



Agenda
Monday, January 27, 2025, 6:30 PM

Work Session, 5:30 PM

Council Chambers Conference Room, City Hall, 114 North Broad Street, Salem, Virginia 24153

Regular Session, 6:30 PM, City Hall, 114 North Broad Street, Salem, Virginia 24153

WORK SESSION

1. Call to Order
2. New Business
 - A. Discussion Items
 1. Meeting with representatives of the Salem Museum and Historical Society regarding Preston Place.
 2. Review proposed City Code amendments recommended by the Planning Commission to: 1. Chapter 66 Signs, Article IV Permitted Signs by Use and District, Section 66-105 Permitted Signs, and; 2. Chapter 106 Zoning, Article III Use and Design Standards, Section 106-304.17(B)(6) Townhouse
3. Adjournment

REGULAR SESSION

1. Call to Order
2. Pledge of Allegiance
3. Bid Opening, Awards, Recognitions
 - A. **Recognition**

Recognize Angela Sellers for over 50 years of service in the City of Salem.
4. Consent Agenda
 - A. **Citizen Comments**

Comments from the public, limited to five minutes, on matters not already having a

public hearing at the same meeting.

B. Minutes

Consider acceptance of the January 13, 2025, Organizational Meeting and Regular Meeting minutes.

C. Financial Reports

Consider acceptance of the Statement of Revenues and Expenses for the six months ending December 2024.

5. Old Business

6. New Business

A. Conveyance of Property

Hold a public hearing to consider the sale of an approximate .519 acre tract located in Salem, Virginia, being a portion of Tax Map # 246-1-1.6. (As advertised in the January 18, 2025, issue of the *Roanoke Times*.)

B. Receive 2024 Planning Commission Annual Report

Receive the 2024 Planning Commission Annual Report.

C. Audit-Finance Committee Role and Composition

Consider the adoption of Resolution 1490 establishing the role and composition of the Audit Finance Committee.

D. Boards and Commissions

Consider appointments to various boards and commissions.

7. Adjournment



CITY COUNCIL

MINUTES

Monday, January 13, 2025 at 6:30 PM

Organizational Meeting, 6:00 PM

Council Chambers Conference Room, City Hall, 114 North Broad Street, Salem,
Virginia 24153

Regular Session, 6:30 PM, City Hall, 114 North Broad Street, Salem, Virginia 24153

WORK SESSION

1. Call to Order

An Organizational Session of the Council of the City of Salem, Virginia, was held in Council Chambers, City Hall, 114 N. Broad Street, Salem, Virginia, on January 13, 2025, at 6:00 p.m., there being present the following members of said Council to wit: Council members; Byron Randolph Foley, Renée Ferris Turk, H. Hunter Holliday, Anne Marie Green, and John Saunders; together with Chris Dorsey, City Manager; Rob Light, Assistant City Manager and Clerk of Council; Rosemarie B. Jordan, Director of Finance; Mike Stevens, Director of Communications; Jim Guynn, City Attorney; Crystal Williams, Assistant to the City Manager; Laura Lea Harris, Deputy Clerk of Council; and the Honorable J. Christopher Clemens, Circuit Court Judge for the 23rd Judicial Circuit in the Commonwealth of Virginia; and the following business was transacted;

2. New Business

A. Organizational Session

1. Election of Mayor
2. Election of Vice-Mayor
3. Overview of Council Member vacancies on Boards, Commissions, and Committees

City Manager Dorsey welcomed everyone and noted that this was the Organizational Meeting for the Salem City Council on January 13, 2025. He welcomed and congratulated all of the Council members that had been reelected and newly elected: Renée Turk, John Saunders, and Anne Marie Green. City Manager Dorsey noted that each of these members has been duly sworn in as a Council member as

required by law with the Honorable J. Christopher Clemens administering the Oath of Office. He thanked Judge Clemens for his time and dedication and for being so available to ensure that everyone was sworn in. He then asked that each of the members of the Salem Electoral Board that were present come up one at a time to present the Certificate of Election to each of the three elected Council members.

Katherin Elam, Secretary of the City of Salem Electoral Board, presented the Certificate of Election to Renée Ferris Turk on behalf of the City of Salem Electoral Board.

Mark Claytor, Salem Electoral Board member, presented the Certificate of Election to John Saunders on behalf of the City of Salem Electoral Board.

Liz Bowles, Salem Electoral Board member, presented the Certificate of Election to Anne Marie Green on behalf of the City of Salem Electoral Board.

City Manager Dorsey requested that Council consider appointing him as Temporary Chairman of Council of this meeting until Council has elected their Mayor during this Organizational Meeting.

On motion made by Council member Foley, Seconded by Council member Holliday, and duly carried, Chris Dorsey, City Manager, was hereby elected Temporary Chairman of Council for this meeting.

Aye: Saunders, Green, Holliday, Turk, Foley

City Manager Dorsey opened the floor for nominations for the office of Mayor of the City of Salem for a term ending December 31, 2026. He noted that if there is one nomination and second, then he would ask the Clerk for a roll-call vote. Should there be more than one nomination and second, he would ask the Clerk to call each member who would state the name of the person they wished to vote for as Mayor. He noted that this was the precedent set at the last Organizational Meeting. He opened the floor for nominations.

Council member Foley nominated Renée Turk for Mayor. Council member Turk seconded the motion. Chair Dorsey asked if there were any other nominations for Mayor. He gave one more call for nominations. Hearing none, he closed the floor for nominations and asked the Clerk for a roll-call vote.

Ayes: Saunders, Green, Holliday, Turk, Foley

The Honorable J. Christopher Clemens administered the Oath of Office required by law to Renée Ferris Turk for the office of Mayor, and the same will be filed by the City.

Mayor Turk assumed the duties of the presiding officer and requested nominations for the office of Vice-Mayor. She repeated the procedure as stated during the

nominations for Mayor.

Mayor Turk nominated Anne Marie Green for the office of Vice-Mayor of the City of Salem. Council member Anne Marie Green seconded the motion. Mayor Turk asked if there were any other nominations for Vice-Mayor. She gave one more call for nominations. Hearing none, she closed the floor for nominations and asked the Clerk for a roll-call vote.

Ayes: Saunders, Green, Holliday, Foley, Turk

The Honorable J. Christopher Clemens administered the Oath of Office required by law to Anne Marie Green for the office of Vice-Mayor, and the same will be filed by the City.

Mayor Turk asked Mr. Light to share information on the Audit-Finance Committee with Council.

Mr. Light shared an overview of current vacancies for requested appointment at the January 27, 2025, meeting. He also shared historical background information on the Audit-Finance Committee with those present. He noted several steps initiated by the most recent Council representatives in an effort to evaluate and streamline the role of this committee. Mr. Light asked Ms. Jordan to provide further information.

Ms. Jordan provided specific details of the draft recommended role and composition of the Audit-Finance committee and other considerations pertaining to this advisory board for Council's review and for the benefit of citizens in attendance.

Mr. Dorsey noted that this information was being provided this evening for Council's consideration at the January 27, 2025, meeting.

3. Adjournment

Mayor Turk announced that there was no further business for this portion of the meeting. She stated that there would be a slight recess and the Regular Meeting would begin at 6:30 p.m.

The meeting was adjourned at 6:20 p.m.

REGULAR SESSION

1. Call to Order

A regular meeting of the Council of the City of Salem, Virginia, was called to order at 6:30 PM, there being present the following members to wit: Renée Ferris Turk, Mayor; Anne Marie Green, Vice-Mayor; Councilmembers: Byron Randolph Foley, H. Hunter Holliday, and John Saunders; with Renée Ferris Turk, Mayor, presiding together with

Chris Dorsey, City Manager; Rob Light, Assistant City Manager and Clerk of Council; Rosemarie B. Jordan, Director of Finance; Mike Stevens, Director of Communications; and Jim Guynn, City Attorney.

2. Pledge of Allegiance

3. Bid Opening, Awards, Recognitions

A. Recognition

Recognize former Councilman William D. Jones for 16 1/2 years of service on City Council of the City of Salem.

Mayor Turk asked former Councilman Bill Jones to come forward. She noted that he was being recognized this evening for sixteen and a half years of service to the City of Salem. She summarized his accomplishments and highlights since his election in May 2008. Mayor Turk noted that Mr. Jones exemplified dedication and impactful leadership throughout his tenure as a member of Salem City Council. She spoke of his commitment to local business growth, his involvement in all levels of sports, and his dedication to improving city facilities and expanding the Roanoke Valley Greenway. Another significant accomplishment of Mr. Jones was his involvement in advancing the Salem City Schools and their facilities. In addition, Mayor Turk spoke of his efforts to build relationships with the neighboring localities and his belief in the importance of regional collaboration. She reiterated the valuable impact of his business experience in Salem and his dedication to the business community.

Each member of Council shared personal words with Mr. Jones conveying their appreciation both personally and professionally. His connectiveness with the citizens was noted as well as the sacrifices of his family in supporting him during his time on Council.

Mr. Jones expressed his appreciation to his family for standing behind him for all of these years. He noted that he had tried to always look at what was best for the community and that he was looking forward to spending more time with his family and friends. He thanked Salem for a tremendous learning opportunity and experience in his life.

Council presented Mr. Jones with a gift to honor his sixteen-and-a-half years on Council. Pictures were made by Mr. Stevens of Mr. Jones with Council and his family.

4. Consent Agenda

A. Citizen Comments

Comments from the public, limited to five minutes, not already having a public hearing at the same meeting.

John Breen, 142 Bogey Lane, was the first citizen to address Council. He requested that Council take the following steps:

- 1) Conduct a statistically valid straightforward professional Comprehensive Plan Survey
- 2) Abolish 2 X 2 meetings
- 3) Stream all Salem public meetings
- 4) Schedule every public meeting when the citizens may feasibly attend, specifically after the ordinary work day.
- 5) Conduct periodic Q&A with the public, especially for the budget and major rezonings
- 6) Direct the City Manager to review and report by May 1, 2025, recommendations for revisions, corrections, or deletions to the Salem Zoning Code, including clarifications as to the legal meanings for the words MUST and SHALL
- 7) Timely and publicly answer citizen questions and requests made during a Council meeting
- 8) Adopt Roberts Rules, appoint a qualified parliamentarian, and make the rules available at every Council meeting
- 9) To best move Salem forward, by June 1, 2025, conduct a professionally written and statistically valid Strategic Plan Survey. A Strategic Plan is NOT a Comprehensive Plan (A handout was provided with information on this distinction)
- 10) Reduce property tax mileage for Fiscal Year 2025/2026 to conform with the 1% cap
- 11) Request that the City Manager devise a plan to reduce Salem's fixed and variable expenses for Fiscal Year 2025/2026

Jackson Beamer, 19 Hillmount Drive, addressed Council and expressed deep sympathy at the death of Vicki Daulton, former Planning Commission Chair. He shared appreciation for her commitment and service. He challenged Council to consider with every decision they make whether it makes Salem an easier place to live or do business. He expressed appreciation for all of the public works and public safety employees in the City. He thanked each Council member for their service. He expressed appreciation for the service and dedication of Mr. Jones.

