

## AGENDA

Norton City Council

April 21, 2020

6:00 P.M.

1. Roll Call
2. Invocation
3. Pledge of Allegiance
4. Approval of Minutes
  1. Meeting of April 7, 2020
5. Audience for Visitors
6. New Business
  - A. COVID-19 Update.
  - B. Consideration of an Updated Wise County Behavioral Health Crisis Intervention Team - Transfer of Custody Memorandum of Agreement.
  - C. Overview of the FY21 Budget Timeline.
  - D. Confirmation of a Check/Transfer in Excess of \$100,000.
  - E. Closed Meeting for Personnel as Per Section 2.2-3711 (A) (1) of the Code of Virginia as Amended.

1. Appointment to the Wise County/City of Norton Youth Services Board for a Four Year Term, Currently Robert Fultz Whose Term Expires 05/02/20.

To 05/02/24

2. Appointment of a Student Representative to the Wise County/City of Norton Youth Services Board for a Four Year Term, Currently Holden Hunnicutt Whose Term Expires 05/02/20.

To 05/02/24

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

The regularly scheduled meeting of the Norton City Council was held Tuesday, April 7, 2020, at 6:00 p.m., in the Municipal Council Chambers with Mayor Joseph Fawbush presiding.

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

Also Present: Fred L. Ramey, Jr., City Manager

The invocation was given by Councilman Fultz and was followed by the Pledge of Allegiance led by Police Chief James Lane.

Upon a motion by Councilman Mays, seconded by Councilwoman Belcher, and passed by the following vote: YES – Mays, Fultz, Fawbush, Caruso, Belcher, NO – None, ABSENT – None, ABSTAIN – None, council moved to adopt the minutes of the March 17, 2020, as presented.

There was no response to the Mayor's Call for Visitors.

The city manager provided council with an update on COVID-19.

The city manager said the city's Emergency Management Team (EMT) has continued participating in calls with the Virginia Department of Emergency Management, LENOWISCO Health District, and Wise County's Emergency Management Team. He said the city's EMT continues to meet to share updated information and he stated effective today city hall was closed to walk-in traffic. The city manager said offices will remain open during normal business hours and utility bills and taxes may be paid online, by mail, bank draft, or through the city's payment drop box outside the main entrance. He said if citizens should need new water service an account can be set up through fax or email, and anyone needing specific assistance is asked to call the office and appointments can be made for certain situations. He said the city has also set up a COVID-19 webpage for citizens who may have questions and information about the Small Business Assistance Program through the Small Business Administration (SBA). The city manager said he is asking council to ratify an Emergency Declaration and adopt an Emergency Ordinance to Effectuate Temporary Changes in Certain Deadlines, Modify Public Meeting and Public Hearing Practices and Procedures, Promote Economic Security, and Address Continuity of Operating Associated with the Pandemic Disaster. He stated he placed copies of both documents on member's desks, and on Monday, April 6<sup>th</sup>, the city's EMT moved forward with a Declaration of Emergency to position the city with the Virginia Department of Emergency Management to ensure the receipt of medical equipment, to qualify for federal monies, to assure the ability to request state and federal resources, and ensure that local businesses will qualify for future stimulus money if any funds are made available. The city manager said the emergency ordinance will enact temporary changes and certain deadlines, modify meetings and public hearings, promote economic security, and uphold continuity of government associated with the pandemic. The city manager then highlighted key areas of the emergency ordinance, three of which address real estate tax penalty and delinquency rates, water and sewer bill penalties, and the creation of a stimulus program for small businesses. He said due to non-essential

small businesses closures related to the COVID-19 pandemic, the emergency ordinance, in accordance with Virginia Code 58.1-3916 and City Code 23-2, the penalty and interest rates on delinquent real estate taxes will be set at zero and suspended as long as the emergency ordinance remains in effect. Also, in accordance with Virginia Code 15.2-2119 and City Code 25-52, the penalty for delinquent payment for water and sewer service charges will be set at zero and suspended for the duration of the emergency ordinance. The stimulus portion of the Emergency Ordinance includes a new Rural Business Enterprise Grant Program that creates a loan pool for businesses within the City of Norton. He said if council adopts the emergency ordinance, members would authorize the city manager to loan the Norton Industrial Development Authority funds from this grant that would go to sustain local businesses through the pandemic by paying their rent, utilities, and other expenses. The city manager said the loan program is a local COVID-19 stimulus loan program titled "Norton Strong." The city manager told council he contacted the United States Department of Agriculture, Rural Development (USDA/RD) for approval of the loan program and received consent to move forward with using the funds as a loan pool for local businesses due to the pandemic. He said the emergency ordinance would remain in effect for 60 days unless council acted otherwise.

