

**Work Session Agenda
Staunton City Council
Council Chambers
March 26, 2020
6:00 p.m.**

Invocation/Moment of Silence—Curren

- | | | |
|------------------|-------------------|--|
| 6:00 p.m. | 1. | Consideration of Work Session and Regular Meeting Agendas |
| 6:05 p.m. | 2. & A | Presentation of FY2021 Budget by the City Manager |
| 6:25 p.m. | 3. & B | Discussion of an Ordinance to Increase Water User Fee |
| 6:35 p.m. | 4. & C | Discussion of an Ordinance to Increase Refuse and Recycling Rates |
| 6:45 p.m. | 5. | Further Discussion of Possible Actions to Provide Temporary Relief to Citizens, Businesses and Other Payers in Response to the COVID-19 Public Health Emergency |
| 7:15 p.m. | | Break |

**Regular Meeting Agenda
Staunton City Council
Council Chambers
March 26, 2020
7:30 p.m.**

Call to Order

Pledge of Allegiance

Mayor's Report

Additional Items by Members of Council

REGULAR MEETING

- A. Introduction of FY2021 Budget Ordinance**
- B. Introduction and Public Hearing of an Ordinance to Increase Water User Fee**
- C. Introduction and Public Hearing of an Ordinance to Increase Refuse and Recycling Rates**
- D. Tourism Update**

Matters from the City Manager

Matters from the Public

Adjournment

CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	March 26, 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

**Work Session Agenda
Staunton City Council
Council Chambers
March 26, 2020
6:00 p.m.**

Invocation/Moment of Silence—Curren

- | | | |
|------------------|-------------------|---|
| 6:00 p.m. | 1. | Consideration of Work Session and Regular Meeting Agendas |
| 6:05 p.m. | 2. & A | Presentation of FY2021 Budget by the City Manager |
| 6:25 p.m. | 3. & B | Discussion of an Ordinance to Increase Water User Fee |
| 6:35 p.m. | 4. & C | Discussion of an Ordinance to Increase Refuse and Recycling Rates |
| 6:45 p.m. | 5. | Discussion of Possible Actions Provide Temporary Relief to Citizens, Businesses and Other Payers in Response to the COVID-19 Public Health Emergency |
| 7:15 p.m. | | Break |

**Regular Meeting Agenda
Staunton City Council
Council Chambers
March 26, 2020
7:30 p.m.**

Call to Order

Pledge of Allegiance

Mayor's Report

Additional Items by Members of Council

REGULAR MEETING

- A. Introduction of FY2021 Budget Ordinance**
- B. Introduction and Public Hearing of an Ordinance to Increase Water User Fee**
- C. Introduction and Public Hearing of an Ordinance to Increase Refuse and Recycling Rates**
- D. Tourism Update**

Matters from the City Manager

Matters from the Public

Adjournment

CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	March 26, 2020	Staff Members: Steven L. Rosenberg Phil Trayer
Item #	2 & A	
Ordinance #		
Department:	City Manager Finance	
Council Vision:	Responsive, Efficient Government	
Subject:	Introduction of an Ordinance Proposing a Budget for Fiscal Year 2021 Attachment—FY 2021 Budget Ordinance Attachment—FY 2021 Budget Schedule	

Background: The City Manager will present the proposed FY 2021 Budget to City Council during the work session. At the regular meeting, the Chief Finance Officer will present the proposed Budget Ordinance and ask that it be formally introduced. The proposed Budget Ordinance and budget meeting schedule are attached.

City Manager's Recommendation: Recommend introduction of the Fiscal Year 2021 Budget Ordinance, as presented.

Suggested Motion: I move to introduce the Fiscal Year 2021 Budget Ordinance for the City of Staunton and to schedule a public hearing on the proposed ordinance during Council's regular meeting on April 9, 2020.