Mayor Turk recognized SPO C. A. Hayth from the Salem Police Department and asked the following officers attending this evening as part of their Field Training to stand: Aaron Warren, Casey Martin, and Randall McGee. She expressed appreciation to them their commitment to protecting and serving the citizens of the City of Salem.

B. Minutes

Consider acceptance of the December 9, 2024, Work Session and Regular Meeting minutes.

The minutes were approved as written.

C. Financial Reports

Consider acceptance of the Statement of Revenues and Expenditures for the five months ending November 2024.

The Financial Reports were received.

5. Old Business

There was no Old Business this evening.

6. New Business

A. Boards and Commissions

Consider appointments to various boards and commissions.

Randy Foley motioned to appoint Patrick Snead for a full five-year term ending January 13, 2030, to the Board of Appeals (USBC Building Code). Hunter Holliday seconded the motion.

Ayes: Saunders, Holliday, Foley, Green, Turk

7. Adjournment

Mayor Turk noted a number of events going on in the City of Salem and encouraged citizens to check the City website for events. She mentioned a successful Rodeo over the weekend and encouraged citizens to shop local.

The meeting was adjourned at 7:06 p.m.

Submitted by:

H. Robert Light
Clerk of Council

Approved by:

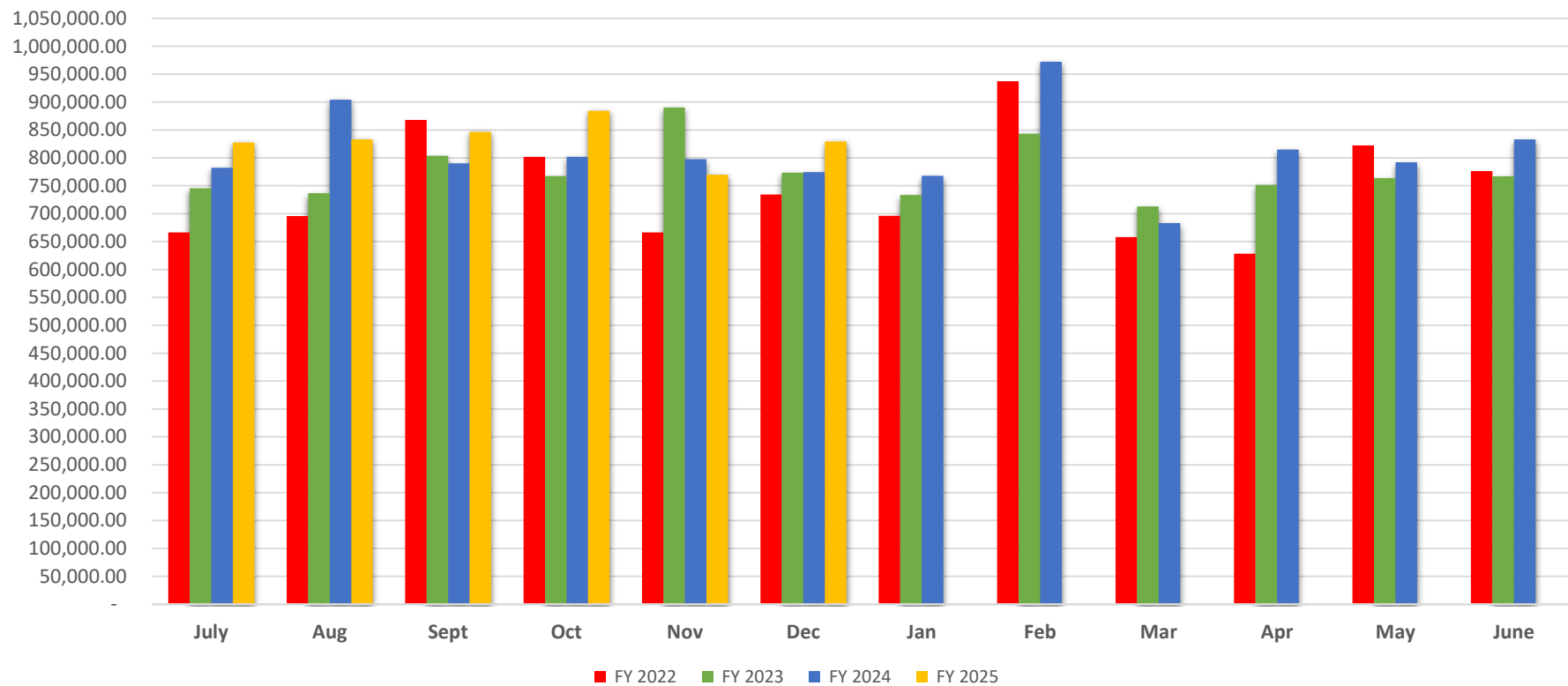
Renée Ferris Turk
Mayor

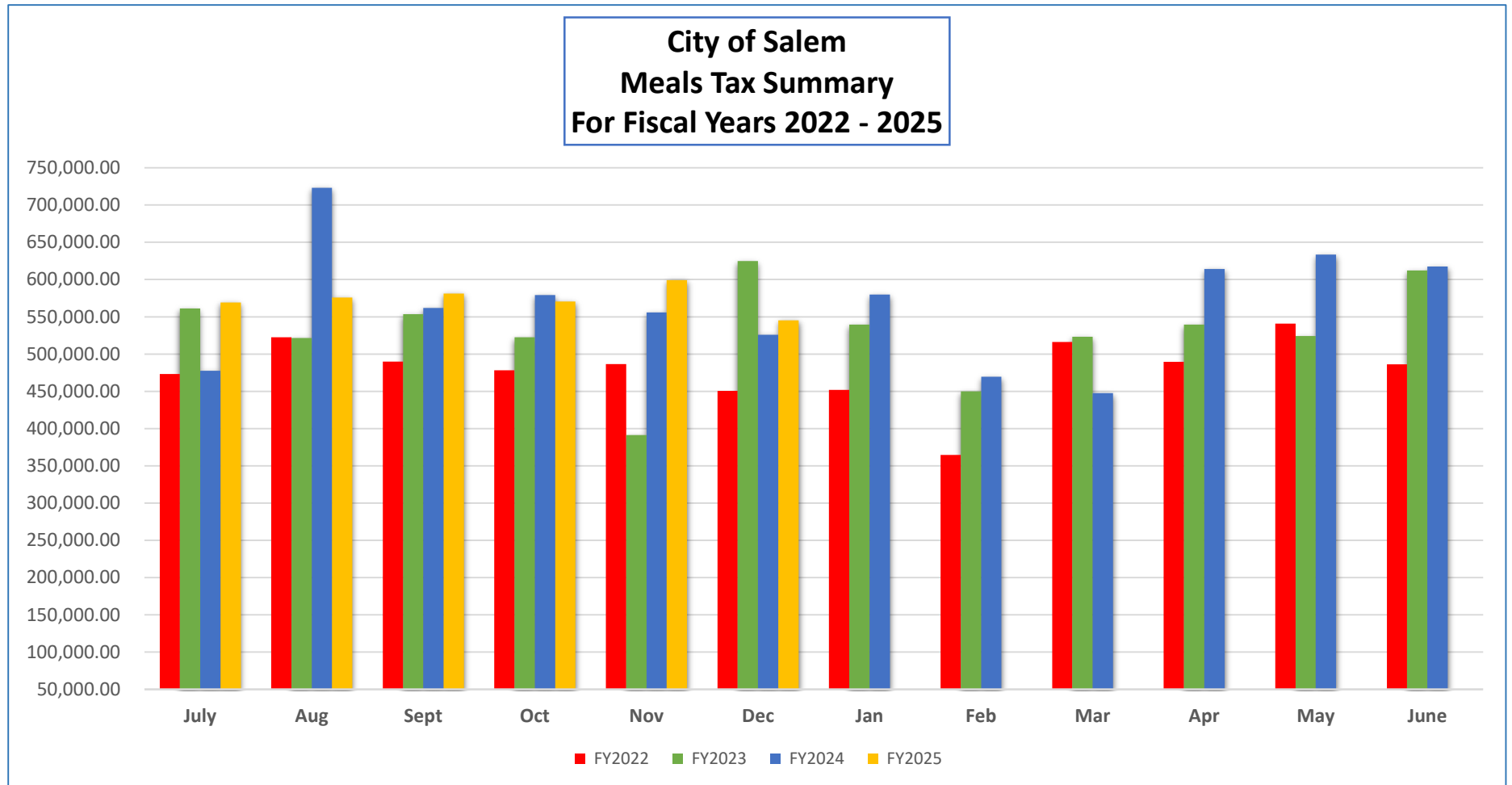
Schedule A

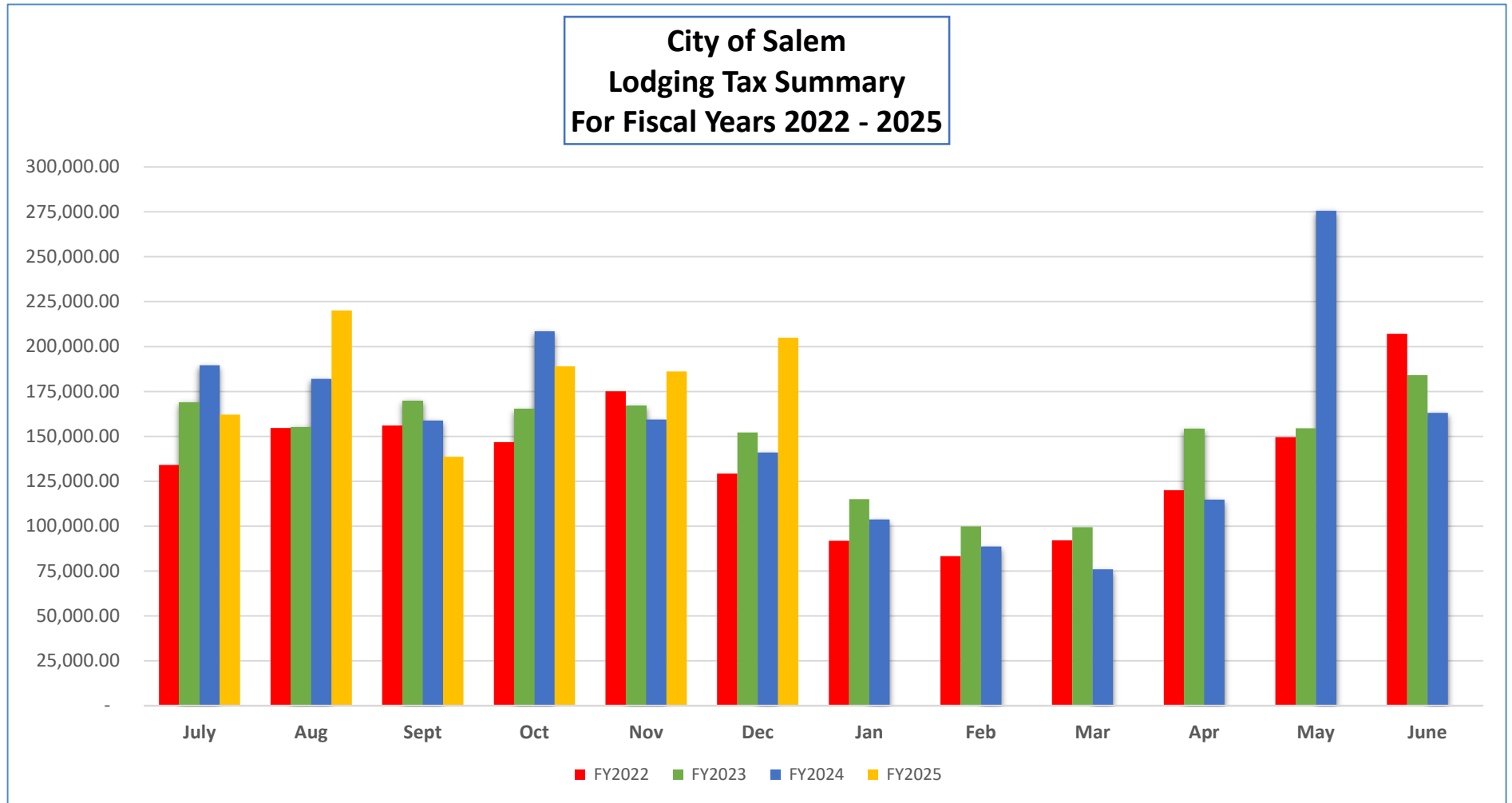
**City of Salem, Virginia
General Fund
Statement of Revenue and Expenditures
For Six Months Ending December 31, 2024**

	Current Year Budget	Current Year Year to Date	% of Budget	Prior Year Year to Date	Variance
Revenue:					
Beginning Balance 7-1-24	\$ 6,858,755	\$ -	0%	\$ -	\$ -
General Property Taxes	51,890,783	20,317,177	39%	18,322,787	1,994,390
Other Local Taxes	29,110,800	8,705,670	30%	8,271,155	434,515
Permits and Licenses	359,440	216,779	60%	146,849	69,930
Fines and Forfeitures	128,500	52,642	41%	51,087	1,555
Revenue from Use of Money and Property	6,342,391	3,749,973	59%	4,074,505	(324,532)
Charges for Services	3,728,697	1,669,717	45%	1,609,342	60,375
Payment in Lieu of Taxes from Electric Fund	3,160,000	1,580,000	50%	1,580,000	-
Payment in Lieu of Taxes from Water Fund	147,696	76,123	52%	73,789	2,334
Miscellaneous Revenue	363,500	263,302	72%	282,916	(19,615)
Non-Categorical Aid	3,642,803	445,467	12%	464,184	(18,717)
Shared Expenses	1,933,459	767,750	40%	672,951	94,799
Categorical Aid	10,865,325	5,006,813	46%	4,524,273	482,540
Non-Revenue Receipts	41,202	59,785	145%	27,826	31,959
Transfer From Other Funds	-	-	0%	5,319,145	(5,319,145)
Total Revenue	118,573,351	42,911,197	36%	45,420,809	(2,509,612)
Expenditures:					
General Government	14,583,727	6,081,802	42%	6,810,478	(728,676)
Judicial Administration	3,183,598	1,460,202	46%	1,542,826	(82,624)
Public Safety	25,550,471	12,578,446	49%	11,941,073	637,373
Public Works	19,401,055	5,426,974	28%	6,132,273	(705,299)
Health and Welfare	7,137,055	3,034,370	43%	2,404,440	629,930
Education	26,538,801	14,204,165	54%	14,407,623	(203,458)
Parks, Recreation and Cultural	10,127,934	4,384,125	43%	3,761,235	622,890
Community Development	4,403,989	2,211,814	50%	1,964,417	247,397
Transfers Out	6,641,356	2,476,651	37%	13,338,522	(10,861,871)
Contingency	1,005,365	-	0%	-	-
Total Expenditures	118,573,351	51,858,549	44%	62,302,887	(10,444,338)
Revenue Over/(Under) Expenditures	\$ -	\$ (8,947,352)		\$ (16,882,078)	\$ 7,934,726

**City of Salem
Sales Tax Summary
For Fiscal Years 2022 - 2025**







City of Salem, Virginia
Special Revenue Fund
Statement of Revenues and Expenditures
For Period Ending December 31, 2024

Schedule E

	<u>Budget</u>	<u>Project To Date</u>	<u>Encumbrances</u>	<u>Total Project</u>	<u>Available Balance</u>	<u>Year To Date</u>	
Fund Balance, July 1, 2024							\$ -
<u>Revenues:</u>							
ARPA - Election Grant	\$ 14,075	\$ 14,075	\$ -	\$ 14,075	\$ -	\$ 14,075	
Total Revenues	14,075	14,075	-	14,075	-		14,075