After a brief discussion and upon a motion by Councilman Caruso, seconded by Councilman Mays, and passed by unanimous roll call vote, council moved to adopt the Emergency Declaration declaring a public health emergency arising from the COVID-19 pandemic.

Upon a motion by Councilman Caruso, seconded by Councilman Fultz, and passed by unanimous roll call vote, council moved to adopt the Emergency Ordinance to Effectuate Temporary Changes in Certain Deadlines, Modify Public Meeting and Public Hearing Practices and Procedures, Promote Economic Security, and Address Continuity of Operating Associated with the Pandemic Disaster. (Insert)

At this time, Mayor Fawbush asked council to amend the agenda to include under Item 6-E-1 A Resolution of Support for the City of Alexandria, Virginia.

It was the consensus of council to amend the agenda to include under Item 6-E-1 the resolution, as stated above.

Council was presented with a resolution authorizing a Virginia Department of Health (VDH) – Office of Drinking Water's Water Supply Assistance Grant Application for the Southside Community Waterline Replacement Project – Phase I.

Mr. Ramey, via a PowerPoint presentation, displayed the area of the Southside Community that is included in the proposed waterline replacement. He told council the Southside Project is a large project that includes demolition and modification of structures and there is not enough money in the Proposed Community Development Block Grant (CDBG) submitted to the Virginia Department of Housing and Community Development (DHCD) to also replace the waterlines in the Southside Community. So, the city manager asked for council's authorization to submit an application to VDH for the Southside Community Waterline Replacement Project.

Upon a motion by Councilwoman Belcher, seconded by Councilman Mays, and passed by the following unanimous roll call vote: YES – Mays, Fultz, Caruso, Belcher, Fawbush, NO – None, ABSENT – None, council moved to adopt a resolution authorizing the city manager to

submit a Water Supply Assistance Grant Application to the Virginia Department of Health (VDH) – Office of Drinking Water’s Water Supply Assistance Grant Application for the Southside Community Waterline Replacement Project – Phase I. (Insert)

In their packets, council had been presented with A Resolution Proclaiming April 12-18, 2020, as National Public Safety 9-1-1 Telecommunicators Week.

Mr. Ramey advised that city’s dispatch center had answered 4,780 – 911 calls and 29,425 non-emergency calls in 2019 and the city would like to recognize their efforts.

Upon a motion by Councilwoman Belcher, seconded by Councilman Fultz, and passed by unanimous vote, council moved to adopt a Resolution Proclaiming April 12-18, 2020, as the National Public Safety 9-1-1 Telecommunicators Week in the City of Norton. (Insert)

Also included in council packets was A Resolution Proclaiming the Month of April 2020 as Child Abuse Prevention Month in the City of Norton.

Mr. Ramey said each year Norton Social Services tries to draw attention to child abuse and remind citizens what can be done as prevention.

Upon a motion by Councilman Mays, seconded by Councilwoman Belcher, and passed by unanimous vote, council moved to adopt A Resolution Proclaiming the Month of April 2020 as Child Abuse Prevention Month in the City of Norton.

A Resolution Declaring the Month of April 2020 as Autism Awareness Month and April 2, 2020, as World Autism Day in the City of Norton was included in council packets for council members’ consideration.

Upon a motion by Councilman Caruso, seconded by Councilwoman Belcher, and passed by unanimous vote, council moved to adopt a Resolution Declaring the Month of April 2020 as Autism Awareness Month and April 2, 2020, as World Autism Day in the City of Norton. (Insert)

Presented in council’s packets was A Resolution of Support for the City of Alexandria, Virginia.

