# City Council Meeting Packet



February 16, 2016

#### AGENDA

#### **Norton City Council**

#### February 16, 2016

#### 6:00 P.M.

- 1. Roll Call
- 2. Invocation Rev. Freddie Powers
- 3. Pledge of Allegiance
- 4. Approval of Minutes
  - 1. Meeting of February 2, 2016
- 5. Audience for Visitors
- 6. New Business
  - A. Presentation by Representatives from the Pro-Art Board of Trustees Regarding Pro-Art Activities.
  - B. Consideration of a 2016-17 Local Government Challenge Grant Application in the Amount of \$5,000.
  - C. Consideration of Additional Funding for the Norton Rescue Squad.
  - D. Update on the Proposed 2016 Norton Business Challenge.
  - E. Review Updated FY17 Budget Calendar and Discuss Request by the Norton City Schools for a Second Budget Worksession.
  - F. Confirmation of a Check(s)/Transfer(s) in Excess of \$100,000.

- G. Closed Meeting to Discuss Personnel as Per 2.2-3711 (A) (1), Section 2.2-3711 (A) (3) of the Code of Virginia, for Discussion or Consideration of the Acquisition of Real Property for a Public Purpose, or of the Disposition of Publically Held Real Property, Where Discussion in an Open Meeting Would Adversely Affect the Bargaining Position or Negotiating Strategy of the Public, and as Per Section 2.2-3711 (A) (5) of the Code of Virginia, as Amended, Discussion Concerning a Prospective Business or Industry or the Expansion of an Existing Business or Industry Where No Previous Announcements has been Made of the Business or Industry's Interest in Locating or Expanding its facilities in the Community.
  - 1. Appointment to the Building Code Board of Appeals for a Five (5) Year Term, Currently Mr. Andy Belcher, Whose Term Expires on 2/18/16.

To 2/18/2021

- 7. Comments by the City Manager, City Attorney, and City Council.
- 8. Adjournment.

The regularly scheduled meeting of the Norton City Council was held on Tuesday, February 2, 2016 at 6:00 p.m. in the Municipal Council Chambers with Mayor William Mays presiding.

Present: Mark Caruso, Robert Fultz, Jr., William Mays, Joseph Fawbush and Dee Belcher

Also Present: Fred L. Ramey, Jr., City Manager and Bill Bradshaw, City Attorney

The invocation was given by the Reverend Roger Sloce and was followed by the pledge of allegiance led by Police Chief James Lane.

Upon a motion by Councilman Caruso, seconded by Councilman Fultz, and passed by the following vote: YES – Caruso, Fultz, Fawbush, Belcher, Mays, NO – None, ABSENT – None, Council moved to adopt the minutes of the January 19, 2016 meeting as presented.

There was no response to the Mayor's call for visitors.

Michele Knox, Parks and Recreation Director, presented Council with her annual report via a PowerPoint presentation.

She discussed with Council the various classes and special events held for the 2014-2015 fiscal period as well as environmental activities, recycling efforts, Flag Rock Recreation Area, and various summer camps. She also gave an overview of the Norton Farmers Market and advised the Woodbooger statue was installed April 2015.

Mayor Mays thanked Michele for her report and for the boards she serves on for the City.

Mr. Ramey, via a PowerPoint presentation, advised Council City Administration has advertised a public hearing for March 1, 2016 for the purpose of a potential property tax increase. Mr. Ramey shared with Council the financial impact various rates would have on the City's FY16 budget and surrounding localities property tax rates according to the Weldon Cooper Center. He advised City property owners had received a Notice of Reassessment in October indicating their previous reassessment at \$0.80 and the total real estate tax due in 2015 and the current reassessment at \$0.90 and the total real estate tax due in 2016 which is the rate Council had approved for the FY2016 budget.

Mr. Ramey updated Council on the discussions with the City financial planners Davenport & Company and bond counsel Sands Anderson concerning opening a bank line of credit for periods of low cash flow.

