1,000 per teacher) to support the mentoring program for this new teacher. Any payments awarded to mentors or staff may be taxable to the recipient, and the school division assumes responsibility for ensuring all taxes are remitted. This award is contingent upon availability of funds and adherence to the information specified in the "Program Specific Instructions."

Thank you for your continued support of the Career Switcher Program. Should you need further information or have questions or concerns regarding the Career Switcher New Teacher Mentor Program grant award, please contact Dr. Kendra Crump, director of licensure and school leadership, at (804) 371-2471 or [Kendra.Crump@doe.virginia.gov](mailto:Kendra.Crump@doe.virginia.gov).

Sincerely,

Patty S. Pitts, Assistant Superintendent  
Division of Teacher Education and Licensure

PSP/ej

Enclosures



# Franklin City Public Schools

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

TO: Willie J. Bell, Jr. Superintendent

FROM: Laveka P. Jarrell, Coordinator of Finance

RE: FY 2016 Authorization to Request Appropriation

DATE: February 18, 2016

Franklin City Public Schools received the attached grant notification from PBIS in the amount of \$7,616. In order to correctly account for these funds, the FY 2015-2016 school budget must be increased by \$7,616.

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

cc: School Board Clerk



COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF EDUCATION  
PO BOX 2120  
RICHMOND, VIRGINIA 23218-2120

Effective  
7/1/15-6/30/16

**GRANT AWARD NOTIFICATION**

Recipient Information		DOE Information	
1. Contact Information:	Mr. Willie J. Bell, Jr., Superintendent Franklin City Public Schools 207 W. Second Avenue Franklin, Virginia 23851	10. Grant Authority:	Item 135 Q, Chapter 665
2. Universal Identifier (DUNS):		11. FAIN:	
3. Payee Number:	135	12. Federal/State Award Date:	7/1/15
4. Grant Award Title:	Positive Behavioral Interventions and Supports (PBIS) of th	13. Total Federal/State Award:	\$7,616
5. DOE Contact:	Susan Trulove Division of Special Education and Student Services Office of Student Services	14. Fund Source:	General
6. Grant Award Number:	STATE 160004	15. Project Code:	60759
7. Grant Award Type:	New	16. Revenue Source Code:	240427
8. Grant Award Amount:	Original Award \$7,616 Current Award \$7,616 Total Award	17. Program Service Area:	14304
9. Period of Grant Award:		18. Recipient Type:	Subrecipient
		19. Fiscal Year:	2016
		20. Indirect Cost Rate:	n/a
		21. Special Terms and Conditions: <i>All federal grant awards are subject to 2 CFR Part 200, and Appendix II for contracts made with federal funds from this grant award. All awards are further subject to "Additional Required Special Terms and Conditions for Grant Awards" on Attachment A. This award is not for research and development.</i>	
22. Program Specific Instructions: Funds are to be used by June 30, 2016. Sub-grant award number (box #6 above) must be referenced in all communications relative to this project. These funds must be used in accordance with the activities specified in your approved proposal. Approval of program or budget modifications are required prior to program changes and budget expenditures. A mid-year report outlining how the funds are being used is due January 29, 2016. A final report of how the funds were allocated along with budget expenditures is due July 30, 2016. Divisions can request to carry-over funds until September 30, 2016. This request must be submitted by April 15, 2016 and include an up to date accounting of how the funds have been spent along with an adjusted/projected budget.			
23. Authorized By:		24. Authorized By:	
John Eisenberg, Asst. Supt., Division of Special Education		Kent Dickey, Deputy Superintendent for Finance and Operations	
		25. Date:	11/11/15

88N



# Franklin City Public Schools

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

TO: Mr. Randy Martin, City Manger

FROM: Willie J. Bell, Jr., Superintendent

RE: FY 2016 Authorization to Request Appropriation

DATE: May 10, 2016

At the Franklin City Public Schools Board meeting on April 21, 2016, the following authorization request for appropriations was approved:

- Virginia CyberCamp Program in the amount of \$ 62,500

In order to correctly account for the funds, the FY 2015-2016 school budget must be increased by \$ 62,500. The amendments should be to the following revenue and expenditures:

Revenues

- Fund 250-3-~~1899-0202~~<sup>74000-0203</sup> \$ 62,500

Expenditures

- Fund 250-4-6000-0001 \$ 62,500

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

cc: Melissa Rollins, Franklin City Finance Director  
Laveka Jarrell, Coordinator of Finance – FCPS

Commonwealth of Virginia

EDI Remittance Detail

MAR 31 2016  
City of Franklin, VA

Total Amount: 319,674.90

Deposit Date: 03/31/2016

Trace Number 80157989

WSA

Agy No	Amount	Offset Amount	Invoice Number	Invoice Date	Customer Number	Voucher Number	Description
197	1,725.46	0.00	112-11-MAR-1	03/11/2016	135	0723307	RECUR SCH BKFST INIT
197	8,919.99	0.00	60-11-MAR-16	03/11/2016	135	0723375	RECUR SPED REG TUITION
197	714.45	0.00	117-11-MAR-1	03/11/2016	135	0723498	RECUR ISAEP
197	554.82	0.00	98-11-MAR-16	03/11/2016	135	0723638	RECUR ESL
197	3,821.20	0.00	119-11-MAR-1	03/11/2016	135	0723789	RECUR REMED SUMMER
197	27,981.27	0.00	126-11-MAR-1	03/11/2016	135	0723921	RECUR AT RISK
197	32,451.82	0.00	121-11-MAR-1	03/11/2016	135	0724080	RECUR K 3 PRIMARY
197	2,226.45	0.00	126-11-MAR-1	03/11/2016	135	0724212	RECUR EARLY READING
197	2,277.27	0.00	126-11-MAR-1	03/11/2016	135	0724347	RECUR SOL ALGEBRA
197	454.16	0.00	122-11-MAR-1	03/11/2016	135	0724478	RECUR HOMEBOUND
197	315.13	0.00	121-11-MAR-1	03/11/2016	135	0724607	RECUR MENTOR TEACHER
197	19,150.91	0.00	109-11-MAR-1	03/11/2016	135	0724726	RECUR PRESCHOOL INIT
197	3,197.55	0.00	124-11-MAR-1	03/11/2016	135	0724856	RECUR COMPENSATION
197	122,977.48	0.00	76-11-MAR-16	03/11/2016	135	0724941	RECUR BASIC AID
197	1,421.26	0.00	126-11-MAR-1	03/11/2016	135	0725126	RECUR GIFTED
197	283.33	0.00	125-11-MAR-1	03/11/2016	135	0725395	RECUR TEXTBOOK
197	6,743.54	0.00	326-11-MAR-1	03/11/2016	135	0725530	RECUR VOC ED
197	22,921.97	0.00	126-11-MAR-1	03/11/2016	135	0725666	RECUR SP ED
197	19,081.52	0.00	126-11-MAR-1	03/11/2016	135	0725801	RECUR RETIRE
197	2,626.36	0.00	126-11-MAR-1	03/11/2016	135	0725944	RECUR LOTTERY TEXT
197	9,646.59	0.00	126-11-MAR-1	03/11/2016	135	0726082	RECUR SOC SEC
197	604.78	0.00	126-11-MAR-1	03/11/2016	135	0726217	RECUR GROUP LIFE
197	12,549.59	0.00	126-11-MAR-1	03/11/2016	135	0726352	RECUR REMEDIAL
197	6,448.14	0.00	13-11-MAR-16	03/11/2016	135	0726374	RECUR MTH AND RDING
197	3,079.86	0.00	12-11-MAR-16	03/11/2016	135	0726386	RECUR EARLY READING
197	7,500.00	0.00	22031660308	03/22/2016	135	3275143	VIRGINIA CYBERCAMP 201



# Franklin City Public Schools

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

TO: Willie J. Bell, Jr., Division Superintendent

FROM: Laveka P. Jarrell, Coordinator of Finance *LPG*

RE: FY 2016 Authorization to Request Appropriation

DATE: April 21, 2016

Franklin City Public Schools received the attached notification from the Virginia CyberCamp Program in the amount of \$62,500. In order to correctly account for these funds, the FY 2015-2016 school budget must be increased by \$62,500.

