



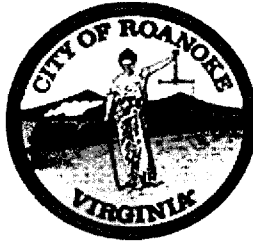
**ROANOKE CITY COUNCIL  
INFORMAL SESSION**

**MAY 4, 2020  
9:00 A.M.**

**CITY COUNCIL CHAMBER  
215 CHURCH AVENUE, S. W.**

**AGENDA**

**INASMUCH AS THERE ARE NO ITEMS OR  
BRIEFINGS FOR DISCUSSION BY THE COUNCIL, THE  
9:00 A.M. SESSION HAS BEEN CANCELLED.**



**ROANOKE CITY COUNCIL  
REGULAR SESSION**

**MAY 4, 2020  
2:00 P.M.**

**CITY COUNCIL CHAMBER**

**AGENDA**

**PARTICIPATION BY ELECTRONIC COMMUNICATIONS PURSUANT TO  
AMENDMENT 28 TO HB29, SECTION 2.2-3708.2,  
CODE OF VIRGINIA (1950), AS AMENDED,  
ORDINANCE NO. 41703-032720; AND  
RESOLUTION NO. 41704-032720.**

The City of Roanoke is a safe, caring and economically vibrant community in which to live, learn, work, play and prosper

*A vibrant urban center with strong neighborhoods set amongst the spectacular beauty of Virginia's Blue Ridge*

**1. Call to Order--Roll Call.**

The Invocation will be delivered by Mayor Sherman P. Lea, Sr.

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

Welcome. Mayor Lea.

**NOTICE:**

Today's Council meeting will be televised live and replayed on RVTV Channel 3 on Thursday, May 7 at 7:00 p.m., and Saturday, May 9 at 4:00 p.m.; and video streamed through Facebook Live at [facebook.com/RoanokeVa](https://www.facebook.com/RoanokeVa). Council meetings are offered with closed captioning for the hearing impaired.

**2. PRESENTATIONS AND ACKNOWLEDGEMENTS: NONE.**

**3. HEARING OF CITIZENS UPON PUBLIC MATTERS:**

City Council sets this time as a priority for citizens to be heard. All matters will be referred to the City Manager for response, recommendation or report to Council, as he may deem appropriate.

**Based upon Executive Order Fifty-One, issued by Governor Northam on March 12, 2020, Amended Executive Order Fifty-Three on April 15, 2020, Executive Order Fifty-Five, issued by Governor Northam on March 30, 2020, Amendment 28 to HB29 (adopted April 22, 2020), Virginia Code Section 2.2-3708.2, Virginia Code Section 15.2-1413, Ordinance No. 41703-032720, and Resolution No. 41704-032720, City Council will be conducting this regular session of City Council by electronic communication means without a quorum of City Council physically present in Council Chamber and without the presence of members of the public in the City Council Chamber.**

**In order to afford citizens an opportunity to provide comments to City Council during the COVID-19 pandemic disaster, citizens wishing to address the Council during this regular session of City Council conducted by electronic communication means were instructed to sign-up by emailing or by calling the City Clerk's Office at [clerk@roanokeva.gov](mailto:clerk@roanokeva.gov) and (540) 853-2541, by 12:00 p.m., on May 4.**

**Those citizens, who have signed up to speak before the Council, have been provided the Zoom meeting information and will be allowed to join the meeting and address City Council by electronic communication means.**

**4. CONSENT AGENDA: NONE.**

## REGULAR AGENDA:

### 5. PUBLIC HEARINGS: NONE.

### 6. PETITIONS AND COMMUNICATIONS: NONE.

- a. Request of the Roanoke Regional Airport Commission to present its proposed 2020 - 2021 Operating Budget and Proposed Capital Expenditures. Timothy Bradshaw, AAE, Executive Director, Spokesperson. (Sponsored by the City Manager)

P 6  
P 13  
R 14

### 7. REPORTS OF CITY OFFICERS AND COMMENTS OF THE CITY MANAGER:

- a. CITY MANAGER:

#### BRIEFINGS:

- Budget/Financial Planning FY 2020 - 2021 - 60 minutes

#### ITEMS RECOMMENDED FOR ACTION:

1. Acceptance of the Virginia Department of Emergency Management Heavy Technical Rescue Grant.
2. Appropriation of Federal Asset Forfeiture funds for use by the Roanoke City Police Department.
3. Appropriation of State Asset Forfeiture funds for use by the Roanoke City Police Department.

P 15  
R 19  
B/O 20

P 21  
B/O 23

P 24  
B/O 26

#### COMMENTS OF THE CITY MANAGER.

### 8. REPORTS OF COMMITTEES: NONE.

### 9. UNFINISHED BUSINESS: NONE.

**10. INTRODUCTION AND CONSIDERATION OF ORDINANCES AND RESOLUTIONS:**

- a. An ordinance to ratify and approve the extension of the suspension of fares for transit services provided by Greater Roanoke Transit Company (GRTC), d/b/a Valley Metro.

