

**Work Session Agenda
Staunton City Council
Caucus Room
March 12, 2020
6:00 p.m.**

Invocation/Moment of Silence—Oakes

- | | | |
|------------------|-------------------|---|
| 6:00 p.m. | 1. | Consideration of Work Session and Regular Meeting Agendas |
| 6:05 p.m. | 2. & A | Discussion of 2020-21 Creative Community Partnership Grant |
| 6:15 p.m. | 3. | Update on Draft Staunton Greenways Plan |
| 6:25 p.m. | 4. | Report on Disposition of Surplus Property |
| 6:35 p.m. | 5. | Discussion of Citizen Survey Report |
| 7:15 p.m. | | Break |

**Regular Meeting Agenda
Staunton City Council
Council Chambers
March 12, 2020
7:30 p.m.**

Call to Order

Pledge of Allegiance

Mayor's Report

Additional Items by Members of Council

Approval of Minutes

Work Session and Regular Meeting of February 13, 2020

Work Session and Regular Meeting of February 27, 2020

REGULAR MEETING

- A. Consideration of 2020-21 Creative Community Partnership Grant**
- B. Presentation by Blue Ridge Community College**
- C. Report of Central Shenandoah Health District**

Matters from the City Manager

Matters from the Public

Adjournment

CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	March 12, 2020	City Council
Item #	1	
Ordinance #		
Department:	City Council	
Council Vision:	Responsive, Efficient Government	
Subject:	Work Session and Regular Meeting Agendas	

Background: Consistent with Procedural Memorandum No. 3, attached are draft meeting agendas for City Council's consideration and for approval as Council prefers.

Suggested Motion: I move to approve the Work Session agenda and the Regular Meeting agenda [as presented] [with the following changes: as to the Work Session, the addition/deletion of _____; as to the Regular Session, the addition/deletion of _____].

City Manager: Steven L. Rosenberg

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Matters from the City Manager

Matters from the Public

Adjournment

CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	March 12, 2020	Staff Member: Rodney S. Rhodes
Item #	2 & A	
Ordinance #		
Department:	Community Development—Planning and Zoning	
Council Vision:	Culture	
Subject:	2020-2021 Creative Communities Partnership Grant Application Approval	

Background: The Virginia Commission for the Arts (VCA) has operated the Creative Communities Partnership Grant (previously known as Local Government Challenge Grant) program for a number of years. In the past, the City has applied for and obtained grant funds to assist three local arts organizations: ShenanArts, the Stonewall Brigade Band and the Staunton Augusta Art Center. A partnership grant requires an equal match payable to each arts organization by the local government. Local match funds will be included in the proposed City budget for City Council's consideration. The Creative Communities Partnership Grants will be available for 2020-2021, with a total maximum grant of \$4,500. Grant applications are due on April 1, 2020, and staff intends to submit an application that provides for funding for the three organizations: ShenanArts, Stonewall Brigade Band and Staunton Augusta Art Center. Based on the maximum possible grant amount, staff recommends the following breakdown:

	City Share	VCA Share	Total
ShenanArts	\$1,500.00	\$1,500.00	\$3,000.00
Stonewall Brigade Band	\$1,500.00	\$1,500.00	\$3,000.00
Staunton Augusta Art Center	\$1,500.00	\$1,500.00	\$3,000.00
Total	\$4,500.00	\$4,500.00	\$9,000.00

Should deliberations concerning the proposed FY 2020-2021 budget result in the removal of any matching funds, it is possible to rescind the request at a later date. By authorizing the City Manager to submit the grant application, the City is not irrevocably committed. It should also be noted that the City will be committed to match only those funds which are actually received from

the state. If a grant of any amount less than the \$4,500 is received, then that amount will be matched by the City, if local funds are available, and divided among the three organizations in the same proportions as those outlined above.

Fiscal Impact: \$4,500 in City funding.

City Manager's Recommendation: Recommend that City Council authorize the City Manager to execute and submit the 2020-2021 Creative Communities Partnership Grant application, with the understanding that acceptance will be determined by the availability of local funds to match the grant.

Suggested Motion: I move that the City Manager be authorized to execute and submit the 2020-2021 Creative Communities Partnership Grant application, with the understanding that acceptance will be determined by the availability of local funds to match the grant.

City Manager: Steven L. Rosenberg

CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	March 12, 2020	Staff Members: Rodney S. Rhodes Tim Hartless
Item #	3	
Ordinance #		
Department:	Community Development	
Council Vision:	Culture	
Subject:	Update on Draft Staunton Greenways Plan	

Background: In 2014, City Council directed the Planning Commission and the Recreation Advisory Commission to develop a Staunton Greenways Plan with a list of implementable priority greenway/trail projects. Council desired to identify a Capital Improvement Plan (CIP) project and dedicate funding for the construction of a keystone trail to be a part of an eventual greenways trail system throughout the City.

A draft plan was prepared, and on December 8, 2016, City Council, the Planning Commission and the Recreation Advisory Commission conducted a joint public hearing to receive comments on the plan. At the conclusion of the hearing, the commissions adjourned and reconvened jointly to consider the public comments. Each commission took action to formally recommend endorsement of the plan.

However, after the action by the commissions, at a regular meeting of the Bicycle and Pedestrian Advisory Committee (BPAC), members of the committee expressed continued concerns with the plan. Their concerns focused on potential conflicts between existing trail users and users of the proposed paved trail. It became apparent that the proposed plan could benefit from additional public review and comment. As a result, on April 13, 2017, City Council directed staff to reconsider the short-term priorities identified in the plan and explore other potential greenways. Such a process would involve informational meetings and likely a subsequent public hearing.

BPAC began reviewing the Staunton Greenways Plan and exploring other potential greenways once the Staunton Bicycle and Pedestrian Plan was completed in May of 2018. A representative of the Planning Commission worked with BPAC on the plan and the Parks and Recreation

Department was provided updates throughout the process. The Committee received public input during this process through a public information meeting and an online survey.

On February 20, 2020, the Planning Commission, upon receiving an introduction to the draft Staunton Greenways Plan, directed staff to schedule and advertise a public hearing on the matter. Staff anticipates scheduling the public hearing for the Planning Commission's April 16, 2020 meeting.

Staff will provide Council an update of the draft Staunton Greenways Plan at the meeting.

Attachments: Attachment 1—Staunton Greenways Plan, Draft 2/13/2020

City Manager's Recommendation: Not applicable.

Suggested Action: Not applicable.

City Manager: Steven L. Rosenberg

Greenways Draft 2 13 2020 (approved at 2/11/2020 BPAC meeting)

STAUNTON GREENWAYS PLAN

Draft 2/13/2020

Acknowledgments

Bicycle and Pedestrian Advisory Committee

Sara Hollberg, Chair
Matt Bond, Vice Chair
Ben Brewer
Brian Brown
Trafford McRae
Dan Wright

Staff

Rodney Rhodes, Senior Planner/Zoning Administrator
Jessica Wright, GIS Coordinator

Planning Commission Liaison

Adam Campbell

February 13, 2020

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I. VISION

The City of Staunton Bicycle and Pedestrian Advisory Committee (BPAC) has been working to assemble a greenways plan that will expand recreational opportunities and make more of the city accessible by foot or bike. The BPAC dedicated numerous meetings to the plan development, incorporating field trips, map information from the city's GIS staff, and feedback from representatives from the planning commission and parks and recreation. We also hosted a well-attended public forum soliciting feedback and suggestions, followed by an online questionnaire that received more than 130 responses. Public input pointed to a strong desire for safe places to walk and ride bicycles.

We propose four distinct greenways that would both enhance existing routes to important destinations and also guide the construction of additional dedicated paths and infrastructure. Framing our work has been the concept of an “urban hike” where visitors and residents can experience natural, cultural, and historical resources. While Staunton lacks the natural stream or rail corridor that might anchor a typical greenway, it *does* have extraordinary views from a variety of peaks and a concentration of pleasing historical and natural areas.

Our vision: residents and visitors can enjoy a scenic local journey as part of a day full of experiences, all within Staunton's city limits.

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II. GREENWAYS PLAN

DESIGN CONCEPTS & PRINCIPLES

- 1. Connect popular destinations, especially parks.**
 - 2. Follow “hub and spoke” concept.**
 - Rather than a signature greenway, this plan proposes strategic off-road sections within corridors. The objective is to help enable more walking and cycling throughout the city, especially to access the city’s parks and natural areas.
 - 3. Use a combination of existing sidewalks and roads plus new off-road paths.**
 - Some of these routes already exist and could be promoted both for tourists and residents.
 - These greenway routes include locations recommended for off-road infrastructure (“greenways”). The remainder of the routes follow streets; here walkers and cyclists will use existing or upgraded sidewalks and roadways.
 - The routes use existing public land and rights of way to the greatest extent practicable.
 - 4. Mesh with other city plans and goals.**
 - Routes were chosen to serve multiple purposes and to fit with existing and planned infrastructure. The plan reflects related efforts, particularly Staunton’s Bicycle and Pedestrian Plan (2018) and Comprehensive Plan (approved 2019).
 - 5. Build on Staunton’s unique attributes.**
 - A critical concept in the plan is the idea of an “urban hike” where visitors and residents can experience natural, cultural, and historical resources. Staunton does not have a flat stream or rail corridor available for a typical greenway. What it does have is extraordinary views from a variety of peaks and a concentration of pleasing historical and natural areas. Residents and tourists can enjoy an invigorating local outing while staying in the community.
- 1. Plan long term by designing for incremental implementation.**
 - This is a long-term plan. Projects may move forward in stages. The city might begin with existing routes and gradually add targeted safety upgrades and selectively extend infrastructure.
 - By laying out complete routes, the Greenway Plan should increase the potential for connections to be made and strengthened over time.
 - In identifying potential locations for shared use paths, the larger goal is to contribute to an overall transportation network that enables walkers and cyclists to safely travel to destinations.

See in Appendix: Trail Types, Map of Destinations & Routes, and Map of Bicycle Plan Routes

PROPOSED GREENWAY ROUTES

(all routes start Downtown from the Wharf at Byers Street)

1. North to City Limits (via Commerce Road)

(Blue) Estimated total distance: 4.4 miles

Summary: Cycling/walking path from downtown along Commerce Road to Green Hills Industrial Park and northern city limits, using existing sidewalks and new construction of a shared use path that also would provide a connection to locations in the northern portion of the City including Bells Lane and Augusta County facilities.

2. West to Gypsy Hill Park (with optional loop to Shelburne Middle School)

(Red) Estimated distance: 1.0 mile plus 1.3 mile park loop; Shelburne loop add 2+ plus miles)

Summary: Walking/cycling route from downtown to Gypsy Hill Park by way of Central Avenue and Churchville Avenue. A westward loop option connects to Shelburne Middle by way of Park Boulevard and W. Beverley Street to Grubert Avenue and from Grubert to Poplar Street and the west entrance of Gypsy Hill Park. Another option returns to downtown by way of W. Beverley Street.

3. East to City Limits (via Villages at Staunton/Betsy Bell Park/Frontier Culture Museum)

(Orange) Estimated distance: 5.0 miles

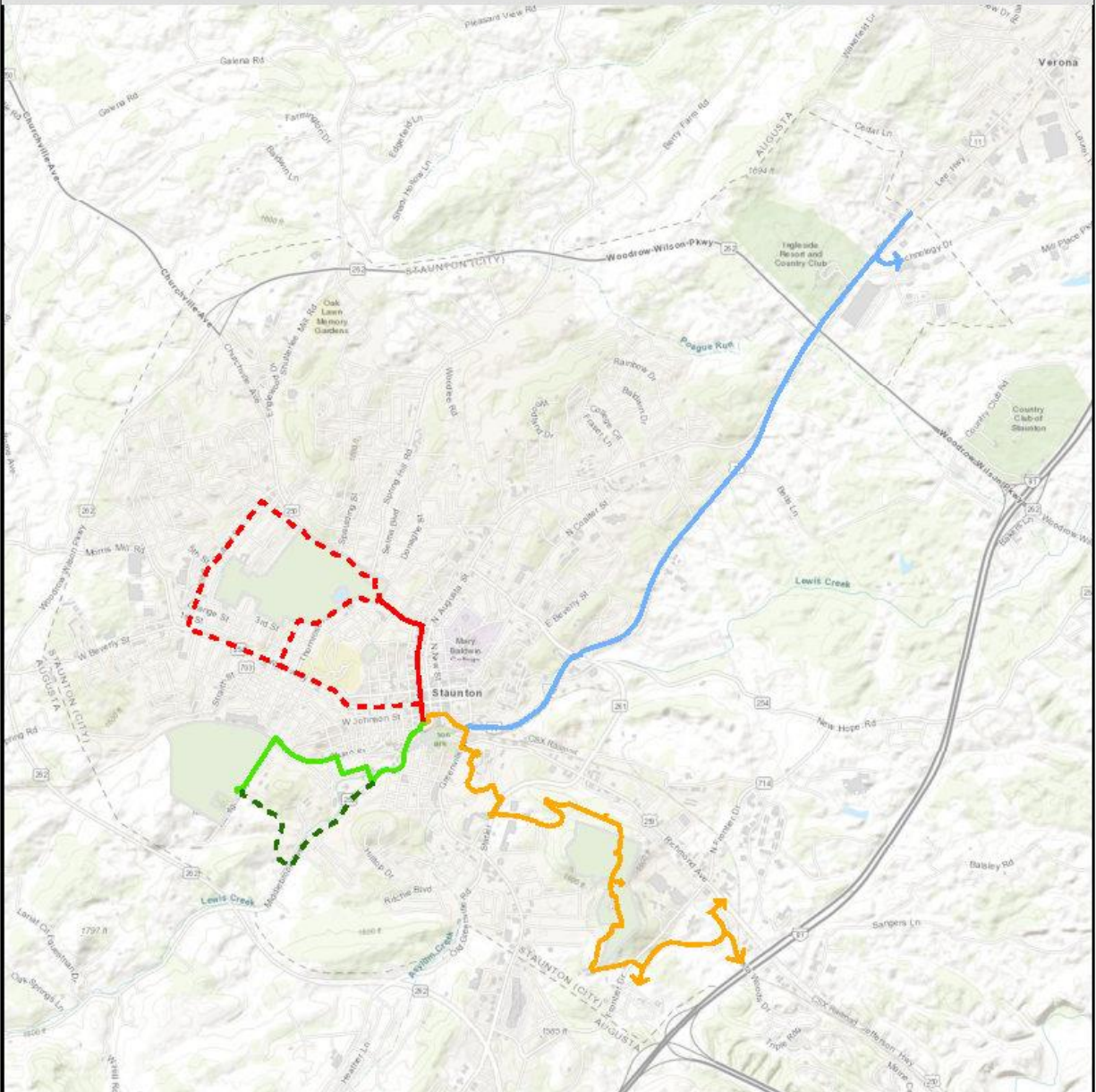
Summary: Walking/hiking/mountain biking route from downtown to the eastern city limits, passing through the Villages at Staunton development to Betsy Bell Park, skirting the mountain on the contour parallel to Richmond Road (with connections to adjacent apartment complexes and to the peak trail). The trail will continue eastward to join the existing Mary Gray path, descend near Red Oaks to Frontier Drive, cross into the Frontier Culture Museum property and ultimately join Route 250 and the eastern city limit.

4. Southwest to Montgomery Hall Park (with optional loop via Lacy B. King Way / Middlebrook Road)

(Green) Estimated distance: 1.6 miles (4.4 miles as full cycling loop)

Summary: Route using existing roads and sidewalks from downtown to Montgomery Hall Park. From Landes Park the route follows Middlebrook Road to Bridge Street, then Maple and Haile streets to Stuart Street, then left on Montgomery Avenue to Montgomery Hall Park. An optional loop uses a cycling route to return by way of Lacy B. King Way to Middlebrook Road to Landes Park.

Proposed Greenway Routes



Proposed Greenway Routes

- Route 1: North to City Limits (via Commerce Road)
- Route 2: West to Gypsy Hill Park - - - Optional Loop to Shelburne Middle School
- Route 3: East to City Limits (via Villages at Staunton/Betsy Bell Park/Frontier Culture Museum)
- Route 4: Southwest to Montgomery Hall Park - - - Optional Loop via Lacy B. King Way/Middlebrook Road

0 0.25 0.5 1 Miles



Draft 2.0
Updated: 01/31/2020

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DETAILED ROUTE DESCRIPTIONS

The four proposed Greenway routes are described below. Descriptions include the specific route, along with any options. Also noted are existing infrastructure and challenges; attractions, features, and value; and relationship to other plans. Next steps might include cost estimates.

The intent here is to identify potential places that could make attractive greenways. As possible, routes were chosen that would contribute to a functional pedestrian and cycling network and make the most of already planned capital investments. Routes were considered in relation to the Staunton Bicycle and Pedestrian Plan (SB&PP). The committee also tried to consider VDOT plans, development master plans, and other infrastructure projects when information was available. (This review could be only preliminary at this stage.)

Following the “hub and spoke” principle, all routes begin downtown. The starting point is the Wharf parking lot on Byers Street.

From the Wharf walkers and cyclists have options for beginning the routes:

- Walk to Greenville Avenue, by way of the Depot, to Mill Street, to Johnson Street
- Cycle to Greenville Avenue along Byers Street to Johnson Street, then
- Walk to Woodrow Wilson Park (WWP) scenic overlook, using the Sears Hill pedestrian bridge
- Cycle to WWP scenic overlook from Middlebrook Avenue, using the ramp beside the railroad bridge
- From WWP scenic overlook, walk or cycle down Garber Street to Greenville Avenue or follow Crowle and Baltimore streets to Hampton Street.

All of the Greenway routes incorporate parts of bicycle routes proposed in the Staunton Bicycle & Pedestrian Plan. (Note that the route colors do not correlate.)

