

AGENDA

Norton City Council

April 1, 2014

6:00 P.M.

1. Roll Call
2. Invocation – Rev. John Ellington
3. Pledge of Allegiance
4. Approval of Minutes
 1. Regular Meeting of March 18, 2014
5. Audience for Visitors
6. New Business
 - A. Consideration of a Donation Application and Policy.
 - B. Review Draft FY15 Fiscal Budget Calendar.
 - C. A Proclamation Declaring the Week of April 14th – 20th as National Public Safety 911 Telecommunicators Week in the City of Norton.
 - D. Confirmation of a Check(s)/Transfer(s) in Excess of \$100,000.
 - E. Closed Meeting to Discuss Personnel as Per Section 2.2-3711 (A) (1) of the Code of Virginia, as Amended.

1. Appointment to the Community Services Board for a One (1) Year Term; Currently Sarah Davis Whose Term Ends 5/1/2014.

To 12/31/2015

2. Appointment to the Norton Industrial Development Authority for a Four (4) Year Term; Currently Ethel Daniels Whose Term Ends 5/10/2014.

To 5/10/2019

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, March 18, 2014 at 6:00 p.m. in the Municipal Council Chambers with Mayor William Mays presiding.

Present: Mark Caruso, Joseph Hunnicutt, William Mays, and Joseph Fawbush

Absent: Terry Roop

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

The invocation was given by Father Tim Drake and was followed by the pledge of allegiance led by Police Chief James C. Lane.

Upon a motion by Councilman Caruso, seconded by Councilman Hunnicutt, and passed by unanimous vote, Council moved to adopt the minutes of the March 4, 2014 meeting as presented.

26083

During the audience for visitors, Mr. Lann Malesky, 1113 Virginia Avenue, NW, spoke to Council as their representative on the Lonesome Pine Library Board to advise them of the Big Read Event which will be held on April 5th. He advised this event is being held with funds received in the form of a grant in the amount of \$9,500 from the National Endowment for the Arts. The Lonesome Pine Library System and two others in Virginia were selected to receive grants this year. He presented those in attendance with a copy of the book, True Grit, which is the book selected for this year, and some additional items. He thanked Council for their continued support of the Lonesome Pine Library and invited Council members to attend this event at the Hotel Norton.

26084

Mayor Mays thanked Mr. Malesky and advised he is trying to rearrange his work schedule in order that he can represent the City at this event. Both Mayor Mays and Councilman Caruso thanked Mr. Malesky for representing the City on this board.

In their packets was a copy of a Donation Policy that Council had requested last year. Mr. Ramey advised this was being brought to Council for the purpose of discussion and modification if Council so chooses.

Mayor Mays stated this is a policy the City has needed for many years and advised the policy looks good. Councilman Caruso said if there was no legal problem with this document, then it should be put in operation as soon as possible. The City Attorney advised there was no problem with this policy.

26085

Following a brief discussion, Mayor Mays asked that this item be placed on the next agenda for consideration. Mr. Ramey advised that the application could be used also for those agencies currently receiving funding for the City as well as any new agencies that seek funding in the future. It was the concurrence of Council for the City Administration to do so.

Mr. Ramey gave Council an update on the Safe Route to School Project via a PowerPoint presentation. This project will provide a new and safer 10' wide sidewalk

from the downtown area to the Norton Elementary and Middle School, behind the ball field, across 3rd Street, and connect to the 3rd Street sidewalk.

He showed pictures of the grubbing, water and sewer line replacement activities, and advised that the sign located at the top of Tipple Hill will be dismantled and signs given back to the organizations. He then discussed the installation of the wall and gave a projected timeline with an estimated substantial completion date of October of this year. Also discussed was where the funding was coming from for this project and the expenditure of such an amount of money. Several members of Council advised they had been approached about this. Mr. Ramey advised this was a 4.1 million dollar project with three million dollars coming from Department of Mines Minerals and Energy, one million coming from the Virginia Department of Transportation, \$500,000 from a federal grant issued in 2006-2007 for a Safe Route to Schools Project. At that time, the City had set aside \$400,000 to cover the City's share.

26086

Another item that came up was the installation of the wall recently installed on the entrance to the City near J. I. Burton High School. Mr. Ramey stated the City had always wanted to have a gateway sign on that end of town and a deal had been made with the contractor to install a mini version of the sign that will be installed on Tipple Hill.

Mr. Ramey also stated if anyone had any questions about this project or the funding, he will be glad to meet with individuals or groups to discuss this.

Council had been presented with a copy of a Resolution Recognizing April as Autism Awareness Month and April 2, 2014 as World Autism Day in the City of Norton.

Mr. Ramey advised that blue was the color used pertaining to autism and that the local Autism Support Group had purchased blue lights to put at the gateway sign by the high school for the day of April 2nd or for the month of April to support this cause.