<u>Expenditures:</u>							
Election Grant	14,075	14,075	-	14,075	-	14,075	
Total Expenditures	\$ 14,075	\$ 14,075	\$ -	\$ 14,075	\$ -		<u>14,075</u>
Fund Balance, December 31, 2024							<u>\$ -</u>

City of Salem, Virginia
Debt Outstanding
For Period Ending December 31, 2024

Schedule F

	Balance 7/1/2024	Issuances	Principal Payments	Balance 12/31/2024
City Debt Outstanding				
2013 Public Improvement Bonds	\$ 888,125	\$ -	\$ (89,425)	\$ 798,700
2016B Public Improvement Bonds	297,713	-	-	297,713
2019 Public Improvement Bonds	4,065,000	-	-	4,065,000
2020 Public Improvement Bonds	1,700,000	-	-	1,700,000
2020 Public Improvement Refunding Bonds	4,405,060	-	-	4,405,060
2021 Public Improvement Refunding Bonds	805,000	-	-	805,000
2022B Public Improvement Bonds	13,916,000	-	-	13,916,000
Total City Debt Outstanding	26,076,898	-	(89,425)	25,987,473
School Debt Outstanding				
2012A Public Improvement Bonds	4,295,250	-	(477,250)	3,818,000
2013 Public Improvement Bonds	2,736,875	-	(275,575)	2,461,300
2020 Public Improvement Bonds	23,395,000	-	-	23,395,000
Total School Debt Outstanding	30,427,125	-	(752,825)	29,674,300
Total Debt Outstanding	<u>\$ 56,504,023</u>	<u>\$ -</u>	<u>\$ (842,250)</u>	<u>\$ 55,661,773</u>

City of Salem, Virginia
Capital Projects Fund
Statement of Revenues and Expenditures
For Period Ending December 31, 2024

Schedule G

	Budget	Project To Date	Encumbrances	Total Project	Available Balance	Year To Date	
Fund Balance, July 1, 2024							\$ 13,489,570
<u>Revenues:</u>							
Federal Grants	\$ 12,922,021	\$ 3,213,286	\$ -	\$ 3,213,286	\$ 9,708,735	\$ 842,517	
State Grants	17,015,640	4,984,643	-	4,984,643	12,030,997	746,581	
Proceeds From Debt Issuance	15,015,146	15,015,145	-	15,015,145	1	-	
Interest Income	663,818	663,817	-	663,817	1	-	
Transfer From General Fund	26,763,522	26,763,520	-	26,763,520	2	1,254,900	
Total Revenues	72,380,147	50,640,412	-	50,640,412	21,739,735		2,843,998
<u>Expenditures:</u>							
Next Generation 911	378,493	187,161	30,609	217,770	160,723	-	
Fire Station #2 Renovations	432,000	127,314	-	127,314	304,686	21,791	
Fire Station #2 Storage Building	515,000	-	-	-	515,000	-	
Fire Station #1 Renovations	654,000	8,826	11,534	20,360	633,640	1,045	
Fire Station #3 Renovations	454,000	7,051	4,844	11,895	442,105	-	
Colorado St Bridge Replacement	11,778,826	5,054,786	1,598,984	6,653,770	5,125,056	1,196,580	
Apperson Drive Bridge Replacement	9,784,451	1,032,845	449,091	1,481,936	8,302,515	9,036	
Jury Room Expansion	900,000	392,205	437,811	830,016	69,984	150,910	
Apperson Drive Bridge Repairs #1800	682,432	423,740	255,992	679,732	2,700	341,368	
Valleydale Streetscape Improvements	1,500,000	173,891	-	173,891	1,326,109	173,891	
Upland Drive Storm Drain and Curb & Gutter	250,000	-	-	-	250,000	-	
4th Street/Union Street Storm Sewer Upgrades	162,500	-	-	-	162,500	-	
Roanoke Boulevard Storm Drain Upgrades	100,000	-	-	-	100,000	-	
Texas Street/Idaho Street Pond	100,000	-	-	-	100,000	-	
Bainbridge Drive Storm Drain Expansion	225,000	-	-	-	225,000	-	
Western Roanoke River Greenway	50,000	1,500	-	1,500	48,500	-	
Elizabeth Campus Greenway	2,252,578	203,540	4,245	207,785	2,044,793	6,200	
Moyer Sports Complex Renovation	27,903,295	26,872,655	220,079	27,092,734	810,561	(18,858)	
Mason Creek Greenway Phase 3	2,610,681	336,685	149,487	486,172	2,124,509	94,351	
Library Flooring Replacement	190,000	-	-	-	190,000	-	
Library Co-working Space	155,000	-	-	-	155,000	-	
Civic Center East/West Fields Restroom	261,070	257,097	-	257,097	3,973	257,097	
Longwood Park Restroom Replacement #2	170,000	164,466	-	164,466	5,534	164,409	
Kiwanis Park Wall Pads	110,000	-	96,887	96,887	13,113	-	
Library Lawn Special Events Space	500,000	-	-	-	500,000	-	
Flood Mitigation-CFPF	78,962	75,013	3,949	78,962	-	-	
Downtown Impr - E Main St/Market St	5,440,677	3,398,635	832,750	4,231,385	1,209,292	2,053,078	
Downtown Impr - E Main St/White Oak	2,311,825	40,332	46,395	86,727	2,225,098	-	
Capital Projects Local Reserve	397,629	-	-	-	397,629	-	