City Manager: Steven L. Rosenberg

Ordinance No. 2020-

**AN ORDINANCE ESTABLISHING A BUDGET FOR THE
CITY OF STAUNTON, VIRGINIA, FOR THE FISCAL YEAR
BEGINNING JULY 1, 2020 AND ENDING JUNE 30, 2021,
APPROPRIATING FUNDS FOR PUBLIC PURPOSES FOR SUCH FISCAL YEAR;
ESTABLISHING A TAX RATE ON TAXABLE PERSONAL PROPERTY,
REAL ESTATE AND PROPERTY OF PUBLIC SERVICE CORPORATIONS;
ESTABLISHING AND IMPOSING A SERVICE CHARGE ON
CERTAIN REAL PROPERTY EXEMPT FROM TAXATION;
AND CONTINUING IN EFFECT ALL ORDINANCES OF THE
CITY OF STAUNTON, VIRGINIA, RELATING TO TAXES, LICENSES,
FEES, SERVICE CHARGES, COSTS AND OTHER CHARGES AND
ALL ORDINANCES RELATING TO THE TIME OF
PAYMENT THEREOF AND COLLECTION THEREOF, EXCEPT AS HEREIN
SPECIFICALLY MODIFIED**

BE IT ORDAINED by the Council of the City of Staunton, Virginia, as follows:

SECTION 1. The following budget, annexed and incorporated by reference, totaling **\$122,153,526** for the City of Staunton, Virginia for the fiscal year beginning July 1, 2020 and ending June 30, 2021 is hereby proposed, approved and adopted:

(SEE ATTACHED BUDGET, incorporated by reference)

SECTION 2. Public revenues of the City of Staunton, Virginia are hereby appropriated for public purposes for the fiscal year beginning July 1, 2020, and ending June 30, 2021, as set forth in the appropriate Section of such budget.

SECTION 3.

3.1. The tax rate for all real estate, including real estate owned by public service corporations, subject to tax for the calendar year beginning January 1, 2020, shall be and is fixed at \$0.97 per \$100.00 of assessed value of such property per year, with assessed values being established through biennial reassessments pursuant to Section 58.1-3253 of the Code of Virginia, as amended, as of January of every odd numbered year.

3.2. The tax rate for all real property and improvements located in the Downtown Service District is subject to an additional tax for the calendar year beginning January 1, 2020, which shall be and is fixed at \$0.15 (fifteen cents) per \$100.00 of assessed value of such property for calendar year 2020. Assessed values for the Downtown Service District shall be established through biennial reassessments pursuant to Section 58.1-3253 of the Code of Virginia, as amended, as of January 1 of every odd numbered year. These rates shall continue until modified by action of the Council of the City of Staunton, Virginia.

SECTION 4.

4.1. The tax rate for all personal property, including vehicles owned by public service corporations (but excluding machinery and tools, referenced and defined in Section 58.1-3507 of the Code of Virginia, as amended), subject to tax for the calendar year beginning January 1, 2020, shall be fixed at \$2.90 per \$100.00 of assessed value per year.

4.2. The tax rate for machinery and tools as defined in Section 58.1-3507 of the Code of Virginia, as amended, subject to tax for the calendar year beginning January 1, 2020 shall be and is fixed at \$1.24 per \$100.00 of assessed value per year.

SECTION 5. For the period of July 1, 2020, through June 30, 2021, certain categories of property exempted from taxation under Section 58.1-3600 et seq. of the Code of Virginia, as amended, shall be assessed and have imposed a fee or service charge based on the assessed value of the real estate and the amount which the City of Staunton expended in the year preceding for police and fire protection and, in the case of faculty and staff housing of an educational institution, the cost of public school education. The categories of property eligible for such assessment, and the method for calculating the assessment, are prescribed in Section 58.1-3400 et seq. of the Code of Virginia, as amended.

SECTION 6. The rate of service charge or fee imposed for property subject to such charge or fee under Section 5 of this ordinance shall be and is fixed and imposed at \$0.19 per annum per \$100.00 of assessed value and \$0.49 per annum per \$100.00 of assessed value for faculty and staff housing of an educational institution for the 2020 calendar year. The service charge shall be and is payable in one installment on December 15, 2020. Any service charge not paid when due shall bear interest computed at the rate of 10% per annum from the due date until paid.

SECTION 7. The real estate lawfully owned by the County of Augusta lying wholly or partly in the corporate limits of the City of Staunton, Virginia, shall be exempt from the service charge imposed by Section 5 of this ordinance.