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

cc: School Board Clerk



## COMMONWEALTH of VIRGINIA

Steven R. Staples, Ed.D.  
Superintendent of Public Instruction

DEPARTMENT OF EDUCATION  
P.O. BOX 2120  
Richmond, Virginia 23218-2120

Office: (804) 225-2023  
Fax: (804) 371-2099

February 18, 2016

Dr. Willie J. Bell, Jr., Superintendent  
Franklin City Public Schools  
207 West Second Avenue  
Franklin, Virginia 23851-2100

Dear Dr. Bell: *Willie*

The Virginia Department of Education (VDOE) is pleased to announce Franklin City Public Schools has been selected as one of thirty-two locations for the *Virginia CyberCamp 2016 Program*. State funding is provided for implementation for each camp in the amount of \$62,500. The primary purpose of this program is to increase awareness of careers in cybersecurity and inform students about the vast opportunities in the workplace. The CyberCamps will serve as models for building the pipeline for K-12 education to meet Virginia's cybersecurity work force demands.

The Cyber Innovation Center, a division of the National Integrated Cyber Education Research Center, in partnership with VDOE, will provide two-day professional development workshops for each of the eight Superintendents' Regions. The core implementation team is expected to participate in this professional training and planning workshop to ensure a high-quality CyberCamp program. The workshop schedule is in attachment A.

The request for reimbursement of startup and planning expenditures may be submitted to VDOE immediately. The camp's final expenses must be submitted in advance of the camp's schedule by June 10, 2016, and the closeout expenditure report and documentation will be due September 25, 2016. The state funding allocation/expenditures form is provided in attachment B.

Please convey my congratulations to members of your staff who are responsible for this program. I look forward to hearing about your CyberCamp 2016 experiences.

Sincerely

Steven R. Staples

*Thank you  
for your support on this!*

SRS/LBH/aab

Attachments



# Franklin City Public Schools

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

TO: Mr. Randy Martin, City Manger

FROM: Willie J. Bell, Jr., Superintendent

RE: FY 2016 Authorization to Request Appropriation

DATE: May 10, 2016

At the Franklin City Public Schools Board meeting on January 21, 2016, the following authorization request for appropriations was approved:

- Security Equipment Grant in the amount of \$73,415 ✓
- Elizabeth K. Weaver donation in the amount of \$25 ✓
- American Fidelity donation in the amount of \$500 ✓
- Opportunity Inc. Grant in the amount of \$63,000
- Franklin Southampton Charities in the amount of \$17,050 ✓

In order to correctly account for the funds, the FY 2015-2016 school budget must be increased by \$153,990. The amendments should be to the following revenue and expenditures:

## Revenues

- Fund 250-3-18990-1881 \$ 17,050
- Fund 250-3-18990-1800 \$ 525
- Fund 250-3-~~18990-0202~~ \$ 136,415

*24000 - 6203*

## Expenditures

- Fund 250-4-6000-0011 \$ 73,415 ✓
- Fund 250-4-6000-0034 \$ 63,000 ✓
- Fund 250-4-6000-0001 \$ 17,575 ✓

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

cc: Melissa Rollins, Franklin City Finance Director

Laveka Jarrell, Coordinator of Finance – FCPS



# Franklin City Public Schools

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

TO: Willie J. Bell, Jr. Superintendent

FROM: Laveka P. Jarrell, Coordinator of Finance *L.P.J.*

RE: FY 2016 Authorization to Request Appropriation

DATE: January 21, 2016

Franklin City Public Schools received a donation from Elizabeth K. Weaver in the amount of \$25. In order to correctly account for these funds, the FY2015-2016 budget must be increased by \$25.