City of Salem, Virginia
Capital Projects Fund
Statement of Revenues and Expenditures
For Period Ending December 31, 2024

Schedule G

	<u>Budget</u>	<u>Project To Date</u>	<u>Encumbrances</u>	<u>Total Project</u>	<u>Available Balance</u>	<u>Year To Date</u>	
Downtown Improvements Reserve	390,350	-	-	-	390,350	-	
Excess Local Funding Reserve	1,641,378	-	-	-	1,641,378	-	
Total Expenditures	\$ 72,380,147	\$ 38,757,742	\$ 4,142,657	\$ 42,900,399	\$ 29,479,748		<u>4,450,898</u>
Fund Balance, December 31, 2024							<u>\$ 11,882,670</u>

City of Salem, Virginia
Capital Reserve Fund
Statement of Revenues and Expenditures
For Period Ending December 31, 2024

Schedule H

	<u>Budget</u>	<u>Project To Date</u>	<u>Encumbrances</u>	<u>Total Project</u>	<u>Available Balance</u>	<u>Year To Date</u>	
Fund Balance, July 1, 2024							\$17,026,870.00
<u>Revenues:</u>							
Capital Reserve-GF Xfer	17,026,870.00	17,026,870.00	-	17,026,870.00	-	-	
Total Revenues	17,026,870.00	17,026,870.00	-	17,026,870.00	-		-
<u>Expenditures:</u>							
Capital Reserve	13,107,803.00	-	-	-	13,107,803.00	-	
Fire Ladder Truck	2,400,000.00	-	-	-	2,400,000.00	-	
Body Cameras and In-Car Camera Replacement	654,067.00	654,004.13	-	654,004.13	62.87	654,004.13	
Front Load Dumpster Truck	415,000.00	408,856.96	-	408,856.96	6,143.04	408,856.96	
Salem Stadium Scoreboard Replacement	200,000.00	-	-	-	200,000.00	-	
Civic Center Scoreboard Replacement	250,000.00	84,257.50	92,477.50	176,735.00	73,265.00	84,257.50	
Total Expenditures	\$ 17,026,870.00	\$ 1,147,118.59	\$ 92,477.50	\$ 1,239,596.09	\$15,787,273.91		<u>1,147,118.59</u>
Fund Balance, December 31, 2024							<u><u>\$15,879,751.41</u></u>

**City of Salem, Virginia
Electric Fund
Statement of Operations
For Six Months Ending December 31, 2024**

Operating Revenues	<u>Current Year Budget</u>	<u>Current Year Year to Date</u>	<u>% of Budget</u>	<u>Prior Year Year to Date</u>	<u>Variance</u>
Sale of Power	\$ 50,066,620	\$ 26,689,552	53%	\$ 21,350,957	\$ 5,338,595
Other Electric Revenue	651,224	174,914	27%	212,540	(37,626)
Reserve for Encumbrances	1,817,312	-	0%	-	-
Appropriated from Net Position	250,000	-	0%	-	-
Total Operating Revenues	<u>52,785,156</u>	<u>26,864,466</u>	<u>51%</u>	<u>21,563,497</u>	<u>5,300,969</u>
Operating Expenses					
Other Power Generation - Operation	125,000	33,555	27%	24,024	9,531
Other Power Generation - Maintenance	103,715	55,010	53%	48,732	6,278
Purchased Power	26,815,000	14,487,908	54%	13,300,911	1,186,997
Transmission - Operation	10,054,500	4,760,165	47%	5,105,111	(344,946)
Transmission - Maintenance	46,750	6,413	14%	4,114	2,299
Distribution - Operations	1,194,500	582,450	49%	593,253	(10,803)
Distribution - Maintenance	1,609,161	784,491	49%	808,008	(23,517)
Customer Service	686,849	361,445	53%	330,897	30,548
Administration & General - Operation	2,817,575	427,812	15%	430,120	(2,308)
Administration & General - Maintenance	242,000	120,094	50%	160,633	(40,539)
Depreciation	-	878,798	0%	822,273	56,525
Capital	5,484,755	880,350	16%	531,384	348,966
Contingency	445,351	-	0%	-	-
Total Operating Expenses	<u>49,625,156</u>	<u>23,378,491</u>	<u>47%</u>	<u>22,159,460</u>	<u>1,219,031</u>
Income (loss) Before Transfers	<u>3,160,000</u>	<u>3,485,975</u>		<u>(595,963)</u>	<u>4,081,938</u>
Transfers (Payment in Lieu of Taxes)	<u>(3,160,000)</u>	<u>(1,580,000)</u>	<u>50%</u>	<u>(1,580,000)</u>	<u>-</u>
Income (loss)	<u>\$ -</u>	<u>\$ 1,905,975</u>		<u>\$ (2,175,963)</u>	<u>\$ 4,081,938</u>

City of Salem, Virginia
Water Fund
Statement of Operations
For Six Months Ending December 31, 2024

Operating Revenues	Current Year Budget	Current Year Year to Date	% of Budget	Prior Year Year to Date	Variance
Services	\$ 7,967,406	\$ 4,260,578	53%	\$ 3,765,038	\$ 495,540
Other Revenue	531,996	267,334	50%	212,124	55,210
Water Federal Grants Revenue	-	11,780	0%	-	11,780
Gain On Sale Of Assets	-	6,819	0%	-	6,819
Reserve for Encumbrances	5,623,188	-	0%	-	-
Total Operating Revenues	14,122,590	4,546,511	32%	3,977,162	569,349
Operating Expenses					
<i><u>Production</u></i>					
Salaries of Personnel	1,136,388	521,961	46%	510,107	11,854
Fringe Benefits	479,930	239,371	50%	234,729	4,642
Contractual Services	729,307	295,853	41%	277,137	18,716
Printing and Binding	2,500	66	3%	24	42
Advertising	1,000	-	0%	-	-
Utilities	422,200	266,306	63%	203,034	63,272
Communications	5,900	2,249	38%	1,988	261
Insurance	36,000	30,983	86%	34,426	(3,443)
Travel and Training	9,800	1,722	18%	1,684	38
Miscellaneous	66,793	56,642	85%	44,273	12,369
Materials and Supplies	331,688	122,829	37%	132,087	(9,258)
Depreciation	-	434,614	0%	426,436	8,178
Capital	3,242,801	106,324	3%	94,500	11,824
Bond Costs	-	64,045	0%	-	64,045
Contingency	265,581	-	0%	-	-
Total Production Expenses	6,729,888	2,142,965	32%	1,960,425	182,540
<i><u>Distribution</u></i>					
Salaries of Personnel	774,961	429,004	55%	328,735	100,269
Fringe Benefits	368,938	201,767	55%	152,383	49,384
Contractual Services	838,061	547,960	65%	446,245	101,715
Printing and Binding	500	66	13%	136	(70)
Communications	4,850	2,725	56%	2,549	176
Insurance	36,000	36,204	101%	34,275	1,929
Lease/Rent of Equipment	2,000	626	31%	626	-
Travel and Training	7,600	1,002	13%	1,272	(270)
Miscellaneous	33,193	16,897	51%	15,010	1,887
Miscellaneous Credits	(290,000)	(207,706)	72%	(187,893)	(19,813)
Materials and Supplies	166,075	42,569	26%	84,254	(41,685)
Depreciation	-	115,822	0%	94,186	21,636
Capital	3,428,308	1,315,220	38%	80,861	1,234,359
Interest Obligations	1,874,520	62,223	3%	81,220	(18,997)
Bond Costs	-	16,499	0%	-	16,499
Total Distribution Expenses	7,245,006	2,580,878	36%	1,133,859	1,447,019
Income (loss) Before Transfers	147,696	(177,332)		882,878	(1,060,210)
Transfers (Payment in Lieu of taxes)	(147,696)	(76,123)	52%	(73,789)	(2,334)
Income (loss)	\$ -	\$ (253,455)		\$ 809,089	\$ (1,062,544)

City of Salem, Virginia
Sewer Fund
Statement of Operations
For Six Months Ending December 31, 2024

Operating Revenues	<u>Current Year Budget</u>	<u>Current Year Year to Date</u>	<u>% of Budget</u>	<u>Prior Year Year to Date</u>	<u>Variance</u>
Services	\$ 7,220,956	\$ 3,737,187	52%	\$ 3,520,754	\$ 216,433
Other Revenue	182,200	105,255	58%	75,236	30,019
Reserve for Encumbrances	732,058	-	0%	-	-
Appropriated from Net Position	1,685,000	-	0%	-	-
Total Operating Revenues	<u>9,820,214</u>	<u>3,842,442</u>	<u>39%</u>	<u>3,595,990</u>	<u>246,452</u>
Operating Expenses					
Salaries of Personnel	952,012	404,024	42%	394,958	9,066
Fringe Benefits	432,026	189,700	44%	182,463	7,237
Contractual Services	3,454,354	1,467,858	42%	1,196,650	271,208
Printing and Binding	1,500	133	9%	487	(354)
Advertising	1,500	-	0%	-	-
Utilities	4,500	2,448	54%	1,724	724
Communications	14,850	7,054	48%	6,698	356
Insurance	15,000	15,807	105%	13,362	2,445
Lease/Rent of Equipment	1,800	626	35%	626	-
Travel and Training	12,000	3,072	26%	2,897	175
Miscellaneous	40,693	21,105	52%	21,028	77
Miscellaneous Credits	(270,000)	(120,681)	45%	(80,869)	(39,812)
Materials and Supplies	93,420	37,377	40%	24,109	13,268
Depreciation	-	720,121	0%	710,117	10,004
Capital	2,856,114	241,345	8%	106,242	135,103
Interest Obligations	1,803,283	23,213	1%	28,303	(5,090)
Contingency	407,162	-	0%	-	-
Total Operating Expenses	<u>9,820,214</u>	<u>3,013,202</u>	<u>31%</u>	<u>2,608,795</u>	<u>404,407</u>
Income (loss) before Transfers	<u>-</u>	<u>829,240</u>		<u>987,195</u>	<u>(157,955)</u>
Income (loss)	<u>\$ -</u>	<u>\$ 829,240</u>		<u>\$ 987,195</u>	<u>\$ (157,955)</u>