Relationship to Planned Bicycle Routes in SB&PP:

Route 1: North to City Limits – entire Yellow Bike Route plus final third of Red Bike Route

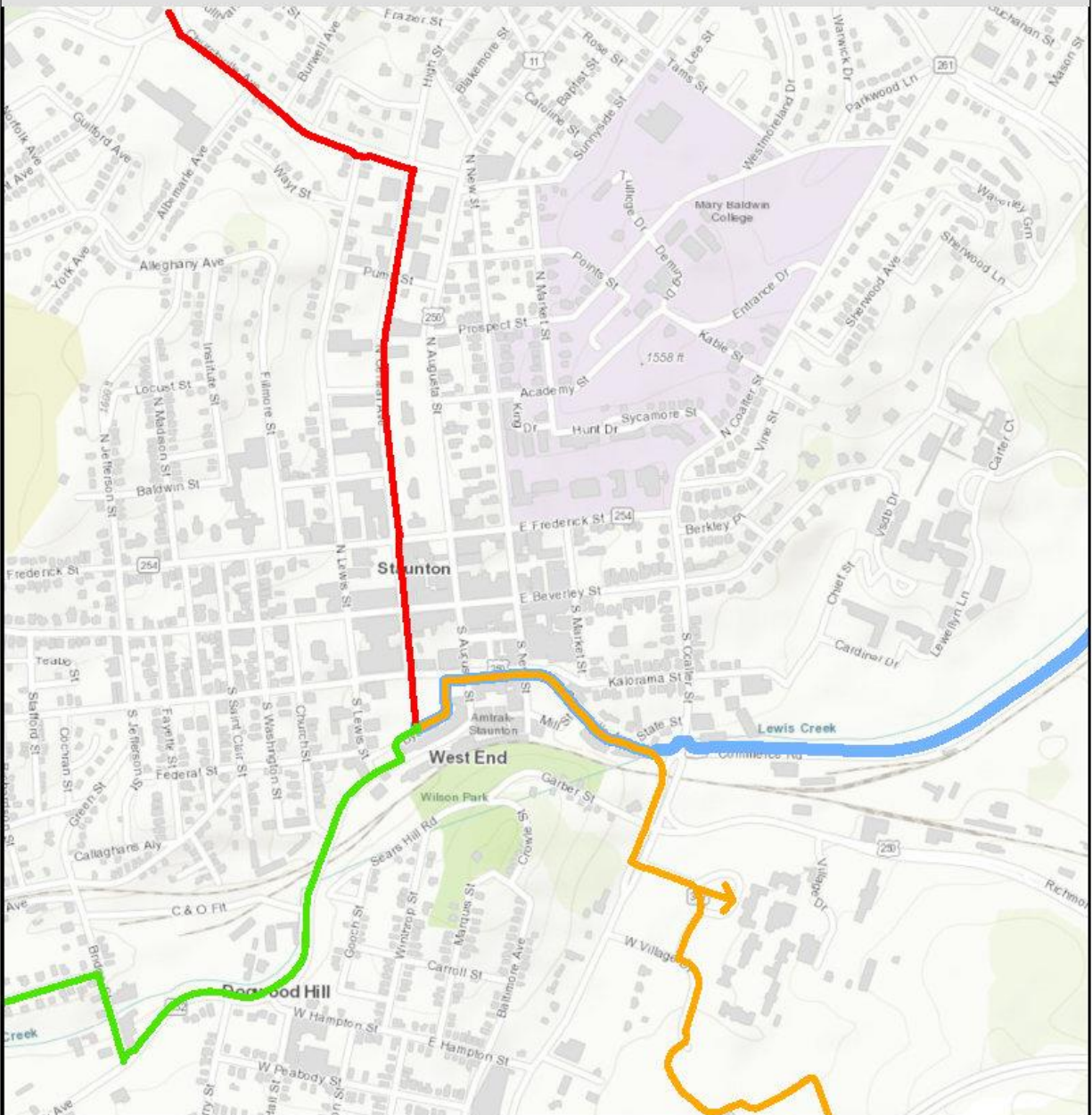
Route 2: 2 West to Gypsy Hill Park – middle leg of Blue Bike Route

Route 3: East to City Limits – final two-thirds of the Green Bike Route

Route 4: Southwest to Montgomery Hall Park – loop option is first leg of Blue Bike Route

See Downtown Inset Map (next page) and Staunton Bicycle Routes map (Appendix)

Proposed Greenway Routes (Downtown Inset)



Proposed Greenway Routes

- Route 1: North to City Limits (via Commerce Road)
- Route 2: West to Gypsy Hill Park
- Route 3: East to City Limits (via Villages at Staunton/Betsy Bell Park/Frontier Culture Museum)
- Route 4: Southwest to Montgomery Hall Park

0 350 700 1,400 Feet



Draft 2.0
Updated: 02/03/2020

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1. North to City Limits (via Commerce Road)

Blue Route estimated total distance: 4.4 miles

Summary: Cycling/walking path from the heart of downtown along Commerce Road to the northern city corporate limit, using city streets and sidewalks and the construction of a new shared use path that would also provide a connection to Bells Lane.

Route: Starting at the Wharf, follow sidewalk or road along Johnson Street/Greenville Ave east to Coalter Street. Cross to the north side in order to use a (new) crosswalk at Coalter Street above the main intersection, or work with other possible intersection improvements. Go north beside Commerce Road on a new shared use path. At Statler Boulevard, the shared use path moves to the east side of Commerce Road and stays on that side, crossing Route 262, passing Technology Drive, and continuing to the northern city limit.

Section I – Downtown to Statler Boulevard:

- Road Diet for Section I: Using a road diet on Commerce Road from Greenville Avenue to Statler Boulevard would provide the buffer for a shared use path between the creek and the road. (Based on existing road characteristics, this section of Commerce Road is an ideal candidate for repurposing some of the roadway for non-motorized users.) The Pedestrian Plan already calls for adding sidewalk /path along Statler Boulevard from E. Beverley Street to Coalter Street which would give many more residents and commuters access to the planned path and fill in a missing link to complete the grid and extend the walkable area from downtown. Together these stretches could be very successful first steps to build momentum for the plan.

Section II – Statler Boulevard to City Limit:

- Side Path for Section II: Improvements to the intersection of Commerce Road and Statler Boulevard would serve pedestrians and cyclists. From here the greenway route would pick up on the east side of Commerce Road, as a sidepath between it and the railroad.

Existing Infrastructure: Sidewalks exist on Johnson Street and Greenville Avenue plus 500 feet of sidewalk on northbound Commerce Road. Otherwise, there are no bicycle or pedestrian facilities on the route. Double lanes on Commerce Road in both directions from Greenville Avenue to Statler Boulevard provide ample width.

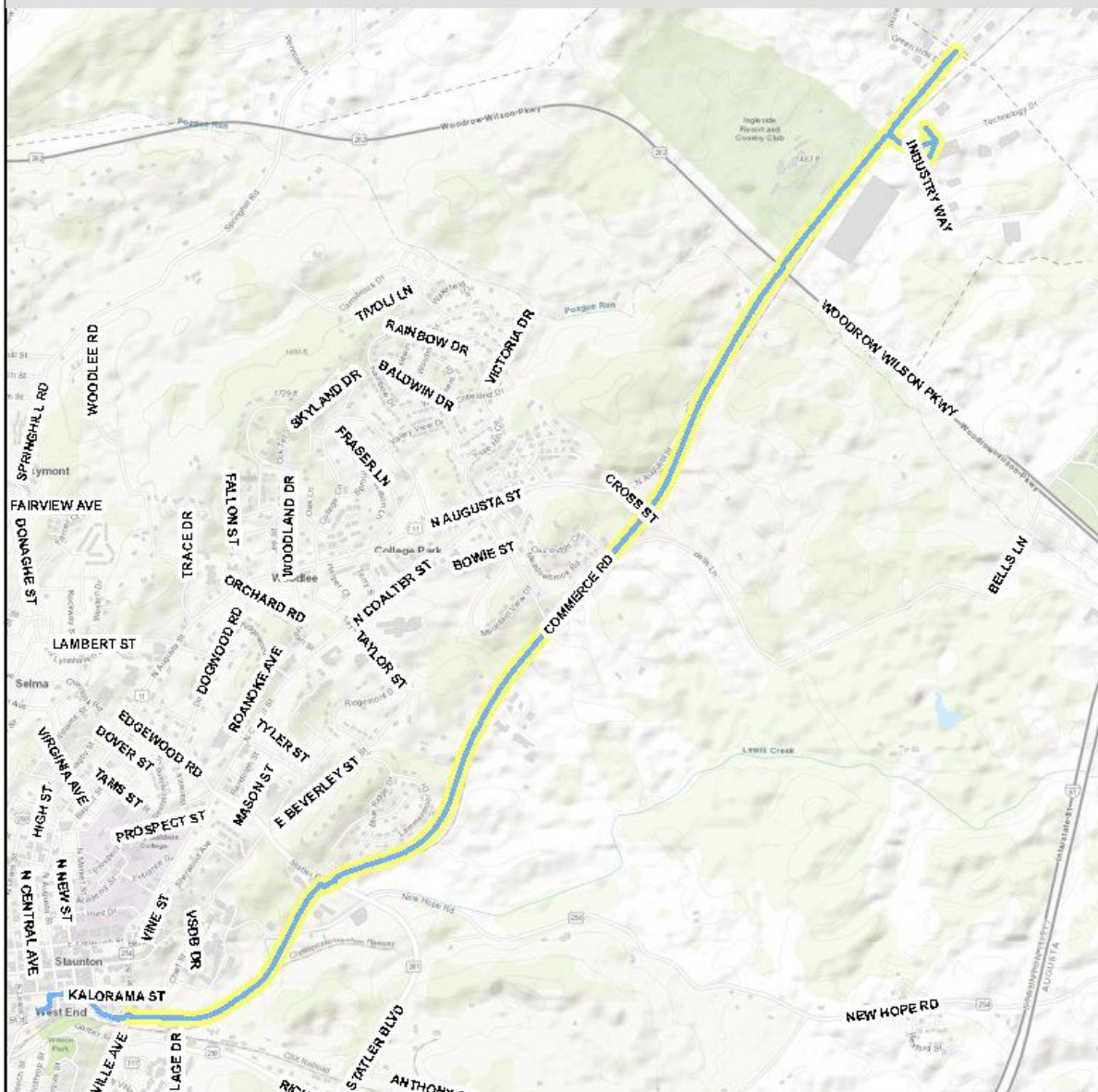
Challenges: North of the Statler Boulevard intersection, potential roadway width is limited due to rock outcroppings, creeks, and the railroad. Right of way issues are a possibility. Crossings would have to be designed at Coalter, Statler, and Route 262. Most of the route has a posted speed limit of 45 mph.

Attractions/Features: This route offers a natural setting following Lewis Creek and passing through a pastoral area. It links to Bells Lane, an exceptionally scenic and popular two-mile rural road frequented by bicyclists, joggers, walkers, and birdwatchers. The route also provides important connections: from downtown Staunton to central Verona; to the Virginia School for the Deaf and Blind (VSDB), to the Virginia Department of Transportation (VDOT) office, and to Green Hills Industrial Park and Augusta County offices. If the sidewalk network is also extended along Statler Boulevard, this route links to schools, neighborhoods, and destinations on Coalter Street.

Value: This route has very high value. It provides a complete corridor connecting downtown to Verona safely for both recreational and commuting cyclists. As a central location, along a primary route, and fairly level, it can be anticipated to attract high usage. The route increases the attractiveness of living in the city, by enhancing commuter infrastructure and enabling safe access to Bells Lane for recreational cyclists and walkers.

Other Plans: In the SB&PP, this route is part of the yellow bicycle route and intersects with the planned Pedestrian Network noted above.

Proposed Route 1: North to City Limits



Greenway Routes

- Route 1: North to City Limits (via Commerce Road)
- Shared Use Path

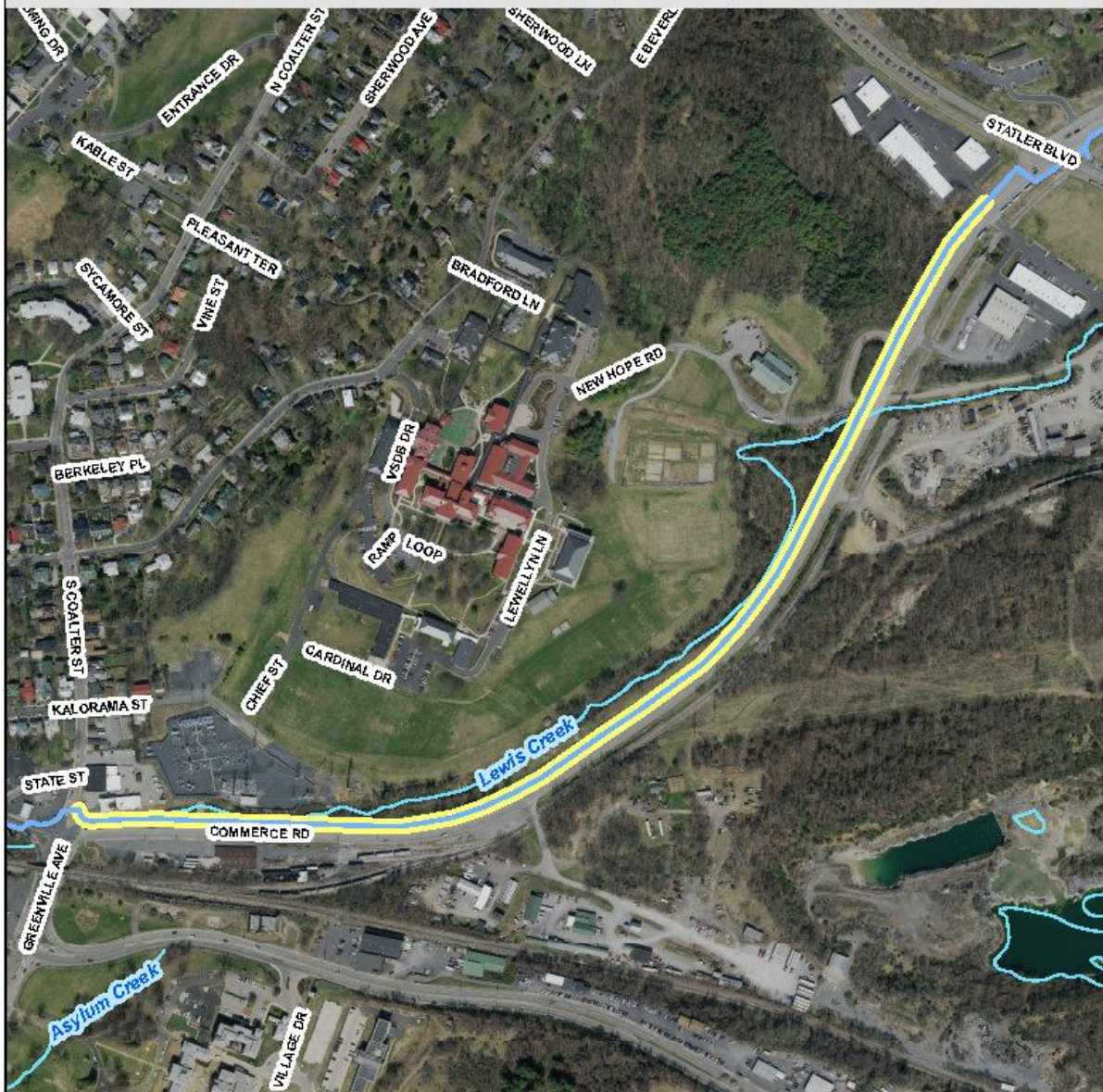
0 1,100 2,200 4,400 Feet



Draft 2.0
Updated: 02/08/2020

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Proposed Route 1: North to City Limits (Inset)



Greenway Routes

- Route 1: North to City Limits (via Commerce Road)
- Shared Use Path (Section 1)
- Water

0 225 450 900 Feet



Draft 2.0
Updated: 02/12/2020

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2. West to Gypsy Hill Park (with optional loop to Shelburne Middle School)

Red Route estimated distance: 1.0 mile, plus 1.3 mile loop in park; (addition to Shelburne: 2+ miles)

Summary: Walking/cycling route from downtown to Gypsy Hill Park (GHP) by way of Central Avenue and Churchville Avenue with option to continue west to Shelburne Middle School on a loop including W. Beverley, Grubert, and Poplar streets.

Route: Starting at the Wharf, follow Central Avenue north to Churchville Avenue; then left (west) along the creek to the main entrance of Gypsy Hill Park.

Route Options:

- An optional loop continues west to Shelburne Middle School. Instead of entering the main park entrance, flank its south side along Thornrose Avenue, turn left on Park Boulevard, then follow W. Beverley Street to Grubert Avenue and the entrance to Shelburne Middle School. Continuing north on Grubert, turn right on Poplar Street and follow it to the back entrance of the park.
- An additional leg returns to downtown on W. Beverley Street, which offers a scenic route beside Thornrose Cemetery and connects to Newtown neighborhood.
- The upcoming stream restoration project in GHP will create an excellent greenway setting and should possibly be considered as a permanent route or “spur.”

Existing infrastructure: With the upcoming improvements on Central Avenue, excellent sidewalks will exist most of the way from downtown to GHP except for the stretch of narrow, obstructed sidewalk in front of Gypsy Hill Place. W. Beverley Street lacks sidewalks on the south side but there is opportunity on the north side for wide sidewalks and potentially a shared use path on the last block before Grubert Avenue. There are no bicycling markings or infrastructure.

Challenges: Dangerous intersection at GHP entrance; from the Wharf, confusing and inadequate passage north on the first block of Central Avenue; very limited road width and narrow sidewalks with utility poles on Grubert Avenue; incomplete and inadequate sidewalks on W. Beverley Street.

Attractions/Features: Much of the route is attractively designed for pedestrians. It makes use of water features, passing beside Gum Spring Branch in two places and the creekside vista beside City Hall.

Connections: This centrally located route connects major community destinations — downtown, the library, and GHP— and serves the Reservoir Hill trail, the Lewis Street public transportation hub, businesses along Central Avenue and Lewis Street, and adjoining neighborhoods. GHP is the venue for high school sports and community events. The loop to Shelburne connects the park to key west-end locations and emphasizes the importance of making schools more accessible by walking and biking.

Value: The route from downtown to GHP already exists and with marking and promotion could be a highly visible, cost-effective first project. This short connector serves tourists, families, the elderly, commuters, and neighborhoods. The extension to Grubert Avenue could increase the potential for students and others to walk or cycle to destinations. Wide sidewalks the length of W. Beverley Street could improve the streetscape, walkability, and cycling safety in this important, under-served corridor.

Other Plans: in the SB&PP, all sections except Poplar Street are on the proposed pedestrian network; W. Beverley is part of two bike routes and Grubert Avenue is a connector.

Proposed Route 2: West to Gypsy Hill Park

Greenway Routes

- Route 2: West to Gypsy Hill Park
- Optional Loop to Shelburne Middle School
- Shared Use Path

Draft 2.0
Updated: 02/08/2020

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3. East to City Limits (via Villages at Staunton/Betsy Bell Park/Frontier Culture Museum)

Orange Route estimated distance: 5.0 miles

Summary: Walking/hiking/mountain biking route from downtown to the eastern city limits, passing through the Villages at Staunton (“Villages”) to Betsy Bell Park, skirting the mountain on the contour (with connections to the apartment complexes) and continuing eastward to join existing Mary Gray path, descend to Frontier Drive near Red Oaks, cross into Frontier Culture Museum (“Frontier Museum”) property and find eastward route (possibly along entrance road) to Route 250 and city limit.

Route: Starting from the Wharf, reach Greenville Avenue by way of Johnson Street or Mill Street. Cross Greenville Avenue to enter the Villages at Staunton. Follow Villages roads and (new) trails eastward to Statler Boulevard, emerging near Statler Crossing and crossing at Hampton Street extended. From there, use a newly constructed entrance into Betsy Bell Park. A new path would follow the contour higher on the slope and parallel Richmond Road, passing near and connecting to the major apartment complexes, then swinging south to meet the Mary Gray Trail and descending on a new trail to Red Oaks Drive to reach Frontier Drive. From there the route would cross into the Frontier Museum property and provide a route back to Richmond Road, likely using or paralleling the entrance road and meeting up with the planned pedestrian facilities for the Richmond Road area.

Existing Infrastructure: Sidewalks from downtown to Villages; hiking and mountain biking trails and two observation decks in Betsy Bell Park; informal path to the apartments; trail heads at Betsy Bell Road and Mary Gray Lane. Roads existing and planned in Villages and Frontier Museum.

Challenges: Crossings at Greenville Avenue, Statler Boulevard, and Frontier Drive; coordinating with property owners; steep terrain in parts; designing and constructing a variety of paths.

