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**ROANOKE CITY COUNCIL
CONTINUATION OF RECESSED SESSION**

**MAY 9, 2016
2:00 P.M.**

CITY COUNCIL CHAMBER

AGENDA

1. Call to Order--Roll Call.

The Invocation will be delivered by Council Member Anita J. Price.

The Pledge of Allegiance to the Flag of the United States of America will be led by Vice-Mayor Trinkle.

NOTICE:

The recessed Council meeting will be televised live and replayed on Channel 3 on Friday, May 13 at 7:00 p.m., and Sunday, May 15 at 4:00 p.m. Council meetings are offered with closed captioning for the hearing impaired.

Statement of Purpose. Vice-Mayor Trinkle.

Introduction and Consideration of Ordinances and Resolutions:

A Certificate of the Director of Finance advising that funds required for the 2016-2017 General Fund, Stormwater Utility Fund, Civic Facilities Fund, Parking Fund, Department of Technology Fund, Fleet Management Fund, Risk Management Fund, School Fund, School Food Fund and Grant Fund budgets will be available for appropriation.

P 3

1. Amendment of the Roanoke City School Funding Policy. P 4
R 7
2. Amendment of the City's Fee Compendium for fees charged with regard to athletic field rental for tournaments. P 9
R 11
3. Adoption of Annual General, Stormwater Utility, Civic Facilities, Parking, Department of Technology, Fleet Management, Risk Management, School General, School Food Services, Grant Funds and State Asset Sharing Program appropriations for the fiscal year beginning July 1, 2016 and ending June 30, 2017. B/O 12
4. Endorsement of an update to the Five-year Capital Improvement Program for Fiscal Years 2017-2021; and appropriation of funds in connection therewith. P 21
R 25
B/O 26
5. Appropriation of FY2017 funds for Enterprise Zone. P 27
B/O 29
6. Approval of the 2016-2017 HUD Consolidated Plan and 2017 Annual Plan; and authorization to submit documentation to HUD for final review. P 30
R 39
7. Adoption of a Pay Plan for officers, employees, Council appointed officers and Constitutional Officers of the City; and authorization for certain salary adjustments and merit increases and monthly stipends for certain board and commission members, effective July 1, 2016. O 41
8. Adjourn.



DEPARTMENT OF FINANCE

215 Church Avenue, SW, Suite 461

PO Box 1220

Roanoke, Virginia 24011-1220

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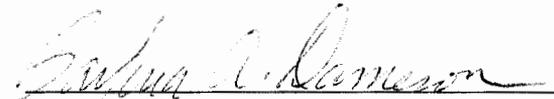
BARBARA A. DAMERON, CPA
Director of Finance

ANDREA F. TRENT
Assistant Director of Finance

May 9, 2016

TO: Honorable Mayor and Members of Council
FROM: Barbara A. Dameron, Director of Finance
SUBJECT: Certification of Funding

I, Barbara A. Dameron, Director of Finance of the City of Roanoke, in accordance with paragraph (a) of Section 25.1 of the Charter of the City of Roanoke, as amended, and Sections 2-235 (e) and (f), Code of the City of Roanoke (1979), as amended, do hereby certify that funds required for the 2016 - 2017 General Fund, Stormwater Utility Fund, Civic Facilities Fund, Parking Fund, Department of Technology Fund, Fleet Management Fund, Risk Management Fund, School Fund, School Food Fund and Grant Fund budgets will be available for appropriation.


Director of Finance

BAD:rs



CITY COUNCIL AGENDA REPORT

To: Honorable Mayor and Members of City Council

Meeting: May 9, 2016

Subject: School Funding Policy

Background:

The School Funding Policy establishes the formula used to determine City funding of Roanoke City Public Schools (RCPS). In addition, the policy prescribes the dates by which the City will provide information and funding to RCPS.

The funding formula was revised in May 2013 to allow for the deduction of Transient Occupancy tax paid to the Roanoke Valley Convention and Visitors Bureau d/b/a Visit Virginia's Blue Ridge. However, this modification erroneously listed the deduction as 1/8th of the taxes collected. The modification should have listed that 3/8th of the tax collected will be deducted as this is the amount paid to RVCVB.

The intent of the Schools Funding Policy is for the City to fund Schools at 40% of local taxes received by the City, adjusted by deductions for revenues already committed to another purpose. The attached resolution amends the formula to list the correct amount of Transient Occupancy taxes to be deducted in keeping with the original intent of the policy and will be effective July 1, 2016.

Recommended Action:

Adopt a resolution to amend the School Funding Policy in accordance with the amendment attached to this report (Third Revised School Funding Policy).

Barbara A. Dameron

Director of Finance

Distribution: Council Appointed Officers
 Sherman M. Stovall, Assistant City Manager for Operations
 Brain Townsend, Assistant City Manager for Community Development
 Amelia Merchant, Director of Management & Budget
 Rita D. Bishop, Superintendent, RCPS
 Kathleen A. Jackson, Chief Financial Officer, RCPS

School Funding Policy
Adopted: May 9, 2011
Revised: May 13, 2013
Second Revision: May 12, 2014
Third Revision: May 9, 2016

The City of Roanoke will provide funding to Roanoke City Public Schools (Schools) in an amount equal to 40% of local taxes received by the City less those adjustments noted below.

Local taxes shall be the total of General Property Taxes and Other Local Taxes as reported by the City of Roanoke¹ plus the personal property tax relief funding provided by the Commonwealth.

Adjustments shall include deduction of revenues from the Downtown and Williamson Road Special Services District real estate taxes and $\frac{34}{8}$ th of the Transient Occupancy taxes provided to the Convention and Visitors Bureau d/b/a Visit Virginia's Blue Ridge as well as amounts to be paid to private entities as economic development incentive grants through current and future performance agreements approved by City Council and the Economic Development Authority of the City of Roanoke.

This methodology will be used during budget preparation to determine the amount of funding appropriated for Schools, and the same method will be followed at the completion of the fiscal year to finalize the actual amount of funding provided to Schools. This may increase or decrease funding to Schools based upon actual results.

The timeline for this funding shall be as follows:

During budget preparation for upcoming fiscal year:

On or before December 15 th	Preliminary budget
On or before March 1 st	Revised budget
On or before April 15 th	Final budget

For purposes of finalization of amounts paid/payable for year ending June 30th:

On or before June 1 st	Projection of final amount for year for purposes of adjusting June payment
On or before September 1 st	Preliminary adjustment of amount provided during prior fiscal year
On or before November 1 st	Finalization of prior fiscal year amount

¹ As defined by the chart of accounts cited in the Uniform Financial Reporting Manual of the Auditor of Public Accounts (<http://www.apa.state.va.us/LocalGovernment/manuals.cfm>).

The funding computed using this methodology shall be provided to Schools to cover operations and capital expenditures (whether funded through the operating budget or by debt service on bonds or other forms of long term financing) for equipment, property and buildings controlled by the School Board.

Coordination between the City and Schools for debt issuance planning shall take place as part of the annual capital improvement plan to ensure ongoing compliance with the City's debt policy.

As a part of the annual budget process, City and School administration shall confer on annual salary and benefit adjustments for employees.

Funding of 1/12th the amount appropriated by City Council in adopting the City's annual budget will be provided to Schools on the 15th day of each month or on the last business day prior to the 15th if the 15th is not a business day.

This policy shall be reviewed at least every three years beginning in 2014 with revisions made as necessary. City Council reserves the right to impose new local taxes or increase current local taxes in order to fund specific needs of the City other than education, and this policy will be revised upon implementation of such changes.

A. C. Kelley

IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA

A RESOLUTION amending the School Funding Policy for funding the City's School Division dated May 9, 2011 and approving and adopting the School Funding Policy for funding the City's School Division, as revised, by correcting the amount of the allowance for the deduction of the portion of the Transient Occupancy tax paid to Roanoke Valley Convention and Visitors Bureau d/b/a Visit Virginia's Blue Ridge from 1/8 of such tax collected to 3/8 of such tax collected.

WHEREAS, Council adopted a School Funding Policy for funding of the City's School Division by Resolution No. 39108-050911, dated May 9, 2011;

WHEREAS, Council adopted the revised School Funding Policy dated May 13, 2013 by Resolution No. 39652-051313 (the "Revised School Funding Policy");

WHEREAS, the Council adopted an amendment to the Revised School Funding Policy to amend the date on which funds are distributed to the City's School Division ("Second Revised School Funding Policy"), by Resolution No. 39932-051214; and

WHEREAS, the City Manager and the Director of Finance propose an amendment to the Second Revised School Funding Policy to correct the allowance for the deduction of the portion of the Transient Occupancy tax paid to the Roanoke Valley Convention and Visitors Bureau d/b/a Visit Virginia's Blue Ridge as set forth in the Second Revised School Funding Policy to 3/8 of such taxes collected, rather than 1/8 of such taxes collected as set forth in the Second Revised School Funding Policy ("Third Revised School Funding Policy").