**City of Salem, Virginia
Salem Civic Center
Statement of Operations
For Six Months Ending December 31, 2024**

Operating Revenues	Current Year Budget	Current Year Year to Date	% of Budget	Prior Year Year to Date	Variance
Shows/rentals	\$ 373,000	\$ 188,965	51%	\$ 190,530	\$ (1,565)
Box office shows	1,500,000	273,255	18%	838,547	(565,292)
Merchandise and commissions	250,800	138,966	55%	188,540	(49,574)
Static advertising	55,000	21,250	39%	16,250	5,000
Miscellaneous income	20,000	12,786	64%	11,244	1,542
Interest Income	1,000	522	52%	840	(318)
Salem Fair	645,000	672,481	104%	609,818	62,663
Reserve For Encumbrances	178,614	-	0%	-	-
Gain on Sale of Assets	-	-	0%	1,485	(1,485)
Appropriated from Net Position	272,190	-	0%	-	-
Total Operating Revenues	3,295,604	1,308,225	40%	1,857,254	(549,029)
Operating Expenses					
Salaries of personnel	1,451,908	735,553	51%	737,009	(1,456)
Fringe benefits	547,769	253,809	46%	256,215	(2,406)
Maintenance and contractual services	399,487	97,576	24%	108,526	(10,950)
Printing and binding	500	180	36%	-	180
Advertising	23,000	19,443	85%	7,360	12,083
Utilities	323,000	214,885	67%	162,210	52,675
Communications	12,700	5,604	44%	5,252	352
Insurance	30,500	30,570	100%	29,351	1,219
Leases and Rentals	3,200	2,639	82%	-	2,639
Travel and training	11,600	1,715	15%	6,447	(4,732)
Miscellaneous	108,267	69,154	64%	51,232	17,922
Show expense	1,450,000	371,798	26%	926,703	(554,905)
Fair expense	625,363	547,197	88%	624,734	(77,537)
Materials and supplies	38,000	18,825	50%	15,050	3,775
Capital	1,107,954	295,528	27%	267,177	28,351
Depreciation	-	155,113	0%	136,570	18,543
Total Operating Expenses	6,133,248	2,819,589	46%	3,333,836	(514,247)
Income (loss) Before Transfers	(2,837,644)	(1,511,364)		(1,476,582)	(34,782)
Transfers	2,837,644	983,822	35%	925,493	58,329
Income (loss)	\$ -	\$ (527,542)		\$ (551,089)	\$ 23,547

City of Salem, Virginia
Salem Catering and Concessions
Statement of Operations
For Six Months Ending December 31, 2024

Operating Revenues:	Current Year Budget	Current Year Year to Date	% of Budget	Prior Year Year to Date	Variance
Catering	\$ 655,785	\$ 307,680	47%	\$ 473,640	\$ (165,960)
Concessions	137,833	55,999	41%	49,469	6,530
Moyer Concessions	65,000	51,538	79%	-	51,538
Salem High Concessions	8,500	6,387	75%	4,310	2,077
Appropriated from Net Position	54,916	-	0%	-	-
Total Operating Revenues	922,034	421,604	46%	527,419	(105,815)
Operating Expenses:					
<u>Catering</u>					
Salaries of personnel	305,459	162,202	53%	152,442	9,760
Fringe benefits	111,075	51,160	46%	51,723	(563)
Contractual services	9,465	20,236	214%	4,735	15,501
Printing and binding	300	-	0%	-	-
Laundry and Cleaning	2,500	-	0%	-	-
Communications	200	97	49%	88	9
Insurance	2,000	1,522	76%	1,877	(355)
Travel and training	-	-	0%	179	(179)
Miscellaneous	24,848	12,046	48%	11,594	452
Materials and supplies	254,331	114,039	45%	138,805	(24,766)
Capital	54,916	-	0%	5,084	(5,084)
Depreciation	-	1,764	0%	1,839	(75)
Total Catering Expenses	765,094	363,066	47%	368,366	(5,300)
<u>Concessions</u>					
Salaries of Personnel	58,030	34,488	59%	22,632	11,856
Fringe Benefits	15,246	7,046	46%	3,665	3,381
Contractual services	25,000	3,019	12%	8,386	(5,367)
Miscellaneous	150	(327)	-218%	35	(362)
Materials and Supplies	29,000	16,249	56%	15,472	777
Total Concessions Expenses	127,426	60,476	47%	50,190	10,286
<u>Moyer Concessions</u>					
Salaries of Personnel	37,000	14,225	38%	-	14,225
Fringe Benefits	11,698	4,205	36%	-	4,205
Contractual services	2,500	12,023	481%	-	12,023
Miscellaneous	-	(18)	0%	-	(18)
Materials and Supplies	21,000	21,196	101%	-	21,196
Total Moyer Expenses	72,198	51,631	72%	-	51,631
<u>Salem High Concessions</u>					
Salaries of Personnel	4,461	3,367	75%	702	2,665
Fringe Benefits	1,676	630	38%	305	325
Contractual	2,500	-	0%	1,005	(1,005)
Miscellaneous	-	2	0%	-	2
Materials and Supplies	1,807	1,681	93%	1,570	111
Total Salem High Expenses	10,444	5,680	54%	3,582	2,098
Income (loss) Before Transfers	(53,128)	(59,249)		105,281	(164,530)
Transfers	53,128	-	0%	-	-
Income (loss)	\$ -	\$ (59,249)		\$ 105,281	\$ (164,530)

City of Salem, Virginia
Water and Sewer Capital Fund
Statement of Revenues and Expenditures
For Period Ending December 31, 2024

Schedule N

	<u>Budget</u>	<u>Project To Date</u>	<u>Encumbrances</u>	<u>Total Project</u>	<u>Available Balance</u>	<u>Year To Date</u>	
Fund Balance, July 1, 2024							\$ 13,575,000
<u>Revenues:</u>							
Transfer From General Fund	<u>\$ 13,575,000</u>	<u>\$ 13,575,000</u>	<u>\$ -</u>	<u>\$ 13,575,000</u>	<u>\$ -</u>	<u>\$ -</u>	
Total Revenues	13,575,000	13,575,000	-	13,575,000	-		-
<u>Expenditures:</u>							
North Salem Water Improvements	6,200,000	-	-	-	6,200,000	-	
Roanoke River Upper Sewer Rehab	7,000,000	-	-	-	7,000,000	-	
Wiley Ct Sewer Improvements	<u>375,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>375,000</u>	<u>-</u>	
Total Expenditures	<u>\$ 13,575,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 13,575,000</u>		<u>-</u>
Fund Balance, December 31, 2024							<u><u>\$ 13,575,000</u></u>

**City of Salem, Virginia
Health Insurance Fund
Statement of Revenues and Expenses
For Five Months Ending November 30, 2024**

	Budget	Current Year Year to Date	Percent to Date	Prior Year Year to Date	Variance
Beginning Net Position	\$ -	\$ 9,399,213		\$ 7,846,412	\$ 1,552,801
Revenue					
Premiums Paid - City	6,016,000	2,478,084	41%	2,450,253	27,831
Premiums Paid - School	5,150,000	2,103,261	41%	2,139,899	(36,638)
Premiums Paid - Retirees	697,500	389,806	56%	363,204	26,602
Dental Premiums Paid	590,600	252,794	43%	248,728	4,066
Interest Earnings	475,000	183,754	39%	170,447	13,307
Miscellaneous	5,000	27,091	542%	3,060	24,031
Total Year to Date Revenues	12,934,100	5,434,790	42%	5,375,591	59,199
Expenses					
Health Claims	11,700,266	5,367,671	46%	4,429,106	938,565
Dental Claims	590,600	211,443	36%	212,903	(1,460)
Employee Health Clinic	532,884	184,222	35%	156,692	27,530
Consulting Services	105,250	36,096	34%	34,184	1,912
Miscellaneous	5,100	4,408	86%	4,170	238
Total Year to Date Expenses	12,934,100	5,803,840	45%	4,837,055	966,785
Ending Net Position	\$ -	\$ 9,030,163		\$ 8,384,948	\$ 645,215

City of Salem, Virginia
Schedule of Deposits and Investments
For Period Ending December 31, 2024

Schedule P

	Cash Value 12/31/2024	Net Change in Fair Value	Fair Value 12/31/2024	FV as a % of Portfolio
Demand & Time Deposits				
Concentration Account	\$ 52,612,798	\$ -	\$ 52,612,798	30.6%
Payroll Account	12,041	-	12,041	0.0%
Revenue Recovery Account	13,514	-	13,514	0.0%
Utility Billing Account	61,401	-	61,401	0.0%
Box Office Account	1,583,075	-	1,583,075	0.9%
Held as Fiscal Agent of:				
Cardinal Academy	1,111,263	-	1,111,263	0.6%
Court Community Corrections	1,420,008	-	1,420,008	0.8%
Held on Behalf of:				
Economic Development Authority	66,795	-	66,795	0.0%
Total Demand & Time Deposits	<u>56,880,895</u>	<u>-</u>	<u>56,880,895</u>	<u>32.9%</u>
Investments				
Local Government Investment Pool (LGIP)	110,693,835	-	110,693,835	64.5%
VA State Non-Arbitrage Program (SNAP)	3,354,194	-	3,354,194	2.0%
Held on Behalf of:				
Economic Development Authority LGIP	1,041,243	-	1,041,243	0.6%
Total Investments	<u>115,089,272</u>	<u>-</u>	<u>115,089,272</u>	<u>67.1%</u>
Total Deposits and Investments	<u><u>\$ 171,970,167</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 171,970,167</u></u>	<u><u>100.0%</u></u>



Item #: 6.A.

AT A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF SALEM,
VIRGINIA HELD AT CITY HALL

MEETING DATE: January 27, 2025

AGENDA ITEM: **Conveyance of Property**
Hold a public hearing to consider the sale of an approximate .519 acre tract located in Salem, Virginia, being a portion of Tax Map # 246-1-1.6. (As advertised in the January 18, 2025, issue of the *Roanoke Times*.)

SUBMITTED BY: Rob Light, Assistant City Manager/Clerk of Council

SUMMARY OF INFORMATION:

Per the Code of Virginia, a public hearing is required prior to a locality selling or otherwise conveying real property. The property highlighted on the attachment is identified as an approximate .519 acre tract located in Salem, Virginia, being a portion of Tax Map # 246-1-1.6.