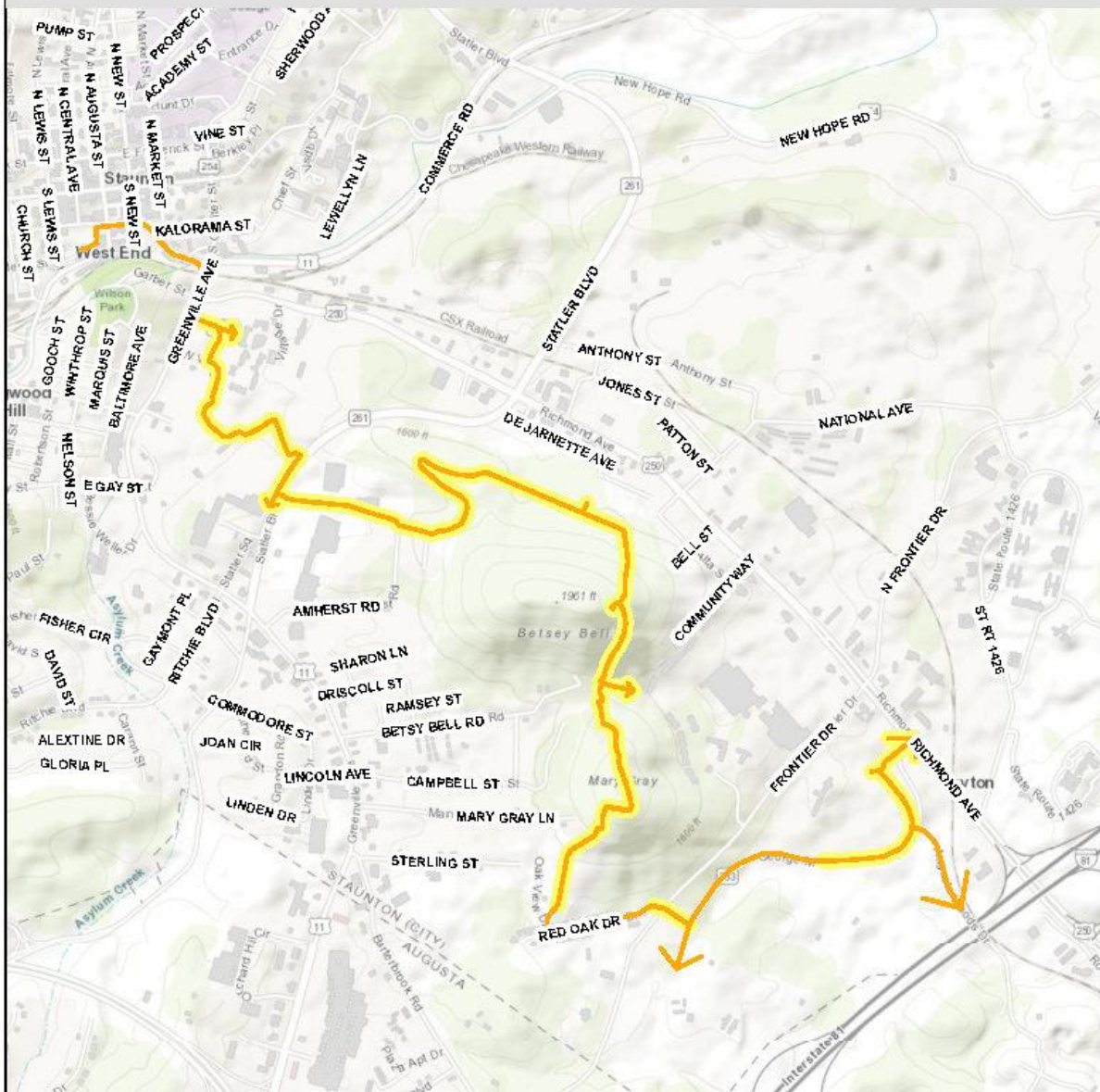
Attractions/Features: This route excels in natural and cultural interest, passing through the historic Villages campus, traveling on fully forested trails, and connecting the Frontier Museum to the rest of the city. It offers the best views in the city. It starts from the Sears Hill overlook and takes in the city’s signature physical landmark, Betsy Bell peak, which can be seen from most parts of the city and surrounding areas. It would enable hikers, walkers, and cyclists to cover distances off road, to access trails to the summit of Betsy Bell, and to reach the Frontier Museum and the city limits.

Value: Very high value for the distance covered and the diverse populations and purposes that would be served. Betsy Bell offers distinctive Staunton hiking and viewing opportunities for tourists and residents. The trail connects to all of the major destinations from downtown to the eastern city limits.

There could be significant economic development potential as the route passes through areas of private and public investments such as Statler Square, Statler Crossing, Blackburn Inn, Frontier Museum, and interstate businesses. It notably provides walking options for recreation and daily activities for residents in newly developing areas of the city. A high number of people would be served by these trails that give access to underserved neighborhoods and populations while offering unique hiking experiences for visitors.

Other Plans: This route is the centerpiece of the 2005 Frontier Trail (not adopted). The SB&PP Pedestrian Plan recognizes all the destinations and includes the leg from Red Oaks through the Museum to Richmond Ave; Richmond Ave VDOT plan and Frontier Museum development plans include sidewalks.

Proposed Route 3: East to City Limits



Greenway Routes

- Route 3: East to City Limits (via Villages at Staunton/Betsy Bell Park/Frontier Culture Museum)
- Shared Use Path/Trail

Draft 2.0
Updated: 02/12/2020

0 750 1,500 3,000 Feet



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4. Southwest to Montgomery Hall Park (optional loop via Lacy B. King Way/Middlebrook Avenue)

Green Route estimated total distance: 1.6 miles (with loop 4.4 miles)

Summary: Cycling route using enhanced infrastructure to travel from downtown to Montgomery Hall Park, starting from Landes Park and going by way of Middlebrook Avenue, Bridge Street, Maple Street, and Stuart Street to Montgomery Avenue. An optional loop returns by way of Lacy B. King Way and Middlebrook Avenue.

Route: From the Wharf follow Lewis Street to Middlebrook Road. Pass through Landes Park and travel along the stream to Bridge Street; turn right on Bridge then left on Maple and right on Haile Street to cross the railroad tracks and turn left on Stuart Street. Continue on Stuart Street until turning left on Montgomery Avenue. Relatively minor upgrades to the path along Stuart Street could provide a more greenway-like experience as one travels to the park. Riders cross the railroad tracks and can use the Montgomery Hall Park entrance road or stay on Montgomery Avenue on a new shared-used path proposed along the full length of the park, from the track crossing to the top of the hill. A new cycling/pedestrian entrance to the park is proposed at the top across from Lacy B. King Way.

Route Options:

- To make a longer loop, cyclists can then ride down Lacy B. King Way to Middlebrook Road and turn left to return to Landes Park. The route is recommended in this direction because Stuart Street, King Way, and Middlebrook Road all have curbs and limited lane width that make them less suited for cycling in the other direction.

Existing Infrastructure: Most of the needed infrastructure is already in place. However, Montgomery Avenue is narrow and lacks sidewalk or shoulder on the park side. Bridge Street has only narrow sidewalk on one side.

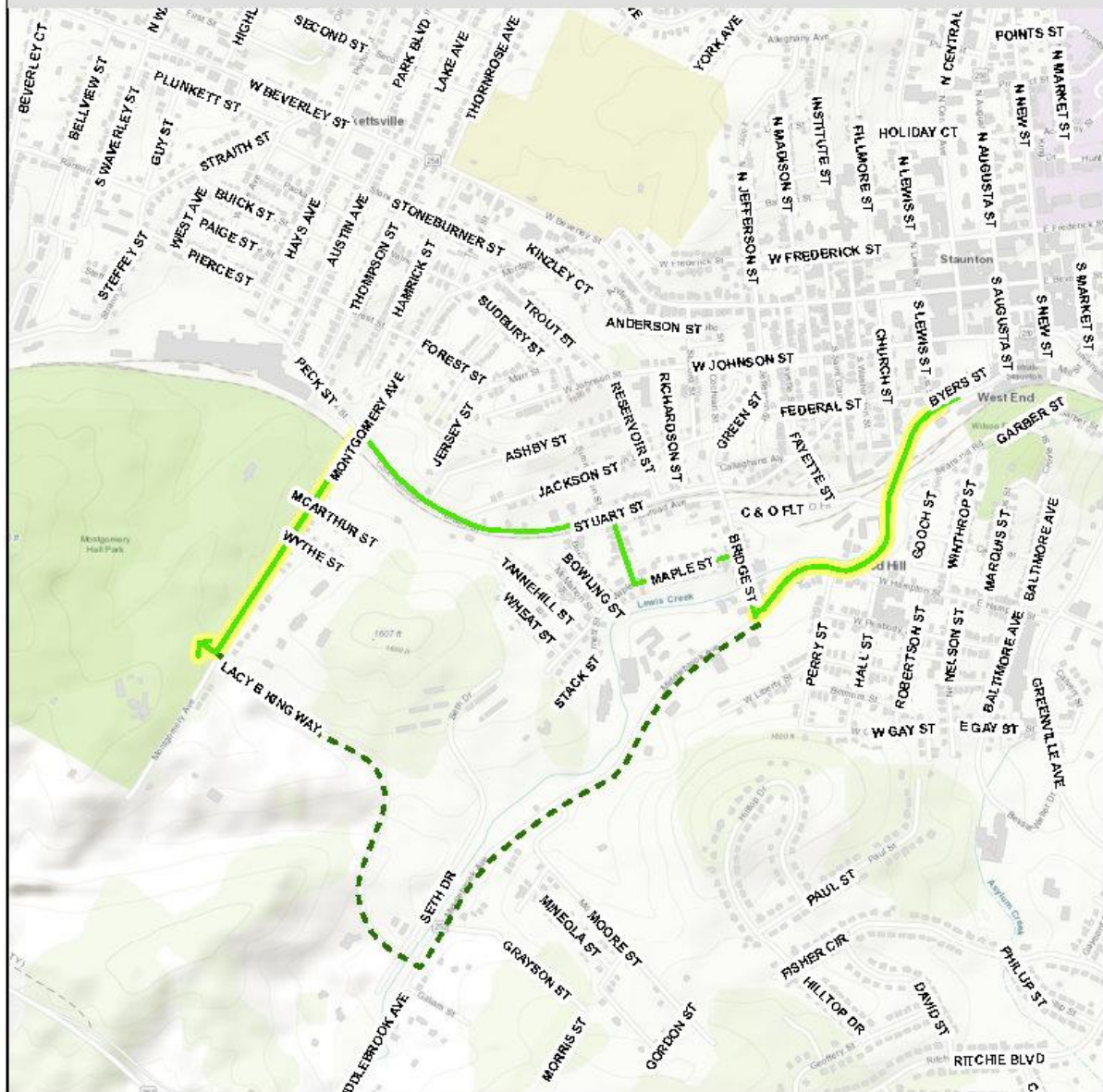
Challenges: Narrow road width on Montgomery Avenue; safety concerns for mix of pedestrians, cyclists, two-way traffic, and on-street parking on that section. Upgrades are needed at a few points, particularly to widen the shoulder or add a path along Montgomery Avenue, to provide a shoulder missing on one stretch of Lacy B. King Way, and possibly improve the sidewalk on Bridge Street.

Attractions/Features: The user would experience scenic views along Lewis Creek and a portion of Staunton's railway system. This route would expand the use of Montgomery Hall Park, which offers a variety of experiences to enjoy. The recommended greenway path along City-owned property on Montgomery Avenue and the new park entrance would improve safety and access. The route connects the growing residential and commercial development along Middlebrook Road to a major park and to downtown.

Value: This route has most of the infrastructure already in place and its relatively level elevation would appeal to a large portion of the population.

Other Plans: SB&P includes essentially the entire route in the Pedestrian Network, even Lacy B. King Way and Middlebrook Road. The Middlebrook Road section is also part of the cycling Blue Route.

Proposed Route 4: Southwest to Montgomery Hall Park



Greenway Routes

- Route 4: Southwest to Montgomery Hall Park
- - - Optional Loop via Lacy B. King Way/Middlebrook Road
- Shared Use Path

0 500 1,000 2,000 Feet



Draft 2.0
Updated: 02/08/2020

Data is for planning use only and is considered draft until formally adopted. Polylines depict the general location of facilities and are intended for general planning purposes only. The lines do not indicate the actual location of existing or proposed facilities. Actual locations for proposed facilities would need to be determined at a future time.

III. RECOMMENDATIONS

The BPAC recommends adopting a Greenways Vision that includes all four proposed greenway routes. All of these routes, and the greenways concept generally, received positive public input. The routes together would bring safe walk and cycle access to most parts of the city, connecting major destinations and offering recreational experiences for residents and tourists.

Top priority would be developing Route 1 (north to city limits) and Route 2 (west to Gypsy Hill Park) first. These two routes attracted the strongest public interest and comment. Route 1 was particularly supported at the in-person public input session and Route 2 was overwhelmingly supported in the surveys. Both routes offer immediate opportunities for quick progress through wayfinding signage and other relatively low-cost first steps. They also, as very different projects, could possibly be pursued simultaneously from different funding sources.

General Implementation Recommendations

- Use incremental implementation
 - Phase projects.
 - Use low cost temporary alternatives to establish routes and raise momentum for pursuing proposed projects.
 - Focus on strategic safety improvements.
- Integrate Greenways planning in all city processes
 - Seek opportunities for potential greenways and pedestrian and cycling connections in all infrastructure plans.
 - Build partnerships and awareness throughout city departments and with other agencies of Staunton’s walkable/bikeable goals and the potential for greenways.
 - Develop designs for the proposed routes and develop policies around further greenways development.
 - Develop policies for collaborating with property owners.

Action Items

- Designate safety improvements along routes, especially those that also are in the SB&PP. Seek funding through VDOT for any “systemic upgrades” that would be eligible for Highway Safety Improvement Program funding.
- Design Section 1 of Route 1 (Commerce Road) and seek funding for implementation. Secure council resolution for Smart Scale funding application in 2020.
- Install Route 2 wayfinding signage and road striping from the Wharf trailhead to GHP.
- Install a map at the Wharf parking lot trailhead showing future routes.
- Consider establishing a Friends of Staunton Greenways group.

IV. APPENDIX

A. Background

B. Definitions and Terms

C. Map of Destinations and Proposed Greenway Routes

D. Map of Bicycle Routes (SB&PP)

A. BACKGROUND

CONTEXT

The City has been exploring Greenway options (paths for cyclists and walkers safe from automobile traffic) for many years. Efforts have included participation in the 2004 Central Shenandoah Planning District Commission's Regional Greenways Plan; the detailed Frontier Trail Plan, produced by a graduate student in 2005; a Greenways Financing Plan received in 2008; and the Green Lands Study produced in 2009 by graduate students. The ideas in these plans resonated with the public but no plans were adopted.

City Council did, however, support the greenways concept and since 2016 has been setting aside funding specifically for greenways. In 2016, a greenways plan was drafted internally to propose projects that could be built quickly. It was of limited scope and was not adopted. In 2017, the Staunton City Council charged staff with reviewing the previous plans and drafting a Greenways Plan that the City could begin to implement.

Staff worked with the Bicycle and Pedestrian Advisory Committee (BPAC) to develop this plan. The City had formed BPAC in 2015 and in 2018 adopted the first Staunton Bicycle and Pedestrian Plan (SB&PP). That plan was produced by consultants and is included as a chapter in the 2018-2040 Comprehensive Plan.

This timing allowed BPAC to coordinate the Greenways Plan process with the updated Comprehensive Plan and the implementation of the SB&PP. With these related plans in place, the City is in a position to adopt a long-range Greenways plan that fits the overall vision for the city and its infrastructure plans and resources. The proposed priority projects are intended to be feasible and sensible to develop and of immediate high value for users.

Correlation to Comprehensive Plan

The recently adopted *City of Staunton, Virginia, Comprehensive Plan 2018-2040* supports the development of greenways through the following Priority Initiatives:

Open Space/Environment:

Support development of greenways in the City (especially along streams and creeks)

Support efforts to preserve Betsy Bell and Mary Gray mountains. Enhance use of the public area at Betsy Bell and look into the feasibility of conservation easements for both Betsy Bell and Mary Grey.

Encourage and/or provide incentives for useable open space to be included in all existing and new developments.

Economic Development/Tourism:

Encourage development and redevelopment that stimulates increased pedestrian activity in the downtown and adjoining transitional areas.

Transportation

Provide for a variety of transportation options and designs that balance pedestrian, bicycle, auto, and public transportation within the City and among key destinations.

SUMMARY OF PUBLIC INPUT

The Bicycle and Pedestrian Advisory Committee conducted a public information meeting on November 18, 2019, at the Staunton Public Library. The meeting was well attended, with 40-50 citizens providing input on the Staunton Greenways Vision (the document presented on the next page). The committee also received over 130 responses to an online survey. The respondents were enthusiastic on the development of greenways where they could walk or ride safely on paths separated from vehicles. Over 67% of the survey respondents noted that safety from cars was the most important feature of greenways. The most popular destinations to link with a greenway were the parks and downtown. The most frequently mentioned local attractions that should be accessible via a greenway:

Attraction	Survey Respondents (multiple responses permitted)
Parks	91
Downtown/Wharf	57
Shopping	16
Bells Lane	13
Schools	12

The most preferred routes noted were, west to Gypsy Hill Park at 51% and north to City limits (via Commerce Road) at 20%. The proposed southern route to Green Springs Valley was the preferred route of less than 8% of the respondents and was therefore removed from the final draft plan. Future pedestrian and bicycle infrastructure improvements along the Greenville Corridor should help to address the needs along this route.

Staunton Greenways Vision

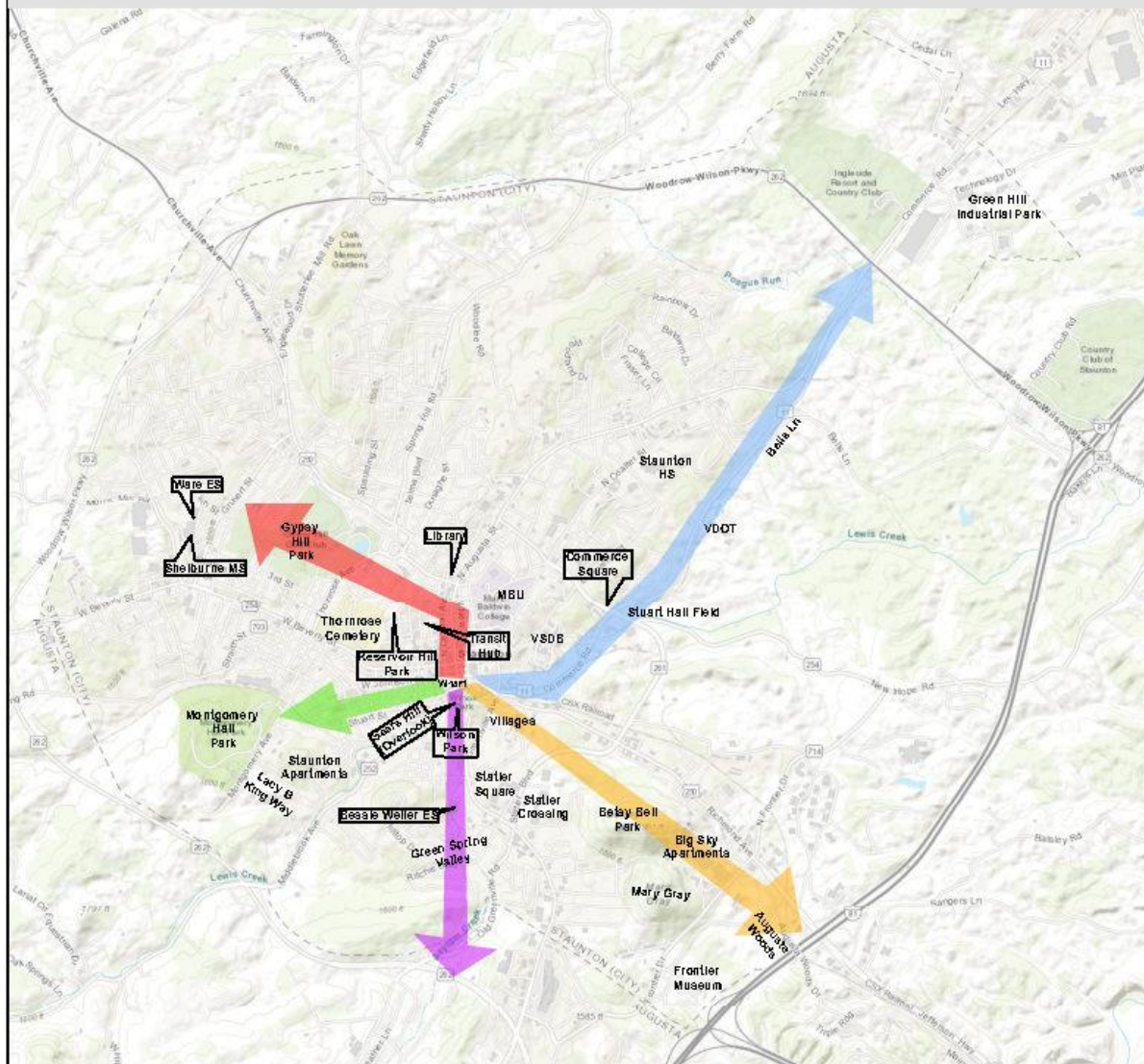
The City of Staunton Bicycle and Pedestrian Advisory Committee (BPAC) has been working to assemble a greenways plan, the goal of which is to make more of the city easily reachable by foot or bike. This plan will begin by connecting and enhancing routes to important destinations. In addition, it will set strategies to tackle the long-term goal of building more paths and dedicated infrastructure to make the greenways network more robust and accessible.