Mr. Ramey said in 2019 Wise County/City of Norton and the City of Alexandria, Virginia were paired by Governor Ralph Northam in a Local Government Challenge Program through a partnership with the Virginia Department of Housing and Community Development (VHCD), Virginia Association of Counties (VAC), and the Virginia Municipal League (VML). He said Mayor Fawbush, Councilman Fultz, and he had the opportunity to attend an event at the governor’s mansion in February and they met with officials from the City of Alexandria. Mr. Ramey said he and Wise County Administrator Mike Hatfield had a conference call today to discuss COVID-19 and the challenges each community is facing. Mr. Ramey said at Councilman Caruso’s suggestion, Councilman Fultz drafted a resolution in support of the City of Alexandria to let citizens and administration know that the residents and officials of Norton extend thoughts and prayers to city council, staff, and the great people of Alexandria.

Upon a motion by Councilman Caruso, seconded by Councilman Fultz, and passed by unanimous vote, council moved to adopt A Resolution of Support for the City of Alexandria, Virginia. (Insert)

Upon a motion by Councilwoman Belcher, seconded by Councilman Mays, and passed by the following unanimous roll call vote: YES – Mays, Fultz, Caruso, Belcher, Fawbush, NO – None, ABSENT – None, council moved to go into closed meeting for Personnel as per Section 2.2-3711 (A) (1), and for the Discussion or Consideration of the Acquisition of Real Property for a Public Purpose, or of the Disposition of Publicly Held Real Property, Where Discussion in an Open Meeting Would Adversely Affect the Bargaining Position or Negotiating Strategy of the Public Body as per Section 2.2-3711 (A) (3) of the Code of Virginia, as amended.

Mayor Fawbush declared council in closed meeting.

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

Mayor Fawbush 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 unanimous vote, council moved to adopt A Resolution of the Certification of Closed Meeting. (Insert)

In comments from the city manager:

Mr. Ramey said Mayor Fawbush has recorded a public service announcement to inform citizens of actions council has taken to protect citizens and local businesses. Mr. Ramey then played the video for members and advised that the video would be placed on NMAC.

The following comments were made by council members:

Councilman Fultz said he appreciates the comradery between council members and the advance work performed in preparation for tonight's meeting by city administration, the mayor, and vice mayor.

He said he enjoys being part of making a positive difference.

Councilwoman Belcher echoed Councilman Fultz's comments and added that she is thankful for the city's first responders and hospital employees.

Councilman Mays reiterated Councilman Fultz's and Councilwoman Belcher's statements.

Councilman Caruso thanked city administration for preparing the documents needed for tonight's meeting. He said the city has assembled the best team to ensure citizens' needs are met and daily operations are maintained as much as possible, all while lessening risk and ensuring people are safe and doing the right thing. He said "Norton Strong" is a perfect slogan and he is proud to be part of the leadership team.

Mayor Fawbush echoed council's comments and thanked Mr. Ramey, city administration, and all employees that work for the city, and added that Norton is very fortunate to have every employee that works for the city. Mayor Fawbush asked the city manager to inform the

department heads and employees that he is very appreciative of them. He noted that he is proud of the city's strong organization and said Norton will get through the pandemic

There being no further business to come before council, Mayor Fawbush declared the meeting adjourned.

CITY OF NORTON, VIRGINIA

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Joseph Fawbush, Mayor


ATTEST:

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Rebecca K. Coffey, Clerk of Council



# Inter-Office Memo

**To:** Mayor and City Council  
**From:** Fred L. Ramey, Jr., City Manager   
**CC:**  
**Date:** April 17, 2020  
**Re:** COVID-19

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I plan to provide City Council with an overview of recent City activities related to the COVID-19 pandemic.

Thank You.





**Planning District One / Wise County Behavioral Health Services  
Crisis Intervention Therapeutic Assessment Center  
Law Enforcement Transfer of Custody Memorandum of Agreement**

**Purpose:**

To establish the understanding of protocols, policies and procedures as necessary to affect a Transfer of Custody for individuals under an Emergency Custody Order (ECO) and/or a Temporary Detention Order (TDO) from certain law enforcement agencies within the Planning District One Community Services Board Catchment Area (Wise, Lee, and Scott Counties, and the City of Norton) to off-duty, sworn law enforcement Officers and Sheriff's Deputies in the employ of the law enforcement agencies listed below.