2608

Upon a motion by Councilman Hunnicutt, seconded by Councilman Fawbush, and passed by the following unanimous vote: YES – Caruso, Hunnicutt, Fawbush, Mays, NO – None, ABSENT – Roop, Council moved to adopt A Resolution Recognizing April as Autism Awareness Month. (Insert)

Also presented to Council was a copy of A Resolution Recognizing National Service Recognition Day. Mr. Ramey advised the City had been approached by the Virginia Service Commission to support and adopt this resolution marking April 1, 2014 as National Service Recognition Day in the City as well as the Commonwealth of Virginia.

26088

Upon a motion by Councilman Hunnicutt, seconded by Councilman Fawbush, and passed by the following unanimous vote: YES – Caruso, Hunnicutt, Fawbush, Mays, NO – None, ABSENT – Roop, Council moved to adopt A Resolution Recognizing National Service Recognition Day. (Insert)

In their packets, Council had a copy of a check in the amount of \$346,751.31 to Thomas Construction Company for the Safe Routes to School Project.

Upon a motion by Councilman Hunnicutt, seconded by Councilman Caruso, and passed by unanimous roll call vote, Council moved to confirm the check made payable to Thomas Construction Company in the amount specified above.

26089

In comments from Mr. Ramey, he advised that:

He had presented to Council the latest sales tax report tonight.

He had been advised today that the City's Pump and Haul Program has been approved by the Health Department. He will now be able to meeting with the local company and assist them with their application.

The Planning Commission has authorized Mr. Collins, Building/Zoning Administrator to advertise a public hearing for April 10th on a zoning text amendment regarding accessory structures. If any modification is approved by the Planning Commission, it will then be formally brought to Council for review and possible action.

26090

He has handed out a very tentative budget timeline with the consideration of the School Board Budget to be held on June 3rd and consideration of the City Budget on June 17th along with the approval of the Capital Improvement Program.

He reminded Council of the upcoming Big Read Event scheduled for April 5th at the Hotel Norton and the need to RSVP the library.

In comments from the City Attorney, Mr. Bradshaw thanked everyone for their best wishes and empathy during his recent illness.

26091

In comments from Council members, Councilman Caruso inquired about the opening date of Flag Rock. Mr. Ramey advised that the tank will be painted this week and that the City hopes to open Flag Rock by April 1st. He also advised he would not be able to attend the Big Read Event.

26092

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

CITY OF NORTON, VIRGINIA

William J. Mays, Mayor

ATTEST:

Clerk

6-A



City of Norton

Donation Policy

Adopted by City Council
Date

City of Norton Donations Policy

BACKGROUND:

The City of Norton provides financial support to various regional and local organizations through our annual budget process. From time to time, City Council receives request for funding outside of our normal budget process. Since the City receives more requests for funds than our funding will allow, this policy will assist City Council in considering each request.

APPLICANT ELIGIBILITY:

- Applicant must provide services which benefit residents of the City of Norton.
- Applicant must be:
 - Non-profit organization recognized by the IRS and the Commonwealth of Virginia; or
 - Charitable institution or association not controlled in whole or part by any church; or
 - Educational;
- And:
 - Past transactions with the City must have been free of significant problems

NOTE: Teams cannot be considered as applicants. In cases of athletic requests, the applicant must either be part of a youth sports organization or Norton City Schools.

REQUEST ELIGIBILITY:

The City shall not approve any donation which is not in conformance with § 15.2-953 of the Code of Virginia, as amended.

- The event or activity must not promote religion or religious organizations.
- The event must demonstrate some form of financial commitment other than the City funds being requested.
- Organizations (other than Norton City Schools) will be limited to one approved request per the City fiscal year (July 1st – June 30th).
- If the funding request includes travel, then:
 - Trip must be in excess of 100 miles one way;
 - Room nights shall include no more than one night before and one night after the primary event(s) which was the basis for the request;
 - Rooms must be assigned to players/students at a minimum of 2 per room;
 - A maximum of four rooms to be assigned for coaches/teachers;
 - An educational or cultural component should be included, when possible;
 - Expenses that cannot be paid with approved funds:
 - Meals for anyone other than coaches/teachers and players/students.
 - Hotels for anyone other than coaches/teachers and players/students.
 - Travel for anyone other than coaches/teachers and players/students.

EVALUATION CRITERIA:

- Whether the request is acceptable for support.
- Whether the request demonstrates a convincing need for funding.
- Whether the City's financial situation will allow funding the request.
- Amount of previous funding the Applicant has received.
- Applicant's demonstration of organization integrity by use of strong business practices, a committed and responsible board, sound financial practices, and effective management controls.

APPLICANT REQUIREMENTS IF FUNDING IS AWARDED:

- Funds must be used only for what was requested and approved.
- A financial report of the use of the funds, including receipts, must be provided to the City within 60 days after completion of the event or project.
- Applicant may be asked to appear before City Council to present a formal update of the use of the funds.

