



**City of Radford Council Agenda**  
**Meeting Number 9 of F.Y. 2017-2018**

**January 22, 2018 at 7:00 p.m.**  
**10 Robertson St., Radford, VA**

**CALL TO ORDER**  
**PLEDGE OF ALLEGIANCE**  
**INVOCATION**

**MINUTES APPROVAL:** January 8, 2018 Regular Meeting

**REPORT:** Chamber of Commerce Annual Report

**PUBLIC HEARING:** Radford Transit Application for F.Y. 19 Operating Funds

**RESOLUTION:** Transit Application and Assurances

**OLD BUSINESS:**

**CITIZEN COMMENTS ON PUBLIC MATTERS:**

(Please state your name for the record – Please limit comments to 3 minutes or less)

**NEW BUSINESS:**

**COUNCIL MEMBER COMMENTS**

**Adjourn**

**CLOSED SESSION:** Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; and evaluation of performance of departments, under Virginia Code Section 2.2-3711 (A) (1).

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. Virginia Code Section 2.2-3711 (A) (3).

Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body; and consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. For the purposes of this subdivision, "probable litigation" means litigation that has been specifically threatened or on which the public body or its legal counsel has a reasonable basis to believe will be commenced by or against a known party. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter. Virginia Code Section 2.2-3711 (A) (7).

***Future Meetings:***

***February 12, 2018 Regular Meeting, 7:00 pm***  
***February 26, 2018 Regular Meeting, 7:00 pm***

**The New River City**  
**January 8, 2018**                      **Radford, Virginia**  
**10 Robertson St.**  
**Regular Meeting Number 8 of Radford City Council, F.Y. 2017-2018**

The work session meeting of the Radford City Council was convened at 6:00 p.m. in Council Chambers, 10 Robertson Street, Radford, VA. The Mayor of the City, Dr. Bruce Brown, was present and presiding. Other members of City Council present were Mr. Robert Gropman, Dr. Richard Harshberger, Mr. Daniel Keith Marshall, and Mr. David Michael Turk.

F.Y. Audit was presented to City Council by Corbin Stone, from Robinson, Farmer, Cox Associates

Others present were as follows:

- Mr. David Ridpath, City Manager
- Ms. Melissa Skelton, Deputy City Clerk
- Mrs. Patricia Cox, Finance Director
- Mrs. Chelista Linkous, Asst. Finance Director
- Mr. Donald Goodman, Police Chief
- Mr. Basil Edwards, Economic Developer

The regular meeting of the Radford City Council was convened at 7:00 p.m. in Council Chambers, 10 Robertson Street, Radford, VA. The Mayor of the City, Dr. Bruce Brown was present and presiding. Other members of City Council present were Mr. Robert Gropman, Dr. Richard Harshberger, Mr. Daniel Keith Marshall, and Mr. Michael Turk.

Others present were as follows:

- Mr. David Ridpath, City Manager
- Mr. Don Goodman, Chief of Police
- Ms. Melissa Skelton, Deputy City Clerk/Community Development Director

Following the Pledge of Allegiance, led by local Veterans, Jim Henagar led the invocation.

**MINUTES APPROVALS:** On a motion by Mr. Marshall and seconded by Mr. Gropman that the minutes for the December 11, 2017 Regular Meeting are approved with the following amendments:

The date in the heading of the minutes to reflect the December 11, 2017 meeting.

Mr. Marshall requested that his full motion under the Armory proposal to be included in its entirety within the minutes.

**VOTE:**

**AYES:** Mr. Gropman, Dr. Harshberger, Mr. Marshall, Mr. Turk, Mayor Brown

**NAYES:** None-0

**PUBLIC HEARINGS:**

**SUBJECT: Ordinance # 1696- Cigarette Tax Ordinance**

**SUMMARY:** The State of Virginia changed the process for handling refunds associated with unused or damaged cigarette tax stamps by allowing a purchaser/business to receive a full refund. The local Cigarette Tax Ordinance needs to be amended to reflect the new state requirements associated with the refunds. A public hearing is required to amend the ordinance.

Mayor Brown opened the Public Hearing at 7:04.

No Comments

Mayor Brown closed the Public hearing at 7:04.

**SUBJECT: Ordinance # 1699- Zoning Ordinance Amendment**

**SUMMARY:** The Planning Commission requested that section 120.1 of the Zoning Ordinance be amended to permit "Recreational Vehicle Parks" within the Conservation District with an approved special use permit. The amendment would complement outdoor development planning and tourism efforts. Planning Commission did not have a quorum to hold their portion of a public hearing and will reschedule their hearing in the near future. City Council will hold their public hearing tonight as scheduled.