**Applicable Law Enforcement Agencies:**

Appalachia Police Department	Pound Police Department
Big Stone Gap Police Department	Scott County Sheriff's Office
Coeburn Police Department	St. Paul Police Department
Jonesville Police Department	UVA-Wise Campus Police
Lee County Sheriff's Office	Wise County Sheriff's Office
Mountain Empire Community College Campus Police	Pennington Gap Police Department
Norton Police Department	Wise Police Department
Gate City Police Department	Weber City Police Department

The above listed parties are collectively referred to as the Partner Agencies.

**Whereas**, the Code of Virginia establishes the powers and authority of the Community Services Board (Code of Virginia, Sections 37.2-500, et seq.). These include the responsibility to coordinate the community services involved during the involuntary commitment process. Authority is granted to enter into joint written agreements with other agencies or governing bodies for purposes consistent with policies of the board, and

**Whereas**, the Code of Virginia establishes the above listed law enforcement agencies through Sections 15.2-1600 et seq. and 15.2-1700 et seq., and provided through general law. The duties of the law-

enforcement agencies described in statute include authorization to initiate an Emergency Custody Order or to serve such order issued by the Office of the Magistrate, and to provide transportation of individuals subject to such order to a location appropriate for completion of the evaluation as required by Code of Virginia Section 37.2-808, and

**Whereas**, the Wise County Behavioral Health Service Crisis Intervention Therapeutic Assessment Center (CITAC) located at 95 15<sup>th</sup> Street N.W., Medical Arts Building 1 – Suite 104B, Norton, Virginia provides a convenient location for the completion of a mental health evaluation, and

**Whereas**, Planning District One Community Services Board, through Wise County Behavioral Health Services, will provide a Virginia Certified Preadmission Screener during all operational hours of CITAC, pending emergency and/or unforeseen and unavoidable circumstances, and

**Whereas**, the Wise County Sheriff's Office and/or the City of Norton Police Department, who have full law enforcement jurisdiction in, of, and around CITAC's physical location as noted above, will provide sworn Deputies/Officers to staff CITAC during all operational hours. Prior to staffing CITAC, Officers/Deputies are required to have successfully completed Mental Health First Aid training. In addition, at a date and time as yet not established or specified, Officers/Deputies staffing CITAC will be required to have completed Virginia Crisis Intervention CORE Training, a 40-hour Virginia Department of Criminal Justice Services approved and sanctioned curriculum focusing on mental health crisis techniques. The date and time of this additional training requirement will be established by Planning District One/Wise County Behavioral Health Services representatives and announced to all applicable parties at least 30 days prior to the commencement of this additional training requirement, and

**Whereas**, prior to any law enforcement partner agency, other than the Wise County Sheriff's Office and/or the City of Norton Police Department, providing a sworn Officer/Deputy to staff CITAC, a jurisdictional agreement must be in place and signed by the additional law enforcement agency and either the Wise County Sheriff's Office and/or the City of Norton Police Department, both of which have full jurisdictional authority at CITAC's physical location noted above.

**NOW THEREFORE**, the Partner Agencies agree to fulfill the following responsibilities and hereby agree to abide by all policies and procedures pertaining to CITAC.

**Responsibilities During the ECO Process:**

1. The initiating/executing law-enforcement agency or Officer/Deputy will contact WCBHS Emergency Services (ES), informing them of the initiation/execution of an ECO, the name, date of birth, and any other available information regarding the individual. The mental health Preadmission Screener will consult with the Officer/Deputy to ensure CITAC availability and appropriateness prior to the subject being brought to CITAC. If usage of CITAC is agreed upon, an estimated time of arrival at CITAC should be given from the Officer/Deputy to the Preadmission Screener. The law enforcement Officer/Deputy shall provide the individual a copy of the Explanation of Emergency Custody Procedures as required by Code of Virginia Sections 37.2-808, 37.2-817.2.
2. The law-enforcement agency or Officer/Deputy shall provide transportation of the individual to CITAC. If the individual is in need of immediate medical attention, the law enforcement officer

will take appropriate action according their agency policy to ensure proper medical treatment is received, including taking the subject somewhere other than CITAC when necessary.