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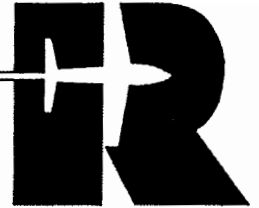
**11. MOTIONS AND MISCELLANEOUS BUSINESS:**

- a. Inquiries and/or comments by the Mayor and Members of City Council.
- b. Vacancies on certain authorities, boards, commissions and committees appointed by Council.

**12. ADJOURNMENT.**

# ROANOKE REGIONAL AIRPORT COMMISSION

Roanoke-Blacksburg Regional Airport  
 5202 Aviation Drive  
 Roanoke, Virginia 24012-1148  
 (540) 362-1999  
 FAX: (540) 563-4838  
 www.flyroa.com



April 21, 2020

Honorable Mayor and Members  
 Roanoke City Council  
 215 Church Avenue, SW  
 Roanoke, Virginia 24011

**Re:** Roanoke Regional Airport Commission Fiscal Year 2020-2021 Budget and Proposed Capital Expenditures

Dear Mayor Lea and Members of Council:

In accordance with the requirements of the Roanoke Regional Airport Commission Contract dated January 28, 1987, as amended, the Roanoke Regional Airport Commission is hereby submitting its Fiscal Year 2020-2021 Operating Budget (Attachment I) for approval. This Budget was adopted by the Commission at its meeting on April 21, 2020. We are also providing a separate listing of Capital Expenditures which are expected to exceed \$100,000 in cost and are intended to benefit five or more future accounting periods (Attachment II).

You will note that a deficit is anticipated in the Operating Budget for Fiscal Year 2021. However, we have been allocated funds under the Federal CARES Act through which we will be able to fund any operating deficiencies. Therefore, no additional appropriations are being requested or anticipated from the City or the County of Roanoke. Formal approval of the Operating Budget and the Capital Expenditure List by resolution of each of the participating political subdivisions would be appreciated.

I would be pleased to respond to any questions or comments that you may have with regard to this matter. On behalf of the Commission, thank you very much for your assistance and cooperation.

Sincerely,

Tim Bradshaw, A.A.E.  
 Executive Director

Enclosures

cc: Chair and Members, Roanoke Regional Airport Commission  
 H. Harwell Darby, General Counsel  
 Daniel Callaghan, Roanoke City Attorney  
 Clerk, Roanoke City Council

## ATTACHMENT I

### Roanoke Regional Airport Commission Budget Executive Summary Proposed Budget FY 21 vs. Actual Budget FY 20

	Annual Budget FY 20	Proposed Budget FY 21	\$ Change	% Change
<b>Operating Revenues</b>				
Airfield	1,551,000	1,063,000	(488,000)	-31%
General Aviation	516,000	499,600	(16,400)	-3%
Terminal Related	7,271,000	2,126,000	(5,145,000)	-71%
Other Revenues	468,000	838,000	370,000	79%
Interest on Investments	224,000	159,000	(65,000)	-29%
Gain/(Loss) on Sale of Assets	5,000	5,000	-	0%
State Funds	235,000	305,000	70,000	30%
Federal Reimbursable Funds	113,000	127,000	14,000	12%
Total Operating Revenues	10,383,000	5,122,600	(5,260,400)	-50.66%
<b>Operations and Maintenance Expenses</b>				
Salaries, Wages and Benefits	5,242,324	5,553,938	311,614	6%
Operating Expenditures	3,656,076	4,043,414	387,338	11%
Other Maintenance & Improvement Projects	204,000	119,840	(84,160)	-41%
Debt Service - Parking Lot	376,000	256,233	(119,767)	-100%
Total Operations and Maintenance Expenses	9,478,400	9,973,425	495,025	5%
Operating Net Income	904,600	(4,850,825)	(5,755,425)	-636%
<b>Capital Revenues</b>				
Federal AIP Entitlements	2,944,638	5,686,335	2,741,697	93%
State Entitlements - Current	1,796,434	1,765,000	(31,434)	-2%
State Entitlements - Prior Year	2,617,528	2,812,452	194,924	7%
Passenger Facility Charges (PFC)	1,215,000	1,320,000	105,000	9%
Other Funds - Debt	650,000	2,059,834	1,409,834	100%
Customer Facility Charges (CFC)	-	412,500	412,500	200%
Retained Earnings	335,662	2,826,229	2,490,567	0%
Total Capital Revenues	9,559,262	16,882,350	7,323,088	77%
<b>Capital Expenses</b>				
Capital Projects	9,559,262	16,882,350	7,323,088	77%
Total Capital Projects	9,559,262	16,882,350	7,323,088	77%
<b>Customer Facility Charges</b>				
Revenues	800,000	456,455	-343,545	-43%
Debt Service - CONRAC	60,000	310,397	250,397	417%
CFC Net Income	740,000	146,058	-593,942	-80%