SECTION 8. It is the intention of Section 5, 6 and 7 of this ordinance to conform to and meet all the requirements of Section 58.1-3400 et seq. of the Code of Virginia, as amended, and shall be read and construed accordingly.

SECTION 9. The annual salary for each member of the Council of the City of Staunton, Virginia, is hereby established as follows and shall remain in effect until formal action is taken to amend this ordinance:

Mayor	\$11,000
Vice-Mayor	\$10,000
Council Member	\$10,000

SECTION 10.

10.1. The City Manager is hereby authorized to transfer funds from one line item to another line item within each Fund of such budget, with the exception of the general contingency account.

10.2. Authorization is hereby given to the City Manager to withhold or postpone the expenditure of any funds appropriated by and in this ordinance when it appears to the City Manager that it would be in the best interests of the City for such expenditure to be withheld; but, this provision shall not in any way limit or restrict the right of the Council of the City of Staunton, Virginia, in its sole discretion to the fullest extent permitted by law, to direct immediate disbursement of any appropriated funds when the Council of the City of Staunton, Virginia, is of the opinion that the funds should be expended regardless of the position or action or inaction of the City Manager.

SECTION 11. Any ordinance in conflict with this ordinance is hereby repealed to the extent and only to the extent that such conflict exists. However, all ordinances not in conflict with this ordinance shall continue in effect, including specifically all ordinances of the City of Staunton, Virginia relating to taxes, licenses, fees, service charges, costs and payment and collection thereof continuing in effect except as herein specifically modified.

SECTION 12. If any part of this ordinance is found to be invalid by competent authority, the remaining portions of this ordinance shall continue in effect to the fullest extent permitted by law.

INTRODUCED: March 26, 2020

PUBLIC HEARING ADVERTISE DATE: April 1, 2020

PUBLIC HEARING DATE: April 09, 2020

ADOPTED:

EFFECTIVE DATE: July 1, 2020

Carolyn W. Dull, Mayor

ATTEST:

Suzanne F. Simmons
Clerk of Council

**CITY OF STAUNTON, VIRGINIA
FY 2021 PROPOSED BUDGET**

GENERAL FUND

ANTICIPATED REVENUE

General Property Taxes	\$	26,772,500
Other Local Taxes		16,140,000
Commonwealth of Virginia		13,072,085
Current Service Charges		1,773,334
Federal Revenue		1,284,973
Recovered Costs		1,161,874
Licenses and Permits		235,400
Use of Money and Property		246,500
Fines and Forfeitures		232,000
Miscellaneous		29,000
Total Revenue	\$	60,947,666

APPROPRIATIONS

Transfer to Education Fund	\$	13,934,160
Public Safety		12,615,783
Health and Welfare		7,371,023
Public Works		6,222,664
General Government Administration		6,426,021
Transfer to Debt Service Sinking Fund		4,844,415
Parks, Recreation, Library, and Cultural		3,865,683
Judicial Administration		2,370,602
Community Development		2,347,265
Transfer to the City CIP Fund		941,050
Educational Agency Contributions		9,000
Total Appropriations	\$	60,947,666

DEBT SERVICE SINKING FUND

ANTICIPATED REVENUE

Transfer from the General Fund	\$	4,844,415
Total Revenue	\$	4,844,415

APPROPRIATIONS

Debt	\$	4,844,415
Total Appropriations	\$	4,844,415

CAPITAL IMPROVEMENTS PROJECT FUND

ANTICIPATED REVENUE

Transfer from the General Fund	\$	941,050
Total Revenue	\$	941,050

APPROPRIATIONS

Capital Improvements	\$	941,050
Total Appropriations	\$	941,050

BLUE RIDGE COURT SERVICES FUND

ANTICIPATED REVENUE

Non Capital Grants/ Contributions	\$	802,138
Miscellaneous		117,869
Charges for Services		180,400
Total Revenue	\$	1,100,407

APPROPRIATIONS

Operations	\$	1,100,407
Total Appropriations	\$	1,100,407

WATER FUND**ANTICIPATED REVENUE**

Charges for Service	\$	4,636,225
General Revenues		410,585
Total Revenue	\$	5,046,810