FISCAL IMPACT:

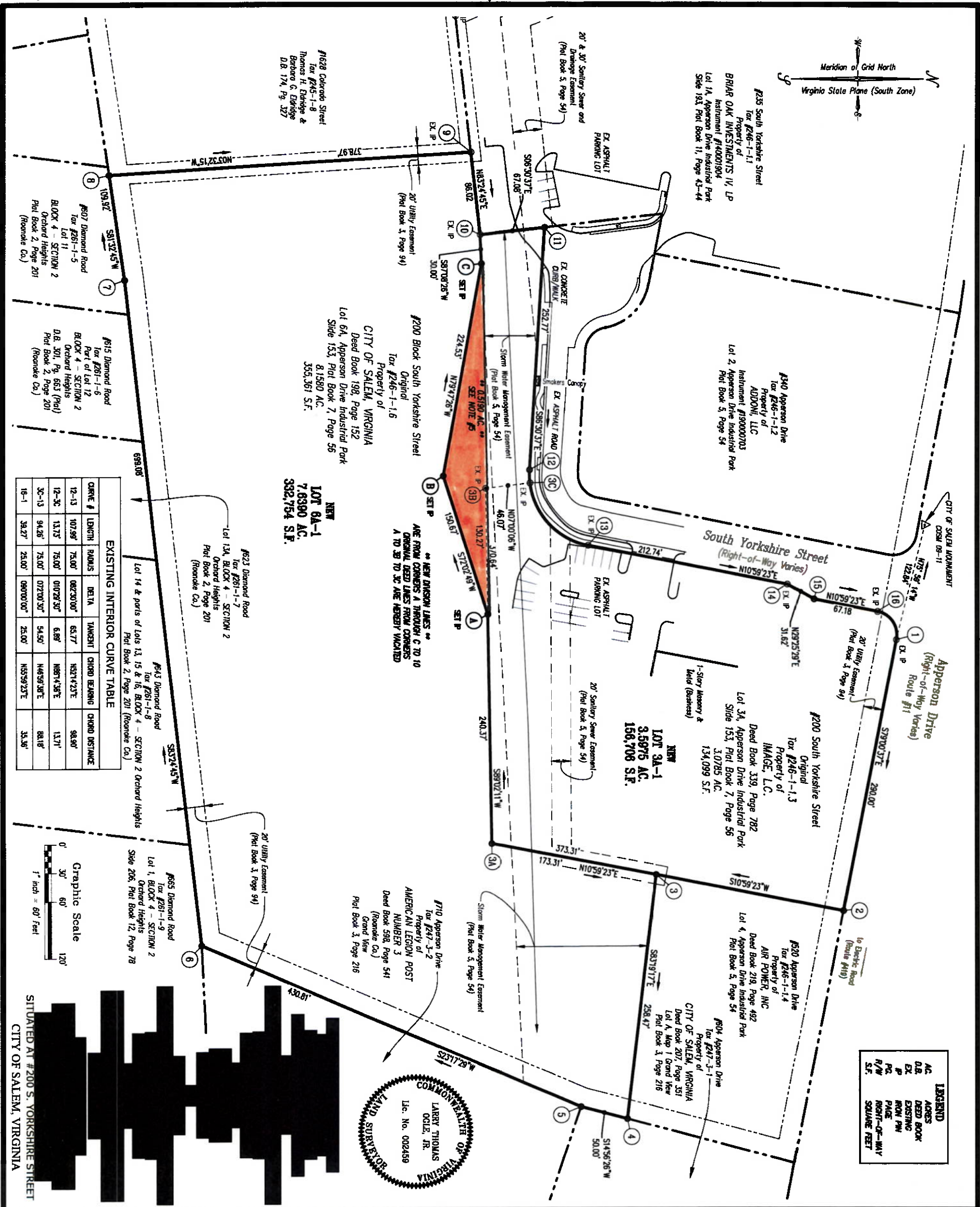
The property is part of a City-owned parcel that is almost wholly comprised of unbuildable acreage due to the topography.

STAFF RECOMMENDATION:

Staff recommends Council hold a public hearing in this item.

ATTACHMENTS:

1. Item 6A 1-27-25 Plat
2. Item 6A 1-27-25 column_affidavit_Legal Ad



AFFIDAVIT OF PUBLICATION

State of Florida, County of Broward, ss:

Rebecca Bikul, being first duly sworn, deposes and says: That (s)he is a duly authorized signatory of Column Software, PBC, duly authorized agent of The Roanoke Times, a newspaper printed and published in the City of Roanoke, County of Roanoke, State of Virginia, and that this affidavit is Page 1 of 2 with the full text of the sworn-to notice set forth on the pages that follow, and the hereto attached:

PUBLICATION DATES:

Jan. 18, 2025

NOTICE ID: sIOOH5LtisbtYSBgsN0

PUBLISHER ID: COL-1001089

NOTICE NAME: PUBLIC NOTICE

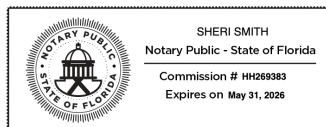
Publication Fee: 247.27

Ad Size: 2 X 19 L

Category: General Legal Notice

Under penalty of perjury, I, the undersigned affiant swear or affirm that the statements above are true and accurate to the best of my knowledge and belief.

(Signed) Rebecca Bikul



VERIFICATION

State of Florida
County of Broward

Subscribed in my presence and sworn to before me on this: 01/21/2025

S. Smith

Notary Public

Notarized remotely online using communication technology via Proof.

NOTICE OF PUBLIC HEARING

Notice is hereby given to all interested persons that the Council of the City of Salem, at its regular meeting on January 27, 2025, at 6:30 p.m., in Council Chambers of the City Hall, 114 North Broad Street, in the City of Salem, Virginia, will hold a public hearing to consider the conveyance of an approximate .519 acre tract located in Salem, Virginia, being a portion of Tax Map # 246-1-1.6.

Questions concerning the proposed conveyance may be addressed to the office of the City Manager, City Hall, 114 North Broad Street, Salem, Virginia, at 540-375- 3016. At said hearing, parties in interest and citizens shall have an opportunity to be heard relative to the said request.

THE COUNCIL OF THE CITY
OF SALEM, VIRGINIA
H. Robert Light
Clerk of Salem City Council

COL-1001089



Item #: 6.B.

AT A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF SALEM,
VIRGINIA HELD AT CITY HALL

MEETING DATE: January 27, 2025

AGENDA ITEM: **Receive 2024 Planning Commission Annual Report**
Receive the 2024 Planning Commission Annual Report.

SUBMITTED BY: Chris Dorsey, City Manager

SUMMARY OF INFORMATION:

Section 15.2-2221(5) of the Code of Virginia requires that the Planning Commission provide an annual report to Council.

FISCAL IMPACT:

None

STAFF RECOMMENDATION:

Staff recommends Council receive and file this report.

ATTACHMENTS:

1. Item 6B 1-27-25 Planning Commission Annual Report 2024 final

Planning Commission Annual! Report



Members & Staff

Current Members

Chair: **Mrs. Denise P. King**
Vice-Chair: **Mr. Reid A. Garst**
Commissioner: **Mr. N. Jackson Beamer**
Commissioner: **Mr. Mark W. Henrickson**
Commissioner: **Mr. Nathan A. Routt**

Former Members

Chair: **Ms. Vicki Daulton**
retired May 2024
Commissioner: **Mr. Neil Conner**
resigned July 2024

Staff

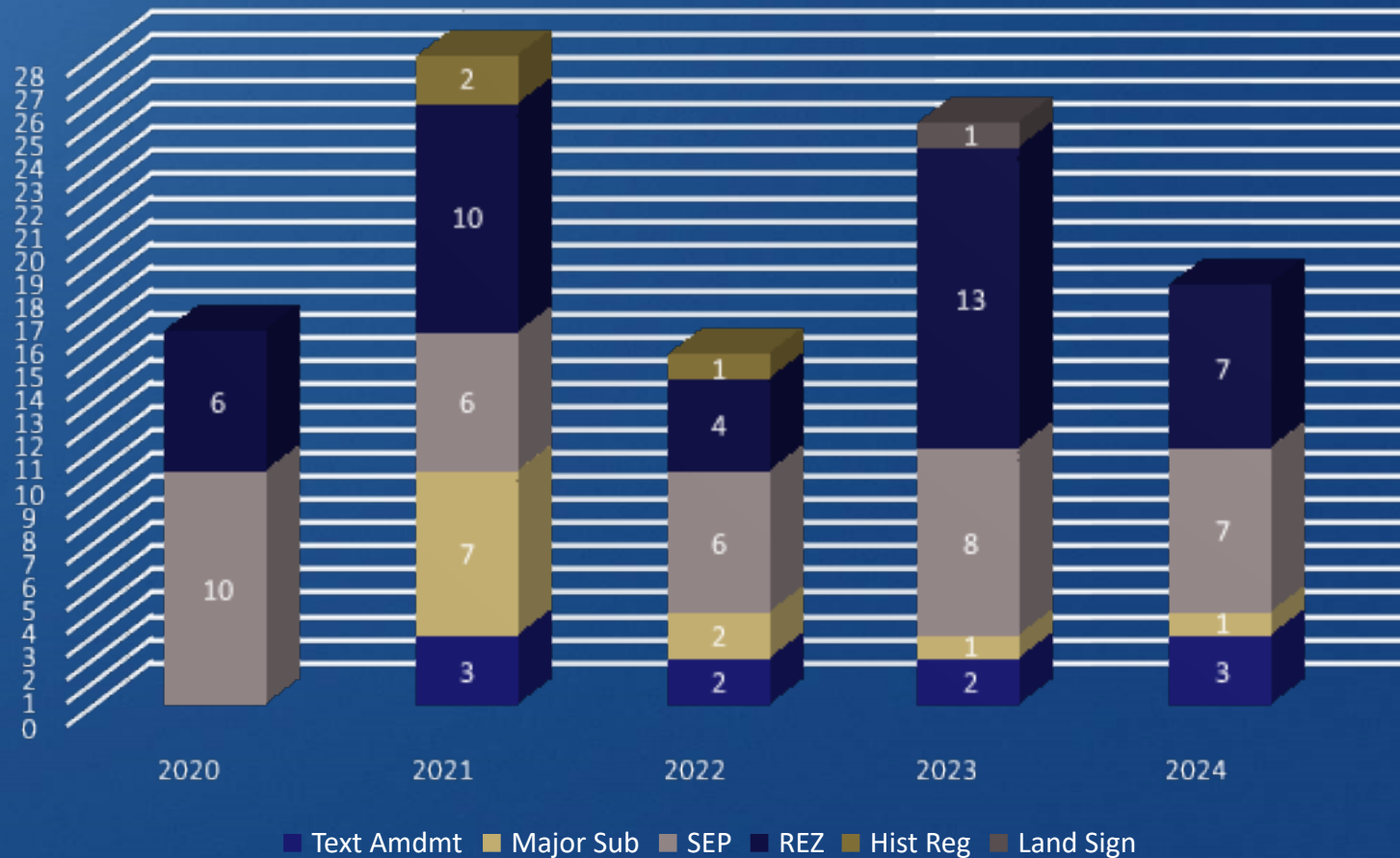
Christopher J. Dorsey - Executive Secretary, City Manager
H. Robert Light – Deputy Executive Secretary, Assistant City Manager
Charles E. Van Allman, Jr. - Community Development Director
Mary Ellen Wines – Planning and Zoning Administrator
Maxwell S. Dillon – Planner
Jim H. Guynn, Jr. - City Attorney

Summary of Matters

Action	Approved	Denied
Code Text Amendment	3	
Major Subdivision	1	
Site Plan	1	
Home Occupations	1	
Special Exception Permits	6	1
Rezoning	7	
Landmark Signs	0	
Historic Registry	0	

Planning Commission held one Closed Work Session and one Joint Work Session in addition to their regular meetings (which included one joint public hearing), for a total of 12 meetings in 2024.