Mr. Ramey, via a PowerPoint presentation, showed Council the need for opening a line of credit, trending of the City's fund balance and the availability of funds throughout the year, and recommending to Council to authorize City Administration to work with the City's financial planners to prepare a Request for Proposal (RFP) and to circulate to bank credit facilities. City Administration would like to have the line of credit in place by June 30, 2016.

Upon a motion by Councilman Fawbush, seconded by Councilman Fultz, and passed by unanimous roll call vote, Council moved to authorize City Administration to work with Davenport & Company and Sands Anderson to prepare a RFP and to distribute to bank credit facilities to open a City line of credit to use during periods of low cash flow.

In their packets Council was given a Tentative Budget Calendar for the FY2017 fiscal budget.

Mr. Ramey asked Council to look at their calendars and advise if the Capital Improvement Project (CIP) Meetings scheduled for February 27<sup>th</sup> and March 17<sup>th</sup> works with their schedules. Dr. Perrigan also advised the School Board would like to schedule a work session with City Council after their March 7th meeting to discuss the FY2017 budget.

Council advised Mr. Ramey that the two dates planned for the CIP Meetings were acceptable.

Mr. Ramey asked Council if they would like to schedule the work session with the School Board after their regularly scheduled Council meeting on March 15, 2016 as they had done previously.

Council was of consensus to schedule the work session with the School Board after the City Council Meeting on Tuesday, March 15, 2016.

Mr. Ramey advised the remaining dates on the Tentative Budget Calendar would be modified as needed.

In their packets, Council had one transfer to be confirmed. The transfer was to the Norton City Schools dated January 4, 2016 in the amount of \$167,852.50 to cover the interest payment due January 15, 2016 on the Series 2012 General Obligation bonds.

Upon a motion by Councilman Fawbush, seconded by Councilwoman Belcher, and passed by unanimous roll call vote, Council moved to confirm the transfer to the Norton City Schools as stated above.

Upon a motion by Councilman Caruso, seconded by Councilman Fultz, and passed by unanimous roll call vote, Council moved to go into closed meeting to discuss personnel as per Section 2.2-3711 (A) (1) of the Code of Virginia, as amended.

Mayor Mays declared Council in closed meeting.

Upon a motion by Councilman Caruso, seconded by Councilman Fawbush, and passed by unanimous vote, Council moved to go back into open meeting.

Mayor Mays declared Council back in open meeting.

The Clerk polled each member of Council as to the Certification of Closed Meeting with each answering yes. The Clerk then read a Resolution of the Certification of Closed Meeting.

Upon a motion by Councilman Caruso, seconded by Councilwoman Belcher, and passed by the following unanimous vote: YES – Caruso, Fultz, Fawbush, Belcher, Mays, NO – None, ABSENT – None, Council moved to adopt A Resolution of the Certification of Closed Meeting. (Insert)

In comments from the City Manager, Mr. Ramey advised that:

Vice Mayor Fawbush was recently selected to be the Chairman of the Southwest Regional Jail Authority.

Mr. Ramey handed out photos of the recent roof replacement on the farmers' market building for Council to review. He advised the contractor discovered the roof was not in as bad of shape as previously thought so there was a savings of \$9,000 on the project.

The latest monthly financials had been placed at each member's desk.

He provided Council with the Heart of Appalachia's latest Visitor Guide. He advised the Tourism Committee worked with Wise County and placed a joint ad in the guide.

There were no comments from the City Attorney.

In comments from Council:

Councilman Caruso thanked Council and citizens for contacting the state government and communicating their opposition with the recent revocation of reciprocity of concealed carry permits issued by other states. The recent executive order has been canceled.

Information provided in Council's packet indicated out of 15 localities Norton is the third highest with children in poverty. This statistic is concerning and goes back to our need to focus on economic development.

Councilman Caruso advised Delegate William Moorefield of Tazewell County presented a bill to the House of Representatives that will change the state code concerning ATV's, and this bill, if passed, will affect the City's potential ATV ordinance. He has contacted Mr. Moorefield's office to schedule a phone call to discuss his bill to get clarification on certain issues.