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

cc: School Board Clerk



# Franklin City Public Schools

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

TO: Franklin City Public Schools

FROM: Laveka P. Jarrell, Coordinator of Finance 

RE: Elizabeth K. Weaver Donation

DATE: January 21, 2016

Donation in the amount of \$25 to Franklin City Public Schools to assist with the Holiday Celebration for the division employees.

cc: School Board Clerk

FRANKLIN CITY PUBLIC SCHOOLS

DATE: 11/13/15

AMOUNT: \$ 25.00

Twenty five & no/100 DOLLARS

ON ACCOUNT: Donation - Teacher Appreciation Event

LIST CHECK: 4687 \$25 Elizabeth Weaner

ACCOUNT NO: WexpC2

10-9-0-62120-6090-00-009 SIGNATURE: JB



# Franklin City Public Schools

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

TO: Willie J. Bell, Jr. Superintendent

FROM: Laveka P. Jarrell, Coordinator of Finance *LJ*

RE: FY 2016 Authorization to Request Appropriation

DATE: January 21, 2016

Franklin City Public Schools received a donation from American Fidelity in the amount of \$500. In order to correctly account for these funds, the FY2015-2016 budget must be increased by \$500.

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

cc: School Board Clerk



# Franklin City Public Schools

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

TO: Franklin City Public Schools

FROM: Laveka P. Jarrell, Coordinator of Finance 

RE: American Fidelity Donation

DATE: January 21, 2016

Donation in the amount of \$500 to Franklin City Public Schools to assist with the Holiday Celebration for the division employees.

cc: School Board Clerk

Vendor ID 0000006587

Check No. 0001530216

Invoice Number	Invoice Date	Voucher ID	Payment Misc.	Paid Amount
1500	12-04-2015	00052124	HOLIDAY CELEBRATION	\$500.00
				<b>Total: \$500.00</b>

ORIGINAL CHECK HAS A BLUE BACKGROUND, MICROPRINTING AND WATERMARK.

Oklahoma City, Oklahoma

DATE: 12-16-2015

0001530216

PAYABLE through  
Bank of Oklahoma,  
Bartlesville OK

THE SUM OF

\$\*\*\*\*\*500.00\*\*

American Fidelity Assurance Company  
Two signatures required for checks over \$5,000

PAY FIVE HUNDRED AND 00/100 DOLLARS

TO THE ORDER OF:



FRANKLIN CITY PUBLIC SCHOOLS  
207 WEST SECOND AVENUE  
FRANKLIN VA 23851

Void after 90 Days



# Franklin City Public Schools

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

TO: Willie J. Bell, Jr. Superintendent

FROM: Laveka P. Jarrell, Coordinator of Finance

RE: FY 2016 Authorization to Request Appropriation

DATE: January 21, 2016

Franklin City Public Schools received the attached notification from the Opportunity Inc. Grant Program in the amount of \$63,000. In order to correctly account for these funds, the FY 2015-2016 school budget must be increased by \$63,000.

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

cc: School Board Clerk



# Franklin City Public Schools

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

TO: Willie J. Bell, Jr. Superintendent

FROM: Laveka P. Jarrell, Coordinator of Finance 

RE: FY 2016 Authorization to Request Appropriation

DATE: January 21, 2016

Franklin City Public Schools received the attached notification from the 2015 School Security Equipment Grant Program in the amount of \$73,415 for the purchase and installation of school security equipment. In order to correctly account for these funds, the FY 2015-2016 school budget must be increased by \$73,415.