APPROPRIATIONS

Operations	\$	3,445,715
Debt		1,021,095
Capital		580,000
Total Appropriations	\$	5,046,810

SEWER FUND**ANTICIPATED REVENUE**

Charges for Services	\$	3,905,000
General Revenues		657,393
Total Revenue	\$	4,562,393

APPROPRIATIONS

Operations	\$	2,405,900
Debt		1,411,204
Capital		745,289
Total Appropriations	\$	4,562,393

PARKING FUND**ANTICIPATED REVENUE**

Charges for Services	\$	445,500
General Revenues		94,620
Total Revenue	\$	540,120

APPROPRIATIONS

Operations	\$	323,704
Debt		178,416
Capital		38,000
Total Appropriations	\$	540,120

STORMWATER FUND**ANTICIPATED REVENUE**

Charges for Services	\$	755,000
General Revenues		537,316
Total Revenue	\$	1,292,316

APPROPRIATIONS

Operations	\$	382,416
Capital		909,900
Total Appropriations	\$	1,292,316

ENVIRONMENTAL FUND**ANTICIPATED REVENUE**

Charges for Services	\$	3,208,643
General Revenues		120,000
Non Capital Grants/ Contributions		6,150
Total Revenue	\$	3,334,793

APPROPRIATIONS

Operations	\$	2,697,789
Capital		637,004
Total Appropriations	\$	3,334,793

EDUCATION FUND**ANTICIPATED REVENUE**

Commonwealth of Virginia	\$	17,546,259
Transfer from the General Fund		13,934,160
Federal Government		1,880,175
Charges for Services		1,000,404
General Revenues		218,203
Total Revenue	\$	34,579,201

APPROPRIATIONS

Administration and Operation of Schools	\$	34,579,201
Total Appropriations	\$	34,579,201

CAFETERIA FUND**ANTICIPATED REVENUE**

Operating Grants	\$	1,257,711
Charges for Service		188,630
General Revenues		34,873
Total Revenue	\$	1,481,214

APPROPRIATIONS

Operations	\$	1,481,214
Total Appropriations	\$	1,481,214

SCHOOL TEXTBOOK FUND**ANTICIPATED REVENUE**

Commonwealth of Virginia	\$	169,445
General Revenues		107,290
Total Revenue	\$	276,735

APPROPRIATIONS

Operations	\$	276,735
Total Appropriations	\$	276,735

SCHOOL CAPITAL IMPROVEMENTS PROJECT FUND**ANTICIPATED REVENUE**

General Revenues	\$	200,000
Total Revenue	\$	200,000

APPROPRIATIONS

Capital Improvements	\$	200,000
Total Appropriations	\$	200,000

STATE OPERATED PROGRAMS**ANTICIPATED REVENUE**

Operating Grants	\$	2,546,331
General Revenues		460,075
Total Revenue	\$	3,006,406

APPROPRIATIONS

Operations	\$	3,006,406
Total Appropriations	\$	3,006,406

Grand Total Revenues	\$	122,153,526
Grand Total Expenditures	\$	122,153,526
Balance	\$	(0)