Councilman Caruso asked if the economic workshop will be part of the Capital Improvement Project meeting.

Mayor Mays advised it would be part of the CIP meeting due to the timeframe.

Councilman Caruso advised Mr. Ramey had the Board Appointment Letter for citizens appointed to boards completed and he would like for Council to make a decision at their next meeting.

The Memorandum of Understanding (MOU) between the Norton Rescue Squad and the City expires in one year. He believes the MOU needs to be modified and with Councils' consensus he would like to work with Mr. Ramey and the Rescue Squad Board to update.

It was the consensus of Council for Councilman Caruso, Mr. Ramey and the Rescue Squad Board to modify the current MOU.

Council needs to continue discussion of the ATV ordinance after he resolves the questions with Delegate Moorefield's proposed ATV bill.

The City's retail sales have fallen \$50 million from its peak in 2008. He would like to see the City back to the 2008 numbers. He would like to address this at the workshop.

During the budget process he would like for Council to consider a 10 percent decrease in discretionary funding along with a 10 percent decrease in all departments.

The Town of Wise is following the City and will be allowing the Department of Game and Inland Fisheries to stock their reservoir.

He asked what is the status regarding the potential horse park.

Mr. Ramey advised the City is evaluating their part of the potential project as requested. Neil Walker was supposed to supply his office with some information and he has not heard from Mr. Walker.

Councilman Caruso asked Council if they could direct Mr. Ramey to contact Mr. Walker to get this potential project moving forward.

Councilman Fultz asked to clarify the June 5<sup>th</sup> meeting date on the Tentative Budget Calendar.

Mr. Ramey advised the correct date is Tuesday, June 7<sup>th</sup> not Sunday, June 5<sup>th</sup> as indicated in their packet.

Councilwoman Belcher thanked City employees, the Police Department, and the Rescue Squad for their work during the recent winter event.

Councilman Fawbush had no comments.

Mayor Mays echoed Councilwoman Belcher's comments.

There being no further business to come before Council, the meeting adjourned.

	CITY OF NORTON, VIRGINIA
ATTEST:	William Mays, Mayor
Clerk of Council	

### **City of Norton**

# Inter-Office Memo



To:

Mayor and City Council

From:

Fred L. Ramey, Jr., City Manager

CC:

Date:

February 10, 2016

Re:

Pro-Art

Bonnie Elosser, Executive Director of Pro-Art, will provide City Council with an update regarding Pro-Art Activities.

Thank You.



## Local Government Challenge Grant 2016-2017

#### **Purpose**

To encourage local governments to support the arts.

#### **Description**

The Commission will match, up to \$5,000, subject to funds available, the tax monies given by independent town, city, and county governments to arts organizations. The money, which does not include school arts budgets or arts programming by parks and recreation departments, may be granted either by a local arts commission/council or directly by the governing board.

#### **Eligible Applicants**

Independent city, town, or county governments in Virginia.

#### **Eligible Activities**

Grants to independent arts organizations for arts activities in the locality. The Commission does not match payments paid to performers for specific performances. Local governments seeking such funding should apply in the Performing Arts Touring Assistance Program.

#### **Deadline**

April 1, 2016 by 5:00 PM, for local government grants awarded in FY17 (July 1, 2016 – June 30, 2017) NOTE: A local government that has not approved its budget by the grant deadline may apply conditionally and confirm the application as soon as possible.

#### **Amount of Assistance**

Up to \$5,000, subject to funds available. The local government match must be from local government funds; federal funds may not be included.