3. Upon arrival at CITAC, the Preadmission Screener and the CITAC Officer will discuss the situation with law enforcement officer(s) in order to evaluate the ability of CITAC to provide the level of security necessary for the individual. The decision arrived at by the Preadmission Screener and CITAC Officer as to whether the subject will be accepted at CITAC is final. Subjects not accepted at CITAC or taken into custody on an ECO/TDO outside of normal CITAC operational hours should be handled by the Officer/Deputy according to their agency's policy.
4. In any event when there is uncertainty about the safety of accepting an individual for assessment, ES Clinician and the CITAC Officer should seek guidance from appropriate supervisory staff. For ES Clinicians, this guidance may be sought from the CIT Coordinator, the Emergency Services Lead Preadmission Screener, the Emergency Services Coordinator during regular business hours, and from the Supervisor On-Call after hours. For the CITAC Officer, this guidance may be sought from the CIT Coordinator or their agency shift supervisor.
5. Upon favorable determination of their present ability, the CITAC Officer will accept the transfer of custody, obtaining signatures of the CITAC Officer and law-enforcement officer on a Transfer of Custody Form mutually agreed upon for this purpose. This form shall include the date and time of execution for any magistrate issued or law-enforcement officer initiated ECO, as well as any other data that CITAC personnel may require.
6. Upon the determination that any factor or combination of factors indicates the level of security required may exceed the facility's ability, the CITAC Officer will advise the responsible law-enforcement agency of those factors and request that they maintain custody or return to retake custody of the subject. The responsible law enforcement agency agrees to return to retake custody of the subject at their earliest convenience.
7. Upon completion of a transfer of custody, the law-enforcement officers are released to return to normal duty. However, CITAC personnel, including the CITAC Officer/Deputy reserves the right to request the return of an officer from the originating law enforcement agency transferring custody at any time during the duration of the ECO if the CITAC Officer determines that changes in the overall situation have occurred which requires such return.

**When ECO is issued by the magistrate and the individual is already located within the Norton Community Hospital facility:**

1. When Norton Community Hospital staff are the petitioners for an ECO or are aware that one is being issued, they will notify WCBHS ES of the ECO.
2. When a law-enforcement agency receives an ECO from the magistrate for service on an individual currently located in the CITAC or in Norton Community Hospital, the law enforcement agency will notify WCBHS ES of the ECO.
3. WCBHS or Norton Community Hospital reserves the right to request a law-enforcement officer respond at any time during the duration of the ECO, if the CITAC Officer determines that changes in the overall situation have occurred which requires such a response.

**Responsibilities When Released from ECO:**

1. Once an ECO has been initiated, regardless if it was initiated by a law-enforcement officer or issued by a magistrate, prior to its expiration, it may only be released by the CSB certified preadmission screener, following their evaluation, and based upon a finding that the individual does not meet criteria for a TDO.
2. If the ES Clinician determines the ECO should be released and no transfer of custody occurred, the ES Clinician will release the ECO and the law enforcement officer(s), by signature on the ECO paperwork.
3. If the ES Clinician determines the ECO should be released and transfer of custody has occurred, the ES Clinician will release the ECO by signature on the ECO paperwork and/or the Transfer of Custody form.
4. If a subject is released from the ECO while present at CITAC, all reasonable efforts will be made by CITAC personnel to assist the subject in obtaining transportation away from CITAC, if the subject so desires. If the subject is unable to obtain transportation away from CITAC and desires such, the originating law enforcement agency will make their best effort to return to CITAC and provide such courtesy transportation.

**Responsibilities During the TDO Process:**

1. If a TDO is issued, the CITAC Officer will maintain custody until original TDO is delivered to be served to the individual by law enforcement.
2. When an individual is in custody of a CITAC Officer and an accepting facility is designated on the TDO, the referring law enforcement agency will be contacted to respond to execute the original TDO paperwork and assist in transferring the individual to the designated facility.
3. If means of Alternative Transportation have been properly requested, approved and noted on the TDO, the CITAC Officer/Deputy may execute the TDO once the Alternative Transportation provider has arrived and taken custody of the subject.
4. If a TDO cannot be executed prior to the eight-hour expiration of the ECO a facsimile may be accepted. However, the original TDO shall be delivered and attached as soon as possible to facilitate the transportation of the individual to the receiving facility.

**Remuneration of CITAC Officers:**

1. The CIT Coordinator is responsible for scheduling Officers/Deputies to staff CITAC to ensure center coverage during operational hours
2. No Officers/Deputies will be allowed to staff CITAC without the prior approval of their agency and prior approval of the CIT Coordinator
3. No Officers/Deputies will be allowed to staff CITAC without fulfilling the training requirements noted above
4. The law enforcement agency or agencies that provide Officers/Deputies that staff CITAC will be compensated at the rate of \$32.00 per hour
5. The applicable law enforcement agency that provides Officers/Deputies to staff CITAC will pay the Officers/Deputies for hours worked at CITAC through their normal payroll process.