**ATTACHMENT II**  
**Proposed Capital Expenditures**

(For projects expected to exceed \$100,000 in cost and programmed for FY 2021)

**I. Projects:**

- A. Airfield Signs, Lights, and Circuit Replacements
  - 1. Description: This project includes upgrading the cabling, connectors, and lighting. Replacement parts for the current signs are becoming more expensive and less available. The current cabling is starting to lose its resistance value.
  - 2. Estimated Cost: \$3,915,000
  - 3. Anticipated Funding Sources:
    - a. Federal AIP Grant Funds: \$3,523,500
    - b. State Aviation Grant Funds: \$391,500
- B. Explosive Detection Screening
  - 2. Description: This project was proposed to improve passenger experience by adding a conveyor system behind the ticket counters to feed bags directly into a centralized area where Explosive Detection machines will be located out of public view. It will also include the reconfiguration of the bag make-up area.
  - 3. Estimated Replacement Cost: \$2,014,000
  - 4. Anticipated Funding Sources:
    - a. State Aviation Grant Funds: \$1,800,000
    - b. Commission Funds: \$214,000
- C. Rehab Taxiway G, G1, N, And Hold Apron
  - 1. Description: The age of these pavements are at 20+ years and are beyond their useful life. By rehabilitating this section it will complete the rehabilitation of the taxiways. The area received a sealcoat in 2015 but it has also reached its useful life.
  - 2. Estimated Cost: \$2,403,150
  - 3. Anticipated Funding Sources:
    - a. Federal AIP Grant Funds: \$2,162,835
    - b. State Aviation Grant Funds: \$240,315
- D. Runway Approach Obstruction Removal
  - 1. Description: The FAA and VA Department of Aviation require that Airport Sponsors keep the approach and departure surfaces clear of obstructions. Airport Sponsors must periodically determine whether obstructions exist and if so, develop a plan for mitigation. Delta Airport Consultants recently completed the surveys off all runway ends and the project proposed is to address the identified obstructions to be removed.
  - 2. Estimated Cost: \$513,923
  - 3. Anticipated Funding Sources:
    - a. State Aviation Grant Funds: \$500,000
    - b. Commission Funds: \$13,923
- E. Sealcoat and Crack Seal GA Ramp West
  - 1. Description: This project will mill and overlay the existing asphalt areas in the west end of GA. The pavement has reached it's useful life. This will complete the rehab in the GA.
  - 2. Estimated Cost: \$814,123
  - 3. Anticipated Funding Sources:
    - a. State Aviation Grant Funds: \$651,298
    - b. Commission Funds: \$162,825
- F. Repair Stormwater Drop Inlet on Way Point
  - 1. Description: There is roadway deterioration due to erosion surrounding the drop inlet on Way Point leading to the FBO. This will repair the drop inlet and the surrounding roadway.
  - 2. Estimated Cost: \$100,000
  - 3. Anticipated Funding Sources:
    - a. State Aviation Grant Funds: \$80,000
    - b. Commission Funds: \$20,000



- G. Terminal Public Parking
  - 1. Description: This project will establish a new entry/exit to the long and short term parking consolidating it to one entry/exit area. It will also include some reworking of the roadways and the mill, overlay and restriping of some of the parking areas. In addition, lighting and wayfinding signs need updating and centralized walking paths provided. This will be split between FY21 and FY22.
  - 2. Estimated Cost: \$2,059,834
  - 3. Anticipated Funding Sources:
    - a. Debt: \$2,059,834
- H. Reconstruct Building 4 Pavement
  - 1. Description: The parking lot and entrance roads to both Building 4 and Gate 20 are in poor condition. A full depth pavement repair is needed due to the widespread structural distress observed.
  - 2. Estimated Cost: \$157,000
  - 3. Anticipated Funding Sources:
    - a. Commission Funds: \$157,000
- I. Reconstruct Building 5 Pavement
  - 1. Description: Widespread structural distress and pavement is in poor condition. This would encompass a full depth pavement repair.
  - 2. Estimated Cost: \$503,820
  - 3. Anticipated Funding Sources:
    - a. Commission Funds: \$503,820
- J. Sealcoat – Airfield & Roads/Parking Lots – Phase 4
  - 1. Description: This is to fund unanticipated pavement maintenance to include crack seal, seal coat and marking.
  - 2. Estimated Cost: \$350,000
  - 3. Anticipated Funding:
    - a. State Aviation Grant Funds: \$280,000
    - b. Commission Funds: \$70,000
- K. Rehabilitate FBO Parking Lot and Access Road
  - 1. Description: This project would mill and overlay the existing asphalt for the parking lot and roadway. Areas of fatigue and cracking are appearing and will require repair.
  - 2. Estimated Cost: \$633,000
  - 3. Anticipated Funding Sources:
    - a. Commission Funds: \$633,000
- L. Sidewalk Light Replacement
  - 1. Description: The short pole lights along the sidewalks from the employee lot, across the front of the terminal and along the parking lot need to be replaced. The plastic light fixtures have failed due to age and exposure to sun light. Rainwater can then short out the ballast and bulbs. The manufacturer no longer supports these fixtures. LED lights are proposed to reduce the energy consumption.
  - 2. Estimated Cost: \$125,000
  - 3. Anticipated Funding Sources:
    - a. Commission Funds: \$125,000
- M. Overflow Lot Overhead Light Replacement
  - 1. Description: This project would replace all the heads with LED fixtures creating cost savings and maintenance savings. It will also produce a brighter light for safety.
  - 2. Estimated Cost: \$412,500
  - 3. Anticipated Funding Sources:
    - a. CFC: \$412,500