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

cc: School Board Clerk

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**From:** vdoe\_do\_not\_reply@vak12ed.edu  
**Sent:** Thursday, September 17, 2015 10:46 AM  
**To:** wbell@franklincity.k12.va.us  
**Cc:** jspaugh@fcpsva.org; ljarrell@fcpsva.org; Eanes, June (DOE)  
**Subject:** Security Equipment Grant Awarded for Franklin City Public Schools

Mr. Willie Bell:

I am pleased to inform you that the Virginia Department of Education has awarded Franklin City Public Schools a total of \$73,415 from the 2015 School Security Equipment Grant Program authorized by the 2013 General Assembly. The grant award number assigned to this award is SEG15-135. These funds are approved for the purchase and installation of the school security equipment requested on the applications for the approved schools shown below:

Franklin High  
Joseph P. King Jr. Middle  
S.P. Morton Elementary

Reimbursements from the state grant will be made only for qualified and approved items purchased on or after 09/25/2015. The equipment must be purchased within six months of the 09/25/2015 date, or by 3/25/2016. Please note that, in order to support the installation of school security equipment during the summer months and to expedite the spend-down of these Notes funds, effective with the 2014-2015 grants, school divisions and regional programs may include for reimbursement approved equipment purchased on or after May 19, 2015. (Reference Supts. Memo. #144-15). A local match of 25 percent of the state grant award is required. The local match should also be spent by the 3/25/2016 deadline.

The state grants will be disbursed on a cost reimbursement basis only. Reimbursement payments will be issued to the division within 30 days of the grant reimbursement administrator receiving notification from the Department of Education of approved reimbursements. As this grant is funded with proceeds from notes issued by the Virginia Public School Authority, adherence to program requirements will be strictly enforced. The period of the award is 09/25/2015, through 06/30/2016, and the state funds must be requested for reimbursement during this period.

The Request for Reimbursement form may be found at:

[http://www.doe.virginia.gov/support/facility\\_construction/security\\_equipment\\_grants/index.shtml](http://www.doe.virginia.gov/support/facility_construction/security_equipment_grants/index.shtml). Supporting payment documentation (invoices, receipts, etc.) must accompany your request for reimbursement. The completed reimbursement request should be sent at:

Department of Education, Support Services, P. O. Box 2120, Richmond, VA 23218.

If you have any questions concerning the reimbursement process, please contact the Support Services office by e-mail to:

June Eanes or call (804) 225-2035 or (804) 225-2037.

Sincerely,

Dr. Steven R. Staples

Superintendent of Public Instruction.



# Franklin City Public Schools

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

TO: Willie J. Bell, Jr. Superintendent

FROM: Laveka P. Jarrell, Coordinator of Finance 

RE: FY 2016 Authorization to Request Appropriation

DATE: January 21, 2016

Franklin City Public Schools received the attached notification from Franklin Southampton Charities in the amount of \$17,050 for the Robotics program. In order to correctly account for these funds, the FY 2015-2016 school budget must be increased by \$17,050.

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

cc: School Board Clerk

# Franklin Southampton Charities

Post Office Box 276 • 403½ North Main Street • Franklin, Virginia 23851

Phone: 757/569-1611 • Fax: 757/569-1615 • email: fsc@franklinsouthamptoncharities.com

December 17, 2015

RECEIVED

JAN 04 2016

Office of the Superintendent  
Franklin City Public Schools

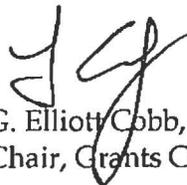
Mr. Willie J. Bell, Jr.  
Superintendent  
Franklin City Public Schools  
207 West Second Avenue  
Franklin, VA 23851

Dear Mr. Bell:

I am pleased to enclose a grant check in the amount of \$17,050, to be used as described in your fall grant application. The Board of Directors of Franklin Southampton Charities is happy to be able to support this worthy program.

Enclosed is a copy of our grant guidelines. Included in it is detailed information on our reporting requirements. Please remember that we ask for a brief interim report on your use of these funds six months after the grant check date, and a more detailed final report to be submitted on the 10<sup>th</sup> day of the twelfth month following the date of the grant check. If you have any questions, please do not hesitate to contact our office.

Sincerely,



G. Elliott Cobb, Jr.  
Chair, Grants Committee

Enclosure 

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**OLD/NEW BUSINESS**

**A. City Manager's Report**

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**COUNCIL/STAFF REPORTS ON BOARDS & COMMISSIONS**