THEREFORE, BE IT RESOLVED by the Council of the City of Roanoke that:

1. The School Funding Policy dated May 9, 2011, and approved and adopted by Council pursuant to Resolution No. 39108-050911, revised pursuant to Resolution No. 39652-051313, further revised pursuant to Resolution No. 39932-051214, is hereby amended by Council, in accordance with

the terms of the Third Revised School Funding Policy, a copy of which was transmitted to Council on May 9, 2016, as part of the City Council Agenda Report dated May 9, 2016.

2. The Third Revised School Funding Policy transmitted by the City Manager and the Director of Finance to Council on May 9, 2016 be and is hereby approved and adopted as Council's policy with regard to funding the City's School Division.

3. The City Clerk is directed to transmit an attested copy of this resolution to the School Board of the City of Roanoke and to the School Superintendent.

ATTEST:

City Clerk.



CITY COUNCIL AGENDA REPORT

To: Honorable Mayor and Members of City Council
Meeting: May 9, 2016
Subject: FY2017 Amendment of Fee Compendium

Background:

The recommended Fiscal Year 2016-17 budget includes a proposed athletic field rental fee/rate adjustment.

Considerations:

Athletic Field Rental for Tournaments

After reviewing fees in the Parks and Recreation Department, it was noticed that the athletic field fee for large softball tournaments was not in-line with other surrounding jurisdiction pricing. This fee structure change will be consistent with similar fees charged by Roanoke County and the City of Salem.

Fee Title	Current Fee/Rate	Proposed Fee/Rate
Athletic Field Rental for Tournaments	\$5/team entered into tournament, or \$125 per field per day, whichever is greater (minimum \$125) plus direct costs for staff and \$200 refundable deposit per field. (This cost covers dragging and marking services, but not lighting).	\$50 per field per day plus \$10 per team plus \$200.00 refundable deposit per field

Recommendation:

Adopt the attached resolution amending the City's Fee Compendium (fee and rate schedule) to reflect the aforementioned fee, effective immediately upon passage.



Christopher P. Morrill
City Manager

cc: Council Appointed Officers
R. Brian Townsend, Asst. City Manager for Community Dev.
Sherman M. Stovall, Assistant City Manager for Operations
Barbara A. Dameron, Director of Finance
Amelia C. Merchant, Director of Management and Budget
Steven Buschor, Director of Parks and Recreation

ST
4/29/16
3 p.m.

2.

IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA

A RESOLUTION amending certain fees as set out below to be charged for Athletic Field Rental for Tournaments; providing for an effective date; and directing amendment of the Fee Compendium.

BE IT RESOLVED by the Council of the City of Roanoke that:

1. The fees for Athletic Field Rental for Tournaments will be as follows:

Fee Title	Current Fee/Rate	Proposed Fee/Rate
Athletic Field Rental for Tournaments	\$5/team entered into tournament, or \$125 per field per day, whichever is greater (minimum \$125) plus direct costs for staff and \$200 refundable deposit per field. (This cost covers dragging and marking services, but not lighting).	\$50 per field per day plus \$10 per team plus \$200.00 refundable deposit per field

2. The Fee Compendium of the City, maintained by the Director of Finance and authorized and approved by the City Council by Resolution No. 32412-032795, adopted March 27, 1995, effective as of that date, shall be amended to reflect the new fee to be charged by the City of Roanoke for Athletic Field Rental for Tournaments.

3. Resolution No. 32412-032795 is hereby amended to the extent and only to the extent of any inconsistency with this Resolution.

4. The fees established by this Resolution shall remain in effect until amended by this Council.

6. This Resolution shall be in full force and effect upon its passage.

ATTEST:

City Clerk.

IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA

AN ORDINANCE adopting the annual General, Stormwater Utility, Civic Facilities, Parking, Department of Technology, Fleet Management, Risk Management, School General, School Food Services, Grant Funds, and State Asset Sharing Program Appropriations of the City of Roanoke for the fiscal year beginning July 1, 2016, and ending June 30, 2017; and dispensing with the second reading by title of this ordinance.

BE IT ORDAINED by the Council of the City of Roanoke as follows:

1. That all money that shall be paid into the City Treasury for the General, Stormwater Utility, Civic Facilities, Parking, Department of Technology, Fleet Management, Risk Management, School General, School Food Services and Grant Funds, and State Asset Sharing Program in the fiscal year beginning July 1, 2016, and ending June 30, 2017, shall constitute General, Stormwater Utility, Civic Facilities, Parking, Department of Technology, Fleet Management, Risk Management, School General, School Food Services, Grant Funds, and State Asset Sharing Program, and that as much of the same as may be necessary be, and the same is hereby appropriated to the following uses and purposes, to-wit:

General Fund

Revenues

General Property Taxes		\$114,528,000
Other Local Taxes		81,406,000
Permits, Fees and Licenses		1,147,000
Fines and Forfeitures		1,284,000
Revenue from Use of Money and Property		221,000
Intergovernmental Revenue - State & Federal		70,863,000
Charges for Current Services		11,015,000
Miscellaneous		628,000
Total Revenues		<u><u>\$281,092,000</u></u>

Appropriations

Treasurer		\$1,445,521
Clerk of Circuit Court		1,669,510
Juvenile and Domestic Relations Court Services		1,083,487
Juvenile and Domestic Relations Court Clerk		60,654
Magistrate		5,456
General District Court		95,543
Circuit Court		556,134
Commissioner of the Revenue		1,263,354
Sheriff	\$3,205,739	
Jail	<u>15,496,285</u>	18,702,024
Commonwealth's Attorney	\$1,842,228	
Cost Collections Unit	<u>92,478</u>	1,934,706
City Council	\$271,846	
Mayor Bowers	2,550	
Vice-Mayor Trinkle	2,800	
Council Member Lea	2,090	
Council Member Bestpitch	1,900	
Council Member Price	7,180	
Council Member Rosen	2,090	
Council Member Ferris	<u>1,900</u>	292,356

City Attorney		1,041,186
City Clerk		484,371
Municipal Auditing		797,367
Department of Finance	\$2,733,193	
Real Estate Valuation	1,244,736	
Board of Equalization	<u>11,512</u>	3,989,441
Residual Fringe Benefits		3,577,886
Miscellaneous		50,000
Transfers to School Fund		80,402,800
Transfers to Greater Roanoke Transit Company		1,899,605
Transfers to Debt Service Fund		11,455,616
Transfer to Other Funds		5,225,292
Funding for Reserves		1,125,000
Electoral Board		635,295
Office of Communications		457,400
City Manager		937,297
Roanoke Arts Commission		269,220
Economic Development		2,229,691
Memberships and Affiliations		3,502,478
Personnel Lapse		(2,258,633)
Contingency		1,580,006
Department of Management and Budget		664,518
Human Resources	\$1,377,157	
Employee Health Services	<u>919,365</u>	2,296,522
E911 Center	\$2,587,191	
E911 Wireless	<u>586,177</u>	3,173,368
Director of General Services and Sustainability	\$207,795	
Purchasing	<u>508,064</u>	715,859
Building Maintenance	\$5,018,276	
Custodial Services	<u>778,111</u>	5,796,387

Fire Administration	\$942,871	
Fire Support	1,287,835	
Fire Operations	19,706,664	
Emergency Management	<u>127,985</u>	22,065,355
Director of Public Works	\$177,516	
Solid Waste Management	7,459,011	
Transportation - Streets and Traffic	4,475,634	
Transportation - Paving	3,773,924	
Transportation - Snow Removal	228,033	
Transportation - Street Lighting	1,133,989	
Transportation - Engineering & Operations	1,952,867	
Environmental Management	276,326	
Engineering	<u>1,522,064</u>	20,999,364
Planning and Development	\$1,437,382	
Building Inspections	996,617	
Neighborhood Support	119,421	
Neighborhood Services	<u>1,421,935</u>	3,975,355
Parks	\$3,331,546	
Parks & Recreation Administration	1,341,940	
Recreation	1,721,863	
Community Recreation	9,285	
Park Programming	2,000	
Outdoor Education	81,572	
Sponsorships and Development	38,500	
Athletics	<u>72,680</u>	6,599,386
Social Services		26,134,728
Youth Haven	\$633,215	
VJCCCA Enhance Community Services	53,938	
VJCCCA Substance Abuse Services	58,512	
Outreach Detention	<u>338,534</u>	1,084,199
Health Department		1,555,792
Mental Health		448,890
Human Services Advisory Board		409,052
Comprehensive Services Act (CSA)		11,414,734

Police Administration	\$2,450,693	
Police Investigation	3,290,080	
Police Patrol	14,420,367	
Police Services	2,868,941	
Police Training	668,969	
Police Animal Control	<u>1,359,849</u>	25,058,899
Libraries	\$3,981,386	
Law Library	127,736	
Virginia Cooperative Extension	<u>80,407</u>	<u>4,189,529</u>
Total Appropriations		<u><u>\$281,092,000</u></u>

Stormwater Utility Fund

Revenues

Operating		<u>\$5,654,000</u>
Total Revenues		<u><u>\$5,654,000</u></u>

Appropriations

Operating		\$5,135,981
Debt Service		<u>\$518,019</u>
Total Appropriations		<u><u>\$5,654,000</u></u>