- N. Runway 24 Tunnel Rehabilitation
  - 1. Description: State mandated biennial inspection
  - 2. Estimated Cost: \$200,000
  - 3. Anticipated Funding Sources:
    - a. State Aviation Grant Funds: \$140,000
    - b. Commission Funds: \$60,000
- O. Replace Carpeting in Terminal 2<sup>nd</sup> Floor Seating Area
  - 1. Description: This area of carpet has a lot of wear and is hard to keep clean because of the wear. It will be replaced with carpet tiles. This will improve the look of the waiting area.
  - 2. Estimated Cost: \$130,000
  - 3. Anticipated Funding Sources:
    - a. State Aviation Grant Funds: \$104,000
    - b. Commission Funds: \$26,000
- P. Hangar 17 and 18 Roof Replacement
  - 1. Description: This project would include overlaying the roofs on both hangars to stop leaking that has begun due to the age of the current roofing materials.
  - 2. Estimated Cost: \$228,000
  - 3. Anticipated Funding Sources:
    - a. Commission Funds: \$228,000
- Q. Restore 1700 LF of Lick Run Tributary
  - 1. Description: This work will help with the erosion and overflow in the area during rain events and create a cleaner stream.
  - 2. Estimated Cost: \$341,000
  - 3. Anticipated Funding Sources:
    - a. Commission Funds: \$341,000
- R. Restore West Carvin Stream
  - 1. Description: This will help with the erosion and overflow in the area during rain events.
  - 2. Estimated Cost: \$133,500
  - 3. Anticipated Funding Sources:
    - a. Commission Funds: \$133,500
- S. Replace Dump Truck #13
  - 1. Description: Replacement identified due to age of vehicle and increased maintenance cost.
  - 2. Estimated Cost: \$195,000
  - 3. Anticipated Funding Sources:
    - a. State Aviation Grant Funds: \$156,000
    - b. Commission Funds: \$39,000
- T. Replace Chevy Silverado 350 Dump Body Vehicle
  - 1. Description: Replacement identified due to age of vehicle and increased maintenance cost.
  - 2. Estimated Cost: \$60,000
  - 3. Anticipated Funding Sources:
    - a. State Aviation Grant Funds: \$48,000
    - b. Commission Funds: \$12,000
- U. Purchase Boom Aerial Truck
  - 1. Description: This will be used in lieu of renting equipment when needing to work on any overhead lights including the apron, overflow lot, terminal parking and cargo ramp. It will allow maintenance personnel a safe work environment and allow them to make repairs in a more efficient manner.
  - 2. Estimated Cost: \$110,000
  - 3. Anticipated Funding:
    - a. State Aviation Grant Funds: \$88,000
    - b. Commission Funds: \$22,000

- V. Replace Safety Vehicle #3
  - 1. Description: This vehicle is a 2010 model that was handed down from the Operations department and then retrofitted for the PS department. This vehicle has a questionable service life and would be best if replaced at this time.
  - 2. Estimated Cost: \$40,000
  - 3. Anticipated Funding:
    - a. State Aviation Grant Funds: \$32,000
    - b. Commission Funds: \$8,000
- W. Edge Light Plow Attachment
  - 1. Description: This attachment would be used to clear the runway edge lights during snow events. It would ensure that the 139 requirements for snow bank height and obscured lights are met.
  - 2. Estimated Cost: \$30,000
  - 3. Anticipated Funding Sources:
    - a. State Aviation Grant Funds: \$24,000
    - b. Commission Funds: \$6,000
- X. Replace 2006 Chevy Silverado Vehicle #5
  - 1. Description: Replacement identified due to age of vehicle and increased maintenance cost.
  - 2. Estimated Cost: \$38,500
  - 3. Anticipated Funding Sources:
    - a. Commission Funds: \$38,500
- Y. Maintenance Contracts & Projects
  - 1. Description: This money is allotted to pay for yearly service contracts.
  - 2. Estimated Cost: \$375,000
  - 3. Anticipated Funding Sources:
    - a. State Aviation Grant Funds: \$262,500
    - b. Commission Funds: \$112,500

**II. Anticipated Funding Sources:**

Federal AIP Grant Funds	\$ 5,686,335
State Aviation Grant Funds	\$ 4,577,452
Debt	\$ 2,059,834
CFCs	\$ 412,500
Commission Capital Funds	<u>\$ 3,146,229</u>
Estimated Total Funding	\$15,882,350

**RESOLUTION OF THE ROANOKE REGIONAL AIRPORT COMMISSION**

**Adopted this 21st day of April, 2020**


**No. 06-042120**

A RESOLUTION approving and adopting the Commission's Operating Budget for fiscal year 2020-2021.