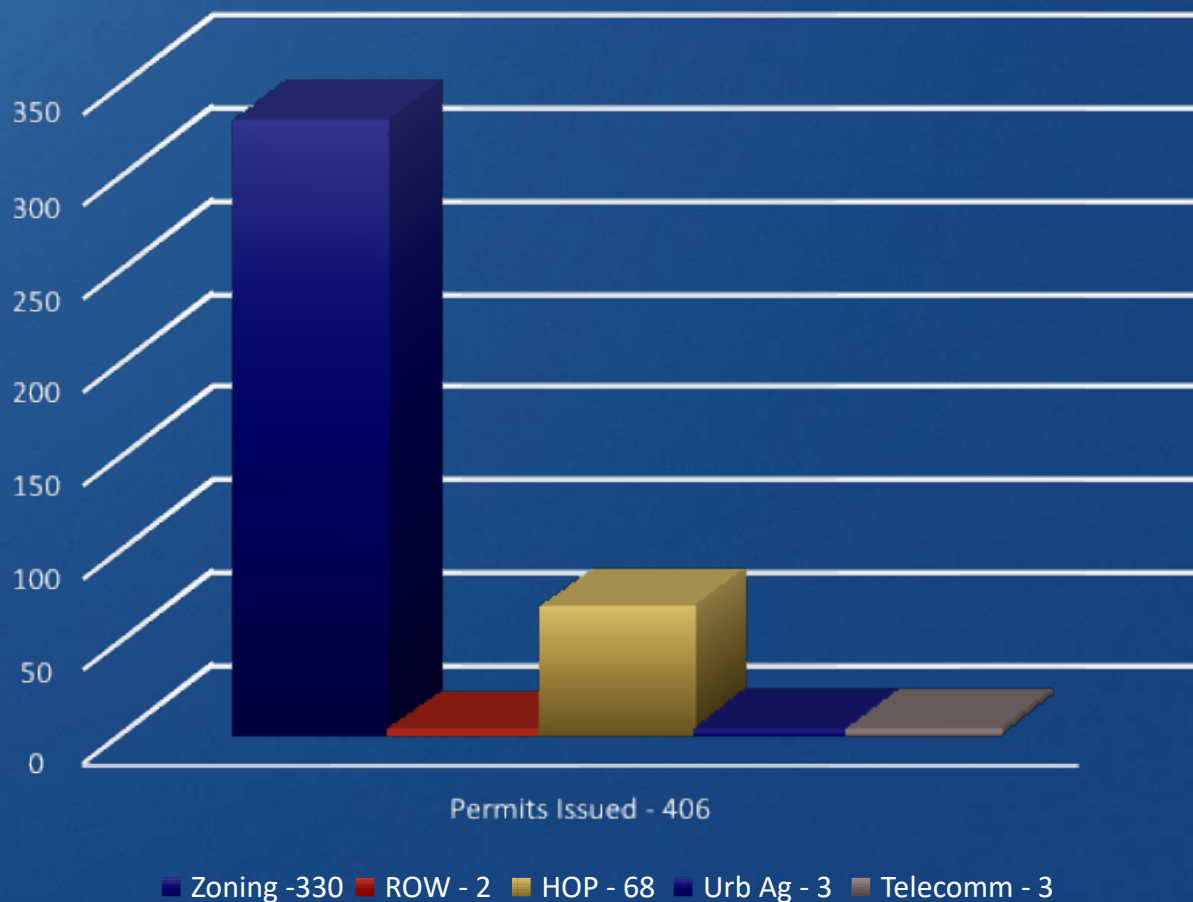
Historical Data



Site Plan Review - Approved Administratively

Project Title	Address	Approval Granted
Metal Building Construction and Site Development	68 St. John Road	Yes
Redi-Mix	2250 Salem Industrial Drive	Yes
Roanoke College Science Center Phase 0	240 North Market Street	Yes
Delimatic Landscape Plan	1389 Southside Drive	Withdrawn
New Millennium Deck Mill Locker Room Expansion	100 Duiguide Lane	Yes
Old Virginia Brick site demo - E & S only	2500 West Main Street	Yes
Bojangles	1590 West Main Street	Yes
Surprenant Law Office	929 South College Avenue	Yes
Savory Ventures	600 blk 4th Street	Yes
Building Demolition and Warehouse Addition	1640 Roanoke Boulevard	Yes
Burger King	114 Sheraton Drive	Yes*
Dollar Tree	179 Electric Road	Yes
WAWA	1941 West Main Street	In Review
Invision Parking Lot Development	500 blk White Street	Yes
Allman - E&S only	2640 Franklin Street	Yes
Roanoke College Science Center Phase I	240 North Market Street	Yes
Salem Fire Station #2	415 Electric Road	Yes
Mount Regis Center additions	125 Knotbreak Road	Yes
Simms Farm Section 3	Upland Drive	Yes
Metal Building Construction and Site Development	744 Electric Road	Yes
Tribal Rug Cleaning Parking Lot Pavement	200 East 4th Street	Yes
Carter Machinery Couverette Auxiliary Building	565 Electric Road	In Review
New Millennium Asphalt Drive	100 Duiguide Lane	Yes
Mill Lane Commons	1336 West Main Street	In Review
Grading for Industrial Site Development - E & S only	416 Electric Road	Yes
Cookout	1251 West Main Street	In Review
Wings Etc.	260 Wildwood Road	In Review
Integer Parking Lot Expansion	200 South Yorkshire Street	In Review

Zoning Permits





HONORING OUR PAST INNOVATING THE FUTURE

2024

The year 2024 has been an exciting time for our review of the Comprehensive Plan. This process involved key stakeholders from various sectors and disciplines to ensure that the plan will reflect both the needs of the community and professional best practices. Key activities included the involvement of graduate students from Virginia Tech, advisory committee meetings, community workshops, stakeholder engagement sessions, departmental reviews, and open houses.

Advisory Committee Meetings: Regular advisory committee meetings were held throughout the year to guide the planning process. provide ongoing counsel and feedback on key issues, ensuring that the plan aligns with current best practices and meets long-term goals. The committee will also help ensure that the planning process remains transparent, balanced, and rooted in the needs of the community.

Community Workshops and Stakeholder Engagement: A series of community workshops were held to directly engage residents, businesses, and local organizations. These workshops served as a platform for community members to share their perspectives, offer feedback, and ask questions. In addition, meetings with key stakeholders focused on obtaining insights from students, local businesses, and other relevant groups to ensure the comprehensive plan addresses a broad spectrum of concerns and priorities. Staff and TownStudio visited First Baptist Church, Salem Red Sox, students at Salem High School, met with representatives of the Roanoke Valley Association of Realtors, and the Roanoke Regional Home Builders Association. Input gathered from these sessions directly influenced the plan's direction.

Departmental Reviews: Each department involved in the comprehensive planning process conducted internal reviews to assess current practices, policies, and strategies. These reviews allowed departments to evaluate their goals, identify gaps, and align their operations with the overarching objectives of the comprehensive plan.

Open Houses: Open houses were held to present key findings, solicit public feedback, and discuss the draft elements of the comprehensive plan. These events were accessible to all members of the community and featured displays, presentations, and opportunities for attendees to engage with committee members, Commissioners, staff, and our consultant. The open houses served as a critical touchpoint to ensure that the plan reflects the values and aspirations of the community and that residents have a voice in shaping the future.

Subcommittees: City Council, Planning Commission, Advisory Committee, and citizens were invited to participate in the formation of subcommittees that were to focus on major topics of the comprehensive plan. Housing, Open space and parks, multi-modal transportation, and Corridors were the four topics of discussion. Multiple meetings were held, and the corresponding themes and strategies were finalized.

*This report is respectfully submitted
pursuant to Section 15.2-2221(5) of the
Code of Virginia.*



Item #: 6.C.

AT A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF SALEM,
VIRGINIA HELD AT CITY HALL

MEETING DATE: January 27, 2025

AGENDA ITEM: **Audit-Finance Committee Role and Composition**
Consider the adoption of Resolution 1490 establishing the
role and composition of the Audit Finance Committee.

SUBMITTED BY: Chris Dorsey, City Manager

SUMMARY OF INFORMATION:

The Audit Finance Committee, originally titled as the Budget Committee, was created by Council in 1974 as an advisory committee for the purpose of screening requests for appropriations from the unappropriated fund balance. The Committee consisted of two Council members specifically appointed and the positions of City Manager and the Director of Public Works.

Based on staff research, the role of the committee and participants have informally changed over the past 50+ years. This resolution serves to formally establish Council's desired role and composition of the Audit Finance Committee.

FISCAL IMPACT:

None

STAFF RECOMMENDATION:

Staff recommends Council consider adoption of the attached resolution.