Civic Facilities Fund

Revenues

Non-Operating		<u>\$2,280,067</u>
Total Revenues		<u><u>\$2,280,067</u></u>

Appropriations

Operating Expenses		\$566,365
Debt Service		<u>1,713,702</u>
Total Appropriations		<u><u>\$2,280,067</u></u>

Parking Fund

Revenues

Operating	\$3,608,452
Total Revenues	<u>\$3,608,452</u>

Appropriations

Campbell Garage	\$166,274
Market Garage	327,598
Elmwood Park Garage	174,273
Center in the Square Garage	271,721
Church Avenue Garage	400,868
Tower Garage	302,248
Gainsboro Garage	207,501
Market Lot	15,750
Elmwood Lot	47,250
Warehouse Row Lot	20,500
Higher Ed Center Lot	37,050
Operating	342,931
Debt Service	1,294,488
Total Appropriations	<u>\$3,608,452</u>

Department of Technology Fund

Revenues

Operating	\$7,067,256
Total Revenues	<u>\$7,067,256</u>

Appropriations

Technology - Operating	\$4,542,942
Technology - Capital Outlay	1,156,398
Radio Technology - Operating	747,780
Radio Technology - Capital Outlay	620,136
Total Appropriations	<u>\$7,067,256</u>

Fleet Management Fund

Revenues

Operating	\$7,600,939
Non-Operating	100,000
Total Revenues	<u>\$7,700,939</u>

Appropriations

Operating Expenses	\$4,102,716
Capital Outlay	3,598,223
Total Appropriations	<u>\$7,700,939</u>

Risk Management Fund

Revenues

Operating	\$17,350,238
Total Revenues	<u>\$17,350,238</u>

Appropriations

Risk Management Administration	\$1,162,363
Risk Management - Other Expenses	16,187,875
Total Appropriations	<u>\$17,350,238</u>

School General Fund

Revenues	<u>\$172,163,209</u>
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Appropriations	<u>\$172,163,209</u>
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School Food Services Fund

Revenues	<u>\$8,292,488</u>
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Appropriations	<u>\$8,292,488</u>
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Grant Fund

Revenues

Total Revenues \$149,661

Appropriations

Regional Drug Prosecutor	\$16,955
Victim Witness	40,386
Homeless Assistance Team	45,320
Total Appropriations	<u><u>\$149,661</u></u>

State Asset Sharing Program

Revenues

State Asset Forfeiture	<u>\$45,000</u>
Total Revenues	<u><u>\$45,000</u></u>

Appropriations

Law Enforcement Expenditures	<u>\$45,000</u>
Total Appropriations	<u><u>\$45,000</u></u>

2. That all salaries and wages covered by the Pay Plan, paid from the appropriations herein, shall be paid in accordance with the provisions thereof;

3. That the Director of Finance be, and she is hereby authorized and directed to transfer between accounts such appropriations and wages for the labor force as may be necessary to cover cost of labor performed by one department for another.

4. That funding for all outstanding encumbrances, at June 30, 2016, are re-appropriated to the 2016-17 fiscal year to the same department and account for which they are encumbered in the 2015-16 fiscal year.

5. That this ordinance shall be known and cited as the 2016-17 General, Stormwater Utility, Civic Facilities, Parking, Department of Technology, Fleet Management, Risk Management, School General, School Food Services, Grant Funds, and State Asset Sharing Program Appropriation Ordinance; and

6. Pursuant to the provisions of Section 12 of the City Charter, the second reading of this ordinance by title is hereby dispensed with.

ATTEST:

City Clerk



CITY COUNCIL AGENDA REPORT

To: Honorable Mayor and Members of City Council
Meeting: May 9, 2016
Subject: Capital Improvement Program Update FY 2017-2021
 (CM No. 16-00049)

Background:

The Capital Improvement Program (CIP) for Fiscal Years 2017-2021 is a plan recommended for approval by City Council for anticipated capital project expenditures to be incurred over the next five years and is a revision of the Fiscal Years 2016-2020 plan.

Considerations:

As part of the financial planning/budget development process City Council was briefed on projects to be funded through additional bond issuance and cash. The total Capital Improvement Program for Fiscal Years 2017-2021 is comprised of capital projects with estimated expenditures of \$151,772,059 as outlined in Attachment A.

Council authorization of debt issuance is required for planned issuance each fiscal year and is requested through a separate report at a Council meeting after the adoption of the CIP Update to ensure that the public hearing notices are published in accordance with code requirements. The public hearing will be scheduled at a later date.

The CIP anticipates debt issuance each year as outlined below.

FY 2017

▪ School Facility Maintenance and Improvements	\$5,000,000
▪ Bridge Renovation	8,050,000
▪ Library Master Plan	2,845,000
▪ Parks and Recreation Master Plan	2,500,000
▪ Stormwater Management	1,620,000
▪ Curb, Gutter and Sidewalk Program	1,000,000
▪ Streetscape Improvements	500,000
▪ 911 Center	1,500,000
▪ Colonial Avenue Street Improvements	2,500,000
▪ 10 th Street Improvements	<u>1,000,000</u>
Total:	\$26,515,000

Funding in the amount of \$440,131 is included in the Transfer to Capital Projects Fund for Bridge Maintenance Projects and may be appropriated to project accounts for FY 2017.

During the budget development process, Council was advised of the recommended use of one time funding for the following:

▪ YMCA of the Roanoke Valley (fifth installment of capital contribution)	\$100,000
▪ Virginia Museum of Transportation (fourth installment of capital contribution)	100,000
▪ Jefferson Center (fourth installment of capital contribution)	100,000
▪ Arts Endowment	125,000
▪ Capital Project Contingency	1,398,117
▪ Percent for Art	21,500
▪ Other Operating One-Time Expenses	<u>385,617</u>
Total:	\$2,230,234

Recommended Action:

Approve a resolution endorsing the update to the CIP.

Appropriate \$440,131 included in the FY 2017 Transfer to Capital Projects Fund Account and \$2,230,234 included in the FY 2017 Transfer to Other Funds unit to the respective accounts established by the Director of Finance for the following projects:

▪ Bridge Maintenance	\$440,131
▪ YMCA of the Roanoke Valley	100,000
▪ Virginia Museum of Transportation	100,000
▪ Jefferson Center Foundation	100,000
▪ Arts Endowment	125,000
▪ Capital Project Contingency	1,398,117
▪ Percent for Art	21,500

The remaining funding in the amount of \$385,617 is budgeted in the Transfer to Other Funds unit and will be transferred to departmental budgets during the course of the fiscal year for identified one-time needs.



CHRISTOPHER P. MORRILL
City Manager

Distribution: Council Appointed Officers

Rita D. Bishop, Superintendent, Roanoke City Public Schools
Kristine Flynn, Bond Counsel, Hawkins Delafield & Wood LLP
Kevin Rotty, Managing Director, Public Financial Management Inc.
Robyn Schon, Global Spectrum General Manager, The Berglund Center
Barbara A. Dameron, Director of Finance

Project Category/Description	FY 2017	FY 2018-21	Total Projected Expenses
Buildings:			
911 Center	\$ 1,634,298	\$ 10,000,000	\$ 11,634,298
Fire Facility Master Plan	\$ -	\$ 6,856,126	\$ 6,856,126
Library Master Plan	\$ 3,581,548	\$ 11,046,256	\$ 14,627,804
TOTAL - Buildings	\$ 5,215,846	\$ 27,902,382	\$ 33,118,228
Economic Development			
Arts and Cultural Capital Contributions	\$ 441,570	\$ 200,000	\$ 641,570
Gill Memorial Building Renovation	\$ 599,681	\$ -	\$ 599,681
TOTAL - Economic Development	\$ 1,041,251	\$ 200,000	\$ 1,241,251
Parks:			
Greenways and Trails	\$ 2,129,373	\$ 3,574,646	\$ 5,704,019
Parks and Recreation Master Plan	\$ 3,565,243	\$ 7,000,000	\$ 10,565,243
TOTAL - Parks	\$ 5,694,616	\$ 10,574,646	\$ 16,269,262
Schools:			
School Improvements	\$ 5,000,000	\$ 20,000,000	\$ 25,000,000
TOTAL - Schools	\$ 5,000,000	\$ 20,000,000	\$ 25,000,000
Storm Drains:			
Neighborhood Storm Drain Program	\$ 4,879,370	\$ 12,300,000	\$ 17,179,370
TOTAL - Storm Drains	\$ 4,879,370	\$ 12,300,000	\$ 17,179,370
Streets, Sidewalks and Bridges:			
Bridge Renovation/Replacement Program	\$ 14,367,333	\$ 11,395,382	\$ 25,762,715
Curb, Gutter and Sidewalk Program	\$ 3,647,499	\$ 6,000,000	\$ 9,647,499
Passenger Rail Infrastructure	\$ 1,500,000	\$ -	\$ 1,500,000
Street Improvement Projects	\$ 4,904,000	\$ 6,250,312	\$ 11,154,312
Streetscape Project Improvements	\$ 916,024	\$ 2,000,000	\$ 2,916,024
TOTAL - Streets, Sidewalks and Bridges	\$ 25,334,856	\$ 25,645,694	\$ 50,980,550
Civic Center Fund:			
Civic (Berglund) Center Renovations	\$ 1,560,000	\$ 6,423,398	\$ 7,983,398
TOTAL - Civic Center Fund	\$ 1,560,000	\$ 6,423,398	\$ 7,983,398
GRAND TOTAL - All Funds	\$ 48,725,939	\$ 103,046,120	\$ 151,772,059