If you have any questions regarding the application or the consideration process, please feel free to contact the City Manager.



Application for Donation

Applicant/
Organization: _____

Federal ID: _____

Address: _____

Contact
Person: _____

Phone: _____ Fax: _____

Email: _____

Organization's
Board
Members: _____

Amount
Requested: _____

Total
Amount
Needed: _____

Purpose for
Funds (attached additional information if needed):

Describe
Fund Raising
Activities: _____

Include overall financial information for the applicant organization with the application. This information should be the current budget or financial statements where applicable.

Applicant Certifies that they (the organization) will:

- Provide Accurate, current, complete financial records of the use of any approved funds.
- Maintain records which identify adequately the source and application of funds for grant supported activities.
- Maintain effective control over and accountability for all funds, property, and other assets ensuring that assets are used solely for authorized purposes.
- Provide the City access to the grant-related financial records.
- Expend requested funds for only the purposes described in the application form and attachments.
- Request permission in writing to make substantial changes in budget.
 - The changes must be approved by the City in advance.
- Will submit to the City a narrative and financial report within sixty (60) days after completion of the approved activity.

This form must be signed by an individual duly authorized by the governing body of the organization to act on its behalf. The signature of the individual below indicates the organization's compliance with the entire list of certifications listed above.

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

- 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 conditions cited above.

The undersigned further certifies that he/she has the authority to obligate the application organization.

Name of Authorizing Official

Title

Signature of Authorizing Official

Title

Name of Applicant Organization: _____

6-B



**Tentative
Budget Calendar
FY15 Fiscal Budget**

March 8th – Capital Improvement Project Meeting

April 15th – City Council Meeting

- Proposed Budget Work Session

May 6th – School to Present Budget to City Council

- Proposed Budget Work Session (if needed)

May 20th – City Council Meeting

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

June 3rd – City Council Meeting

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

June 17th – 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 FY15 Budget, there may be other public hearings required to be added to this tentative schedule.

6-C

PROCLAMATION

NATIONAL PUBLIC SAFETY – 9-1-1 - TELECOMMUNICATORS WEEK April 13-19, 2014

WHEREAS, thousands of dedicated public safety telecommunications personnel daily serve the citizens of the United States by answering their telephone calls for police, fire and emergency medical services and dispatching the appropriate assistance as quickly as possible; and

WHEREAS, the critical functions performed by professional public safety telecommunications personnel directly affect the lives and property of the public and assist in the safety of the police officers, firefighters and paramedics as they respond to the emergency situations; and

WHEREAS, the City of Norton E-911 Center answered 4,077 - 911 calls and 40,559 non-emergency calls in 2013; and

WHEREAS, the President of the United States, Barack H. Obama, has set aside the second full week of April in recognition of those dedicated professional public safety telecommunications personnel and their crucial role in protecting life and property.

NOW, THEREFORE, The Norton City Council does hereby proclaim the week of April 13-19, 2014 as "National Public Safety – 9-1-1 - Telecommunicators Week" in the City of Norton in honor and recognition of our public safety telecommunications personnel and the vital contributions they make to the safety of our citizens.

ADOPTED this 1st day of April, 2014.

CITY OF NORTON, VIRGINIA

William Mays, Mayor




NORTON CITY SCHOOLS — SCHOOL BOARD

PO BOX 498
22 TENTH STREET
NORTON, VA 24273-0498

TIM CASSELL
CHAIRPERSON
STEVE CHILDERS
VICE-CHAIRPERSON
VALERIE BROWN
MARK LEONARD
SHERRY ADAMS

DIVISION SUPERINTENDENT
JEFF COMER

TO: Jeff Shupe
FROM:  Yvonne Isom, Finance Manager
SUBJECT: Request For Funds
DATE: January 6, 2014

The Norton City Schools request a deposit of City Funds in the amount of \$174,659.08 to cover debt service interest.

132302

03-27-2014

Wise County Treasurer C/O
Wise County Administrator

\$226,289.73

Courthouse and Law Enforcement Shared Services
FY 2012-2013

0-001-000020-2272

V-4974

**CITY OF NORTON
GENERAL OPERATING FUND
NORTON, VA 24273**

**THE FIRST BANK & TRUST
NORTON, VA**

132302

68-446/514
10

*****Two Hundred Twenty-Six Thousand Two Hundred Eighty-Nine Dollars and Seventy-Three Cents*

PAY TO THE ORDER OF:

Wise County Treasurer
C/O Wise County Administrator
PO Box 570
Wise, VA. 24293

DATE
03-27-2014

AMOUNT
\$226,289.73

AUTHORIZED SIGNATURE

⑈ 13 230 2⑈ ⑆ 05 1404464⑆ 10000 2346⑈