This plan is built around these key concepts:

- Staunton has many great destinations, and some good ways to reach them on foot or by bike.
- Many of the routes to these destinations are not obvious to tourists or novice non-automotive travelers.
- We want to use existing sidewalks and lower-traffic roads as much as possible — especially for early project phases — and add shared-use paths.
- Downtown Staunton provides a fantastic jumping-off point for exploring town and can be the hub of this new route network.
- The plan should work in harmony with other city plans and goals, such as the 2017 Bicycle and Pedestrian Plan.
- The greenways will promote active lifestyles and connect people to parks and other green spaces.

One of our motivating concepts is that of an “urban hike” where visitors and residents can experience natural, cultural, and historical resources. Staunton does not have a flat stream or rail corridor available for a typical greenway. What it *does* have is extraordinary views from a variety of peaks and a concentration of pleasing historical and natural areas. Our vision: residents and tourists can enjoy a scenic local hike as part of a day full of experiences without having a long drive to a trailhead, or easily get to one of our city parks on foot or by bike.

Greenway Potential Routes



Greenway Potential Routes

- █ North to Green Hills Industrial Park
- █ West to Gypsy Hill Park
- █ East to City Units
- █ Southwest to Montgomery Hall Park
- █ South to Green Springs Valley



0 0.5 1 2 Miles

Outlines for planning use only and are considered draft until formally adopted. Policies depict the general location of facilities and are intended for general planning purposes only. The lines do not identify the actual location of existing or proposed facilities. Actual locations for proposed facilities would need to be determined at a future date.

B. DEFINITIONS AND TERMS

Greenway – A corridor of land that is reserved for recreational use or environmental preservation. (The American Heritage Dictionary) Greenways typically connect populated areas to parks, nature reserves, cultural features, or historic sites and often take the form of a shared use path for pedestrians and cyclists.

Shared Use Path – Facilities on exclusive right-of-way and with minimal cross flow by motor vehicles. Users are non-motorized and may include bicyclists, inline skaters, roller skaters, wheelchair users (both motorized and nonmotorized) and pedestrians including walkers, runners, and people with baby strollers and people walking dogs. Shared use paths are most commonly designed for two-way travel. (VDOT Road Design Manual)

Sidepath – A road adjacent path shared by people walking and riding bicycles. The path is separated from the road by a curb and ideally includes a planted buffer strip between the path and roadway. (2018 Staunton Bicycle and Pedestrian Plan)

Trail – A pedestrian route developed primarily for outdoor recreational purposes. (Draft Final Accessibility GLs for Outdoor Developed Areas) (36 in wide – 32 in for short distances)

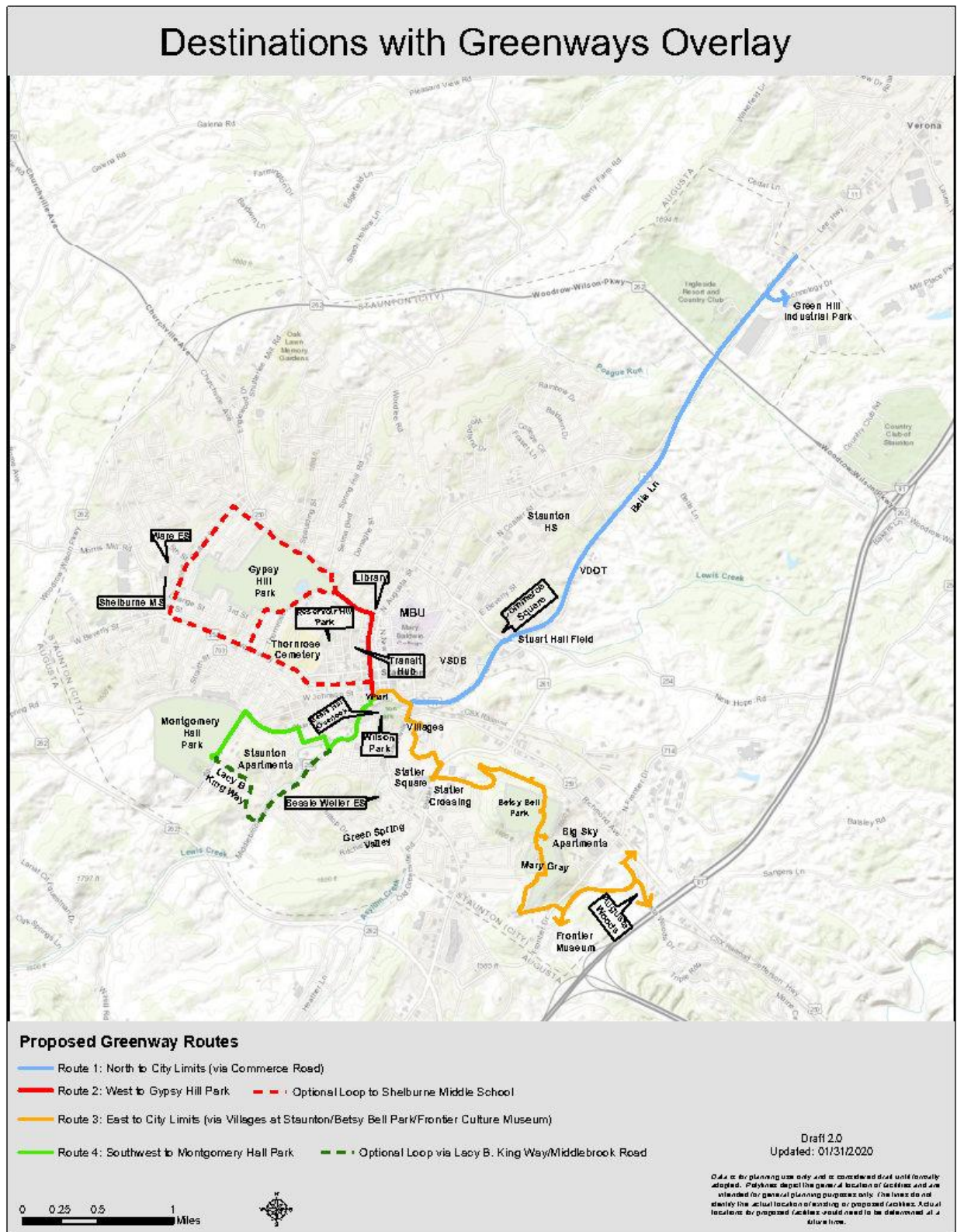
Unpaved Path – Path not surfaced with a hard, durable surface such as asphalt or Portland cement. (2010 DRAFT AASHTO Guide)

Bicycle Lane – On-road striping intended to delineate the right of way assigned to bicyclists and motorists and to provide for more predictable movements by each. (2018 Staunton Bicycle and Pedestrian Plan)

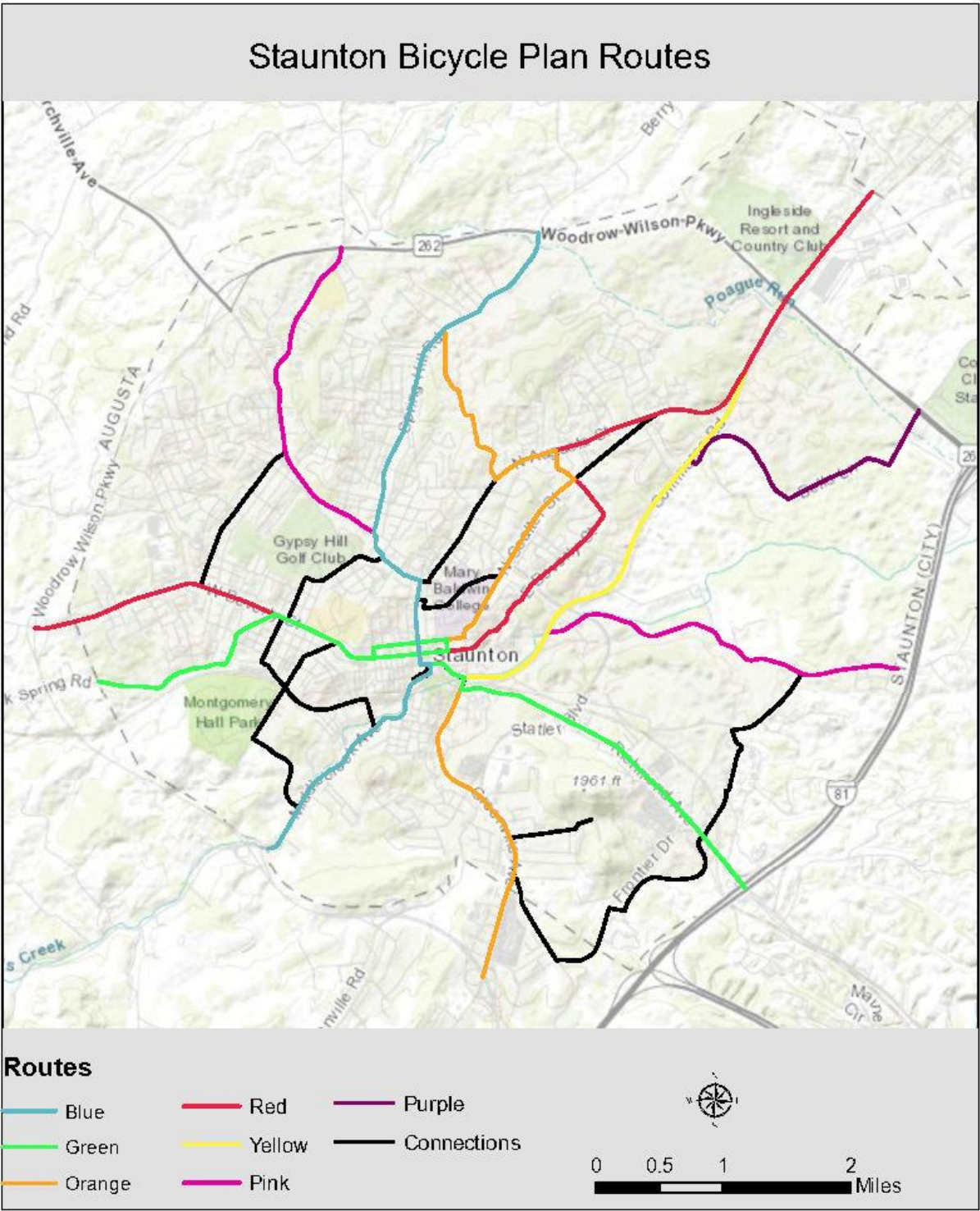
Shared Lane – On-road markings reinforce that the roadway is shared by people riding bicycle and driving. (2018 Staunton Bicycle and Pedestrian Plan)

Road Diet – The removal of travel lanes from a roadway and utilizing the space for other uses and travel modes. (FHWA Road Diet Informational Guide)

C. Map of Destinations



D. Map of Bicycle Routes



CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	March 12, 2020	Staff Members: Phil Trayer Chad Horvat
Item #	4	
Ordinance #		
Department:	Finance	
Council Vision:	Responsive, Efficient Government	
Subject:	Annual Report on Disposition of Surplus Property	

Background: In April 2015, City Council adopted an ordinance changing the City's procedures for the disposition of surplus property. Consistent with the ordinance, on the basis of a determination made by the Director of Finance or designee and endorsed in writing by the City Manager or his deputy or assistant, staff may dispose of personal property of the City without further action of Council. The ordinance further requires that the Director of Finance, or designee, report annually to Council about categories of property for which there has been disposition pursuant to the ordinance. Staff acknowledge that this report has not been provided since 2016, due to an oversight. This will be remedied, with the report included on a master calendar that has been developed outlining recurring items to be included on each year's work session and regular meeting agendas.

The City utilizes GovDeals, a web-based marketplace that allows government agencies to sell surplus items via the internet, to dispose of surplus and outdated items. The following items were sold and/or transferred from FY17 through FY 19:

Fiscal Year	# of Items Sold as Surplus	Revenue Generated	# of Items Transferred Between Departments
FY17	21	\$71,573	0
FY18	19	\$51,966	4
FY19	19	\$17,739	1

Attached are several reports detailing these transactions and a sample of the surplus approval forms being used to fulfill the requirements set forth in the ordinance.

Attachment(s): Sales Detail Listing by Fund and Category; Transfer Detail Listing by Fiscal Year; Sample Surplus Request Form – Vehicle

City Manager's Recommendation: Not Applicable.

Suggested Motion: Not Applicable.

City Manager: Steven L. Rosenberg

Surplus Sales

FY	2017
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Row Labels	Sum of Sold Amount	Sum of GovDeals Fee	Sum of Net Results
53001-41712 Water Fund	\$ 27,716.00	\$ 2,078.70	\$ 25,637.30
11001-41712 General Government	\$ 26,345.90	\$ 1,980.78	\$ 24,365.12
54001-41712 Sewer Fund	\$ 18,700.00	\$ 1,402.50	\$ 17,297.50
58001-41712 Refuse & Recycling Fund	\$ 4,555.00	\$ 341.62	\$ 4,213.38
Grand Total	\$ 77,316.90	\$ 5,803.60	\$ 71,513.30

Description	Sum of Sold Amount	Sum of GovDeals Fee	Sum of Net Results
2004 Ford F-750 Regular Cab 2WD DRW	\$27,716.00	\$2,078.70	\$25,637.30
Water Fund	\$27,716.00	\$2,078.70	\$25,637.30

1999 Whitco Hornet 2 Pressure Washer	\$343.00	\$25.72	\$317.28
1994 Chevrolet 1500 Reg. Cab W/T 6.5-ft. bed 2WD	\$771.98	\$57.90	\$714.08
1999 INTERNATIONAL DIESEL BUS MODEL 3000 (Bus 24)	\$825.00	\$61.87	\$763.13
1995 International 3800 (Bus 19)	\$625.00	\$46.87	\$578.13
1989 Turfco Walk-Behind Spreader Mod. 85415	\$307.00	\$23.02	\$283.98
2000 Dodge Dakota Regular Cab 2WD	\$526.17	\$39.46	\$486.71
Hustler Fastrack Zero Turn Mower	\$594.98	\$44.62	\$550.36
1999 Agrimetall Landscape Bale Chopper	\$2,200.00	\$165.00	\$2,035.00
LOT of Library A/V Locking Security Cases	\$40.00	\$5.00	\$35.00
2005 Ford Explorer XLS 4.0L 4WD	\$1,462.00	\$109.65	\$1,352.35
1994 GMC C7H042 DUMP TRUCK	\$2,405.77	\$180.43	\$2,225.34
ATLAS 9,000 LB 2-POST FLOOR LIFT circa 1980's	\$500.00	\$37.50	\$462.50
1998 Case 580 Super L Series 2 Backhoe	\$10,025.00	\$751.87	\$9,273.13
2004 GMC Sierra 3500 4WD	\$5,525.00	\$414.37	\$5,110.63
IBM AS400E SERVER	\$100.00	\$7.50	\$92.50
Enterasys RBT-8210 Wireless Controller	\$50.00	\$5.00	\$45.00
Palo Alto Networks PA-4020	\$45.00	\$5.00	\$40.00
General Fund	\$26,345.90	\$1,980.78	\$24,365.12

2000 International 2554	\$18,700.00	\$1,402.50	\$17,297.50
Sewer Fund	\$18,700.00	\$1,402.50	\$17,297.50

2000 International 4900	\$4,275.00	\$320.62	\$3,954.38
1995 Dodge Dakota WS Reg. Cab 6.5-ft. Bed 2WD	\$280.00	\$21.00	\$259.00
Environmental Fund	\$4,555.00	\$341.62	\$4,213.38

Grand Total	\$77,316.90	\$5,803.60	\$71,513.30
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Totals by Fiscal Year & Budget Code

FY	2018
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Row Labels	Sum of Sold Amount	Sum of GovDeals Fee	Sum of Net Results
53001-41712 Water Fund	\$ 14,730.00	\$ 1,104.75	\$ 13,625.25
11001-41712 General Government	\$ 27,287.97	\$ 2,031.13	\$ 25,256.84
58001-41712 Refuse & Recycling Fund	\$ 14,145.00	\$ 1,060.87	\$ 13,084.13
Grand Total	\$ 56,162.97	\$ 4,196.75	\$ 51,966.22

Description	Sum of Sold Amount	Sum of GovDeals Fee	Sum of Net Results
2003 TRAILER MOUNTED SEWER VACUUM	\$6,100.00	\$457.50	\$5,642.50
1981 KOHLER MODEL KT-1150-G 300KW DIESEL GENERATOR	\$8,630.00	\$647.25	\$7,982.75
Water Fund	\$14,730.00	\$1,104.75	\$13,625.25

2004 Chevrolet Monte Carlo LS	\$150.00	N/A Salvage	\$150.00
1990 GMC Safari Van	\$150.00	N/A Salvage	\$150.00
2000 GMC C7H042	\$4,920.00	\$369.00	\$4,551.00
2004 GMC Sierra 3500 4WD	\$8,400.76	\$630.06	\$7,770.70
2008 Ford Crown Victoria Police Interceptor	\$475.00	\$35.62	\$439.38
2002 GMC Sierra 1500 SL Ext. Cab Long Bed 4WD	\$1,740.00	\$130.50	\$1,609.50
1984 KUBOTA TRACTOR WITH MOWER	\$3,815.00	\$286.12	\$3,528.88
1984 SULLAIR AIR COMPRESSOR MODEL 185	\$1,510.00	\$113.25	\$1,396.75
1997 DODGE RAM 3500 SPORT VAN	\$282.21	\$21.17	\$261.04
1995 CASE 3230 TRACTOR	\$4,001.00	\$300.07	\$3,700.93
LOT OF GROUNDS MAINTENANCE EQUIPMENT	\$95.00	\$7.12	\$87.88
Karcher K2400HH Pressure Washer for Parts	\$10.00	\$5.00	\$5.00
Lot of Metal Check Drawer File Cabinets	\$45.00	\$5.00	\$40.00
1998 Dodge Dakota Reg. Cab 6-ft. Bed 4WD	\$1,643.00	\$123.22	\$1,519.78
Lot of Assorted Cameras	\$51.00	\$5.00	\$46.00
General Fund	\$27,287.97	\$2,031.13	\$25,256.84