Mayor Brown opened the Public Hearing at 7:08.

No Comments

Mayor Brown closed the Public hearing at 7:08.

**CITIZEN COMMENTS:**

David Horton, President Radford Chamber of Commerce, shared that the Chamber is hosting a business forum at the Radford Public Library on Thursday, January 11, 2018 6:30.

Mr. Robert Graham, School Superintendent, came to thank Mr. Ridpath and Timmy Litton, who allowed Mr. Calvin Riggs, from Public Works, who assisted them with three buses that were stuck in the recent ice storm and to Chief Goodman who had officers leading and following the salt truck and buses. All students were brought home safely, and without incident. He is grateful for relationship they have with the City. He also wanted to talk to them about the Armory. He realized at Council last meeting that there was a motion and vote to bind into a private/public partnership to make the Armory a fieldhouse. He respectfully requested that in the future the School Division be a part of those conversations. Mr. Graham then stated that they are also very excited, because it gives them the ability to have more room. But more importantly, if Council is willing to support an initiative like this that's not a part of their needs assessment, that they hope Council will be fully supportive when the School Division comes to them with requests that are within their needs assessment. Lastly, he wanted to invite Council to the community forum that they have that will go over the schools new vision for Radford City

**Schools, it will be held Thursday January 18<sup>th</sup> at 5:30, at Radford High School. A meal will be provided to everyone free of charge and will then share a video showing the school division's vision.**

**NEW BUSINESS:**

**SUBJECT: Ordinance #1696 – Cigarette Tax Ordinance**

**SUMMARY:** The State of Virginia changed the process for handling refunds associated with unused or damaged cigarette tax stamps by allowing a purchaser/business to receive a full refund. The local Cigarette Tax Ordinance needs to be amended to reflect the new state requirements associated with the refunds. A public hearing was held early in the meeting.

**ACTION:** Mr. Gropman moved to approve Ordinance # 1696 on its first reading, Mr. Marshall seconded the motion.

**VOTE:**

**AYES:** Mr. Gropman, Dr. Harshberger, Mr. Marshall, Mr. Turk, Mayor Brown

**NAYES:** None-0

**ACTION:** Mr. Gropman made a motion to approve on the second and final, Mr. Marshall seconded the motion.

**SUBJECT: Virginia Department of Health Agreement**

**SUMMARY:** The City of Radford provides a local Appropriation to the Virginia Department of Health as required by the Code of Virginia to perform public health services. The local portion is provided in the development of the annual budget and is \$99,762 for the F.Y. 2018 Budget. The funds are used to support the local Radford Office with equipment, supplies and the provisions of medical services.

**ACTION:** Dr. Harshberger moved to approve the agreement, Mr. Turk seconded the motion.

**VOTE:**

**AYES:** Mr. Gropman, Dr. Harshberger, Mr. Marshall, Mr. Turk, Mayor Brown

**NAYES:** None-0

**SUBJECT: Radford Transit Automated Passenger Count System:**

**SUMMARY:** The City of Radford received funding from FTA (\$259,200) and the Department of Rail and Public Transportation (\$51,840) to acquire and "Automated Passenger Counting System" for Radford Transit buses. The equipment, hardware and related software record passenger boarding and exiting data at stop locations, improving ridership reporting and helping to establish use patterns. The information will assist in developing route data, frequency and scheduling.

The City received six proposals from vendors on the service request. The vendor that met all specifications and price was Passio Technologies. The cost of the system is \$206,757 for equipment and \$29,808 for the annual operation cost for software and licensing.

**ACTION:** Dr. Harshberger moved to award the contract to Passio Technologies in the amount of \$206,757, Mr. Turk seconded the motion.

**VOTE:**

**AYES:** Mr. Gropman, Dr. Harshberger, Mr. Marshall, Mr. Turk, Mayor Brown

**NAYES:** None-0

**CITY MANAGERS COMMENTS:**

Mr. Ridpath shared that we have been very busy. The cold weather has been demanding on all the crews. There were about 80 calls for water line breaks and frozen meters. He is very thankful to all the crews for keeping utilities where they needed to be.

He informed Council that the company that is working on the Hydro Plant is close to finishing up, they are currently working on the generator and the hydro should be back on line later in the month.

Mr. Ridpath shared that the health department is doing great job using their funds and the City will be receiving a refund check from the State.

He took a moment to Congratulated Donnie for being a first time grandfather with baby Myers.

Chief Goodman shared that Cole, Jenni and Myers are doing great, and a blessing to have her here for Christmas.