#### **Criteria for Evaluating Applications**

- Artistic quality of the organizations supported by the city/county/town
- Clearly defined policies and procedures for awarding local funds to arts organizations
- Degree of involvement of artists and arts organizations in the local process of awarding grants
- Responsiveness to community needs
- Evidence of local government support of the arts

#### **Application/Review/Payment Procedures**

- 1. Local governments submit complete application forms by the deadline (not a postmark deadline). The Commission does not accept application materials via fax or other electronic means (e.g. e-mail).
- 2. The Commission staff reviews each application for completeness and eligibility.
- 3. The Commission staff makes recommendations on levels of funding for each application.
- 4. The Commission board reviews the staff recommendations and takes final action on the applications in June.
- 5. After confirmation of the grant award, each local government will confirm in writing to the Commission that its governing board has appropriated the matching funds and the funds from the Commission. This confirmation must take the form of the appropriate page of the local government's approved 2015-2016 budget or a copy of the check (s) to the sub grantee (s). The Commission will pay the grant in full after receiving this confirmation no later than February 1, 2016.



### Local Government Challenge Grant 2016-2017

Applicants should read the <u>2016-2017 Online Guidelines for Funding</u> and Grant Conditions to ensure compliance with all conditions. **The grant application deadline is April 1, 2016.** This is not a postmark date.

#### **Mail Completed Application to:**

Virginia Commission for the Arts 1001 East Broad Street, Suite 330 Richmond, VA 23219 804.225.3132 (Voice/TDD) www.arts.virginia.gov

#### **INSTRUCTIONS**

The Local Government Challenge Grant Application is an interactive, fillable form that has fields in which you must enter text. The boxes for the fields are highlighted. You must fill in every field in order for this application to be considered complete and ready for review. Once you complete the application, print and submit one hard copy with an original signature to the Commission office by 5:00 pm, April 1, 2016. (**This is not a postmark date**). Save a copy for your files. There is no option to submit an electronic version of this form. For all questions, please contact the Commission staff at (804) 225-3132.

#### **GRANTEE INFORMATION**

Applicant Local Government Name:				
2. Mailing Address:				
3. Physical Address if different:				
3. City:	4. County:	5. State:	6. Zip:	
7. Application Contact:		8. Contact Title:		
9. Contact Email:		10. Telephone/Extension:		
11. Federal Employer ID #:		*12. DUNS Number:		
**13. VA House #:	14. VA Senate #:	15. VA Congressional District #:		

- \* All applicants must include their 9-digit DUNS number when applying for a grant. This requirement is for the local government applicant only. Sub-grantee DUNS numbers are not required. For more information click here: http://www.dnb.com/get-a-duns-number.html
- \*\* Give the number of the Virginia House, Senate and the U.S. Congressional district in which the organization is located. The specific street address of your organization determines these numbers. If you do not know the numbers of the State or U.S. Congressional district in which your organization is located, contact your County Election Commission office or visit: <a href="http://whosmy.virginiageneralassembly.gov">http://whosmy.virginiageneralassembly.gov</a>
  \*Do not list more than one (1) House, Senate or Congressional district in each space.

#### **GRANT AMOUNT REQUEST**

Applicant governments must match the amount requested from the Commission on at least a dollar-for-dollar basis with local government funds up to \$5,000; federal funds may not be included. A local government that has not approved its budget by the grant deadline may apply conditionally. After the grant has been approved, any change in the allocation of funds sub-granted to local arts organizations must be approved by the Commission.

- 16. Amount of Virginia Commission for the Arts assistance requested for FY2017: \$
- 17. Proposed local government arts appropriation for FY2017: \$

#### **GRANT INFORMATION**

- 18. What is the process for awarding the above grants?
- 19. Who is involved in making these decisions?
- 20. What criteria are sought in evaluating applicants?
- 21. List of current board/council members, if a board/council is involved in making funding decisions:
- 22. Give a brief description of the arts organization(s) proposed to receive Commission assistance through the Local Government Challenge Grant in 2016-2017.

#### **SUBGRANTEE (S) INFORMATION**

23. Please list which local independent arts organizations will receive the Commission grant money sub-grant. After the Commission grant has been approved, any changes in the allocation of sub-grants to local arts organizations must be approved by the Commission. **Note:** Sub-grants (grants made by the local government) of any Commission funds, not to exceed \$5,000, from the Local Government Challenge grant program may only go to independent Virginia arts organizations for arts activities in the locality. Virginia arts organizations are defined as those organizations whose primary purpose is the arts (production, presentation or support of dance, literary arts, media arts, music, theater, or visual or related arts), that are incorporated in Virginia, and have their headquarters and home seasons, or activities equivalent to a home season, in the state. Units of government and educational institutions cannot be considered arts organizations.