2001 Jeep Cherokee Sport 4-Door 4WD	\$2,620.00	\$196.50	\$2,423.50
2005 International 7400	\$11,525.00	\$864.37	\$10,660.63
Environmental Fund	\$14,145.00	\$1,060.87	\$13,084.13

Grand Total	\$56,162.97	\$4,196.75	\$51,966.22
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Totals by Fiscal Year & Budget Code

FY	2019
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Row Labels	Sum of Sold Amount	Sum of GovDeals Fee	Sum of Net Results
53001-41712 Water Fund	\$ 875.00	\$ -	\$ 875.00
11001-41712 General Government	\$ 4,697.46	\$ -	\$ 4,697.46
54001-41712 Sewer Fund	\$ 4,027.00	\$ 302.02	\$ 3,724.98
51001-41712 Golf Fund	\$ 3,722.00	\$ -	\$ 3,722.00
58001-41712 Refuse & Recycling Fund	\$ 4,720.00	\$ -	\$ 4,720.00
Grand Total	\$ 18,041.46	\$ 302.02	\$ 17,739.44

Description	Sum of Sold Amount	Sum of GovDeals Fee	Sum of Net Results
2001 Dodge Dakota Club Cab 4WD	\$875.00	\$0.00	\$875.00
Water Fund	\$875.00	\$0.00	\$875.00

HP DESIGN-JET 1050C LARGE FORMAT PRINTER	\$130.00	\$0.00	\$130.00
Magnavox VCR/DVD Combo & Sanyo 25" Television Set	\$10.00	\$0.00	\$10.00
Lot of Miscellaneous Gravely Parts	\$175.00	\$0.00	\$175.00
CENTRAL PNEUMATIC MODEL 68893 SAND BLASTER	\$55.00	\$0.00	\$55.00
Goodall Modern Edger-Trimmer	\$7.46	\$0.00	\$7.46
1996 Gravely Walk-Behind Mower	\$785.00	\$0.00	\$785.00
1995 Gravely Walk-Behind Mower	\$750.00	\$0.00	\$750.00
Giant Vac Walk-behind Leaf Blower	\$10.00	\$0.00	\$10.00
2002 Saturn Vue AWD V6	\$250.00	\$0.00	\$250.00
1997 Dodge Ram Wagon B3500	\$2,525.00	\$0.00	\$2,525.00
General Fund	\$4,697.46	\$0.00	\$4,697.46

1997 Ford F800	\$4,027.00	\$302.02	\$3,724.98
Sewer Fund	\$4,027.00	\$302.02	\$3,724.98

2000 CLUB CAR GOLF CART	\$619.00	\$0.00	\$619.00
1998 CLUB CAR GOLF CART	\$520.00	\$0.00	\$520.00
2002 CLUB CAR GOLF CART	\$819.00	\$0.00	\$819.00
1996 YAMAHA GOLF CART	\$819.00	\$0.00	\$819.00
1996 YAMAHA GOLF CART (CART 25)	\$480.00	\$0.00	\$480.00
1998 CLUB CAR GOLF CART (CART 24)	\$465.00	\$0.00	\$465.00
Golf Fund	\$3,722.00	\$0.00	\$3,722.00

2005 GMC Sierra 3500 SLE 4WD	\$4,720.00	\$0.00	\$4,720.00
Environmental Fund	\$4,720.00	\$0.00	\$4,720.00

Grand Total	\$18,041.46	\$302.02	\$17,739.44
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TRANSFERS BETWEEN DEPARTMENTS FY2017 TO 2019

Item	Asset#	VIN4	Transfer Date	FY	Transfer From	Transfer To
None				2017	No Transfers	No Transfers
2006 Ford Crown Victoria	7477	0040	43146	2018	2170 - Sheriff	Staunton City Schools
2005 GMC 3500 Truck	7463	5038	43257	2018	4130 - Streets	4321 - Water Department
2004 GMC 7500 Truck	7454	5264	43257	2018	4130 - Streets	4321 - Water Department
TRUCK: GMC 3/4 TON EXTENDED CAB PICK-UP	7300	1366	43494	2018	4322 - Utility Tech Services	Staunton City Schools
2000 Jeep Cherokee	2247	0373	43559	2019	8150 - Econ. Dev.	4322 - Water Department

SURPLUS ITEM INFORMATION SHEET VEHICLE

Item General Description:	
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Department #:				
Year:				
Make:				
Fuel Type:	Gas		Diesel	
Hours Meter:				
Did It Run When Parked?	Yes		No	UnK

Asset #:				
S/N or VIN:				
Model:				
Odometer:				
Out of Service Date:				
Does It Run Now?	Yes		No	UnK

Reason Taken Out of Service:
Overall General Condition:
List Drive Train Issues:
List Engine Issues:
List Interior Issues:
List Exterior Damage:
List Electrical Issues:
Other Information:

Xfer Offered:	YES		NO	
Transferred?:	YES		NO	
Pictures Taken:	YES		NO	

Date Emailed:		Deadline:	
To Department:			

Department Director Approval for Sale or Transfer	Date
Finance Director Approval for Sale or Transfer	Date
City Manager Approval for Sale or Transfer	Date

CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	March 12, 2020	Steven L. Rosenberg City Manager
Item #	5	
Ordinance #		
Department:	City Manager’s Office	
Council Vision:	Responsive, Efficient Government	
Subject:	Discussion of Citizen Survey Report	

Background: On February 27, 2020, Dr. Laura van Assendelft, Director of the Global Honors Scholars Program and Department Chair of the Department of Political Science at Mary Baldwin University, presented the citizen survey report. This was an introduction to the results of the citizen survey completed in 2019. Following the presentation, Council received a copy of the full report. It was discussed at that meeting that future Council work session agendas would be scheduled, allowing for a more in-depth discussion of the results. For the first work session, this will be a chance for Council to ask questions and comment about the survey results, followed by a discussion with staff on how to best frame future work sessions.

City Manager's Recommendation: Not applicable.

Suggested Motion: Not applicable.

City Manager: Steven L. Rosenberg

City Council
WORK SESSION
February 13, 2020
5:30 p.m.

Council Members Present: Mayor Dull, Vice Mayor Kier, Council Members Curren, Harrington, Holmes, Mead and Oakes.

The Mayor called the meeting to order at 5:30 p.m. and the invocation/moment of silence was given by Vice Mayor Kier.

1. Consideration of Work Session and Regular Meeting Agendas

Consistent with Procedural Memorandum No. 3, the agendas were presented for Council consideration.

Ms. Mead moved to approve the Work Session agenda and the Regular Meeting agenda with the following changes. As to the Work Session, the addition of a brief discussion, if time allows, about Council membership in the local chapter of the NAACP.

The motion was seconded by Dr. Curren and carried unanimously as follows:

Mr. Holmes	aye	Dr. Harrington	aye
Vice Mayor Kier	aye	Ms. Mead	aye
Ms. Oakes	aye	Dr. Curren	aye
Mayor Dull	aye		

2. Joint Budget Work Session with Staunton School Board

Steve Rosenberg, City Manager, welcomed Dr. Garrett Smith, Superintendent of Staunton City Schools, and members of the Staunton School Board.

Staunton City Council and Staunton City School Board met in an informal joint work session to discuss general items of mutual interest.

Brad Wegner, Staunton City Schools Budget Director, shared a PowerPoint presentation of the City School's budget calendar, strategic objectives, staffing, funding and key factors of the budget. Mr. Wegner stated budget priorities included meeting the instructional needs for students, maintaining a competitive pay scale for teachers and staff and keeping infrastructure relevant in terms of technology and safety.

Dr. Smith highlighted work being done regarding equity, inclusivity and diversity. He noted the Summer Food Program was awarded the USDA Gold Medal. He stated T-Mobile has expanded their partnership helping to bridge the digital divide with students. Dr. Smith stated Equity First funding will go towards multicultural books for elementary libraries, after-school tutors for Shelburne Middle School, funding to help cover student fees at the high school, counseling/mentorship for at-risk youth and trauma victims and out-of-pocket fees will be eliminated for Valley Career and Technical Center students.

Dr. Smith stated achievement gaps are closing and recognized school performance at Ware and Bessie Weller Elementary Schools. He noted successful implementation has been met for the alternative suspension program. He stated the school nutrition program has received several awards.

Dr. Smith updated Council on the high school renovation project.

Mr. Wegner spoke on issues regarding staffing, funding and the current proposed budget. He stated the proposed pay raise for all Staunton City Schools employees of 3% has been decreased to 2%. Dr. Smith spoke on the proposed pre-K expansion goal as well as proposed budget requests. Discussion ensued regarding the proposed 2% pay raise.

Vice Mayor Kier stated he would suggest looking at other ways to see that teachers receive the 3% pay raise.

Ms. Mead agreed with Vice Mayor Kier and stated teachers are a critical part of the academic environment.

Dr. Harrington questioned the price difference between 2% versus 3% pay raises. He stated he echoed the other Council member's sentiments and would advocate for the 3% raise.

Ms. Oakes questioned if the 2% raise included all Staunton City School employees. Dr. Smith stated it included all staff. She noted she worried about livable wages for support staff. Dr. Smith noted all health benefits are now offered to bus drivers.

Mayor Dull thanked the school board members for attending.

3. Discussion of the Proposed Capital Improvement Plan FY 2020 – 2024

Phil Trayer, Chief Finance Officer, provided a review of the annual update to the Capital Improvement Plan for all City funds and the Education Fund. City and School Board staff updated the plan to review existing projects and revise projects and to include new projects.

Mr. Trayer stated final consideration of the CIP is scheduled for tonight's meeting. The scheduled FY2020–FY2024 CIP totals \$69,755,225. The unscheduled equals \$179.1 million with the General Fund encompassing \$110.3 million with \$63 million being road projects, \$8 million Library projects and \$17 million for West Beverley Streetscape project. The unfunded School Fund is \$15 million including the Dixon Education Center. Water Fund is \$29.4 million. He noted the majority of that is for the North River pipeline project. Sewer Fund includes Lewis Creek connections totaling \$2.8 million. Stormwater Fund of \$20 million which encompasses approximately 41 different projects. The total CIP, including unscheduled projects, is \$248,844,661.

The plan was presented initially to City Council at its work session on January 9, 2020. It was presented again for additional review and discussion at Council's work session on January 23, 2020.

The School Board reviewed the school capital projects on December 9, 2019, and adopted the School CIP on January 13, 2020.

An overview of the plan was presented to the Planning Commission on December 19, 2019. At its meeting on January 16, 2020, the Planning Commission conducted a public hearing on the plan. Subsequent to the public hearing, the Planning Commission approved the CIP on a unanimous vote.

Mr. Trayer stated this CIP plan remains unchanged from the January 23, 2020 meeting. He emphasized the Gypsy Hill Park pump house bath renovations will hopefully be moved forward to FY 2021. He noted multiple sidewalk projects are being reviewed.

Ms. Mead asked in FY 2022 General Obligation Funds were being clustered into one year due to financial efficiencies to issue a larger amount. Mr. Trayer stated this is due to overall timing.

Ms. Oakes stated she would like the City to explore free parking in the downtown area or at least consider free parking in the Johnson Street parking garage. She noted that was potentially in the budget for FY 2023. She asked what the debt service was for parking in Johnson Street parking garage. Mr. Trayer stated it was approximately \$177,000 per year. Ms. Oakes asked how much revenue was generated for the Johnson Street parking garage. Mr. Trayer stated \$32,000 was budgeted with approximately \$6,000 associated with daily receipts and the other is from monthly rentals.

This will be Item C on the Regular meeting agenda.

4. Discussion of Proposed FY 2021 Holiday Schedule

Jon Venn, Director of Human Resources, stated the City of Staunton observes 10 paid holidays annually, plus other holidays as designated by City Council (Personnel Policy 5.3). The holiday schedule is planned in advance to allow employees and departments time to plan and coordinate operations. Staff scheduled to work essential services on a holiday are provided an alternate holiday. In case of emergency, employees called in to work during a holiday are paid for time worked and receive an alternate holiday.

1. Observe the following 10 holidays:

Holiday	Date Observed
Independence Day	Friday, July 3, 2020
Labor Day	Monday, September 7, 2020
Thanksgiving Day	Thursday, November 26, 2020
Day After Thanksgiving	Friday, November 27, 2020
Christmas Day	Friday, December 25, 2020
New Year's Day	Friday, January 1, 2021
Martin Luther King, Jr. Day	Monday, January 18, 2021
Presidents Day	Monday, February 15, 2021
Memorial Day	Monday, May 31, 2021
Personal Holiday*	Discretionary

*Must be on payroll July 1, 2020 to receive the personal holiday.

- 135 2. Consider designating Thursday, December 24, 2020, and Thursday, December 31, 2020
136 as additional holidays to allow employees additional time to travel and participate in
137 holiday-related activities.
138

139 Mr. Venn stated Council approved the same Christmas Eve and New Year's Eve schedule in 2015.
140

141 Mayor Dull noted the State has made Election Day a holiday, but noted that would not be included
142 in City holidays for this year.
143

144 Steve Rosenberg, City Manager, stated it was not exceptional and noted there are other state
145 holidays that are not observed by the City as holidays for employees.
146

147 This will be Item D on the Regular meeting agenda.
148

149 **5. Update on Staunton City Council Vision for 2030 and 3-Year Priorities**
150

151 Leslie Beauregard, Assistant City Manager, stated on November 1 and 2, 2018, and April 22, 2019,
152 at two separate retreats, City Council updated its Vision and developed new three-year priorities
153 to achieve its Vision for 2030. Both were officially adopted by Council on June 13, 2019.
154

155 Ms. Beauregard stated during the retreats, a consensus emerged among Council members to review
156 from time to time the priorities and the state of their completion. The first such review has been
157 included for tonight's work session agenda. She noted updates on the plan will be provided on a
158 biannual basis.
159

160 Ms. Beauregard reviewed highlights of the plan and its priorities with Council. She noted many
161 departments contributed to the priorities. The Citizen's Survey will be discussed at the February
162 27, 2020 Council meeting. She noted many of the priority lists are impacted by budget decisions.
163 Examples include the Bicycle and Pedestrian plan, solar installations on facilities and purchasing
164 electric cars, and the implementation of improved customer service options such as the ability to
165 pay taxes and bills at customer service counters with credit cards.
166

167 Ms. Beauregard noted other accomplishments included the continuation of the Citizen University.
168 She noted the City is able to further meet its capital needs. Recently the City refinanced bonds
169 achieving savings of \$1.4 million over the next 14 years. She noted the recent approval of all
170 partners to fund and support the Afton Express commuter project.
171

172 Ms. Beauregard asked Council members for feedback.
173

174 Ms. Mead stated she liked the format, but would like to see more quantitative data, especially
175 regarding tourism.
176

177 Ms. Beauregard stated she would appreciate Council members thoughts.
178

179 Ms. Mead questioned how many jobs were gained in working with the Staunton Downtown
180 Development Association (SDDA) and the Staunton Creative Community Fund (SCCF). She
181 asked how many start-ups were supported in the past six months. How many discount cards were
182 issued? Ms. Mead asked how the Tourism Department was supporting Gypsy Hill Park golf
183 course. She questioned how the Opportunity Zone website is connecting developers with

Opportunity Zone funding. She asked what the City is doing in terms of the food hub and community kitchen. Ms. Mead referred to complaints received about the slow process in issuing building permits and Code enforcement. She questioned how this could be made more efficient and responsive. She referred to working with legislators from Augusta County.

Dr. Curren stated he appreciated the level of detail and the responses to Council's points. He noted he would like to see some key measurable goals and graphs tracking progress. He questioned if this information could be shared with citizens.

Mayor Dull stated she would like to see more emphasis on bullet points regarding opportunity funds, more robust zoning enforcement, more aggressive scheduled delinquent tax sales, appropriate notification and education regarding compliance with Historic Preservation ordinances. She noted there is a housing shortage and trying to revitalize the West End. She noted that is an Opportunity Zone area. If real estate tax values are increased, that increases the revenue that is brought in without raising the tax rate. She stated she would like to see coordinated efforts in that area.

6. Closed Meeting for Consultation and Discussion with Legal Counsel Requiring the Provision of Legal Advice by Such Counsel Pertaining to: (i) a Claim Involving a Former Employee of One of the City's Departments or Agencies; and (ii) Specific Land Use and Zoning Matters

Ms. Oakes moved to enter a closed meeting for consultation and discussion with legal counsel requiring the provision of legal advice by such counsel pertaining to: (i) a claim involving a former employee of one of the City's departments or agencies; and (ii) specific land use and zoning matters pursuant to Virginia Code § 2.2-3711(A)(8).

The motion was seconded by Dr. Harrington and carried unanimously as follows:

Vice Mayor Kier	aye	Ms. Mead	aye
Ms. Oakes	aye	Dr. Curren	aye
Dr. Harrington	aye	Mr. Holmes	aye
Mayor Dull	aye		

Ms. Oakes moved that Council reconvene in an open meeting and certify to the best of each member's knowledge that only lawfully exempted public business matters were discussed and that only public business matters as identified in the closed meeting motion were heard, discussed or considered in the meeting.

The motion was seconded by Mr. Holmes and carried unanimously as follows:

Ms. Oakes	aye	Dr. Curren	aye
Dr. Harrington	aye	Mr. Holmes	aye
Mayor Dull	aye	Vice Mayor Kier	aye
Ms. Mead	aye		

Mayor Dull stated she had questioned Council members about how they felt about purchasing NAACP memberships for City Council. She noted Ms. Oakes voiced concerns and contacted Doug Guynn, City Attorney. Mayor Dull stated she's had follow-up discussions with Mr. Guynn

who advises that no Council member should belong to any group. She noted she still feels it would be a good thing for Council to do and purchase seven memberships.

Ms. Oakes stated she was already a member of the NAACP, but voiced concerns about the possibility of liability, an employee grievance, and if there would be a conflict of interest.

Mr. Guynn explained how grievances would end at the City Manager's level and did not see that as a particular issue. He stated a membership to a group could cause tension if that group wanted Council to fund a project. He stated he was not discouraging Council members to join.

Discussion ensued between Council members, Mr. Guynn and Mr. Rosenberg.

Mayor Dull stated there were already three Council members who were individual NAACP members.

Ms. Oakes again voiced concern about the possibility of liability if Council were to join as a group.

Discussion ensued among Council members.

Mayor Dull asked Council members for a head nod if the City should pay for membership. Vice Mayor Kier, Dr. Curren and Ms. Mead agreed to the City paying for memberships. Mr. Holmes, Ms. Oakes agreed to individual memberships. Mayor Dull stated based on the fact that it was requested of her for Council to do this, and that other cities do this, she nodded her head yes.

Ms. Oakes questioned if another organization approached Council at a different time for membership, would it be reviewed at that time. Mayor Dull stated if someone put it on the agenda, it would be discussed.

The work session adjourned at 7:28 p.m.