Lastly, he mentioned since last meeting, they had transitioned EMS over to the City and have done about 200 calls. They are doing excellent job.

**CITY COUNCIL COMMENTS:**

Mr. Gropman shared that NRVCS are still waiting for licensing to come through and hope to be in February.

He said that they are thankful for all City Departments but wanted to highlight the water department, who were out in frigid weather, knee deep in water trying to fix break. Council collected money to thank the crews by treating them to a meal.

Dr. Hershberger announced that they are moving ahead with the Mary Ingles fine arts festival will be held in July.

Mayor Brown complimented public schools for opening last Friday as a feeding and warming center, and to reinforce to Dr. Graham that the actions of this Council, does not diminish in any way the commitment to the initiatives that the schools have.

The Mayor shared that he recently lost another good friend a few weeks ago who fought cancer for a year and he participated in the service where he reference a Scotty McCreery song, The Dash. He shared that all of us have been with him through two cancer surgeries, lumbar fusions and seen him struggle with his weight. He shared that it is with mixed emotions that he shares with his friends on council, city administration and the citizens of Radford of his retirement from elected office, and that he will not be seeking another term once this one completed.

He shared there are a couple thing he is most proud of, one being the downtown entertainment that he and Laurie Buchwald championed, though there was many against it, it became a premier summer event. He is also proud of the minor role he played in bikeway/walkway expansion and for council stewardship who sought out and was awarded grant money to supplement the City funds.

Mayor Brown said the most pivotal things he had a role is was the appointment of David Ridpath as our City Manager. He shared he is proud of the number of regional partnerships that have formed, including the water agreements with Pulaski and Montgomery Counties, job creation at Volvo and the Sun Plant to name a few. By bringing Amtrak to the New River Valley, and partnering with Christiansburg for the use of their aquatic center.

He is proud that Gary Harmon and John Butler saw a vision of taking an old box factory and creating a state of the art public safety building. He is particular proud of the Radford Citizen police class, Sparky's Dog Park, the Fourth of July, Spirit of America that now attracts 25 thousand people and continue to advance our sport venues. There is a lot of good things going on in this community. The voices we have captured from of our Veterans, which brings him back to the song "The Dash, it not the first or last on the number on the tomb but it is what you do with that dash in between. It has been a privilege and honor to serve this community and thanked everyone for being a part of it.

Mr. Marshall said he is very appreciative of the work Mayor Brown has done and they agreed on more things than disagreed. There have been times when they had to argue it out, but have always remained friends. He shared his experience when he was elected in 2010, which was a very rewarding experience for him. He said during his time on Council he has had people suggest that he run for mayor but he had resisted. From the beginning of his term until now, there has been an immense amount of learning. He feels he has been in training in the last 7 ½ year and it's an honor to say he will seek to run for Mayor in May. He told Mayor Brown that he accounts a lot for what he has learned from him.

Mr. Marshall made a motion, seconded by Mr. Gropman to convene a closed meeting for the purpose of Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; and evaluation of performance of departments, "to review contracts associated with the City Manager and City Attorney," under Virginia Code Section 2.2-3711 (A) (1).

**VOTE:**

AYES: Mr. Gropman, Dr. Harshberger, Mr. Marshall, Mr. Turk, Mayor Brown

NAYES: None-0

No action was taken in the closed meeting.

Mr. Marshall made a motion to adjourn the closed meeting, Mr. Gropman seconded the motion.

**VOTE:**

AYES: Mr. Gropman, Dr. Harshberger, Mr. Marshall, Mr. Turk, Mayor Brown

NAYES: None-0

Mr. Marshall made a motion to re-convene the regular meeting, Mr. Gropman seconded the motion.

**VOTE:**

AYES: Mr. Gropman, Dr. Harshberger, Mr. Marshall, Mr. Turk, Mayor Brown

NAYES: None-0

**CERTIFICATION OF THE CLOSED MEETING:**

Mr. Marshall made a motion that Council did not discuss anything in the closed meeting other than the two items for which it was convened, Mr. Gropman seconded the motion.

**VOTE:**

AYES: Mr. Gropman, Dr. Harshberger, Mr. Marshall, Mr. Turk, Mayor Brown

NAYES: None-0

Mr. Marshall made a motion as enter into contract with Sands, Anderson and Associates, initial term to begin on February 1, 2018 and end July 31, 2018, with 2 stipulations. First, Council accepts the \$10,000 a month stipend for the 1<sup>st</sup> six months, with the understanding that prior to renewal of contract Sands, Anderson and Associates will provide a cost comparative between a monthly stipend vs hourly rate and Council will decide on the billing choice at that time. Second, is for Sands, Anderson and Associates to include a list of city benchmarks illustrating the scope of services, Mr. Gropman seconded the motion.