BE IT RESOLVED by the Roanoke Regional Airport Commission that the fiscal year 2020-2021 Operating Budget for the Commission, as set forth in the report and accompanying attachment by the Director of Finance and Administration dated April 21, 2020, is hereby approved; and,

BE IT FINALLY RESOLVED that the Executive Director is authorized on behalf of the Commission to submit the fiscal year 2020-2021 Operating and Capital Purchase Budget, as well as the previously approved list of Proposed Capital Expenditures, to Roanoke City Council and the Roanoke County Board of Supervisors for approval pursuant to the contract between the Commission, Roanoke City, and Roanoke County dated January 28, 1987, as amended.

ATTEST:

  
Secretary

VOTE: AYES: Bishop, Gust, Lawrence, Powers, Clements  
NAYS: None



## CITY COUNCIL AGENDA REPORT

**To:** Honorable Mayor and Members of City Council  
**Meeting:** May 4, 2020  
**Subject:** Proposed FY-21 Budget for the Roanoke-Blacksburg Regional Airport

I would like to sponsor Timothy Bradshaw, A.A.E., Executive Director of the Roanoke-Blacksburg Regional Airport, to present the Airport Commission's proposed Fiscal Year 2021 budget and proposed capital expenditures.

A handwritten signature in black ink, appearing to be "RSC", is written over a horizontal dashed line.

Robert S. Cowell, Jr.  
City Manager

Distribution: Council Appointed Officers

## IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA

A RESOLUTION approving the Roanoke Regional Airport Commission's 2020-2021 proposed operating and capital budget upon certain terms and conditions.

BE IT RESOLVED by the Council of the City of Roanoke that in accordance with the requirements of the Roanoke Regional Airport Commission Act, as amended, and the Roanoke Regional Airport Commission Contract dated January 28, 1987, as amended, the City of Roanoke hereby approves the Roanoke Regional Airport Commission's 2020-2021 proposed operating and capital budget, as well as a separate listing of certain proposed capital expenditures, as more particularly set forth in a report from the Roanoke Regional Airport Commission to this Council dated April 21, 2020.

ATTEST:

City Clerk.



# CITY COUNCIL AGENDA REPORT

**To:** Honorable Mayor and Members of City Council  
**Meeting:** May 4, 2020  
**Subject:** Virginia Department of Emergency Management (VDEM) Heavy Technical Rescue Grant Acceptance

## **Background:**

Roanoke Fire-EMS serves as the Regional Heavy Technical Rescue (HTR) Team in conjunction with Roanoke County Fire & Rescue, Franklin County and Salem Fire-EMS. VDEM allocates funds each year to regional teams for related expenses. VDEM has awarded the City of Roanoke funds in the amount of \$82,000 from the FY 2019 State Homeland Security Program Grant. This grant requires no matching funds. These grant funds will be used for the purchase of necessary equipment and supplies.

## **Considerations:**

City Council action is needed to formally accept and appropriate these funds and to authorize the Director of Finance to establish revenue estimates and appropriations to purchase the equipment and supplies in accordance with the provisions of this grant.

## **Recommended Action:**

Accept the grant as described above and authorize the City Manager to execute any required grant agreements or documents, such to be approved as to form by the City Attorney.

Adopt the accompanying budget ordinance to establish a revenue estimate in the amount of \$82,000 and appropriate funding in the same amount into accounts to be established in the Grant Fund by the Director of Finance.

Robert S. Cowell, Jr. City Manager

**Distribution:** Council Appointed Officers  
Sherman M. Stovall, Assistant City Manager for Operations  
Amelia C. Merchant, Director of Finance



Virginia Department of Emergency Management

10501 Trade Court  
North Chesterfield, VA 23236

SUBAWARD AGREEMENT

1. SUBRECIPIENT NAME AND ADDRESS:

Roanoke City  
713 Third St. SW  
Roanoke, VA 24016

4a. SUBAWARD ID NUMBER: 8255

4b. Federal Award ID: EMW-2019-SS-00079-S01

5. SUBAWARD DATE: November 6, 2019

6. PROJECT PERIOD: October 01, 2019 to June 30, 2021

BUDGET PERIOD: October 01, 2019 to June 30, 2021

7. TOTAL AMOUNT OF THIS SUBAWARD: **\$82,000.00**

2. SUBRECIPIENT DUNS Number: 006704316

8. FEDERAL AMOUNT OF THIS SUBAWARD: **\$82,000.00**

SUBRECIPIENT EIN: 54-6001569

9. SUBRECIPIENT NON-FEDERAL COST SHARE REQUIREMENT: N/A

10. INDIRECT COST RATE (if applicable):

3. PASS-THROUGH ENTITY: Virginia Department of Emergency Management  
SUBAWARD NAME: **2019 State Homeland Security Grant Program (SHSP)**  
CFDA: 97.067 Homeland Security Grant Program (HSGP)  
U.S. Department of Homeland Security (DHS)  
Federal Emergency Management Agency (FEMA)