FY 2018	
▪ School Facility Maintenance and Improvements	\$5,000,000
▪ Library Master Plan	2,769,000
▪ Parks and Recreation Master Plan	2,500,000
▪ Civic (Berglund) Center Improvements	1,500,000
▪ Stormwater Management	2,000,000
▪ Curb, Gutter and Sidewalk Program	1,500,000
▪ Streetscape Improvements	500,000
▪ Fire Facility Master Plan	810,000
▪ 911 Center	10,000,000
▪ 10 th Street Improvements	<u>700,000</u>
Total:	\$27,279,000
FY 2019	
▪ School Facility Maintenance and Improvements	\$5,000,000
▪ Library Master Plan	550,000
▪ Parks and Recreation Master Plan	2,500,000
▪ Civic (Berglund) Center Improvements	1,500,000
▪ Stormwater Management	2,000,000
▪ Curb, Gutter and Sidewalk Program	1,500,000
▪ Streetscape Improvements	500,000
▪ Fire Facility Master Plan	<u>5,400,000</u>
Total:	\$18,950,000
FY 2020	
▪ School Facility Maintenance and Improvements	\$5,000,000
▪ Library Master Plan	5,000,000
▪ Parks and Recreation Master Plan	1,000,000
▪ Civic (Berglund) Center Improvements	1,500,000
▪ Stormwater Management	2,000,000
▪ Curb, Gutter and Sidewalk Program	1,500,000
▪ Streetscape Improvements	<u>500,000</u>
Total:	\$16,500,000
FY 2021	
▪ School Facility Maintenance and Improvements	\$5,000,000
▪ Bridge Renovation	11,000,000
▪ Parks and Recreation Master Plan	1,000,000
▪ Civic (Berglund) Center Improvements	1,500,000
▪ Stormwater Management	2,000,000
▪ Curb, Gutter and Sidewalk Program	1,500,000
▪ Streetscape Improvements	500,000
▪ Fire Facility Master Plan	<u>645,000</u>
Total:	\$23,145,000

Funding budgeted for debt service is based on the capital project planning model. Budgeted debt service funding not needed until bonds are issued and debt service payments begin is used to cash fund selected projects or for a specific purpose. The amount available for one-time use is \$2,230,234.

Callaghan

IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA,

A RESOLUTION endorsing the update to the Capital Improvement Program submitted by the City Manager by letter of May 9, 2016.

WHEREAS, by letter of May 9, 2016, the City Manager has presented an update to the City's Five-Year Capital Improvement Program for Fiscal Years 2017-2021 in the recommended amount totaling \$151,772,059;

WHEREAS, the Capital Improvement Program and the funding recommendation for projects is affordable and consistent with previous discussions by City Council and actions taken by City Council; and

WHEREAS, this Council is desirous of endorsing the recommended update to the Capital Improvement Program;

THEREFORE, BE IT RESOLVED by the Council of the City of Roanoke that this Council endorses and concurs in the recommendations of the City Manager for a certain update to the Five-year Capital Improvement Program for the City of Roanoke for Fiscal Years 2017-2021, and the related funding recommendations, as set out in the letter of the City Manager dated May 9, 2016.

ATTEST:

City Clerk.



IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA

AN ORDINANCE to appropriate funding for the FY 2017-2021 Update to the Capital Improvement Program, amending and reordaining certain sections of the 2016-2017 General Fund and Capital Projects Fund Appropriations, and dispensing with the second reading by title of this ordinance.

BE IT ORDAINED by the Council of the City of Roanoke that the following sections of the 2016-2017 General Fund and Capital Projects Fund Appropriations be, and the same are hereby, amended and reordained to read and provide as follows:

General Fund

Appropriations

Miscellaneous	01-300-9410-2170	\$ 385,617
Transfer to Other Funds	01-250-9310	(385,617)

Capital Projects Fund

Appropriations

Appropriated from General Revenue	08-530-9552-9003	\$ 440,131
Contingency	08-530-9575-9220	1,398,117
Appropriated from General Revenue	08-300-9612-9003	100,000
Appropriated from General Revenue	08-300-9613-9003	100,000
Appropriated from General Revenue	08-530-9647-9003	125,000
Appropriated from General Revenue	08-610-9929-9003	21,500
Appropriated from General Revenue	08-620-9757-9003	100,000

Revenues

Transfer from General Fund	08-110-1234-1037	2,284,748
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Pursuant to the provisions of Section 12 of the City Charter, the second reading of this ordinance by title is hereby dispensed with.

ATTEST:

City Clerk.



CITY COUNCIL AGENDA REPORT

To: Honorable Mayor and Members of City Council
Meeting: May 9, 2016
Subject: Appropriation of FY17 Funds for Enterprise Zone

Background:

A revised Virginia Enterprise Zone program was established by the General Assembly in 2005 through the Virginia Enterprise Zone Act. An Enterprise Zone is a geographically defined area designated by the Governor. The state and local government entered into a partnership to encourage business expansion and recruitment by offering both state and local incentives. The City of Roanoke now has one zone; Zone One A. Zone One A has one sub zone. As of January 1, 2016 Zone Two and its two subzones expired and were not eligible for renewal as part of the statewide efforts to gradually reduce the total number of Enterprise Zones from 57 zones to approximately 30 zones, as their renewal terms expire, to better align the program with its original design.

Considerations:

A requirement of designation is that the City of Roanoke offers certain local incentives. These incentives were set forth in the original application and subsequent amendments approved by City Council. In order for the City of Roanoke to continue to offer the local incentives as set forth in the designation application and subsequent amendments, an annual appropriation of funds is needed. Based on funds remaining from previous appropriations, additional funding in the amount of \$100,000 has been identified to provide for grants and rebates through the following programs anticipated for Fiscal Year 2016-2017 -- façade grants; building permit and comprehensive development plan review fees rebates; water, fire, sewer hookup fees grants; fire suppression retrofit grants and fire hookup grants; and business security grants. The building façade improvement program has become a very popular and useful tool in Enterprise Zone One A over the past several years. To date in FY 16, a total of \$100,336.60 in façade grant awards has resulted in leveraging approximately \$505,474 in building facade improvements. In many cases, these facade improvements are part of overall building rehabilitation projects, which result in significant real property investment.

Recommended Action:

Adopt the accompanying budget ordinance appropriating \$100,000 from the Economic and Community Development Reserve to the various grant and rebate programs outlined for the Enterprise Zone programs into accounts established by the Director of Finance.



Christopher P. Morrill
City Manager

Distribution: Council Appointed Officers
R. Brian Townsend, Assistant City Manager for Community Development
Sherman M. Stovall, Assistant City Manager for Operations
Barbara A. Dameron, Director of Finance
Amelia C. Merchant, Director of Management and Budget
Wayne Bowers, Director of Economic Development
Robert Ledger, Economic Development Manager

IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA

AN ORDINANCE to appropriate funding from the Economic and Community Development Reserve for the Enterprise Zone Projects, amending and reordaining certain sections of the 2016-2017 Capital Projects Fund Appropriations, and dispensing with the second reading by title of this ordinance.

BE IT ORDAINED by the Council of the City of Roanoke that the following sections of the 2016-2017 Capital Projects Fund Appropriations be, and the same are hereby, amended and reordained to read and provide as follows:

Appropriations		
Appropriated from General Revenue	08-310-9736-9003	\$ 100,000
Fund Balance		
Economic and Community Development Reserve - Unappropriated	08-3365	(100,000)

Pursuant to the provisions of Section 12 of the City Charter, the second reading of this ordinance by title is hereby dispensed with.

ATTEST:

City Clerk.



CITY COUNCIL AGENDA REPORT

To: Honorable Mayor and Members of City Council
Meeting: May 9, 2016
Subject: Consideration and Approval of 2016-2017 HUD Annual Plan

Background:

The City of Roanoke receives entitlement funds annually from the US Department of Housing and Urban Development under the Community Development Block Grant (CDBG), HOME Investment Partnership (HOME) and Emergency Solutions Grant (ESG) programs. The City receives approximately \$2.0 million in new federal funds each year. These funds are leveraged with monies and in-kind support from agencies that provide services to low and moderate income individuals and families in the City. The City then develops programs to provide services such as affordable housing, public services, neighborhood revitalization, economic development and homeless services. Each program also allows the City to recover administrative costs to oversee these funds.

The City is required to submit a five-year Consolidated Plan with a related Annual Plan to HUD for approval. The Consolidated Plan, adopted and approved in 2015, covers the years 2015-2019 and describes the City and its overall priorities and objectives for the anticipated funds for the next five years. Each year, the City is required to develop an Annual Plan to describe the specific activities to be undertaken for the program year, which coincides with the City's fiscal year.