**VOTE:**

AYES: Mr. Gropman, Dr. Harshberger, Mr. Marshall, Mr. Turk, Mayor Brown

NAYES: None-0

Mr. Marshall made a motion to adjourn the meeting at 8:13 p.m., seconded by Mr. Gropman.

**VOTE:**

AYES: Mr. Gropman, Dr. Harshberger, Mr. Marshall, Mr. Turk, Mayor Brown

NAYES: None-0

**ATTEST:** \_\_\_\_\_

Melissa A. Skelton, Deputy Clerk of Council

**RESOLUTION AUTHORIZING THE FILING OF APPLICATIONS BY THE CITY OF RADFORD, VIRGINIA, WITH THE FEDERAL TRANSIT ADMINISTRATION, AN OPERATING ADMINISTRATION OF THE UNITED STATES DEPARTMENT OF TRANSPORTATION, FOR FEDERAL TRANSPORTATION ASSISTANCE AUTHORIZED BY 49 U.S.C. CHAPTER 53, TITLE 23, UNITED STATES CODE, OR OTHER FEDERAL STATUTES ADMINISTERED BY THE FEDERAL TRANSIT ADMINISTRATION.**

**WHEREAS, the Federal Transportation Administrator has been delegated authority to award Federal financial assistance for a transportation project;**

**WHEREAS, the grant or cooperative agreements for Federal financial assistance will impose certain obligations upon the City of Radford, Virginia, and may require the applicant to provide the local share of the project cost;**

**WHEREAS, the City of Radford, Virginia has or will provide all annual certifications and assurances to the Federal Transit Administration required for the project;**

**NOW THEREFORE, BE IT RESOLVED** by the City Council of the City of Radford, Virginia:

- 1. That the City Manager, or his designee, is authorized to execute and file an application for Federal assistance on behalf of the City of Radford, Virginia (the "City"), as the Designated Recipient, with the Federal Transit Administration for Federal assistance authorized by 49 U.S.C. Chapter 53, Title 23, United States Code, or other Federal statutes authorizing a project administered by the Federal Transit Administration; and to request Urbanized Area Formula Program assistance authorized by 49 U.S.C. § 5307, either alone or in addition to other Federal assistance administered by the Federal Transit Administration, and the City has received the written authority from the New River Valley Metropolitan Planning Organization (NRVMPO) to apply as the Direct Recipient for Urbanized Area Formula Program assistance.**
- 2. That the City Manager, or his designee, is authorized to execute and file with the City's applications the 2018 annual certifications and assurances and other documents the Federal Transportation Administration requires before awarding a Federal assistance grant or cooperative agreement.**
- 3. That the City Manager, or his designee, is authorized to execute grant and cooperative agreements with the Federal Transit Administration on behalf of the City of Radford, Virginia.**
- 4. That the City's Transit Coordinator for the Radford Transit is further authorized and designated to furnish such additional information as the U.S. Department of Transportation, Federal Transit Administration, and the Commonwealth of Virginia, may require in connection with all the applications of the City of Radford, Virginia for Federal and State aids and grants for the Radford Transit.**



This Resolution is hereby approved and adopted by the City Council of the City of Radford, Virginia, at a duly convened scheduled meeting held on this 23<sup>rd</sup> day of January, 2017.

\_\_\_\_\_  
Dr. Bruce Brown, Mayor

ATTEST:

\_\_\_\_\_  
Melissa A. Skelton  
Radford Deputy City Clerk

**CERTIFICATION**

The undersigned duly qualified City Clerk, acting on behalf of the City Council of the City of Radford, Virginia, certifies that the foregoing is a true and correct copy of a resolution duly adopted at a legally convened meeting of the City Council of the City of Radford, Virginia, held on January 16, 2018, and the same was adopted by the following recorded vote to wit:

Mr. Gropman  
Dr. Harshberger:  
Mr. Marshall:  
Mr. Turk  
Mayor Brown:

CITY SEAL

\_\_\_\_\_  
Melissa A. Skelton, Deputy City Clerk  
Dated this \_\_\_ day of \_\_\_\_\_, 2018



## Operating Assistance

Application Status: In Process  
 Applicant: City of Radford  
 Application Number: 11576  
 Fiscal Year: 2019  
 Last Updated: 01/17/2018 by Melissa Skelton  
 Applying for 5311 Funding: No