Suzanne F. Simmons
Clerk of Council

REGULAR MEETING OF STAUNTON CITY COUNCIL
Thursday, February 13, 2020
7:30 p.m.
Council Chambers

PRESENT: **Mayor Carolyn W. Dull**
 Ophie A. Kier, Vice Mayor
 James L. Harrington
 R. Terry Holmes
 Erik D. Curren
 Andrea Oakes
 Brenda O. Mead

ALSO PRESENT: **Steven Rosenberg, City Manager**
 Leslie Beauregard, Assistant City Manager
 Douglas L. Guynn, City Attorney
 Suzanne F. Simmons, Clerk of Council

Mayor Dull called the meeting to order. The Pledge of Allegiance was recited in unison.

MAYOR'S REPORT

Mayor Dull stated she attended a GO Virginia meeting and noted the hemp project, recently approved by City Council, was approved. She attended the Historic Preservation Commission meeting on January 28, 2020 where Dave Brown was recognized for his years of service. Mayor Dull stated Council members attended the VML Legislative Day on February 6, 2020.

Mayor Dull then read the following State of the City address:

Tonight, I'm pleased to reflect on the many accomplishments and actions taken by residents, City staff and City Council to enrich the Queen City over the last year.

Each year, we strive to do better for our community, and 2019 was no exception. Many of you worked together to make improvements, small and large, for our community – from supporting a major renovation our high school to volunteering your time on City board to voicing your thoughts at a City Council meeting — your activism, advocacy, and efforts are vital and appreciated.

It's our collective work that makes it possible for me to report that the state of our City is strong.

- Unemployment in Staunton is currently at 2.3%, which is slightly lower than the rate at this time last year of 2.6%.
- We issued almost 2,500 business licenses last year. Approximately 14% were licenses for new businesses, most of which were small, home-based businesses.
- Visitors and residents alike enjoyed lots of leisure time in Staunton in 2019, providing more than \$5.3 million in revenue from meals and lodging taxes. The two new hotels at

Staunton Crossing and the Blackburn Inn have boosted our lodging tax revenue, which increased 39% year over year.

- We adopted a \$120 million budget last spring and maintained an Aa2 bond rating from Moody's Investors Service and an AA rating from Standard and Poors. These ratings show strong creditworthiness.
- We also continue to add to our reserves so that we can be prepared for potential funding challenges.

As I reflect on 2019, several moments stand out as highlights of the year:

- Renovations of Staunton High School began last summer and are ahead of schedule. If you've driven by the school lately, you can see the progress. It's impressive! Council continues to support investment in our youth and teachers and believes that funding this project is one of the most critical ways to ensure students are prepared for the future.
- City Council expressed its commitment in December to providing matching funds for the development of the Afton Express, a transit line between the Valley and Charlottesville. The bus routes would begin next year and would make four trips each morning and evening between locations in the Valley and Charlottesville, carrying up to 32 passengers for a \$3 fare. We're proud to support this new line as it will serve as another transportation option for people who need to get to work and medical appointments.
- The Talking Book Center at the Staunton Public Library—which serves people who are unable to read standard print materials due to physical disabilities—was named the Sub-regional Library of the Year by the Library of Congress. The national award is a rare honor bestowed on just two libraries in the nation last year. The Center's focused attention on outreach and engagement over the last year earned them the honor.
- We began an informal sister city friendship with Çair, Skopje, North Macedonia with an exchange of visits. The friendship began over the summer after a delegation from North Macedonia visited the Woodrow Wilson Presidential Library & Museum to recognize President Wilson's contributions to peace for their nation following World War I. They returned last November to experience our local government and participate in a special meeting of City Council. I then visited Çair with a Staunton delegation a couple of weeks later and experienced their local government in action. I'm excited to continue the exchange of ideas and cultural experiences in the years to come.
- We wished happy trails to former city manager Steve Owen as he retired last summer and promoted Steve Rosenberg to the position. We also welcomed a new Assistant City Manager, Leslie Beauregard, who left the city of Charlottesville to join us. Staunton is fortunate to have two experienced leaders at the helm to manage city operations and serve our citizens.
- The historic Beverley Hotel reopened as a five-floor apartment complex, bringing new life to the bustling corner of New and Johnson streets. That's one of several buildings that

are being revived in our downtown, including the downtown extension of Stuart Hall School on Beverley Street and the Staunton Innovation Hub in the old News Leader building.

- The City again earned recognition as a destination for great food, theater, culture and leisure activities in high-profile publications and on coveted national lists, including Oprah's magazine, Vogue, Southern Living, USA Today, and The Washington Post. We even made Expedia's list as one of the "Best Places to Propose in the U.S." I thought I'd mention that one specifically since tomorrow is Valentine's Day. You're in the right city if you're planning a grand proposal!

I want to take a moment to put a couple of other plans and activities on your radar for the coming months. These activities will play a vital role in the City's growth and direction:

- Staunton became a HUD Entitlement Community last year, which means the City will receive approximately \$354,000 in annual grant funds from the U.S. Department of Housing and Urban Development. The funds will help us fulfill a variety of community development needs this year and in the coming years, including the revitalization of neighborhoods, economic development, and improvement of community facilities and services, particularly for low-to-moderate-income residents. We look forward to sharing that grant funding with several organizations in Staunton that help residents with housing, homelessness, and disability services. The City will use some of the funds for infrastructure projects and public facilities in high-need areas as well.
- A stream running through Gypsy Hill Park will soon be restored to improve water quality, reduce erosion and beautify the area. Keep an eye out for the project to get underway soon.
- City Council released its 10-year vision and priorities for the next three years, and City staff will be working diligently to achieve our priorities throughout 2020 and into 2022. Our vision and priorities focus on economic development; inclusiveness; efficiency and responsiveness as a government; the preservation of our precious and natural resources; sustaining the culture and vibrancy of our City; providing a stellar education for our future leaders; and maintaining a good quality of life for our citizens. I encourage you to visit City Council's page on the City website to learn more and share your thoughts with us.

In closing, I want to express our sincere gratitude to the people who make meaningful contributions to our City every year:

- The many volunteers and organizers of festivals and events who make Staunton a hub for culture and excitement;
- The devoted citizens on boards and commissions who volunteer their time to advise City Council, City departments and area agencies;

- The 450 dedicated City employees and first responders who keep this city going every day;
- The City employees who retired in 2019 after giving a combined 162 years of service;
- The departments that have earned the City awards and recognition for their excellence and dedication. Among them, our Finance, Parks and Recreation, Police, Fire and Rescue and Public Works departments and staff and the Staunton Public Library.
- And finally, we remember those we lost in 2019, including Joseph White, the storied sports journalist turned owner of Cranberries Grocery & Eatery, who left an indelible mark on our city and our hearts.

Our work is far from done, but I am ever encouraged by the innovative and exciting things happening in Staunton every day. I'm also proud of the friendly and warm spirit that our City continues to demonstrate for visitors and residents alike. Thank you to all who contribute to our charming, artistic and vibrant community. May Staunton continue to be blessed with success in 2020.

ADDITIONAL ITEMS BY MEMBERS OF COUNCIL

Dr. Harrington welcomed students from Mary Baldwin University. He noted the City of Staunton was an early adopter of the Afton Express idea and now goes forward to the Department of Rail and Public Transportation and the Virginia Department of Transportation (VDOT) for funding. He stated it is a very promising development.

Vice Mayor Kier stated the Nominations Committee moved to make the following appointment:

Shenandoah Valley Airport Commission - To reappoint Maggie Ragon to a three-year term beginning March 1, 2020 and expiring February 28, 2023.

The motion was seconded by Mr. Holmes and carried unanimously as follows:

Mr. Holmes	aye	Ms. Mead	aye
Mayor Dull	aye	Ms. Oakes	aye
Dr. Curren	aye	Dr. Harrington	aye
Vice Mayor Kier	aye		

Vice Mayor Kier stated "Building Bridges for the Greater Good" will be commemorating businesses from the 1940's – 1960's along Central Avenue and Augusta Street. The event will be held on March 14, 2020 at the Booker T. Washington Community Center and invited the community to attend.

Ms. Oakes stated she'd received citizen requests for an update on the Gypsy Hill Park golf course. She noted City staff is sending out requests for proposals and RFP to hire an outside consultant. She stated she would like to see this done internally.

Dr. Curren stated six years ago the City became one of only two local governments in Virginia to officially oppose the Dominion Power pipeline. He noted through the good efforts of the City

Attorney, those actions have helped slow down the project which is now projected to cost \$8 billion. Dr. Curren stated this week one of the pipeline's investors withdrew from the project. He thanked citizens and Council members for standing up to the project.

APPROVAL OF MINUTES

Ms. Mead moved to approve the work session and regular meeting minutes of January 9, 2020 and January 23, 2020.

The motion was seconded by Dr. Harrington and carried as follows:

Mayor Dull	aye	Ms. Oakes	aye
Dr. Curren	aye	Dr. Harrington	aye
Vice Mayor Kier	aye	Mr. Holmes	aye
Ms. Mead	aye		

REGULAR MEETING

A. Public Hearing and Consideration of an Ordinance Amending, Restating and Reordaining Title 18, Zoning, of the Staunton City Code to Establish a New Chapter 18.169, Site Plans, to Regulate the Submittal of Site Plans for Development

Rodney Rhodes, Senior Planner, stated although this proposed ordinance establishes a new chapter of the zoning code, it does not create another layer of regulations. He noted it is directly in line with Council's priority to review and revise ordinances that are related to Economic Development to ensure that the City is business-friendly. Mr. Rhodes stated it is customary that local jurisdictions in their zoning code have a site plan chapter where developers and designers can go for information regarding requirements.

The proposed ordinance establishes regulations concerning the submittal of site plans of development. A site plan of development is required as part of the approval process for any development other than single-family and two-family dwellings. The most common developments in Staunton for which site plan approval is required are commercial developments and multi-family dwellings. A site plan is a scaled drawing, typically drawn by a civil engineer, of a development site and is used to determine compliance with all applicable codes including, building, zoning and engineering requirements. Common elements included in a site plan include minimum setbacks to property lines, location of parking, landscaping, the location of all utilities, parking lot entrances and exits, ADA accessibility, site lighting, erosion and sediment control and stormwater management facilities.

Mr. Rhodes stated although the City has required site plan submittals for over 20 years, submittal requirements have largely been based on existing zoning codes, building codes, and engineering standards. The result of the adoption of this chapter would codify these requirements in one place with the purpose of making the site plan submittal process easier to navigate for developers and design professionals. He noted the site plan process is entirely an administrative process. He stated Virginia code states that site plans shall be reviewed within 60 days of their submittal wherein the proposed amendment site plans would be reviewed within 30 days. The proposed amendment was drafted with input from staff from various City departments and development professionals in the community. The Planning Commission provided significant feedback on prior drafts before

conducting its public hearing. Mr. Rhodes stated if adopted, there would be a checklist implemented and a copy would be provided to developers and designers.

At its meeting on November 21, 2019, the Planning Commission conducted a public hearing and considered the proposed ordinance. No one spoke in opposition. On a 5-0 vote, the Commission voted unanimously to recommend approval of the ordinance, concurring with staff's recommendation.

At its meeting on January 9, 2020, Council introduced the proposed ordinance and continued the advertised public hearing to Council's regular meeting on February 13, 2020.

The public hearing was opened.

There being no one wishing to speak, the public hearing was closed.

Dr. Harrington moved that Council adopt an ordinance to establish a new chapter 18.169, Site Plans, as recommended by the Planning Commission.

The motion was seconded by Ms. Mead and carried unanimously as follows:

Mayor Dull	aye	Dr. Harrington	aye
Dr. Curren	aye	Ms. Oakes	aye
Vice Mayor Kier	aye	Mr. Holmes	aye
Ms. Mead	aye		

Ordinance No. 2020 -03

AN ORDINANCE AMENDING, RESTATING AND REORDAINING TITLE 18, ZONING, OF THE STAUNTON CITY CODE TO ESTABLISH A NEW CHAPTER 18.169, SITE PLANS, TO REGULATE THE SUBMITTAL OF SITE PLANS FOR DEVELOPMENT

Recitals

A. The purpose of a site plan is to facilitate the utilization of the most advantageous techniques in the development of land in the city;

B. The regulations are also designed to promote reasonably high standards and innovations in the layout, design and landscaping of new and existing developments to ensure that land is used in a manner which is efficient and harmonious with the community and the environment;

C. The City of Staunton has been requiring the submittal of site plans and reviewing those submittals to ensure compliance with all development regulations of the Commonwealth of Virginia and the City of Staunton;

D. It has been determined by city staff that a chapter should be added to the zoning code to better regulate the design, submittal, and review of site plans and to help ensure consistency of design and facilitate better communication among designers, developers, and the city;

E. The Staunton Planning Commission, after study and review, has recommended approval of the proposed amendment to add chapter 18.169, Site Plans;

G. This matter has been properly advertised, heard, and considered; and

H. These recitals are deemed an integral part of this ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Staunton, Virginia, that Chapter 18.169, Site Plans, be added to Title 18, Zoning, of the Staunton City Code:

Chapter 18.169 SITE PLANS

Sections:

- 18.169.010 Purpose and intent.**
- 18.169.020 Definitions.**
- 18.169.030 Requirements and applicability.**
- 18.169.040 Procedure and administration.**
- 18.169.050 Plan contents.**
- 18.169.060 Standards.**
- 18.169.070 Exceptions and Waivers.**
- 18.169.080 Approval period and revisions.**
- 18.169.090 Plans required prior to issuance of building permit.**
- 18.169.100 Occupancy permit.**

18.169.010 Purpose and intent.

These site plan regulations are intended to facilitate the utilization of the most advantageous techniques in the development of land in the city. These regulations are also designed to promote high standards and innovations in the layout, design and landscaping of new and existing developments to ensure that land is used in a manner which is efficient and harmonious with the community and the environment.

18.169.020 Definitions.

For the purpose of this chapter, the following definitions apply:

- (1) "Site Plan" A detailed engineering drawing of proposed improvements to a given lot. A site plan usually displays a building footprint, travel ways, parking, grading, drainage facilities, sanitary sewer and waterlines, trails, lighting, and landscaping.

18.169.030 Requirements and applicability.

- (1) All nonresidential and multiple-family development (multifamily buildings) shall be subject to the site plan review requirements of this chapter.
- (2) Any development that requires an erosion and sediment control plan, a stormwater plan, a traffic impact analysis, or a connection to or an extension of public utilities shall be subject to the site plan review requirements of this chapter.

18.169.040 Procedure and administration.

A site plan is required to be submitted by the owner, authorized agent, or the developer of the particular property involved, to the zoning administrator, who shall be responsible for the receipt and processing of such applications and shall have the authority to approve or disapprove such plans. The zoning administrator is hereby designated as the agent of the city for such purposes. If the zoning administrator does not approve the plan, then the applicant shall be promptly notified of the reasons why the plan was disapproved and, if necessary, of any suggestions as to corrections.

18.169.050 Plan contents.

The site plan shall provide the following information, at a minimum, unless expressly waived in writing by the zoning administrator due to the scope and scale of the project:

- (1) Title and description of the project; names and contact information of the engineer, architect, landscape architect and surveyor, if any; names of the developer and property owner; and a signature panel for the Zoning Administrator's agent's approval;
- (2) The boundaries, by bearings and distance utilizing the City datum, of the property involved, the acreage, all existing property lines, setback lines, buildings, structures, watercourses, topography, adjacent property lines, easements with deed or instrument source references, waterways or lakes and other existing physical features in or adjoining the project, including flood hazard areas as provided in SCC [Chapter 18.170](#) Floodplain Districts and Regulations;
- (3) The owners with instrument number or deed book and page number, present zoning, parcel identification numbers, and current use of the property involved and adjoining properties;
- (4) Approved proffers, special use permit conditions, waivers, or granted variance on the property involved;
- (5) Building lot coverage, building usage, dimensions, square footage, height, number of floors and finished floor elevation; location of accessory structures;
- (6) Open space for multiple-family structures as provided in SCC [Chapter 18.30.050](#)
- (7) Physical features such as watercourses, waterways, or lakes on adjoining properties shown only in approximate scale and proportion;
- (8) The location, dimensions, construction type, and names of existing and proposed streets, alleys, sidewalks, curbs and gutters, and all curb cuts;
- (9) The location and size of existing and proposed sanitary sewers; water, gas, telephone, electric and other utility lines (if known); culverts and other underground or overhead structures in or affecting the project, including existing and proposed facilities and easements for these facilities;

- 378 (10) All parking, travel lanes, driveways, loading spaces, walkways and outdoor lighting systems,
379 including luminary size, indicating type of surfacing, size, angle of stalls, width of aisles and
380 a specific schedule showing the number of parking spaces provided and the number required
381 by the provisions of SCC [Chapter 18.125](#) Minimum Off-Street Parking Requirements;
382
- 383 (11) Existing and proposed stormwater management facilities and erosion and sediment control
384 measures, indicating location, size, type and grade of ditches, catch basins, and pipes,
385 including on-site water retention and related requirements of SCC, [Chapter 13.05](#);
386
- 387 (12) The location of existing and proposed fire hydrants and fire lines; verification of adequacy
388 of fire flow when required by the fire chief; location of fire department connections and
389 valves; fire lanes with access widths and heights for fire apparatus;
390
- 391 (13) Location of all existing and proposed advertisement (if known) and traffic signs traffic
392 markings as provided in SCC [Chapter 18.140](#) Signs, Billboards, and Other Advertising
393 Structures;
394
- 395 (14) Additional information as deemed necessary by the zoning administrator to ensure
396 compliance with federal, state, or local code requirements or to clarify requirements herein.
397

398 **18.169.060 Standards.**

- 399 (1) Plans involving engineering, architecture, landscape architecture or land surveying shall be
400 certified by an engineer, architect, land surveyor or landscape architect licensed to practice
401 in accordance with Code of Virginia, Title 54.1, Chapter 4 Professions and Occupations, as
402 amended.
403
- 404 (2) Plans shall be prepared to an engineer's scale at not greater than 1" = 30' on a sheet size of
405 24" by 36". In response to the scope and scale of the project, the zoning administrator may
406 authorize a smaller sheet size in advance of plan submission, if requested by the applicant.
407 Seven copies of the site plan shall be submitted, along with a digital file (portable document
408 format) for each submittal.
409
- 410 (3) All plan sheets shall include a north arrow, scale, and date. Plans shall include a title sheet
411 with a general information section indicating the number of sheets comprising the site plan,
412 a vicinity map, an index showing the locations of the various sheets and a 3" by 4" signature
413 block reserved for the use of the city;
414
- 415 (4) Existing topography with a maximum contour interval of two feet; proposed final grade with
416 contours at an interval not greater than two feet;
417
- 418 (5) Landscaping and screening as provided in SCC [Chapter 18.175](#).
419
- 420 (6) Outdoor lighting as provided in SCC [Chapter 18.165](#).
421
- 422 (7) If the site is within the Entrance Corridor Overlay District, then architectural elevations in
423 color, building and site materials, outdoor lighting, and screening of refuse and recycling

containers shall be provided in accordance with SCC [Chapter 18.83](#) Entrance Corridor Overlay District.

- (8) Information necessary to demonstrate that all construction or development will fully comply with applicable federal, state, and local requirements for accessibility, i.e., grades, elevation, dimensions, etc.

18.169.070 Exceptions and Waivers.

- (1) New construction involving an individual single-family dwelling on an individual lot, townhouses, and temporary uses are exempted from the site plan requirements. Any such waiver shall be expressly in writing.
- (2) If the site is located within the Enterprise Zone or Opportunity Zone, and the zoning administrator finds that extraordinary hardship or practical difficulty may result from strict compliance with the regulations herein, and where the purpose of this Chapter or either Zone may be served to greater extent by an alternative proposal, a waiver(s) may be granted. Waivers shall not be granted where compliance with the applicable standards is practical and achievable or where such waiver would jeopardize the public health, welfare or safety.