In compliance with the City's Citizen Participation Plan and HUD requirements, a public meeting was held November 17, 2015 to receive citizen input on development of the plan. City Council held a public hearing on the plan on April 28, 2016, which served as a second public meeting to receive input on the draft plan.. A 30-day public comment period was advertised on April 6, 2016. To date, no comments have been received on the plan.

Considerations:

The proposed Annual Plan represents the efforts to be made in directing a majority of HUD funds into the Melrose-Orange Target Area (MOTA). This year will be the first that HUD funds are fully devoted to the MOTA. FY16 is a “bridge year” during which work in the MOTA began as projects in the West End Target Area concluded. The Annual Plan provides for \$1,859,000 in CDBG and HOME funds to be used for projects and programs in the MOTA for FY17.

The Annual Plan has been properly advertised publicly for a required 30 day public comment period beginning April 6 and concluding May 6, 2016. During this period, City Council held a public hearing on April 28, 2016 on the HUD Annual Plan. No formal comments have been received during the public comment period. The proposed HUD Annual Plan is summarized below:

Revenues

CDBG Entitlements	\$1,529,060
CDBG Carryover	500,000
HOME Entitlements	448,902
HOME Carryover	175,000
ESG Entitlements	<u>138,286</u>

Total HUD Funds \$2,791,248

Expenditures

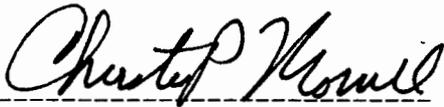
Housing Development	\$1,750,600
Neighborhood Development	430,000
Public Services	193,045
Homeless Services	131,372
Economic Development	0
Administration	<u>286,231</u>

Total HUD Funds \$2,791,248

To ensure that availability of the new entitlements will be effective as of July 1, 2016, HUD must receive the 2016-2017 HUD Annual Plan by May 15, 2016. A copy of the proposed plan is attached to this report for City Council’s information.

Recommended Actions:

Approve the 2016-2017 HUD Annual Plan and authorize the City Manager, or City Manager's designee, to execute and submit this document to HUD for final review and approval, and to execute and necessary additional documents pertaining thereto, all such documents to be approved to form by the City Attorney.



CHRISTOPHER P. MORRILL
City Manager

Attachments: 2016-2017 HUD Annual Plan

Distribution: Council Appointed Officers
R. Brian Townsend, Asst. City Mgr. for Community Development
Sherman M. Stovall, Assistant City Manager for Operations
Barbara A. Dameron, Director of Finance
Chris Chittum, Director of Planning, Building and Development
Keith Holland, Community Resources Program Administrator

**CITY OF ROANOKE
HUD ENTITLEMENT GRANTS
FY 2016-2017 ANNUAL PLAN**

Overview

The City of Roanoke anticipates receiving approximately \$2.0 million in new funds annually from the U.S. Department of Housing and Urban Development (HUD) in three grants: Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME) and Emergency Solutions Grant (ESG). Roanoke is an entitlement community under these HUD programs. This means that HUD funds are allocated to the City every year using a formula based on population, income levels, and other factors. The amount that the City receives then depends on how much Congress appropriates for the entire nation.

CDBG

CDBG funds have been allocated to the City since 1975 and can be used for activities ranging from housing to economic development and from job training to infrastructure projects. For the 2016-2017 program year, the City will receive \$1,529,060 in new CDBG funds, a reduction of \$7,112 from the 2015 allocation. However, with carry-over and program income, the City estimates that a total of \$2,029,060 in CDBG funds will be available. CDBG funds are primarily intended to benefit low- and moderate-income persons and areas, though a limited amount can also be used for reducing slums and blight in economically distressed areas. The amount of funds that can be used for administration, planning and human services is also limited by regulation at 20%, however the 2016 Annual Plan has proposed administrative costs at 15.8% of total entitlement.

HOME

The HOME program is exclusively for housing to benefit those of low or moderate income, including rehabilitation, new construction, homeownership assistance and improvements to rental housing. The City has been receiving HOME funds since 1992. For the 2016-2017 program year, the City is expected to receive \$448,902 in new HOME funds. This represents an increase of \$33,350 from prior year allocations. Including carry-over and program income, the City estimates that a total of \$623,902 in HOME funds will be available. HOME funds require a 12.5% match, which is met with volunteer labor from Habitat for Humanity projects funded with HOME dollars. At least 15% of each annual HOME grant must be invested in qualifying projects conducted by Community Housing Development Organizations ("CHDOs"). Currently Habitat for Humanity is the only CHDO serving the city.

ESG

The emphasis for use of Emergency Solutions Grant funds has shifted from providing for activities that assist homeless individuals and families to early intervention and prevention of homelessness. HUD has issued new rules for the distribution of these funds by entitlement communities, which are being assessed by city staff and the Roanoke Valley Council of Community Services. Total funding in FY 2016-2017 is expected to be \$138,286.

Available Funding:

The total funding anticipated for Fiscal Year 2016-2017 from CDBG, HOME and ESG sources is \$2,791,248, but relies heavily on prior year uncommitted or available funds of \$675,000. The estimated amount by category is as follows:

<u>Category</u>	<u>Description</u>	<u>Available Funding</u>
CDBG	2016-2017 Entitlement Grant	\$1,529,060
	2015-2016 Carry-Over	500,000
	Subtotal – CDBG Funds Available	\$2,029,060
HOME	2016-2017 Entitlement Grant	\$448,902
	2015-2016 Carry-over	175,000
	Subtotal – HOME Funds Available	\$623,902
ESG:	2016-2017 ESG Entitlement Grant	\$138,286
Total 2016-2017 CDBG, HOME and ESG Funds Available		\$2,791,248

Allocation of Resources:

The City's 2016-2017 Annual Update outlines the use of approximately \$2.8 million in CDBG, HOME and ESG, including carry-over and anticipated program income. These funds will support an array of housing, homeless prevention, public services, and neighborhood and economic development activities, and planning and administrative costs associated with these activities.

- Economic Development – No CDBG funding is proposed for projects in the economic development category for FY 16-17.
- Homeless Services -- \$131,372 for homeless prevention and rapid re-housing through Emergency Solutions Grants for programs benefitting the homeless or those at-risk of becoming homeless.
- Housing Development -- \$1,750,600 for new construction and housing rehabilitation for homeownership, downpayment and closing costs assistance, and the rehabilitation of owner- and renter-occupied homes.
- Human Services -- \$193,045 for services such as social services, academic enrichment, and other youth and family programs to benefit low to moderate income families.
- Neighborhood Development – \$430,000 which includes \$30,000 for grants to eight (8) neighborhood organizations for training and organizational development and small community improvement projects not otherwise categorized, \$150,000 to fund a portion of City code inspectors to serve conservation and rehabilitation low-mod neighborhoods, and \$250,000 for engineering to develop a neighborhood transformation plan.
- Planning and Administration -- \$286,231 for staffing and operating costs incurred by the City to administer the CDBG, HOME and ESG funds.

Distribution of Housing Funds:

For 2016-2017, the City estimates its CDBG and HOME housing funds will be allocated as follows:

- \$658,600 for activities encouraging and facilitating the repair, maintenance, improvement or re-use of existing owner-occupied or rental housing.
- \$1,092,000, for activities encouraging and facilitating new homeownership.

Project Locations:

While some of the projects in the 2016-17 Annual Plan affect areas throughout the City of Roanoke, the City will be in the second year of targeting of HUD resources to projects serving the Melrose-Orange Target Area. Total funds earmarked for the West End and Melrose-Orange Target Areas are \$1,589,000, which meets the City's policy on Use of HUD Funds by channeling 56.9% of total funds into the targeted area.

Lead Agencies:

The HUD Community Resources Division of the City's Department of Planning, Building and Development is the lead organization for developing and administering the Consolidated Plan and the Annual Updates. Numerous City offices and departments and other public, nonprofit and community organizations conduct projects funded in whole or in part with CDBG or HOME funds. The specific projects, agencies and funding recommended for the 2016-2017 period are given in the following section.

2016-2017 Projects Submitted, Agencies and Recommended Funding:

ECONOMIC DEVELOPMENT

- Growing Goodwill Gardens (Goodwill Industries of the Valley) Funds to be used to develop a shelter to support existing community garden operated on land owned by Goodwill Industries of the Valley for purpose of a point of sale for locally grown fruits and vegetables. (Recommended: \$0.)

HOMELESS SERVICES

- Emergency Sheltering & Rapid Rehousing (Family Promise of Greater Roanoke) Funds will provide for emergency shelter to families with children. Family Promise will also collaborate with the Community Housing Resource Center to rapidly re-house low barrier families and provide continued case management once they are re-housed. (Recommended: \$29,500 ESG)
- Emergency Sheltering & Homelessness Prevention (Roanoke Valley Trouble ARCH) Funds will provide for emergency shelter assistance for operating expenses (i.e. utilities and insurance) to support direct services. TRUST will also utilize homeless prevention assistance to fund its full-time housing stability coordinator who manages services for Trust House residents who transition to permanent housing. (Recommended: \$38,029 ESG)
- Homeless Prevention and Rapid Rehousing (Council of Community Services) Funds will provide for rapid rehousing and one-time rental assistance as well as coordinate homelessness prevention services to households most at-risk of homelessness to increase housing stability. (Recommended \$63,843 ESG).