- 6. The applicable law enforcement agency that provides Officers/Deputies to staff CITAC will invoice Wise County Behavioral Health monthly for all hours their respective Officers/Deputies work at CITAC
- 7. The CIT Coordinator will validate and submit a request for payment as soon as practical once an invoice is received from an applicable law enforcement agency for CITAC staffing

**Amendments or Termination:**

The Partner Agencies agree to meet regularly to discuss any necessary modification to this Agreement. No amendment or modification to this agreement shall become effective unless reduced to writing and signed by each of the partner Agencies. In the event that any Partner Agency desires to terminate its participation in the CIT Program, that Partner Agency shall provide the other Partner Agencies with 30 days prior written notice.

**Term:**

This agreement shall become effective once signed by respective parties and shall remain in effect until June 30, 2021. This agreement will automatically renew for additional one-year terms provided the Partner Agencies meet annually to review the Agreement as required above, or unless terminated by action of the Partner Agencies.

**Confidentiality:**

The Partner Agencies and their agents, servants, and employees shall comply with all federal, state, and local laws and regulations relating to confidentiality, particularly the confidentiality of protected health information.

**Interpretation:**

Nothing in this Agreement shall be interpreted in such a manner that the interpretation would hinder or impede any Partner Agency in enforcing the laws, rules, and regulations of the Commonwealth of Virginia, Wise County, or the City of Norton.

**Attest:**

\_\_\_\_\_ Grant Kilgore, Sheriff  
 Wise County Sheriff's Office

\_\_\_\_\_ Steve Hamm, Chief  
 Big Stone Gap Police Department

\_\_\_\_\_ Justin Shoffner  
 Appalachia Police Department

\_\_\_\_\_ Gary Parsons, Sheriff  
 Lee County Sheriff's Office

\_\_\_\_\_ Ronnie Short, Chief  
 UVA-Wise Campus Police

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Chris Lewis, Acting Chief  
Jonesville Police Department

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Tony Baker, Chief  
Pound Police Department

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James Lane, Chief  
Norton Police Department

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Jeff Edds, Sheriff  
Scott County Sheriff's Department

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Scott Brooks, Chief  
Coeburn Police Department

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Danny French, Chief  
Wise Police Department

\_\_\_\_\_  
Jonathan Johnson, Chief  
St. Paul Police Department

\_\_\_\_\_  
Grayson Cothron, Chief  
Mountain Empire Community College Campus Police

\_\_\_\_\_  
Jimmy Woodard, Acting Chief  
Pennington Gap Police Department

\_\_\_\_\_  
Chief  
Weber City Police Department

\_\_\_\_\_  
Chief  
Gate City Police Department

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Kristie Hammonds  
CEO Frontier Health

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Sandra O'Dell, Executive Director  
Planning District One BHS

# Inter-Office Memo



**To:** Mayor and City Council  
**From:** Fred L. Ramey, Jr., City Manager *FR*  
**CC:**  
**Date:** April 17, 2020  
**Re:** FY21 Fiscal Budget

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The COVID-19 pandemic has forced Norton City Schools and City Administration to modify our normal budget schedule. At this meeting I plan to review a proposed FY21 Budget schedule that will keep us on track to ensure the required adoption of our budget prior to the June 30<sup>th</sup> deadline.

Thank You.

**City of Norton**

# Inter-Office Memo

**To:** Barbara Muir

**From:** Fred L. Ramey, Jr. *FR*

**CC:** Jeff Shupe

**Date:** April 14, 2020

**Re:** Transfer

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At the April 7, 2020 meeting of City Council, I was authorized to loan \$310,000 from the City's Rural Business Enterprise Grant (RBEG) to the Norton Industrial Development Authority (NIDA) for the purpose of establishing small business assistance programs.

I am requesting the transfer of \$310,000 from the RBEG account to the NIDA account (Norton Strong: Small Business Assistance Program) at First Bank & Trust.

Please let me know if you have any questions related to this request.

Thank You.