11. STANDARD TERMS AND CONDITIONS & SPECIAL CONDITIONS

The above subaward is approved subject to the 2019 Department of Homeland Security (DHS) Standard Terms and Conditions and VDEM Special Conditions found here: [DHS Terms and Conditions 2019](#)

12. APPROPRIATION AUTHORITY FOR GRANT

The project is supported under the *Department of Homeland Security Appropriations Act, 2019 (Public Law No. 115-141)*.

13. METHOD OF PAYMENT

Commonwealth of Virginia Cardinal Accounting System

AGENCY APPROVAL

14. NAME AND TITLE OF APPROVING VDEM OFFICIAL

Jeffrey D. Stem Ph.D.  
State Coordinator

SUBRECIPIENT ACCEPTANCE

16. NAME AND TITLE OF AUTHORIZED OFFICIAL

Bob Cowell  
City Manager

15. SIGNATURE OF APPROVING VDEM OFFICIAL

17. SIGNATURE OF AUTHORIZED SUBRECIPIENT OFFICIAL

18. DATE:

11/22/19





Virginia Department of  
Emergency Management  
10501 Trade Court  
North Chesterfield, VA 23236

SUBAWARD AGREEMENT

Page 2 of 3

Subaward Name: **2019 State Homeland Security Grant Program (SHSP)**

Subaward Date: November 6, 2019

**SPECIAL CONDITIONS**

1. The Subrecipient shall comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located at 2 CFR Part 200, and adopted by DHS at 2 CFR Part 3002 and the U.S. Department of Homeland Security Grant Program (HSGP) Notice of Funding Opportunity (NOFO).
2. The Subrecipient agrees to permit the pass-through entity and auditors to have access to its records and financial statements as necessary for the pass-through entity to meet the requirements of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located at 2 CFR Part 200.
3. The Subrecipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of FEMA.
4. The Subrecipient shall comply with the indirect costs provisions of 2 CFR § 200.414. With the exception of subrecipients who have never received a negotiated indirect cost rate as described in 2 C.F.R. § 200.414(f), subrecipients must have an approved indirect cost rate agreement with their cognizant federal agency to charge indirect costs to this subaward.
5. In the event VDEM determines that changes are necessary to the award document after an award has been made, including changes to period of performance or terms and conditions, the Subrecipient will be notified of the changes in writing. Once notification has been made, any subsequent request for funds will indicate Subrecipient acceptance of the changes to the award.
6. Subrecipients proposing projects that have the potential to impact the environment, including but not limited to construction of communication towers, modification or renovation of existing buildings, structures and facilities, or new construction including replacement of facilities, **must** participate in the FEMA Environmental Planning and Historic Preservation (EHP) review process. Subrecipients must comply with all conditions placed on the project as the result of the EHP review. Any change to the approved project scope of work will require re-evaluation for compliance with these EHP requirements. If ground disturbing activities occur during project implementation, the Subrecipient must ensure monitoring of ground disturbance, and if any potential archeological resources are discovered, the Subrecipient will immediately cease construction in that area and notify FEMA and the State Historic Preservation Office. Any construction activities that have been initiated without the necessary EHP review and approval will result in a non-compliance finding and will not be eligible for FEMA funding.
7. The Subrecipient agrees that federal funds under this award will be used to supplement, not supplant, state or local funds for emergency preparedness.



Virginia Department of Emergency Management

10501 Trade Court  
North Chesterfield, VA 23236

SUBAWARD AGREEMENT

Page 3 of 3

Subaward Name: **2019 State Homeland Security Grant Program (SHSP)**

Subaward Date: November 6, 2019

8. The Subrecipient agrees that all publications created with funding under this grant shall prominently contain the following statement: "This document was prepared under a grant from FEMA's Grant Programs Directorate, U.S. Department of Homeland Security. Points of view or opinions expressed in this document are those of the authors and do not necessarily represent the official position or policies of FEMA's Grant Programs Directorate or the U.S. Department of Homeland Security."
9. The Subrecipient agrees that, when practicable, any equipment purchased with grant funding shall be prominently marked as follows: "Purchased with funds provided by the U.S. Department of Homeland Security."
10. The Subrecipient agrees to cooperate with any assessments, national evaluation efforts, or information or data collection requests, including, but limited to, the provision of any information required for the assessment or evaluation of any activities within this project.
11. The Subrecipient must submit a Quarterly Progress Report for every quarter of the period of performance, including partial calendar quarters, as well as for periods where no grant activity occurs. Reports are due within fifteen (15) days following the end of the quarter. A Final Progress Report is due thirty (30) days after the end date of the performance period. Failure to provide this information may result in VDEM withholding grant funds from further obligation and expenditure and prevent future awards to the Subrecipient.
12. National Incident Management System (NIMS) Implementation Compliance  
  