HOUSING DEVELOPMENT

- Demolition (City of Roanoke Dept. of Planning, Bldg and Dev.) Funds to demolish vacant condemned structures in an advanced state of deterioration. (Recommended \$25,000 CDBG.)
- Down Payment Assistance Program (City of Roanoke Dept. of Planning, Bldg and Dev.) Funds for staffing and operating costs and project funds to provide 5-year forgivable, 0% interest loans of up to \$8,000 for down payment and closing costs to assist low/mod-income families to buy homes in the City. Despite success and meeting target goals, proposed funding to be cut due to allocated HUD funds to other priorities. (Recommended: \$100,000 CDBG)
- Emergency Home Repair Program (Total Action For Progress) Limited and emergency repairs and weatherization services to low/mod-income owner-occupied single-family homes. Program requests to target 12 owner-occupied homes for emergency repairs, with 10 of these homes also receiving weatherization services. (Recommended: \$103,411 CDBG.)
- Empowering Individuals with Disabilities (Blue Ridge Independent Living Center) Install special needs home improvements such as ramps and grab bars for 25 extremely low to low income homeowners with disabilities to meet independent living needs. (Recommended: \$108,189 CDBG.)

- Target Area New Homeownership – New Construction/Rehabilitation (Habitat for Humanity) Acquire and renovate a minimum of 5 existing vacant houses for single-family homeownership as well as construction of 3 new single family homes in Melrose-Orange target area. (Recommended: \$381,574 CDBG and \$585,426 HOME)
- Target Area Owner-Occupied Limited Rehab (Renovation Alliance) Basic rehabilitation services utilizing volunteer labor to address “safe, warm and dry” homeowner needs for low-income persons. Proposed goal of 17 homes in Melrose-Orange target area. (Recommended \$85,000 CDBG.)
- Target Area Limited Housing Rehabilitation (Total Action For Progress) Limited rehabilitation services to 12 owner-occupied single family homes in Melrose-Orange target areas. (Recommended \$0)
- Target Area(s) Owner-Occupied Major Rehab (Total Action for Progress) Major rehabilitation to 4 owner-occupied housing units in Melrose-Orange Target Area. Major rehabilitation is targeted for rehabilitation in excess of \$15,000 to address health, safety and welfare needs of residents. (Recommended: \$287,000 CDBG.)
- Summer Youth Rehabilitation (Renovation Alliance) This program entails limited rehabilitation and repairs to about 20 homes citywide primarily utilizing over 400 youth volunteers from faith-based programs for low income, elderly, and disabled homeowners. RTR reviews and selects homes to be included in the program, determine eligibility, work scopes, any environmental testing and historic reviews, and required permits. (Recommended: \$75,000 CDBG).

HUMAN SERVICES

- Academic Summer Camp for RRHA Residents (Apple Ridge Farm, Inc.) Funding will provide for youth services and camp staffing and operations for the Apple Ridge Farm to target residents of RRHA public housing. (Recommended: \$30,000 CDBG.)
- African American Studies in Contemporary Issues (Total Action For Progress) Funds to administer and monitor this program which targets freshman African American male students at William Fleming High School who are at risk of not completing high school. (Recommended: \$0 CDBG.)
- CHIP Enrollment Expansion Program (Child Health Investment Partnership) This program is intended to identify and engage low to moderate income families to provide assessment and medically necessary programs in an otherwise medically underserved areas of the city. (Recommended \$34,500)
- Community Based Prevention Services (Department of Social Services) Funds for 1 staff position and out-stationing costs to increase the accessibility and use of child abuse and neglect prevention services and reduce the necessity of foster care placements. (Recommended: \$51,545 CDBG.)
- Family Advocates Program (Children’s Trust) Funding to provide support services to the non-offending caregivers in cases of alleged child abuse, resulting in the greater protection and support for the alleged child victim. (Recommended \$27,000 CDBG.)
- Housing Stabilization for Families in Need (Council of Community Services). CDBG funds to partially replace Homelessness Prevention and Rapid Re-Housing Program previously funded with ARRA grants. The program will use the CDBG funds to leverage additional resources to assist with homeless prevention and re-housing activities. (Recommended \$50,000 CDBG.)
- Life Skills Training Program (Brain Injury Services of SW Virginia) Funds to provide daily independent living skills training to individuals living with brain injury due to accident, birth defect or stroke. (Recommended \$0)
- West End Blend (Transitional Options for Women) Program intended to operate coffee shop and thrift store to address the needs of women who return to the community after incarceration and do not have children in their care. (Recommended \$0).

NEIGHBORHOOD DEVELOPMENT

- Phase I Planning for Choice Neighborhood Transformation Plan (Roanoke Redevelopment and Housing Authority) Funds to engage engineering and architectural firms for designing infrastructure and implementation of Phase I of the Melrose-Rugby/Shenandoah West Transformation Plan. (Recommended \$250,000 CDBG)
- Code Enforcement (City of Roanoke Dept. of Planning, Bldg and Dev.) Funds a portion of staff and other operating costs for City enforcement of the building maintenance and other codes in low-to-moderate income neighborhoods. (Recommended: \$150,000 CDBG.)
- Neighborhood Development Grant Program (Dept. of Planning, Bldg and Dev.) Provides for grants of up to \$25,000 to neighborhood organizations in predominantly low-mod-income neighborhoods for eligible projects such as housing, crime prevention and public facilities and infrastructure projects. Activities related to training and capacity development of eligible neighborhood associations will be paid from HUD planning and administrative accounts. (Recommended: \$26,500. Applications were received from the following organizations:
 - Gainsboro SW Community Organization – Victorian street lamp. (Recommended \$4,800 CDBG)
 - Gainsboro SW Community Organization – History Walk phase 2. (Recommended \$5,300 CDBG)
 - Mountain View Neighborhood Association – Big Belly Solar Compactor (Recommended \$4,814 CDBG)
 - Old Southwest Inc. – Street Sign Toppers (Recommended \$1,200 CDBG)
 - Riverdale Farm Neighborhood Association – Gateway Signage (Recommended \$2,000 CDBG)
 - SE Action Forum – Dale Ave Mural (Recommended \$6,100 CDBG)
 - Other CDBG Eligible Neighborhoods – Training and Development (\$5,786 CDBG)

ADMINISTRATION/PLANNING

- HUD Administrative Funds (Dept. of Planning, Bldg and Dev.) Staffing and other operating costs associated with the general administration of the City's CDBG, HOME and ESG programs. Limits for each program are 20% for CDBG, 10% for HOME and 7.5% for ESG. (Recommended: \$240,841 CDBG; \$38,476 HOME; \$6,914 ESG.)

2016-2017 HUD Funding Recommendations

Funding by Category:	Economic Development	\$0
	Homeless Services	\$131,372
	Housing Development	\$1,750,600
	Human Development	\$193,045
	Neighborhood Development	\$430,000
	Planning and Administrative Costs	<u>\$286,231</u>
	Total	\$2,791,248

Breakout – 2016-2017 Funding for Melrose-Orange Target Areas Revitalization Initiative: **\$1,589,000**

Project Name	Agency	Current	Requested	Recommended
Academic Summer Camp	Apple Ridge Farm, Inc	\$0	\$30,000	\$30,000
African American Studies in Contemporary Issues	TAP	\$10,000	\$10,000	\$0
CHIP Enrollment Expansion Project	Child Health Investment Partnership	\$0	\$34,500	\$34,500
Code Enforcement	Dept. of Planning, Bldg & Dev.	\$150,000	\$150,000	\$150,000
Community Based Prevention Services	Dept of Social Services	\$104,800	\$109,594	\$51,545
Demolition	Dept of Planning, Bldg & Dev.	\$50,000	\$75,000	\$25,000
Down Payment Assistance	Dept of Planning, Bldg & Dev.	\$85,000	\$100,000	\$100,000
Emergency Home Repair	TAP	\$60,000	\$103,411	\$103,411
Empowering Individuals with Disabilities	Blue Ridge Independent Living Center	\$100,000	\$108,189	\$108,189
Family Advocates Program	Children's Trust	\$27,608	\$27,000	\$27,000
Growing Goodwill Gardens	Goodwill Industries of the Valley	\$0	\$25,000	\$0
Homeless Services and Prevention	Council of Community Services	\$67,571	\$73,471	\$63,843
Homeless Services and Prevention	Family Promise of Roanoke Valley	\$26,500	\$31,500	\$29,500
Homeless Services and Prevention	ARCH	\$35,000	\$40,029	\$38,029
Housing Stabilization for Families in Need	Council of Community Service	\$44,000	\$50,000	\$50,000
HUD Admin Funds	Dept. of Planning, Bldg & Dev.	\$326,998	\$286,231	\$286,231
Life Skills Training	Brain Injury Services of SWVA	\$0	\$15,000	\$0
Neighborhood Development Grant Program	Neighborhood Services	\$26,500	\$40,000	\$30,000
Phase I Choice Neighborhood Transformation Planning	Roanoke Redevelopment and Housing Authority	\$0	\$450,000	\$250,000
Summer Youth Housing Rehabilitation	Renovation Alliance	\$70,000	\$75,000	\$75,000
Target Area Limited Rehabilitation	TAP	\$0	\$103,411	\$0
Target Area Limited Rehabilitation	Renovation Alliance	\$85,000	\$85,000	\$85,000
Target Area New Homeownership	Habitat For Humanity	\$585,518	\$967,000	\$967,000
Target Area Owner-Occupied Major Rehabilitation	TAP	\$0	\$457,175	\$287,000
West End Blend	Transitional Options for Women	\$0	\$22,000	\$0

02C

6.

IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA

A RESOLUTION approving the 2016-2017 Annual Update (“Annual Update”) to the 2015-2019 Consolidated Plan and authorizing the City Manager, or the City Manager’s designee, to submit the approved Annual Update to the United States Department of Housing and Urban Development (“HUD”) for final review and approval, and authorizing the execution of all necessary documents pertaining to such Annual Update.

WHEREAS, in order to receive Community Development Block Grant, HOME Investment Partnerships, and Emergency Solutions Grant funding, HUD requires that entitlement localities such as the City of Roanoke submit a 5-year Consolidated Plan and Annual Updates;

WHEREAS, opportunities for community input regarding the Annual Update were provided at a public meeting held November 17, 2015, and at a City Council public hearing on April 28, 2016, by a 30-day public review and comment period beginning April 7, 2016, and ending May 6, 2016, by dissemination of information to the Roanoke Redevelopment and Housing Authority main offices, the City Clerk’s office and HUD Community Resources Division for public inspection, by letters to a mailing list of interested individuals and organizations, including the Roanoke Neighborhood Advocates, and by publishing information in local print media and on the City’s website; and

WHEREAS, the Annual Update must be approved by this Council and received by HUD on or about May 15, 2016, to ensure timely receipt of new entitlement funds.

THEREFORE, BE IT RESOLVED by the Council of the City of Roanoke that the Annual Update is hereby approved; and

1. The City Manager, or the City Manager's designee, is hereby authorized, for and on behalf of the City, to submit the approved 2016-2017 Annual Update to HUD to the 2015-2019 Consolidated Plan for final review and approval, and to execute all necessary documents pertaining to such Annual Update, such documents to be approved as to form by the City Attorney.

2. The City Manager is authorized to execute such subgrant agreements and amendments as may be required pursuant to the Annual Update, and as may otherwise exceed the City Manager's authority under Section 2-124 of the Code of the City of Roanoke, as amended, such subgrant agreements or amendments to be within the limits of funds provided for in the Annual Update and to be approved as to form and as to execution by the City Attorney, all as more particularly set forth in the City Manager's letter dated May 9, 2016, to this Council.

ATTEST:

City Clerk.

OKS

IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA

AN ORDINANCE to adopt and establish a Pay Plan for officers, employees, Council appointed officers and Constitutional Officers of the City effective July 1, 2016; providing for certain salary adjustments; authorizing various annual pay supplements for certain officers and employees; providing for an effective date; and dispensing with the second reading of this ordinance by title.

BE IT ORDAINED by the Council of the City of Roanoke as follows:

1. Pursuant to §2-69, Code of the City of Roanoke (1979), as amended, there is hereby adopted by the Council and made applicable to all classified officers and employees of the City on July 1, 2016, the Pay Plan hereinafter set out in its entirety, which shall read and provide as follows:

Pay Grade	Minimum Salary	Maximum Salary
4	\$19,911.32	\$31,858.32
5	\$20,907.38	\$33,451.86
6	\$22,474.40	\$35,959.30
7	\$24,210.42	\$38,736.62
8	\$26,748.80	\$42,798.08
9	\$29,556.80	\$47,291.14
10	\$32,662.76	\$52,260.00
11	\$34,963.24	\$55,941.34
12	\$38,983.88	\$62,374.00
13	\$43,467.84	\$69,548.44
14	\$48,465.56	\$77,545.00
15	\$54,039.44	\$86,463.26
16	\$61,041.76	\$97,666.92
17	\$68,060.98	\$108,897.88
18	\$75,887.76	\$121,421.04
19	\$85,665.84	\$137,065.24
20	\$95,516.98	\$152,827.22

2. Pursuant to §2-68, Code of the City of Roanoke (1979), as amended, effective July 1, 2016, the City Manager shall promulgate and cause to be distributed among the officers and employees of the City a Classification Plan, consisting of a plan of classification assigning a pay grade and pay range in accordance with this Ordinance and class code to each position in the classified service of this City.

3. Performance increases of two percent (2%) of the employees' current base salary may be awarded officers and employees according to their performance scores. Effective July 1, 2016, for officers and employees appointed or hired after July 1, 2015, performance increases shall be prorated based on the number of pay periods served pursuant to policies and procedures promulgated by the City Manager. If the two percent (2%) increase to an employee's base salary provided in this paragraph would cause an officer or employee to exceed the maximum annual pay range applicable for such officer's or employee's position, such officer or employee shall receive a salary increase only in such amount as will not exceed the maximum pay range for such officer's or employee's position.

4. If, after any applicable salary increases provided for in this Ordinance, any officer's or employee's salary is below the applicable minimum for his or her pay range, such officer's or employee's annual base salary shall be adjusted to the applicable minimum.

5. For the fiscal year beginning July 1, 2016, and ending June 30, 2017, and for succeeding fiscal years unless modified by ordinance duly adopted by this Council, the annual salaries of the following Council appointed officers shall be as set forth below:

<u>POSITION TITLE</u>	<u>ANNUAL SALARY</u>
City Manager	\$ 200,886.86
City Attorney	\$ 168,715.85
City Clerk	\$ 101,304.45
Municipal Auditor	\$ 117,195.42

6. Although the Director of Finance is no longer a Council appointed officer, she shall continue to receive as deferred compensation, the sum of \$2,000 each quarter paid to the City's deferred compensation plan for her participation in said deferred compensation plan and the City will continue to put into place on her behalf a disability insurance policy consistent with that available to other Council appointed officers; as well as such other benefits as set forth in Resolution No. 40140-121514, adopted by City Council on December 15, 2014.

7. The Director of Finance shall continue to pay on an installment basis the sum of \$8,000.00 per calendar year to the deferred compensation plan established pursuant to Internal Revenue Code Section 457, on behalf of the City Attorney, City Clerk, and Municipal Auditor. The sum shall be paid in equal quarterly installments on the first pay day of each calendar quarter. Each installment is paid to the seated Council-appointed officer as of the first day of that quarter.

8. The Director of Finance shall continue to pay on an installment basis the sum of \$15,000.00 per calendar year to the deferred compensation plan established pursuant to Internal Revenue Code Section 401(a), an employer contribution on behalf of the City Manager. The sum shall be paid in equal quarterly installments on the first pay day of each calendar quarter. Each installment is paid to the seated City Manager as of the first day of that quarter.

9. In no calendar year shall amounts of deferred compensation contributed by the City on behalf of the Council appointed officers or the Director of Finance exceed the maximum amount permitted by the Internal Revenue Code and IRS regulations to be deferred on a tax-free basis annually.

10. The Director of Finance shall be authorized, for and on behalf of the City, to execute any documents required by the City's third party administrator for deferred compensation to implement this ordinance.

11. Participants of the City's Retirement System will be required to make a five percent (5%) contribution from their base salary to the City's Retirement Plan.

12. Annual pay supplements payable on a bi-weekly basis are provided for the hereinafter set out job classifications which require the incumbent to privately own or lease a motor vehicle routinely used in the course of conducting City business as follows:

<u>POSITION TITLE</u>	<u>ANNUAL SALARY SUPPLEMENT</u>
Appraiser I	\$ 2,000
Appraiser II	\$ 2,000
Assistant City Managers (unless City Manager has assigned a City vehicle to the individual Assistant)	\$ 2,000
City Attorney	\$ 2,500
City Clerk	\$ 2,500
City Manager	\$ 6,000
Deputy Director of Real Estate Valuation	\$ 2,000
Director of Economic Development	\$ 2,000
Director of Finance	\$ 2,500
Director of Planning, Building and Development	\$ 2,000
Director of Real Estate Valuation	\$ 2,000
Municipal Auditor	\$ 2,500
Supervising Appraiser	\$ 2,000
Business License Inspector Auditor	\$ 2,000
Tax Compliance Auditor	\$ 2,000

If the requirement that any of the foregoing officers or employees own or lease a motor vehicle for routine use in the conduct of City business should be eliminated, then the pay supplement established by this Ordinance shall be terminated as of the date of elimination of such

requirement. The City Manager is authorized, within the limits of funds appropriated therefore, to provide for similar pay supplements for other officers or employees.

13. In order to equitably compensate sworn police officers assigned duties in a non-uniform capacity and in lieu of provision by the Police Department of uniforms and accessories, each such officer shall be accorded an annual pay supplement of \$600, payable on a bi-weekly basis as a uniform allowance.