Name of Organization Physical Mailing Address	Sub Grantee Contact Name & Title	Sub Grantee Email Address	Proposed VCA \$ Grant Share
1.			
2.			
3.			
4.			
5.			
6.			

**Note:** Attach additional local independent arts organizations on a separate piece of paper if necessary.

#### **POPULATIONS BENEFITED**

24. Select any categories that, by your best estimate, will make up 25% or more of the population that will directly benefit from the award during the period of support. These responses should refer to populations reached directly, rather than through broadcasts or online programming.

Populations Benefited By Race	Populations Benefited By Age
N: American Indian/Alaska Native	1. Children/Youth (0-18 years)
A: Asian	2. Young Adults ((19-24 years)
B: Black/African American	☐ 3. Adults (25-64 years)
H: Hispanic/Latino	4. Older Adults (65+ years)
P: Native Hawaiian/Other Pacific Islander	5. No single age group made up more
	than 25% of the population directly benefited
G: No single race/ethnic group listed	
above made up more than 25% of the population	
directly benefited.  Populations Repolited By Distinct Groups	Arts Education Choose the one item which best describes the funded activities.
Populations Benefited By Distinct Groups  D: Individuals with Disabilities I: Individuals in Institutions (include people living in hospitals, hospices, nursing homes, assisted care facilities, correctional facilities, and homeless shelters) P: Individuals below the Poverty Line E: Individuals with Limited English Proficiency M: Military Veterans/Active Duty Personnel Y: Youth at Risk G: No single distinct group made up more than 25% of the population directly benefit	bunded activities.  50% or more of the funded activities are arts education directed to K through 12 students, higher education students, pre-kindergarten children, and/or adult learners (including teachers and artists).  Less than 50% of the funded activities are arts education directed to K through 12 students, higher education students, pre-kindergarten children, and/or adult learners (including teachers and artists).  None of the funded activities involve arts education



## Local Government Challenge Grant 2016-2017

#### **Certification of Assurances & Grant Conditions for Local Government Grantees**

Virginia Commission for the Arts grantees are required to be non-profit Virginia organizations and exempt from federal income tax under Section 501(a), which includes the 501(c)3 designation of the Internal Revenue code, or are units of government, educational institutions, or local chapters of tax exempt national organizations.

No part of any Commission grant shall be used for any activity intended or designed to influence a member of Congress or the General Assembly to favor or oppose any legislation.

Each Commission grantee will:

- provide accurate, current and complete financial records of each grant;
- maintain accounting records which are supported by source documentation;
- maintain effective control over and accountability for all funds, property, and other assets ensuring that assets are used solely for authorized purposes;
- maintain procedures ensuring timely disbursement of funds;
- provide the Commission, or its authorized representatives, access to the grant-related financial records.

The grantee will expend any and all grant funds only for purposes described in the application form and attachments. The grantee must request permission in writing to make changes to the proposed sub grantees, budget, schedule, program and or personnel. The requested changes must be approved in advance by the Commission.

Each Commission grantee will comply with these federal statutes and regulations:

- Title VI, Section 601, of the Civil Rights Act of 1964, which provides that no person, on the ground of race, color or national origin, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.
- Title IX, Section 1681, of the Education Amendments of 1972, which provides that, with certain
  exceptions, no person, on the basis of sex or age, shall be excluded from participation in, be denied the
  benefits of, or be subjected to discrimination under any education program or activity receiving federal
  financial assistance.
- Americans With Disabilities Act and Section 504 of the Rehabilitation Act of 1973, which prohibits
  discrimination against persons with physical or mental disabilities in federally assisted programs.
  Compliance with this Act includes the following: notifying employees and beneficiaries of the
  organization that it does not discriminate on the basis of handicap and operation of programs and
  activities which, when viewed in their entirety, are accessible to persons with disabilities. Compliance
  also includes maintenance of an evaluation plan developed with the assistance of persons with
  disabilities or organizations representing disabled persons which contains: policies and practices for
  making programs and activities accessible; plans for making any structural modifications to facilities
  necessary for accessibility; a list of the persons with disabilities and/or organizations consulted; and the
  name and signature of the person responsible for the organization's compliance efforts. ("ADA
  Coordinator")

No final report is required for the Local Government Challenge Grant. Each local government will confirm in writing to the Commission that its governing board has appropriated the matching funds. Confirmation of the match must include either a copy of the appropriate page from the city's/jurisdiction's approved FY2017 budget showing the amount of the award and match or a copy of the check (s) to the sub-grantee (s).

The Commission will pay the grant in full after receiving this confirmation. **The deadline for this confirmation** is February 1, 2017.

In all published material (printed programs, news releases, web news, email alerts, advertisements, flyers, etc.) and announcements regarding the particular activity or activities supported, acknowledgment of the Commission must be made. A suggested phrase is "(organization or activity) is partially supported by funding from the Virginia Commission for the Arts and the National Endowment for the Arts."

This application must be signed by an individual duly authorized by the governing body of the locality to act on its behalf and submitted with every grant application made to the Commission. The signature of the individual indicates the locality's compliance with all of the grant conditions listed above.

#### The undersigned certifies to the best of his/her knowledge that:

Name of Local Government:

- the information in this application and its attachments is true and correct;
- the filing of this application has been duly authorized by the governing body of the applicant organization;
- the applicant organization agrees to comply with all grant conditions cited above.

The undersigned further certifies that he or she has the legal authority to obligate the applicant locality.

Name of Authorizing Official:	Tiue:
Signature of Authorizing Official:	Date:
Email of Authorizing Official:	
NOTE: Only documents with original signatures will be accept	ed. Do not send copies or email/fax thi

THE.

NOTE: Only documents with original signatures will be accepted. Do not send copies or email/fax this application.

### **City of Norton**

# Inter-Office Memo



To:

Mayor and City Council

From:

Fred L. Ramey, Jr., City Manager

CC:

Date:

February 10, 2016

Re:

Norton Rescue Squad

In the FY16 City Budget, City Council appropriated \$25,000 to assist the Norton Rescue Squad. At this meeting, the City Administration will provide City Council with an update on those funds as well as a request for City Council's consideration for additional funding.

Thank You.

### **City of Norton**

# Inter-Office Memo



To:

Mayor and City Council

From:

Fred L. Ramey, Jr., City Manager

CC:

Date:

February 10, 2016

Re:

Norton Business Challenge

The City Administration plans to update City Council on the proposed Norton Business Entrepreneurial Challenge that we are planning to begin this Spring.

Thank You.



#### Tentative Budget Calendar FY17 Fiscal Budget

February 27<sup>th</sup> – Capital Improvement Project Meeting – Part I

March 1<sup>st</sup> – Public Hearing on Tax Rate for Real Estate Tax

**March 15<sup>th</sup>** – Budget Worksession with Norton City Schools

March 19<sup>th</sup> – Capital Improvement Project Meeting – Part II

**April 19**<sup>th</sup> – School to Present Budget to City Council

April 19<sup>th</sup> – City Council Meeting

- Proposed Budget Work Session

May 3<sup>rd</sup> – City Council Meeting

- Public Hearing on School Board Budget
- Presentation of City Budget

May 17<sup>th</sup> – City Council Meeting

- Consideration of School Board Budget
- Public Hearing on City Budget

June 7<sup>th</sup> – City Council Meeting

- Consideration of City Budget
- Approval of the Capital Improvement Program

NOTE: If there are revenue enhancements identified to be included in the FY17 Budget, there may be other public hearings required to be added to this tentative schedule.

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