In accordance with HSPD-5, the adoption of the NIMS is a requirement to receive federal preparedness assistance through grants, contracts, and other activities. No federal funds will be released to the primary grantee and any other entity participating and benefiting in this project if this requirement has not been met. In the event of a Corrective Action Plan submitted, VDEM/SAA will determine if the Subrecipient has made sufficient progress to disburse funds.
13. All conferences and workshops using federal preparedness funds must pertain to the project being funded. The Subrecipient agrees to submit a Trip Report when using federal funds to attend a conference or workshop. The Trip Report template can be found at [www.vaemergency.gov](http://www.vaemergency.gov) under Reporting Forms. These reports must be remitted with your request for reimbursement. Failure to do so will result in a delay of payment until received.
14. The Subrecipient agrees that under program guidelines, travel expenses are allowable for approved training, planning, administrative, and exercise activities following local, state, and federal guidelines. Prior to traveling for these activities outside of contiguous United States (OCONUS) as well as to Canada and Mexico, preapproval is required by the state and FEMA through the SAA office.

Please reference 2 CFR 200.403, in regard to reasonableness when considering requests for travel of this type. Where applicable, you should also reference the following regarding travel: the Western Hemisphere Travel Initiative ([http://www.dhs.gov/files/programs/qc\\_1200693579776.shtm](http://www.dhs.gov/files/programs/qc_1200693579776.shtm)).

OKS

IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA

A RESOLUTION accepting the FY 19 State Homeland Security Program Grant to the city from the Virginia Department of Emergency Management, and authorizing execution of any required documentation on behalf of the City.

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

1. The City of Roanoke does hereby accept the FY 19 State Homeland Security Program Grant offered by the Virginia Department of Emergency Management in the amount of \$82,000, with no matching funds from the City, to be used to purchase equipment and supplies for the Roanoke Fire-EMS Regional Heavy Technical Rescue Tram (HTR). The grant is more particularly described in the City Council Agenda Report dated May 4, 2020.
2. The City Manager is hereby authorized to execute the grant agreement and all necessary documents required to accept the grant, all such documents to be approved as to form by the City Attorney.
3. The City Manager is further directed to furnish such additional information as may be required in connection with the city's acceptance of this grant.

ATTEST:

City Clerk.

MT

IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA

AN ORDINANCE appropriating funding from the U.S. Department of Homeland Security through the Commonwealth of Virginia Department of Emergency Management (VDEM) for Heavy Technical Rescue (HTR) Team for equipment and training and development, amending and reordaining certain sections of the 2019-2020 Grant 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 2019-2020 Grant Fund Appropriations be, and the same are hereby, amended and reordained to read and provide as follows:

Appropriations			
Training and Development	35-520-3779-2044	\$	20,300
Wearing Apparel	35-520-3779-2064		29,930
Other Equipment	35-520-3779-9015		31,770
Revenues			
VDEM SHS HTR Team FY20	35-520-3779-3779		82,000

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 4, 2020  
**Subject:** Appropriation of Federal Asset Forfeiture Funds

## **Background:**

In 1986, the United States Congress authorized the transfer of certain federally forfeited property to state and local law enforcement agencies that participated in the investigation and seizure of the property. Application for an equitable share of property seized by local law enforcement must be made to the U.S. Department of Justice and certified by the U. S. Attorney.

This property, including funds shared with state and local agencies may only be used for the purposes stated in the application, i.e. narcotics investigations related to law enforcement. Participation in federally forfeited property sharing enhances the effectiveness of narcotics investigations by providing necessary investigative equipment and training and offsets the cost that would otherwise be borne by the City's taxpayers.

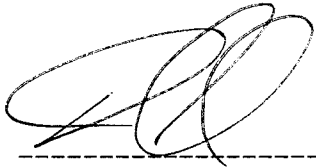
## **Considerations:**

The Police Department receives funds periodically from the Federal Asset Forfeiture Sharing Program. Federal law mandates that these seized funds be placed in an interest bearing account until forfeited and that any interest earned be used in accordance with program guidelines. These funds are provided by either the United States Department of the Treasury (DOT) or the United States Department of Justice (DOJ). Program guidelines require that these funds be segregated by the providing department.

Revenue in the amount of \$25,017 and interest in the amount of \$3,841 have been collected and are available for appropriation to the Department of Justice and Department of the Treasury Asset Forfeiture grant fund accounts. The funding will be utilized for specialized officer training in leadership development, forensics, interview skills, polygraph operation, and more.

**Recommended Action:**

Adopt the accompanying budget ordinance to increase the revenue estimate in the Grant Fund in the amount of \$28,858 and appropriate funding in the same amount into accounts to be established by the Director of Finance in the Grant Fund.