14. Each employee of the Fire-EMS Department hired by the City as a Firefighter prior to April 18, 1991, who has received Emergency Medical Technician certification and actively participates in the City's First Responder Program shall be accorded an annual pay supplement of \$1,200, payable on a bi-weekly basis, so long as they maintain such certification and continue to participate in the City's First Responder Program.

15. Each employee of the Fire-EMS Department who has been certified to either the Specialist or Technician level for the handling of hazardous materials and who is a member of the Regional Hazardous Materials Response Team shall be accorded an annual pay supplement of \$1,200, payable on a bi-weekly basis, so long as they are assigned to the Regional Hazardous Materials Response Team.

16. Each employee of the Fire-EMS Department who has been certified and performs Fire Inspector duties as part of the Fire Prevention Program assigned by the Fire-EMS Chief shall be accorded an annual pay supplement of \$1,500, payable on a bi-weekly basis, so long as they are assigned to perform Fire Inspector duties as a part of the Fire Prevention Program.

17. Each employee of the Fire-EMS Department who has been certified and performs inspection and repair duties to the Department's "turn out" gear, Self-Contained Breathing Apparatus ("SCBA") and safety sensitive equipment as part of the Fire Maintenance Safety Program by the Fire-EMS Chief shall be accorded an annual pay supplement of \$1,500, payable

on a bi-weekly basis, so long as they are assigned to perform inspection and repair duties as a part of the Fire Maintenance Safety Program.

18. Each employee of the Fire-EMS Department who has been certified and is qualified for the Heavy and Tactical/Swiftwater Team shall be accorded an annual pay supplement of \$1,200, payable on a bi-weekly basis, so long as they remain a member of the Heavy and Tactical/Swiftwater Team.

19. Each employee of the Fire-EMS Department assigned by the Chief to the Training Division for the purpose of training and teaching of personnel within the Fire-EMS Department shall be accorded an annual pay supplement of five percent (5%) of the employee's base salary, payable on a bi-weekly basis, so long as that employee continues to be assigned to the Training Division.

20. The City Manager is authorized to continue a police career enhancement program to provide pay incentives to police officers below the supervisory level. Such program may include consideration for training, formal education, experience, and specialized assignments. The annual pay supplement shall range from \$1,061 to \$5,068, payable on a bi-weekly basis.

21. The City Manager is authorized to continue a Community Policing Specialist program to provide pay incentives to police officers. Such program may include consideration for training and community participation. The annual pay supplement is two percent (2%) of the employee's base salary, payable on a bi-weekly basis.

22. The City Manager is authorized to continue a merit pay program for Firefighter/Emergency Medical Technicians who attain an EMT-I or Paramedic certificate. The base salary increase shall be in the amount of \$4,000, payable on a bi-weekly basis. If a qualified employee is receiving an EMT pay supplement, pursuant to the provisions of Paragraph No. 14 above, then the employee shall, in addition to the EMT supplement, receive the difference between such supplement and the pay supplement authorized by this paragraph.

23. A pay stipend of \$100 per month, or \$1,200 annually, paid monthly, if the member actually attends a regularly scheduled meeting during that month, shall continue to be awarded to members of the City Planning Commission and the Board of Zoning Appeals upon attainment of certification through the Virginia Certified Planning Commissioner Program and the Virginia Certified Board of Zoning Appeals Program, respectively. New appointees will be required to attain certification within one year of the date of appointment.

24. A pay stipend of \$100 per month, or \$1,200 annually, paid monthly, if the member actually attends a regularly scheduled meeting during that month, shall be awarded to members of the Architectural Review Board. The requirement for certification of members by the Virginia Certified Architectural Review Program, adopted by Council effective July 1, 2004, is suspended until the Program has been fully developed and made operational by the Virginia Department of Historic Resources (VHDR).

25. Any pay supplement provided in this Ordinance shall be combined with an employee's base salary when computing overtime. However, if a pay supplement provided in this Ordinance should cause an officer or employee to exceed the maximum annual pay range for such officer's or employee's position, such officer or employee shall still receive the full amount of such pay supplement provided in this Ordinance.

26. Regular full-time, permanent, City employees who donate to the 2017 United Way Campaign will earn paid leave as follows:

Donation Per Pay Period	Total Paid Leave Allotted
\$5.00 per pay period/ \$130 per year	4.0 hours of leave
\$10.00 per pay period/ \$260 per year	8.0 hours of leave

Permanent part-time employees who donate to the 2017 United Way Campaign will earn prorated paid leave.

City employees who are engaged in performing emergency services or other necessary and essential services for the City whose normal work schedule is 24 hours, who donate to the 2017 United Way Campaign will earn paid leave as follows:

Donation Per Pay Period	Total Paid Leave Allotted
\$5.00 per pay period/ \$130 per year	6.0 hours of leave
\$10.00 per pay period/ \$260 per year	12.0 hours of leave

All time earned through donations to the 2017 United Way Campaign must be used by July 3, 2017.

27. Each employee of the Sheriff's office who meets qualifications for Master Deputy Sheriff and has been appointed such by the Sheriff shall receive a five percent (5%) increase to base annual salary. This increase shall be capped at no more than five percent (5%) above the pay range maximum for a Deputy Sheriff. Any Master Deputy Sheriff who fails to meet required qualifications and is removed from appointment by the Sheriff shall have the base annual salary reduced by five percent (5%).

28. The City Manager is authorized to continue a pay supplement to eligible employees who use personal cell phones and personal data assistants for City business. The monthly pay supplement shall be \$30.00 for voice and \$50.00 for voice/data, payable on a bi-weekly basis.

29. The City Manager is authorized to continue the Special Military Pay Supplement to any City employee who is a military reservist/national guard and who, between July 1, 2016 and June 30, 2017, is called to and serves on active duty related to our country's war on terrorism or natural disasters. The pay supplement is equal to the difference between that employee's regular City salary and military base pay plus any other compensation received for military service.

30. The provisions of this ordinance shall be in full force and effect on and after July 1, 2016.

31. Pursuant to §12 of the Roanoke City Charter, the second reading of this ordinance by title is hereby dispensed with.

ATTEST:

City Clerk.



**ROANOKE CITY COUNCIL
CONTINUATION OF RECESSED SESSION**

**MAY 9, 2016
2:00 P.M.**

CITY COUNCIL CHAMBER

AGENDA

1. Call to Order--Roll Call. Mayor Bowers was absent.

The Invocation was delivered by Council Member Anita J. Price.

The Pledge of Allegiance to the Flag of the United States of America was led by Vice-Mayor Trinkle.

NOTICE:

The recessed Council meeting will be televised live and replayed on Channel 3 on Friday, May 13 at 7:00 p.m., and Sunday, May 15 at 4:00 p.m. Council meetings are offered with closed captioning for the hearing impaired.

Statement of Purpose. **Vice-Mayor Trinkle stated that the City Council would be adopting measures in connection with the City's Recommended 2016-2017 Fiscal Year Budget, which takes effect July 1, 2016.**

City Council provided an opportunity for Citizens' Comments:

- **Tim Dayton, 610 Mountain Avenue, S. W. appeared before Council to solicit support for Roanoke Community Garden and suggested continued dialogue.**

Vice Mayor Trinkle referred the matter to the City Manager for review and report back to Council with recommendations at the May 16, 2016 City Council regular session.

Introduction and Consideration of Ordinances and Resolutions:

A Certificate of the Director of Finance advising that funds required for the 2016-2017 General Fund, Stormwater Utility Fund, Civic Facilities Fund, Parking Fund, Department of Technology Fund, Fleet Management Fund, Risk Management Fund, School Fund, School Food Fund and Grant Fund budgets will be available for appropriation.

Received and filed.

1. Amendment of the Roanoke City School Funding Policy.
Adopted Resolution No. 40494-050916. (6-0)
2. Amendment of the City's Fee Compendium for fees charged with regard to athletic field rental for tournaments.
Adopted Resolution No. 40495-050916. (6-0)
3. Adoption of Annual General, Stormwater Utility, Civic Facilities, Parking, Department of Technology, Fleet Management, Risk Management, School General, School Food Services, Grant Funds and State Asset Sharing Program appropriations for the fiscal year beginning July 1, 2016 and ending June 30, 2017.
Adopted Budget Ordinance No. 40496-050916. (6-0)
4. Endorsement of an update to the Five-year Capital Improvement Program for Fiscal Years 2017-2021; and appropriation of funds in connection therewith.
Adopted Resolution No. 40497-050916 and Budget Ordinance No. 40498-050916. (6-0)
5. Appropriation of FY2017 funds for Enterprise Zone.
Adopted Budget Ordinance No. 40499-050916. (6-0)
6. Approval of the 2016-2017 HUD Consolidated Plan and 2017 Annual Plan; and authorization to submit documentation to HUD for final review.
Adopted Resolution No. 40500-050916. (6-0)
7. Adoption of a Pay Plan for officers, employees, Council appointed officers and Constitutional Officers of the City; and authorization for certain salary adjustments and merit increases and monthly stipends for certain board and commission members, effective July 1, 2016.
Adopted Budget Ordinance No. 40501-050916. (6-0)
8. **ADJOURNED – 2:15 P. M.**