18.169.080 Approval period and revisions.

- (1) A site plan shall be approved, approved with conditions or a written explanation of deficiencies shall be sent to the applicant within 30 days after receiving a completed application, unless there is written mutual consent between the applicant and the zoning administrator for an extended review time.
- (2) Once approved, a total of three copies of the final site plan shall be provided to the zoning administrator for a signature. Digital CAD file of approved plans shall also be provided.
- (3) The zoning administrator shall act on any site plan that has been previously reviewed within 30 days after the modified, corrected, and resubmitted site plan has been officially submitted for approval unless there is written mutual consent between the applicant and the zoning administrator for an extended review time.
- (4) Approval of a site plan shall be valid for a period of five years starting the day following the date of approval, unless a building permit has been issued for construction; or, if a building permit has been issued and construction has not commenced, provided that upon the expiration of the building permit, the site plan approval also expires.
- (5) When a site is being developed in phases, a development phasing plan shall be submitted if the proposed project is to be constructed in two or more phases. The site plan shall remain valid so long as construction work does not stop for more than two years after the issuance of an occupancy permit.
- (6) No change, revision, addition or deletion shall be made on any site plan or on any accompanying data sheet where approval has been endorsed on the plan or sheet unless authorization for such change is granted in writing by the zoning administrator.

18.169.090 Plans required prior to issuance of building permit.

Building construction plans may be submitted for review prior to the approval of a site plan; however, a building permit will not be issued until the site plan has been approved by the zoning administrator.

18.169.100 Occupancy permit.

An occupancy permit shall not be issued for such development until all aspects of the approved site plan required hereunder have been completed. When a site is being developed in phases, all aspects noted in the phasing plan for the specific phase shall be completed before the issuance of an occupancy permit. Notwithstanding the foregoing, however, a temporary occupancy permit with respect to the development may be issued by the Building Official, if, in the opinion of the zoning administrator, the landscaping and/or screening has been delayed for reasons beyond the control of the developer, such as weather and other causes.

In all other respects, the provisions of Title 18, Zoning, of the Staunton City Code remain the same and are hereby restated, confirmed and reordained.

Introduced: January 9, 2020

Adopted: February 13, 2020

Effective Date: February 13, 2020

/s/ Carolyn W. Dull

Carolyn W. Dull, Mayor

ATTEST: /s/ Suzanne F. Simmons

Suzanne F. Simmons, Clerk of Council

B. Consideration of an Agreement to the City Manager's Appointment-Employment Agreement to Align More Closely with Virginia Retirement System Guidelines and to Allow Combination of Leave Conversion

Doug Guynn, City Attorney, stated this was a housekeeping item that he was bringing forth and was only a matter of technical legal compliance. The City Manager has served since July 1, 2019 under a June 13, 2019 agreement, commencing his service on July 1, 2019. Mr. Guynn recommended that the agreement be amended in two respects, neither having a current fiscal impact.

The City Manager's total compensation, as set forth in Section 3 of the agreement, is to be included and reported in the City Manager's creditable compensation for Virginia Retirement System (VRS) retirement contribution purposes. Consistent with the terms of the agreement, the City Manager's total compensation that has been included and reported in his total creditable compensation embraces his annual base salary compensation, deferred compensation, motor vehicle allowance compensation, and leave conversion compensation.

The VRS has since advised employers in its 2019 VRS Employer Manual and subsequent recent guidance (VRS Guidance) that it does not consider travel or vehicle allowances to be included and reported as creditable compensation. Provisions of the Virginia Code, however, do not so restrict inclusion of such amounts, instead defining in Virginia Code Section 51.1-124.3 the term “creditable compensation” as “the full compensation payable annually to an employee working full time in his covered position.”

In an effort to align even more closely with VRS guidelines, it is proposed that City Council authorize amendment of the agreement of the City Manager which would eliminate the motor vehicle allowance altogether and make the amount from the motor vehicle allowance simply part of the City Manager’s base salary. There would be no current fiscal impact.

In addition, the agreement would be amended to clarify and affirm that the City Manager may elect to exercise his unused leave conversion rights under the agreement, if he timely elects, for an addition to base salary or deferred compensation or a combination, but not to exceed the 20-day accrued but unused leave conversion limit. Again, there would be no current fiscal impact.

Mr. Holmes moved that City Council approve the proposed amendment to the City Manager’s employment agreement and direct and authorize the Mayor to execute the amendment to reflect the two modifications, upon advice of the City Attorney.

The motion was seconded by Dr. Harrington and carried unanimously as follows:

Vice Mayor Kier	aye	Mr. Holmes	aye
Ms. Mead	aye	Mayor Dull	aye
Dr. Harrington	aye	Dr. Curren	aye
Ms. Oakes	aye		

AMENDMENT TO **APPOINTMENT-EMPLOYMENT AGREEMENT**

This Amendment (the Amendment), dated February 13, 2020 for identification, made to the June 13, 2019 Appointment-Employment Agreement (the Agreement), by and between **THE CITY OF STAUNTON, VIRGINIA** (the City), a Virginia body corporate, and **STEVEN L. ROSENBERG** (the Manager), a resident of the Commonwealth of Virginia, as follows:

1. Recitals.

1.1 The Manager has served as City Manager of the City of Staunton since July 1, 2019 under the Agreement.

1.2 The Manager’s total compensation, as set forth in Section 3 of the Agreement, is to be included and reported in the Manager’s creditable compensation for VRS retirement contribution purposes. Consistent with the terms of the Agreement, the Manager’s total compensation that has been included and reported in his total creditable compensation embraces his annual base salary, deferred compensation, motor vehicle allowance, and leave conversion.

1.3 The Virginia Retirement System (VRS) has since advised employers in its 2019 VRS Employer Manual and subsequent recent guidance (VRS Guidance) that it does not

consider travel or vehicle allowances to be included and reported as creditable compensation, although provisions of the Virginia Code do not so restrict inclusion of such amounts, instead defining in Virginia Code Section 51.1-124.3 the term “creditable compensation” as “the full compensation payable annually to an employee working full time in his covered position.”

1.4 Without increasing the total cost of the Agreement at this time for this fiscal year, the City and the Manager desire to more closely align the Agreement with the recent VRS Guidance by deleting the motor vehicle allowance and including it in the Manager’s annual base salary; and to clarify and affirm that the Manager may elect to exercise his unused leave conversion rights under the Agreement, if he timely elects, for a combination of addition to base salary and deferred compensation not to exceed the 20-day accrued but unused leave conversion limit.

1.5 Nothing in this Amendment, which was considered and authorized unanimously by City Council vote on February 13, 2020, is intended to increase the total cost of the Agreement during this fiscal year, making this Amendment fiscally neutral for 2019-2020.

1.6 Upon City Council’s affirmative approval of this Amendment, the Mayor is authorized and directed to execute this Amendment on behalf of the City; and

1.6 These recitals are an integral part of this Amendment.

2. **Amendment.** The provisions of the below-designated sections of Agreement shall be amended and substituted as follows:

3.1 **Annual Base Salary.** The City will pay the Manager an Annual Base Salary of \$176,560, which shall be automatically increased, without exception, at the same time not less than the average salary increase authorized by the City for all City employees, effective on or after July 1, 2020, to perform faithfully and exemplarily the duties of City Manager. The Annual Base Salary as well as any other compensation, subject to usual withholding, will be paid in equal installments or otherwise in accordance with the policies and practices of the City governing payment of its salaried employees.

3.3 **Motor Vehicle Use.** The Manager may use a City motor vehicle in connection with the performance of his duties as City Manager and may use a City motor vehicle for limited, incidental personal use on an infrequent basis, while on City business, as determined in the discretion of the Manager.

3.6 **Leave Conversion.** For each fiscal year of service while this Agreement is in effect, but no later than April 1 beginning in the year 2020, the Manager may, in writing, designate up to 20 days of accrued but unused general leave, at his discretion to be designated as an employer-paid payment at a per diem rate, and multiplied by the designated number of leave days, as one or any combination of the following for that particular year: as additional base salary with his June 30 pay check or as additional contribution payment as deferred compensation, subject to the limitation that the total amount of contribution will not exceed the amount allowable by law. The per diem rate will be the quotient produced by using the then total creditable compensation as the dividend and 260 (days) as the divisor, with the concept of total creditable compensation as

referenced under section 3.5 of this Agreement, as now modified by this Amendment. Any leave day that is so designated, as allowed under these provisions, thereafter will no longer be counted or used by the Manager as a leave day. If the Manager is notified of discharge or intent to discharge or terminate, and thereby to be removed from office, by City Council for cause as contemplated in section 12 of this Agreement, as now modified by this Amendment, then in such event the Manager may not thereafter make such a designation and City Council will make no such payments for any unused accumulated leave whatsoever, with the exception of written designation by the Manager made at least 90 days prior to notification of such proposed action by City Council.

3. Ratification/Affirmation. The City and the Manager ratify and affirm the Agreement as now modified by this Amendment.

4. Effective Date. The effective date of this Amendment is February 13, 2020.

CITY OF STAUNTON, VIRGINIA, as duly authorized

By: _____(SEAL)
Carolyn W. Dull, Mayor

STATE OF VIRGINIA

CITY OF STAUNTON

The foregoing instrument was acknowledged before me this ____ day of _____, 2020, by Carolyn W. Dull, Mayor.

Notary Public

My commission expires: _____

Notary registration number: _____

_____(SEAL)
Steven L. Rosenberg

STATE OF VIRGINIA

CITY OF STAUNTON

The foregoing instrument was acknowledged before me this ____ day of _____, 2020, by Steven L. Rosenberg.

Notary Public

My commission expires: _____

Notary registration number: _____

APPROVED AS TO LEGAL FORM:

City Attorney

C. Consideration of the Proposed Capital Improvement Plan FY2020 – FY2024

Phil Trayer, Chief Finance Officer, stated staff was seeking approval of the FY2020 – FY2024 Capital Improvement Plan (CIP) for all City funds and the Education Fund. City and School Board staff updated the plan to review existing projects and revise projects, and to include new projects.

Mr. Trayer stated this year's 5-year plan, both scheduled and unscheduled, totals \$248,844,661. The plan was presented initially to City Council at its work session on January 9, 2020. It was presented again for additional review and discussion at Council's work session on January 23, 2020.

Mr. Trayer stated the School Board reviewed the school capital projects on December 9, 2019, and adopted the School CIP on January 13, 2020. At its meeting on January 16, 2020, the Planning Commission conducted a public hearing on the plan. Subsequent to the public hearing, the Planning Commission approved the CIP on a unanimous vote.

Mr. Trayer stated scheduled projects for FY2020 – FY2024 CIP totals \$69,755,225. Unscheduled CIP projects equal \$179.1 million. He noted details were provided to Council and the City Manager has reviewed the plan and recommends approval.

Mayor Dull asked Mr. Trayer about the bathroom renovation projects at Gypsy Hill Park. Mr. Trayer stated currently the pump house and the bathroom renovations on the eastern end of the park is scheduled for FY2024; however, the western end bathrooms are being addressed in 2020. He noted there is a significant amount of savings as structural capacity of the current structures are in good shape and need renovation, but not replacement. He noted since this money was appropriated and substantial savings are anticipated, he believes the pump house and eastern end bathroom renovations could begin in FY2021. He noted it would not begin until after the summer season.

Dr. Curren moved that City Council adopt the FY 2020–2024 Capital Improvement Plan, totaling \$248,844,661.

The motion was seconded by Ms. Mead.

Ms. Oakes stated she had given the Capital Improvement Plan a lot of thought and noted it is an excellent plan. However, she stated the Parking Fund caused her concern. She noted it would be nice to have free parking in the downtown area; however, she would like to see Council discuss having free parking at the Johnson Street parking garage. She noted that was slated for FY2023. Ms. Oakes stated the motion has Council adopting the CIP for FY2020–FY2024. She stated she understood amendments could be made to the CIP; however, she, in good conscience, could not approve a CIP when she didn't agree with all of it, particularly the Johnson Street parking garage

and installing kiosks that will charge for parking. She stated she felt further discussions needed to be held concerning free parking in parts of the downtown area, if not all of downtown. She noted again it could be amended, but she could not approve something knowing that she would want to amend it later. Ms. Oakes stated she would be voting against the Capital Improvement Plan.

Dr. Curren stated he also had concerns regarding parking. He noted he would like to see more enforcement of timed parking and less charging. He stated he wasn't sure money needed to be spent on equipment for paid parking at the Johnson Street parking garage. He stated he would vote in favor of the CIP tonight, but would want to have a discussion in the future about parking.

The motion carried as follows:

Mayor Dull	aye	Dr. Harrington	aye
Dr. Curren	aye	Ms. Oakes	no
Vice Mayor Kier	aye	Mr. Holmes	aye
Ms. Mead	aye		

(SEE ATTACHMENT 1)

D. Consideration of Proposed FY2021 Holiday Schedule

Steve Rosenberg, City Manager, stated Jon Venn, Director of Human Resources, described to Council earlier at the Work Session the proposed FY2021 Holiday Schedule for City holidays that includes 10 paid holidays annually, plus other holidays as designated by City Council (Personnel Policy 5.3). Consistent with prior practice, he noted there was the suggestion that Council consider designating two additional holidays, for a total of 12 holidays suggested for FY2021. He noted the additional dates would be December 24, 2020 and December 31, 2020.

The holiday schedule is planned in advance to allow employees and departments time to plan and coordinate operations. Staff scheduled to work essential services on a holiday are provided an alternate holiday. In case of emergency, employees called in to work during a holiday are paid for time worked and receive an alternate holiday.

1. Observe the following 10 holidays:

Holiday	Date Observed
Independence Day	Friday, July 3, 2020
Labor Day	Monday, September 7, 2020
Thanksgiving Day	Thursday, November 26, 2020
Day After Thanksgiving	Friday, November 27, 2020
Christmas Day	Friday, December 25, 2020
New Year's Day	Friday, January 1, 2021
Martin Luther King, Jr. Day	Monday, January 18, 2021
Presidents Day	Monday, February 15, 2021
Memorial Day	Monday, May 31, 2021
Personal Holiday*	Discretionary

*Must be on payroll July 1, 2020 to receive the personal holiday.

2. Consider designating Thursday, December 24, 2020, and Thursday, December 31, 2020 as additional holidays to allow employees additional time to travel and participate in holiday-related activities.

Dr. Harrington moved to adopt the FY2021 Holiday Schedule as presented including the two additional days that Mr. Rosenberg mentioned.

The motion was seconded by Ms. Oakes and carried unanimously as follows:

Dr. Curren	aye	Ms. Oakes	aye
Vice Mayor Kier	aye	Mr. Holmes	aye
Ms. Mead	aye	Mayor Dull	aye
Dr. Harrington	aye		

MATTERS FROM THE CITY MANAGER

Mr. Rosenberg stated the City's horticulturist and staff would begin work soon on a landscaping project at the Johnson Street parking garage. He noted a landscaping plan was previously adopted by City Council.

Mr. Rosenberg noted arrangements have been made between the City and Staunton City Schools for the high school tennis team to use the tennis courts at Gypsy Hill Park. He noted courts at Staunton High School were removed due to the renovation project at high school. He stated alternative locations for new tennis courts will be explored.

Mr. Rosenberg stated the closure of the connection between Hunt Drive and Sycamore Street had come to fruition. He expressed his appreciation to Mary Baldwin University for taking the issue seriously and working with City staff.

Mr. Rosenberg stated Lt. Adam Dolan, employee of the Fire and Rescue Department, was recognized recently at the 2019 Governor's Virginia Career Firefighter of the Year. Lt. Dolan implemented a reading incentive program, "Firefighters for Literacy", for grade school students in the community. He noted Lt. Dolan would be recognized by City Council at a future meeting.

MATTERS FROM THE PUBLIC

Baldwin Jennings, 332 Sharon Lane, spoke in favor of the pipeline proposed by Dominion Energy.

Jessica Delon, 940 W. Beverley Street, addressed the issue of the proposed pipeline. She stated she had written a petition previously to the Governor regarding the pipeline. She expressed concerns for underground water sources.

There was no one else wishing to speak.

ADJOURNMENT

There being no further business to come before Council, the meeting adjourned at 8:12 p.m.

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Suzanne F. Simmons
Clerk of Council

DRAFT

City Council
WORK SESSION
February 27, 2020
6:00 p.m.

Council Members Present: Mayor Dull, Vice Mayor Kier, Council Members Curren, Harrington, Mead, and Oakes.

Council Members Absent: Council Member Holmes.

The Mayor called the meeting to order at 6:00 p.m.

Dr. Harrington moved that Morgan Smith be appointed as Acting Clerk of Council for the recordation of the proceedings of Council in its work session and regular meeting of February 27, 2020, and that she be authorized and directed to sign and execute such documents as are necessary and proper regarding the presence of Council members, a quorum, consideration and voting.

The motion was seconded by Ms. Mead and carried unanimously as follows:

Vice Mayor Kier	aye	Dr. Curren	aye
Ms. Oakes	aye	Ms. Mead	aye
Mayor Dull	aye	Dr. Harrington	aye

The invocation/moment of silence was given by Ms. Mead.

1. Consideration of Work Session and Regular Meeting Agendas

Consistent with Procedural Memorandum No. 3, the agendas were presented for Council consideration.

Ms. Mead moved to approve the Work Session agenda and the Regular Meeting agenda as presented.

The motion was seconded by Dr. Curren and carried unanimously as follows:

Ms. Oakes	aye	Ms. Mead	aye
Mayor Dull	aye	Dr. Harrington	aye
Dr. Curren	aye	Vice Mayor Kier	aye

2. Discussion and General Overview of Delinquent Taxes

Rick Johnson, Treasurer, at the request of Mayor Dull, discussed delinquent taxes and collections methods, including tax sales of real estate.

Collection efforts include:

- DMV Stops – these are put in to effect and prevent delinquent taxpayers from renewing tags or conducting other business with the DMV until their debt is paid.
- Wage Liens and “Renters Liens” – The Office of the Treasurer has the authority to lien 100% of a taxpayer’s home pay but this is the last resort where other efforts have failed. The Treasurer will work with residents to come up with payment plans so that a 100% wage lien does not come into effect. Renters Liens are when the renter of the property is required to send their rental payments to the Treasurer instead of the landlord until the tax debt is paid.
- Tax Refunds and Lottery Winnings – one of the most effective collection efforts. The office intercepted 2,121 Virginia State Income tax refunds totaling \$260,015 in 2019. Some residents actually plan to use their refunds to pay personal property bills or real estate taxes. The Treasurer’s Office also took 22 state lottery winnings totaling \$10,078.
- Sale of Properties – this process can take up to a year to complete and is the hardest collection effort to achieve.

Ms. Mead asked about how many of these properties are owned by heirs that are unknown to the city and is there a simple process to find out and collect the delinquent fees. And perhaps that is why there are so many derelict homes in the area. Mr. Johnson replied that if the property qualifies for a judicial sale (which can be expensive to the city), the city will often elect not to try to sell the property because it would cost the city more than it would receive in delinquent taxes.

Dr. Curren opined that he had mixed feelings about getting this report. He appreciates all that the Treasurer’s Office does. And taxpayers who pay their taxes on time shouldn’t have to bear the burden of those who don’t. He hopes that there is compassion in the collection efforts. Mr. Johnson reassured Dr. Curren that they always work with people. They will send residents to the Commissioner of Revenue’s Office to make sure that they are signed up to can as many services and assistance that they are eligible for and that the Treasurer’s Office will do payment plans. The only thing that they cannot waive are penalties. Those have to be paid.