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Robert S. Cowell, Jr.  
City Manager

Distribution: Council Appointed Officers  
R. Brian Townsend, Assistant City Manager for Community Development  
Amelia C. Merchant, Director of Finance  
Samuel Roman, Chief of Police

MT

IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA

AN ORDINANCE to appropriate funding from the Department of Justice Federal Asset Sharing Program and the Department of Treasury Federal Asset Sharing Program for enhancing law enforcement operations, amending and reordaining certain sections of the 2019-2020 Grant 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 2019-2020 Grant Fund Appropriations be, and the same are hereby, amended and reordained to read and provide as follows:

Appropriations		
DoJ Training and Development	35-640-3304-2044	\$ 28,473
DoT Training and Development	35-640-3307-2044	385
Revenues		
DoJ Federal Asset Forfeiture Subsidy	35-640-3304-3305	25,017
DoJ Federal Asset Forfeiture - Interest	35-640-3304-3306	3456
DoT Federal Asset Forfeiture - Interest	35-640-3307-3308	385

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 4, 2020  
**Subject:** Appropriation of State Asset Forfeiture Funds

## **Background:**

In 1991, the Virginia General Assembly passed legislation allowing local law enforcement to seize property that is connected with illegal narcotics distribution. The Code of Virginia also makes it possible for police departments to receive proceeds from these forfeited properties. Application for an equitable share of the property seized by local law enforcement must be made to the Department of Criminal Justice Services, Forfeited Asset Sharing Program and be certified by the Chief of Police.

This property, including funds shared with state and local agencies may only be used for law enforcement purposes. Program requirements mandate that these funds be placed in an interest bearing account and any interest earned be used in accordance with program guidelines.

## **Considerations:**


The Police Department receives funds periodically from the State Asset Forfeiture Sharing Program. The Code of Virginia mandates that these seized funds be placed in an interest bearing account until forfeited and that the interest earned be used in accordance with program guidelines. Revenue in the amount of \$159,771 and interest in the amount of \$4,870 have been collected and are available for appropriation to the corresponding grant fund account.

The \$164,641 will be appropriated to the expendable equipment budget which will allow the police department to acquire new and replacement equipment for officers (ballistic vests, computer software, body cameras, etc.) as well as equipment for vehicles (cameras, partitions, and window barriers, etc.).



**Recommended Action:**

Adopt the accompanying budget ordinance to increase the revenue estimate in the Grant Fund in the amount of \$164,641 and appropriate funding in the same amount into the corresponding expendable equipment account (35-640-3302-2035).



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Robert S. Cowell, Jr.  
City Manager

Distribution: Council Appointed Officers  
R. Brian Townsend, Assistant City Manager for Community Development  
Amelia C. Merchant, Director of Finance  
Samuel Roman, Chief of Police

MT

IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA

AN ORDINANCE to appropriate funding from the State Asset Sharing Program for enhancing law enforcement operations, amending and reordaining certain sections of the 2019-2020 Grant 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 2019-2020 Grant Fund Appropriations be, and the same are hereby, amended and reordained to read and provide as follows:

Appropriations		
Expendable Equipment (<\$5000)	35-640-3302-2035	\$ 164,641
Revenues		
State Asset Forfeiture - Interest	35-640-3302-3299	4,870
State Asset Forfeiture	35-640-3302-3300	159,771

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.

*[Handwritten signature]*

*10.6.*

IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA

AN ORDINANCE ratifying and approving the suspension of fares for transit services provided by Greater Roanoke Transit Company (GRTC) d/b/a Valley Metro; authorizing the City Manager to take certain actions; and dispensing with the second reading of this ordinance by title.

WHEREAS, on March 12, 2020, Governor Ralph S. Northam declared a state of emergency throughout the Commonwealth of Virginia as a result of the disaster created by the COVID-19 pandemic;

WHEREAS, on March 13, 2020, President Donald J. Trump declared a national state of emergency as a result of the COVID-19 pandemic;

WHEREAS, on March 16, 2020, Robert S. Cowell, Jr., City Manager, as the Director of Emergency Management, declared a state of emergency within the City, and City Council confirmed this declaration with the adoption of Resolution No. 41699-031620;

WHEREAS, federal, state, and local health officials urge implementation of measures to eliminate gatherings and establish social distancing to address the COVID-19 pandemic;

WHEREAS, pursuant to City Code § 34-22, City Council shall, from time to time, establish fares to be charged by GRTC;

WHEREAS, by Ordinance No. 41705-032720 adopted March 27, 2020, City Council approved the suspension of all fares for all transit services provided by GRTC from March 27, 2020 through and including April 24, 2020; and

WHEREAS City Council authorizes the suspension of all fares for all transit services provided by GRTC through and including May 8, 2020.

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

1. City Council ratifies and approves the extension of the suspension of all fares for transit services provided by GRTC through and including May 8, 2020.

2. The City Manager is authorized to take any actions necessary to implement, accomplish, and effectuate the suspension of all fares for transit services provided by GRTC through and including May 8, 2020.

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

4. This ordinance shall be effective upon passage.

ATTEST:

City Clerk.