### Reimbursable Expenses (Actual and Budget)

	<u>Prior Actual</u>	<u>Forecast Budget</u>	<u>% Chg</u>	
2110 - Salaries and Wages	0	49,000	0	Salary and benefits for the Transit Coordinator position within Radford City (grantee).
2440 - Services & Maintenance Contracts	1,447,533	1,444,084	0%	
2450 - Insurance & Bonding	10,251	12,500	22%	
2480 - Professional Services	18,459	48,000	160%	Estimates for legal services (\$16,000) plus contract services for passenger count system (\$32,000).
<b>Total Reimbursable Expenses</b>	<b>1,476,243</b>	<b>1,553,584</b>	<b>5%</b>	

### Budget

**Total Reimbursable Expenses: \$1,553,584**

#### Non-Reimbursable Expenses

**Total Non-Reimbursable Expenses: \$325,000**

**Total Operating Expenses: \$1,878,584**  
**(Reimbursable + Non-Reimbursable)**

#### Operating Revenues

Fares: \$20,000  
 Contract Service: \$0  
 Advertising: \$10,000  
 CMAQ - Federal: \$0

## Operating Assistance

CMAQ - State Match:	\$0
FTA 5303 Pass-Through:	\$0
FTA 5304:	\$0
FTA 5307:	\$427,614
FTA 5311:	\$0
Other Non-taxpayer Revenue Sources:	
Other State	\$0
<b>Total Operating Revenues:</b>	<b><u>\$457,614</u></b>
<b>Total Budgeted Summary</b>	
Reimbursable Expenses:	\$1,553,584
Non-Reimbursable Expenses:	\$325,000
<b>Total Operating Expenses:</b>	<b><u>\$1,878,584</u></b>
FTA 5311 Grant Amount:	N/A
<b>Total Operating Revenues:</b>	<b>\$457,614</b>
<b>Operating Deficit:</b>	<b>\$1,095,970</b>

## Actual

<b>Total Reimbursable Expenses:</b>	<b>\$1,476,243</b>
<b>Non-Reimbursable Expenses</b>	
Expensed Capital Items:	\$5,799
Depreciation	\$324,782
JARC / CMAQ Operating:	\$0
New Freedom:	\$0
TDM:	\$0
Senior Transportation:	\$0
Demonstration Project:	\$25,063
Internship:	\$0
TMP (TEIF) Projects:	\$0
RTAP/Small Urban Training:	\$0
<b>Total Non-Reimbursable Expenses:</b>	<b><u>\$355,644</u></b>
<b>Total Operating Expenses:</b>	<b><u>\$1,831,887</u></b>
<b>(Reimbursable + Non-Reimbursable)</b>	
<b>Total CAFR Expenses:</b>	<b><u>\$1,831,887</u></b>

## Operating Assistance

### Operating Revenues

Fares:	\$26,047
Contract Service:	\$102,972
Advertising:	\$0
CMAQ - Federal:	\$0
CMAQ - State Match:	\$0
FTA 5303 Pass-Through:	\$0
FTA 5304:	\$0
FTA 5307:	\$555,556
FTA 5311:	\$0
Other Non-taxpayer Revenue Sources:	
Other State	<u>\$0</u>
<b>Total Operating Revenues:</b>	<b><u>\$684,575</u></b>

### Total Actual Summary

Reimbursable Expenses:	\$1,476,243
Non-Reimbursable Expenses:	<u>\$355,644</u>
Total Operating Expenses:	\$1,831,887
Reconciling Expenses:	<u>\$0</u>
<b>Total CAFR Expenses:</b>	<b><u>\$1,831,887</u></b>

Total Operating Revenues: \$684,575

Operating Deficit: \$791,668

### Net Cost for Performance Measures

#### Actual Expenses:

Reimbursable Expenses:	\$1,476,243
Expensed Capital Assets:	\$5,799
JARC / CMAQ Operating:	\$0
New Freedom:	\$0
TDM:	\$0
Senior Transportation:	\$0
Demonstration Projects:	\$25,063
Internships:	\$0
TMP / TEIF Projects:	\$0
RTAP / Small Urban Training:	<u>\$0</u>
<b>Total Expenses for Performance:</b>	<b>\$1,507,105</b>

## Operating Assistance

### Less Actual Revenues Related to Expenses (Credits):

Fare Revenue:	\$26,047
Contract Service Revenue:	\$102,972
Advertising Revenue:	\$0
Other Non-Taxpayer Related Operating Revenues:	
Other State	<u>\$0</u>
<b>Total Credits:</b>	<b>\$129,019</b>

**Net Operating Cost for Performance Measures (Expenses less Credits):** **\$1,378,086**

**Cost for Sizing (Reimbursable Expenses):** **\$1,476,243**