Vice Mayor Kier asked have you ever sold a property that was free and clear of the taxes owed and there was an excess and who get those profits? Mr. Johnson replied that the only time there isn’t an excess is when the city incurs the cost to demolish a building. Once the fees and taxes and everything is paid, the excess goes to the court and then the rightful owners of the property can petition to get that money.

Mayor Dull noted that we have a housing shortage in Staunton right now and we have derelict houses that are empty and available. Her question to Mr. Johnson was how long does it take from when the taxes are due to the tax sale. Mr. Johnson replied that they are unable to sell until the taxes are two years past due and then it depends on whether or not anyone is living in the home. The minimum time would be four years from when the taxes are due can there be a tax sale.

3. Discussion of U.S. Environmental Protection Agency (EPA) Brownfields Program and Grant Application

Billy Vaughn, Director of Economic Development, stated that at the November 14, 2019 Council Work Session, Lori Kroll, Community Resource Specialist with Draper Aden Associates, provided an overview of the program to City Council. Ms. Kroll, as a result of a limited time to initiate community engagement efforts, subsequently suggested that the City delay submittal of a grant

application until the next round. Mr. Vaughn stated Ms. Kroll was present and would update Council on the application process.

On March 24, 2020 there will be an open house for the West End Community in the Montgomery Hall Park Activity Room. There will be listening stations, brief presentations and they will be finding out from residents what makes the West End special. There will be surveys available at that meeting as well as on the city website. They will do stakeholder meetings in the summer and into the early fall with the intent to develop a preliminary revitalization plan. The plan will be an ongoing effort and will be implemented through the EPA grant if successful. This is being done not only for the EPA grant but also because it's a service to the residents and business owners in the West End.

Dr. Curren stated that he knows that this effort goes to the EPA grant, but even if that isn't successful the city will have all of the input from the citizens and the stakeholders and the report from Draper Aden and the city will then be able to use that information to keep furthering improvements to the West End.

Ms. Kroll said that even if the city is unsuccessful with obtaining the EPA grant this year, we will receive a debriefing from the EPA and will be able to resubmit.

4. Discussion of FY2019 Assistance to Firefighters Grant Application

R. Scott Garber, Chief of Fire and Rescue, stated that the Assistance to Firefighters Grant Program provides financial assistance directly to fire departments to enhance their capabilities with respect to fire and fire-related hazards. The Staunton Fire and Rescue Department is pursuing a grant to fund additional thermal imaging cameras to increase the effectiveness and safety of personnel and the public, at a cost of \$45,000 with a local 10% match of \$4,500. The 10% match will be funded from the department's annual Virginia Department of Fire Programs Aid to Locality funding.

5. Closed Meeting for Discussion or Consideration of: (i) the Acquisition of Real Property for a Public Purpose, or of the Disposition of Publicly Held Real Property, Where Discussion in an Open Meeting Would Adversely Affect the Bargaining Position or Negotiating Position or Negotiating Strategy of the Public Body; and (ii) Information Regarding One or More Prospective Businesses or Industries or the Expansion of an Existing Business or Industry Where No Previous Announcement Has Been Made of the Business's or Industry's Interest in Locating or Expanding Its Facilities in the Community, Specifically Including but Not Limited to a Review of the Businesses or Industries and the Considerations that May Affect Location in the City of Staunton and/or Selection of Any Available Properties in the City of Staunton as Suitable Sites

Ms. Oakes moved to enter a closed meeting for discussion or consideration of: (i) the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, pursuant to Virginia Code Section 2.2-3711(A)(3); and (ii) information regarding one or more prospective businesses or industries or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community, specifically including but not limited to a review of the businesses or industries and the considerations that may affect location in the City of

Staunton and/or selection of any available properties in the City of Staunton as suitable sites, pursuant to Virginia Code Section 2.2-3711(A)(5).

The motion was seconded by Dr. Harrington and carried unanimously as follows:

Ms. Oakes	aye	Ms. Mead	aye
Mayor Dull	aye	Dr. Harrington	aye
Dr. Curren	aye	Vice Mayor Kier	aye

Ms. Oakes moved that Council reconvene in an open meeting and certify to the best of each member's knowledge that only lawfully exempted public business matters were discussed and that only public business matters as identified in the closed meeting motion were heard, discussed or considered in the meeting.

The motion was seconded by Dr. Harrington and carried unanimously as follows:

Mayor Dull	aye	Dr. Harrington	aye
Dr. Curren	aye	Vice Mayor Kier	aye
Ms. Mead	aye	Ms. Oakes	aye

The work session adjourned at 7:13 p.m.

Morgan Smith
Acting Clerk of Council

REGULAR MEETING OF STAUNTON CITY COUNCIL
Thursday, February 27, 2020
7:30 p.m.
Council Chambers

PRESENT: **Mayor Carolyn W. Dull**
 Ophie A. Kier, Vice Mayor
 James L. Harrington
 Erik D. Curren
 Andrea Oakes
 Brenda O. Mead

ABSENT: **R. Terry Holmes**

ALSO PRESENT: **Steven Rosenberg, City Manager**
 Leslie Beauregard, Assistant City Manager
 Douglas L. Guynn, City Attorney
 Morgan Smith, Acting Clerk of Council

Mayor Dull called the meeting to order. The Pledge of Allegiance was recited in unison.

Ms. Mead moved to amend the regular meeting agenda to include Item F Consideration of FY2019 Assistance to Firefighters Grant Application.

The motion was seconded by Dr. Curren and carried unanimously as follows:

Mayor Dull	aye	Ms. Oakes	aye
Ms. Mead	aye	Dr. Harrington	aye
Vice Mayor Kier	aye	Dr. Curren	aye

MAYOR'S REPORT

Mayor Dull shared information for those individuals interested in having a disaster emergency team or group. There is a group called the Community Emergency Response Team, or CERT, and the training is offered free-of-charge for any citizen interested in helping during a natural disaster. The training is handled by the Central Shenandoah Planning District Commission.

Mayor Dull also wished Claire Mitzel, News Leader government reporter, well as she goes on to her next job in the City of Roanoke and encouraged a round of applause in her honor.

ADDITIONAL ITEMS BY MEMBERS OF COUNCIL

Dr. Curren stated that there are good things happening in the Virginia General Assembly. He shared two of those that could offer opportunities for Staunton. Finally, after many years, the General Assembly are doing things to unshackle the clean energy industry in Virginia. Right now, in the Virginia Senate they are deciding whether to declare a climate emergency. That would make Virginia the first state in the union to do that. The second thing is that both the House and the Senate have passed some version of the Virginia Clean Economy Act. This will

allow for much more wind power and solar power in the State of Virginia. It will make it much cheaper for ordinary people to get solar power and it will reduce some of the power of the monopoly utility companies with dirty energy that have been trying to kill solar power. Dovetails what we are going to do in Staunton. He invited those interested in clean energy to the Library on Tuesday March 3 at 7 p.m. They will discuss 100% clean energy and how we can get Staunton to commit to being more aggressive than even the state level.

Vice Mayor Kier stated the Nominations Committee recently met and moved to make the following appointments:

Library Board – To reappoint Mark Peterson to a four-year term beginning March 1, 2020 and expiring February 28, 2024.

To appoint: Randolph Bertin to the Library Board to fill the unexpired term of Lisa Brooks, beginning March 1, 2020 and ending December 31, 2020.

To appoint: Cass Cannon and Virginia Trovato to the Library Board for a four-year term beginning March 1, 2020 and ending February 28, 2024.

The motion was seconded by Ms. Mead and carried unanimously as follows:

Ms. Mead	aye	Dr. Harrington	aye
Vice Mayor Kier	aye	Dr. Curren	aye
Ms. Oakes	aye	Mayor Dull	aye

Ms. Mead stated that there has been a lot of conversation in the community and on Facebook about the Staunton Meal Tax. She spent a few minutes looking at the 37 websites for the Cities in the Commonwealth of Virginia and what she learned was there are 12 cities that are the same or higher than Staunton's 7% Meals Tax. She also looked at real estate taxes, tangible personal property taxes and machinery and tools taxes. Amongst the 37 cities in the Commonwealth, 25 have higher real estate taxes than the City of Staunton, and 12 are lower. Nine have lower personal property taxes and 28 have higher. In the realm of machinery and tools, there are 25 that have higher taxes and nine have lower. She opined that we need to look at all the taxes, the whole package, and acknowledge that nobody likes to pay taxes, but we hope to deliver is good value for the taxes we have our taxpayers pay.

REGULAR MEETING

A. Volunteer Recognition of David Brown, Former Chair of the Historic Preservation Commission

Mayor Dull read the Historic Preservation Commission (HPC) resolution given to him at the January 28 HPC meeting. A family friend, Harry Fox, attended the Council meeting to accept on Mr. Brown's behalf in recognition of Mr. Brown's recent retirement from City Service.

Mr. Fox passed on Mr. Brown's regrets for being unable to attend. Mr. Fox described Mr. Brown's character and commended him and the HPC for their work to better the city.

B. Recognition of Lt. Adam Dolan, Staunton Fire & Rescue, Recipient of the 2019 Governor's Fire Service Award

Fire Chief R. Scott Garber stated that Lt. Adam Dolan, received the 2019 Governor's Fire Service Award. Out of roughly 900 firefighters in the Commonwealth, Lt. Dolan was Firefighter of the Year. The Firefighters for Literacy program, spearheaded by Lt. Dolan and for which he was recognized, was started at Ware Elementary. Staunton firefighters, during their shifts, would go to the school and work with children on their reading. More than 900 students were touched by the program. The goal was for all the children to improve their reading levels. Next year the program will be rolled into all three elementary schools in the city. Out of the five years that the Governor's Fire Service Award has been given, two of the five awards have been given to Staunton firefighters.

Lt. Dolan introduced his family at the request of Dr. Harrington.

C. Annual Report of Shenandoah Valley Social Services

Anita Harris, Director of Shenandoah Valley Social Services, and Lisa Dunn, Assistant Director, discussed the highlights of the department's Annual Report for FY 2018-2019.

- Temporary Assistance to Need Families (TANF) provides financial services to children and their families in need. Benefits issued for FY18/19 was \$1,493,343.
- Supplemental Nutrition Assistance Program provides food assistant for low income families. Benefits issued for FY18/19 was \$13,414,177.
- Medicaid pays for health and medical care for low income people. Total benefits issued for FY18/19 was \$133,127,522.
- General Relief provides assistance for families with unrelated minors. The number of children who received assistance was eight and the total amount spent was \$27,190.
- Burial Assistance provides for those with no family resources to pay burial expenses. The total amount issued for local burial expenses was \$26,803.
- Low Income Energy Assistant Program provides heating/cooling assistance to low income families, the disabled and elderly. Fuel benefits issued was \$892,110; Cooling benefits issued was \$281,216; and crisis benefits issued was \$145,615.
- Child Care Services for Children provides quality day care services for children. Day care benefits issued for FY18/19 was \$730,466.
- Virginia Employment Not Welfare (VIEW) assists, trains, and prepares TANF recipients for employment. The monthly average of total VIEW cases was 86 with 70% of VIEW customers being employed with an average hourly wage of \$10.22.
- Total number of fraud referrals and collections for FY18/19 was \$193,187
- The total number of Child Protective Services investigations and assessments was 912.
- The total number of adoptions completed in FY18/19 was 25 and 35 homes were approved as foster homes.

Ms. Harris also read a letter from a client thanking Social Services for helping him and his family.

Mr. Kier inquired of Ms. Harris what the Social Services total annual budget was. Ms. Harris was able to share that the administrative budget basically is around \$10 to \$11 million. With all the programs offered through Social Services, that number is significantly higher.

Mr. Kier asked how many of their clients want to be there and want to stay right where they are.

Ms. Harris said that she did not know of anyone that actually wants to be there and many have a hard time walking through the door. But in today's economy families just cannot afford their medicine and need assistance. No one wants to have to rely on social services, but they are glad that the services are available to them.

D. Annual Report of Blue Ridge Court Services

Megan Roane, Director of Blue Ridge Court Services (BRCS), discussed the highlights of the Blue Ridge Court Services FY 2019 Annual Report.

- BRCS was able to serve over 2,300 individuals in 2019 due to the continued support from local criminal justice partners.
- In FY2019 BRCS received 940 probation placements. There were 786 (84%) misdemeanor cases and 154 (16%) felony cases.
- In FY2019 the average daily cost of probation services was \$343,953, divided by 233,713 supervision days, so an average of \$1.47, compared to the average daily cost of a jail bed in Virginia of \$85.83.
- BRCS staff assisted 200 re-entry clients in 2019.
- In FY2019, BRCS staff conducted 1,219 pretrial investigations. Eight hundred and seventy-four pretrial defendants were placed on pretrial supervision. There were 271 (31%) misdemeanor cases, 465 (53%) felony cases and 121 (14%) misdemeanor/felony cases combined.
- The average daily cost of pretrial supervision for FY2019 was \$274,689 divided by 107,917 supervision days, so an average of \$2.55 compared to the average daily cost of a jail bed in Virginia of \$85.83.
- In 2019, a total of 1,050 individuals were administered the Brief Jail Mental Health Screen. Three hundred and seventy-four qualified as having a serious mental illness and 284 were referred to Pretrial Initiative on Mental Illness program.
- There were 190 domestic violence placements referred to BRCS in FY 2019. Eighty percent of those cases successfully completed their court ordered obligations.
- BRCS received a total of 44 Home Electronic Monitoring placements for FY 2019. Of the 34 cases that were closed in FY2019, 32 were closed as successful.
- For FY2019 a total of 11 individuals successfully completed and graduated from the Staunton, Augusta and Waynesboro Drug Court.
- For FY2019, 49 individuals were referred to the Therapeutic Docket. Of that total, three of those individuals didn't meet serious mental illness criteria and 11 weren't evaluated for various reasons.

Ms. Oakes asked how many staff members in the pretrial services have mental health training. Ms. Roane replied that there are two staff members trained in mental health, with 15 total BRCS staff members.

Ms. Oakes inquired what the average case load was for pretrial staff member. Ms. Roane replied that the average pretrial case load was 70.

E. Presentation of Citizen Survey Report

Dr. Laura van Assendelft, Director of the Global Honors Scholars Program and Department Chair of the Department of Political Science at Mary Baldwin University, presented an introduction of

the results of the 2019 Citizen Survey Report. The survey will be included on a future Council work session agenda, allowing for a more in-depth discussion of the results. Complete copies of the survey report were distributed to Council members subsequent to the presentation. The report is also available online at www.staunton.va.us/citizensurvey.

- The survey was online available online April 15 through June 15, 2019 and 12,000 residents were contacted through utility bills with instructions that one adult per household would fill out the survey, with that adult being the one that had the most recent birthday. The link to the online survey was also promoted via social media and paper copies of the survey was available upon request. Nine hundred and twenty-eight surveys were returned. The average time it took to complete was 13 minutes.
- Two previous surveys, one in 2002 and one in 2005. Narrowly focused surveys conducted by outside consultants. Those surveys did result in new initiatives – the skateboard park, the dog park, improved public transit and more.
- The 2019 survey was done in house and with the online technology now available, the city was able to be more extensive in their questioning.
- There were 10 different areas included in the survey:
 - Quality of life in Staunton – 89% of respondents rated the city as good or excellent.
 - Transportation – 83% rated the ease of travel as good or excellent. Issues with transportation included traffic light timing and trouble with downtown parking.
 - Housing – 75% the availability and quality of housing was good or fair.
 - Services & Activities – most respondents don't want to give up services and activities for lower taxes. 52% of respondents said their taxes were about right.
 - Library Services – 69% say they've used library services in the past 12 months, most frequently to borrow materials.
 - Parks & Recreation – rated highly on cleanliness, maintenance, safety and accessibility. Gypsy Hill was the most visited and the number one source was the paper copy of the activities guide.
 - Safety – rated as a safe place to live with high ratings for the police and fire departments.
 - Governance – The majority consider the government as considering community needs. The employees were rated as friendly, helpful and capable.
 - Education – the majority of residents with children actually in city schools rated their children's education as good or excellent. Emphasis was on teachers and the administration in the schools.
 - Community Engagement – website was rated highly and most responded that they were aware of the city's Facebook page but not the Twitter.
- There were 647 open-ended comments. They were coded into 10 categories with significant responses. There was a significant number that didn't fit into the categories below.
 - Plastic Recycling.
 - Making the city pedestrian friendly.
 - Bike lanes and trails.
 - Traffic flow and road repair, lights, congestion.
 - Youth activities – not just parks and recreation, more things for kids to do.
 - Education.
 - Communication – wanting more communication from local government.
 - Diversity and inclusion – more diversity in city employees.
 - West End improvements.

- Environmental sustainability.

F. Consideration of FY2019 Assistance to Firefighters Grant Application

Steven Rosenberg, City Manager, stated that this item is on the agenda for approval of an application by the city for the Assistance to Firefighters grant in the amount of \$45,000 for the acquisition of thermal imaging cameras with a local 10% match of \$4,500.

Dr. Harrington moved that City Council authorize staff to apply for an Assistance to Firefighters Grant, for the purpose of acquiring thermal imaging cameras, as proposed, provided matching funds are available in the Fire and Rescue Department budget for this purpose.

The motion was seconded by Ms. Mead and carried unanimously as follows:

Dr. Curren	aye	Mayor Dull	aye
Ms. Mead	aye	Vice Mayor Kier	aye
Dr. Harrington	aye	Ms. Oakes	aye

MATTERS FROM THE CITY MANAGER

Mr. Rosenberg stated that he had nothing to add.

MATTERS FROM THE PUBLIC

Baldwin Jennings, 332 Sharon Lane, told Council that he was unhappy with the State of the City address as it did not mention former long-serving volunteer Libby Welsh and yet a local businessowner who passed was included. He then went on to admonish Ms. Mead for writing a letter to the editor regarding the upcoming council elections.

Lilchy Huffman, Ms. Virginia Senior America, 907 North Brae Burn Place, spoke in regards to taking her picture with the various LOVE signs across the Commonwealth. She remarked that there are a number of cities, including Waynesboro, that have city specific signs. She asked the City Council to develop a LOVE sign that represents the City of Staunton and offered to do whatever she could to help make this happen.

Mayor Dull asked that Mr. Rosenberg pass this request on to the Tourism Department.

There was no one else wishing to speak.

ADJOURNMENT

There being no further business to come before Council, the meeting adjourned at 9:02 p.m.

Morgan Smith
Acting Clerk of Council

CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	March 12, 2020	John Downey
Item #	B	
Ordinance #		
Department:	Blue Ridge Community College	
Council Vision:	Education Responsive, Efficient Government	
Subject:	Blue Ridge Community College Annual Presentation	

Background: John Downey, President of Blue Ridge Community College, will attend the Council meeting to provide an update on the college.

City Manager's Recommendation: Not applicable.

Suggested Motion: Not applicable.

City Manager: Steven L. Rosenberg

CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	March 12, 2020	Dr. Laura Kornegay
Item #	C	
Ordinance #		
Department:	Central Shenandoah Health District	
Council Vision:	Responsive, Efficient Government	
Subject:	Report of Central Shenandoah Health District	

Background: Dr. Laura Kornegay, Director of Central Shenandoah Health District, will discuss the district's recent activities and priorities.

City Manager's Recommendation: Not applicable.

Suggested Motion: Not applicable.

City Manager: Steven L. Rosenberg