ATTACHMENTS:

1. Item 6C 1-27-25 Resolution 1490 Audit-Finance Committee

IN THE COUNCIL OF THE CITY OF SALEM, VIRGINIA, January 27, 2025:

RESOLUTION 1490

**A RESOLUTION OF THE SALEM CITY COUNCIL ESTABLISHING THE ROLE
AND COMPOSITION OF THE AUDIT FINANCE COMMITTEE**

WHEREAS, Salem City Council established the Budget Committee in 1974 as an advisory committee to screen requests for appropriations from the unappropriated fund balance; and,

WHEREAS, the name of the committee evolved into the Audit Finance Committee; and,

WHEREAS, the role and composition of this advisory committee has informally often changed since creation ; and,

NOW, THEREFORE, BE IT RESOLVED, that the City Council of Salem, Virginia, wishes to formally establish the role and composition of the Audit Finance Committee as follows:

Role

- Review audit results
- Review details of any new borrowing or refinancing
- Review mid-year appropriations from reserves or fund balance (to include capital reserves)
- Review new financial policies or changes to existing financial policies
- Review the acceptance and appropriation of any grant received in excess of \$75,000
- Review appropriation changes for the City Schools related to capital projects or grants that exceed the contingency amount included in their budget
- Serve on the Other Post-Employment Benefits (OPEB) Board
- Other financial matters as needed

Composition

- One Council member as the Committee Chair (appointed by Council for two-year terms beginning January 1st of each odd numbered year)
- One Council member at-large (appointed by Council for two-year terms beginning January 1st of each odd numbered year)
- City Manager (automatic committee member)
- Assistant City Manager (automatic committee member)
- Finance Director (automatic committee member)

Adopted this 27th day of January, 2025

Upon a call for an aye and a nay vote, the same stood as follows:

John Saunders -
H. Hunter Holliday –
Byron Randolph Foley –
Anne Marie Green –
Renee F. Turk –

ATTEST:

H. Robert Light
Clerk of Council
City of Salem, Virginia

Item #: 6.D
Date: 1/27/2025

January 27, 2025

Council of the City of Salem
Salem, Virginia 24153

Dear Council Members:

For your information, I am listing appointments and vacancies on various boards and commissions:

<u>Board or Commission</u>	<u>Recommendation</u>
Audit-Finance Committee	Recommend appointing a Council member to the Audit-Finance Committee as the Chairperson and another Council member at-large. Both for two-year terms ending on December 31, 2026.
Board of Equalization of Real Estate Assessments	Recommend Corey Fobare for Circuit Court appointment for a three-year term ending November 30, 2027.
Chief Local Elected Officials (CLEO) Consortium	Recommend appointing a Council member as an Alternate member. Note: Hunter Holliday serves as the Prime member. No term limit.
Real Estate Tax Relief Review Board	Recommend reappointing David G. Brittain for a three-year term ending February 14, 2028.
Roanoke Valley-Alleghany Regional Commission	Recommend appointing a Council member to fill the remainder of the three-year term of James W. Wallace ending June 30, 2027. Note: Hunter Holliday is already serving on this Commission.
Virginia Alcohol Safety Action Program Board (VASAP)	Recommend appointing Chris Shelor for a three-year term ending January 27, 2028.
Western Virginia Regional Jail Authority	Recommend appointing a Council member as the local governing body representative. Note: Randy Foley currently serves as the Alternate.
<u>Vacancies</u>	
Board of Zoning Appeals	Need one regular member for the remainder of a five-year term ending March 30, 2028 and one alternate member for the remainder of five-year term ending November 13, 2028.
Roanoke River Blueway Advisory Committee	Need one member, two-year term

Sincerely,

Laura Lea Harris

Laura Lea Harris
Deputy Clerk of Council

**CITY OF SALEM, VIRGINIA
BOARDS AND COMMISSIONS
January 27, 2025**

MEMBER EXPIRATION OF TERM

BLUE RIDGE BEHAVIORAL HEALTHCARE

Term of Office: 3 years (3 terms only)

Denise P. King	12-31-27
Rev. C. Todd Hester	12-31-25
Dr. Forest Jones	12-31-26

AT LARGE MEMBERS:

Patrick Kenney	12-31-25
Helen Ferguson	12-31-26
Bobby Russell	12-31-27

BOARD OF APPEALS (USBC BUILDING CODE)

Term of Office: 5 years

Steve Poff	1-01-26
Robert S. Fry, III	1-01-28
Patrick Snead	1-01-30
Ray Varney	5-11-25
Joseph Driscoll	1-01-28

ALTERNATES:

David Hodges	12-12-26
Chelsea Dyer	8-09-25
David Botts	1-01-29

BOARD OF EQUALIZATION OF REAL ESTATE
ASSESSMENTS

Term of Office: 3 years (**appointed by Circuit Court**)

Wendel Ingram	11-30-27
Vacant	11-30-24
David A. Prosser	11-30-25
Janie Whitlow	11-30-26
Kathy Fitzgerald	11-30-27

BOARD OF ZONING APPEALS

Term of Office: 5 years (**appointed by Circuit Court**)

F. Van Gresham	3-20-27
Vacant	3-30-28
Steve Belanger	6-05-29
Gary Lynn Eanes	3-20-25
Tom Copenhaver	3-20-27

ALTERNATES:

Tony Rippee	10-12-28
Jeff Zoller	3-1-28
Vacant	11-13-28

CHIEF LOCAL ELECTED OFFICIALS (CLEO)
CONSORTIUM

No Term Limit

H, Hunter Holliday

Alternate: Vacant

MEMBER EXPIRATION OF TERM

COMMUNITY POLICY AND MANAGEMENT TEAM

No term limit except for Private Provider

(Names)	(Alternates)
Rosie Jordan	Tammy Todd
Laura Lea Harris	Crystal Williams
Kevin Meeks	Joshua Vaught Amy Cole
	Jasmin Lawson
Cathy Brown	Leigh Frazier Howard Shumate
	Heather Gunn Courtenay Alleyne
	Deborah Breedlove
	Mark Chadwick

Parent Rep-Vacant	Vacant
Sue Goad	Chrissy Brake
Randy Jennings	Bridget Nelson
Vacant	Mandy Hall
Sean Slusser	Seth Chamberland
Health Dept. - Vacant	Vacant
Wendel Cook	Jessica Cook Casey Mabery

*Note: Rosie Jordan will serve as Fiscal Agent
For the City of Salem

ECONOMIC DEVELOPMENT AUTHORITY

Term of Office: 4 years (**Requires Oath of Office**)

William Q. Mongan	3-09-27
Paul C. Kuhnel	3-09-28
J. David Robbins	3-09-28
Cindy Shelor	4-10-25
Jason Fountain	3-09-25
Sean B. Kosmann	12-14-28
Joe Curran	12-14-28

FAIR HOUSING BOARD

Term of Office: 3 years

Betty Waldron	7-01-25
Melton Johnson	7-01-26
Cole Keister	8-09-27
Pat Dew	3-01-27
Janie Whitlow	4-09-27

<u>MEMBER</u>	<u>EXPIRATION OF TERM</u>
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FINE ARTS COMMISSION (INACTIVE)

Term of Office: 4 years

Cameron Vest	5-01-15
Julie E. Bailey Hamilton	5-01-15
Brenda B. Bower	7-26-12
Vicki Daulton	10-26-12
Hamp Maxwell	10-26-12
Fred Campbell	5-01-13
Rosemary A. Saul	10-26-13
Rhonda M. Hale	10-12-14
Brandi B. Bailey	10-12-14

STUDENT REPRESENTATIVES

LOCAL OFFICE ON AGING

Term of Office: 3 years

John P. Shaner	3-01-27
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Partnership for a Livable Roanoke Valley (INACTIVE)

Term of Office: Unlimited

PERSONNEL BOARD

Term of Office: 2 years

William R. Shepherd	6-09-25
J. Chris Conner	8-12-25
Margaret Humphrey	8-12-25
Garry Lautenschlager	11-23-26
Teresa Sizemore-Hernandez	4-26-25

PLANNING COMMISSION AND
NPDES CITIZENS' COMMITTEE

Term of Office: 4 years

Mark Henrickson	7-31-26
Denise "Dee" King	7-31-26
Nathan Routt	7-26-27
Reid Garst	7-31-26
N. Jackson Beamer	8-28-27

REAL ESTATE TAX RELIEF REVIEW BOARD

Term of Office: 3 years

David G. Brittain	2-14-25
Wendel Ingram	6-11-27
Daniel L. Hart	2-14-27

ROANOKE REGIONAL AIRPORT COMMISSION

Term of Office: 4 years

Dale T. Guidry	7-1-28
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ROANOKE RIVER BLUEWAY ADVISORY COMMITTEE

Term of Office: 2 years

Jeff Ceasar	6-30-24
Vacant	6-30-25

<u>MEMBER</u>	<u>EXPIRATION OF TERM</u>
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ROANOKE VALLEY-ALLEGHANY REGIONAL
COMMISSION

Term of Office: 3 years

H. Hunter Holliday	6-30-27
Dee King	6-30-26
Vacant	6-30-27

ROANOKE VALLEY BROADBAND AUTHORITY

Term of Office: 4 years

H. Robert Light	12-14-27
Mike McEvoy (Citizen At-large)	12-13-25

ROANOKE VALLEY DETENTION COMMISSION

No Terms

Member	Alternate
Rosemarie Jordan	Chris Dorsey

ROANOKE VALLEY GREENWAY COMMISSION

Term of Office: 3 years

Dr. Steven L. Powers	11-08-27
Russ Craighead	7-25-25
Skip Lautenschlager	9-26-26

ROANOKE VALLEY RESOURCE AUTHORITY

Term of Office: 4 years

Rob Light	12-31-27
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ROANOKE VALLEY TRANSPORTATION PLANNING
ORGANIZATION (TPO) POLICY BOARD

Term of Office: 3 years

Renee F. Turk	6-30-26
H. Hunter Holliday	6-30-26
Alternate: Byron R. Foley	6-30-26

SCHOOL BOARD OF THE CITY OF SALEM

Term of Office: 3 years

Teresa Sizemore-Hernandez	12-31-27
Andy Raines	12-31-25
Stacey Danstrom	12-31-25
Macel Janoschka	12-31-26
Chris King	12-31-27

SOCIAL SERVICES ADVISORY BOARD

Term of Office: 4 years, 2 term limit

Heath Rickmond	12-01-26
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TOTAL ACTION FOR PROGRESS

Term of Office: 2 years

Byron Randolph Foley	11-13-25
(vacant - full-time alternate)	

MEMBEREXPIRATION OF TERMTRANSPORTATION TECHNICAL COMMITTEE (TTC)

Term of office: 3 years

Crystal Williams 6-30-26

Josh Pratt 6-30-26

Alternate: Vacant 6-30-26

Alternate: Max Dillon 6-30-26

VIRGINIA WESTERN COMMUNITY COLLEGE LOCAL
ADVISORY

Term of Office: 4 years (2 terms only)

Dr. Forest I. Jones, Jr. 6-30-26

VIRGINIA'S BLUE RIDGE BOARD

Term of Office: No term limit

Chris Dorsey

John Shaner

WESTERN VIRGINIA EMERGENCY MEDICAL
SERVICES COUNCIL

Term of office: 3 years

Deputy Chief Matt Rickman 12-31-25

WESTERN VIRGINIA REGIONAL INDUSTRIAL
FACILITY AUTHORITY

Term of Office: 4 years **(Requires Oath of Office)**

Tommy Miller 2-3-26

Chris Dorsey 2-3-28

Crystal Williams (Alternate) 2-3-26

H. Robert Light (Alternate) 2-3-28

WESTERN VIRGINIA REGIONAL JAIL AUTHORITY

Appointee Term of Office: 1 year – Expires 12-31-24

Alternates serve until another alternate is appointed

(Requires Oath of Office)

Governing Body Appointee (by Council): Vacant

Governing Body Alternate (by Council): Byron R. Foley

Local Official Appointee (by Council): Rosemarie Jordan

Local Official Alternate (by Council): Chris Dorsey

Sheriff (Automatic): Chris Shelor

Sheriff Alternate (Appointed by Sheriff): Chief Deputy-

Major Steve Garber