CITY OF STAUNTON, VIRGINIA

FY 2021 BUDGET SCHEDULE

STAUNTON CITY SCHOOLS		CITY OF STAUNTON		
	School Budget Schedule		City Budget Schedule	
Budget Call/Notice	October 1, 2019	Budget Call/ Notice	October 7, 2019	
Budget Submission from Schools	November 5, 2019	Budget Submission from Departments	December 4, 2019	
Budget Discussions with Schools/Leadership Team Staff/ Principals	November- December, 2019	Budget Notice to Outside Agencies	December 13, 2019	
School Budget Online Survey	December 2018 - February 2019			
Governor's Budget Presentation	December 17, 2019	Governor's Budget Presentation	December 17, 2019	
Letters of Intent for Employment	January 8, 2020	Budget Submission Requests from Outside Agencies	January 7, 2020	
Preliminary Budget Discussion with School Board	January 13, 2020	Budget Discussions with Departments	December 2019- February 2020	
School Budget Public Forum #1 - City Council Chambers	January 13, 2020	City Manager / School Superintendent /Finance Review	February 5, 2020	
School Budget Public Forum #2- High School Gym Foyer	January 14, 2020	City Manager Review	February 7-14, 2020	
School Budget Public Forum #3- High School Gym Foyer	January 17, 2020			
School Leadership Team Budget Discussion	January 29, 2020	City Council and School Board Joint Meeting	February 13, 2020	5:30 PM
School Superintendent/City Manager/ Finance Review	February 6, 2020	City Budget Complete	March 13, 2020	5:30 PM
School Board Meeting - Budget Update	February 10, 2020	Budget Presentation to City Council- Worksession	March 26, 2020	5:30 PM
School Board and City Council Joint Meeting	February 13, 2020	Public Hearing for Utility Rate Increases	March 26, 2020	7:30 PM
		Introduction of Total Budget Ordinance for City and Schools	March 26, 2020	7:30 PM
School Public Hearing Legal Notice	February 20, 2020			
School Budget Presentation to School Board and Public Hearing	March 2, 2020	Advertisement for Proposed Budget Ordinance - Public Hearing	April 2, 2020	
School Board Budget Adoption	March 9, 2020	City Council Budget Work session	April 2, 2020	5:30 PM
School Budget Submitted to Council	March 26, 2020	Budget Work session- School Board/ City Council- School Budget	April 9, 2020	5:30 PM
Budget Worksession - School Board/City Council- School Budget	April 9, 2020	Budget Public Hearing (all budget ordinances)	April 9, 2020	7:30 PM
School Board Meeting - Budget Update	April 13, 2020	City Council Budget Worksession	April 16, 2020	5:30 PM
		City Council Budget Worksession	April 23, 2020	5:30 PM
Adoption of School Budget	April 23, 2020	Adoption of City Budget	April 23, 2020	7:30 PM

CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	March 26, 2020	Staff Member: Phil Trayer
Item #	3 & B	
Ordinance #		
Department:	Finance	
Council Vision:	Responsive, Efficient Government Resilience	
Subject:	Ordinance to Increase Water User Fee Attachment: Ordinance	

Background: The FY2021 budget proposal includes a 5% water rate increase, effective July 1, 2020, for water consumption. Residential bi-monthly customers will be billed at the new rate beginning with utility bills issued on September 10. Monthly customers will be impacted with the new rate beginning with the July utility bills. The increase will generate \$156,725 in additional water user fee revenue over the current revenue level of \$3,134,500. The rate is proposed to increase to \$3.86/100 cubic feet from \$3.68/100 cubic feet. The minimum charge per two months by each regular user of City water is proposed to increase from \$18.40 to \$19.30. The bulk water rate is also proposed to increase from \$9.20 to \$10.00 per 750 gallons of water purchased in bulk quantities from the treatment plant. The minimum charge for bulk water purchases of less than 1,500 gallons during a month is proposed to increase from \$18.40 to \$19.30. Rates were last increased effective July 1, 2019, for fiscal year 2020. The proposed increase is consistent with the plan to which Council agreed during the FY2020 budget process.

The proposed increase would cost a family of four an additional \$2.52 per bi-monthly billing cycle, based on an average bi-monthly consumption of 14/100 cubic feet, or \$15.12 annually.

The increase is necessary to cover the increasing operating costs and capital costs to replace/repair major water system infrastructure assets. Even the 5% rate increase does not generate sufficient revenue to cover the total expense of depreciation of \$1,060,000 for the Water Fund. The FY2021 Water Fund budget only funds \$228,336 of depreciation expenses. Funding depreciation, a non-cash expenditure, allows cash reserves to build in a fund for capital projects and annual debt expenditures.

The Water Fund does have cash reserves of \$2.8 million for the Facility Fee Reserves as required by the City Code. This reserve will be used to partially fund the major capital expenditure of \$6.5 million for phase 1 of the North River Pipeline replacement project scheduled to begin in FY2024.

The total FY2021 Water Fund budget is \$5,046,810, an increase of \$67,810 over the FY2020 adopted budget. The budget includes capital expenditures of \$400,000 for water line replacements, \$80,000 to paint the Franklin Hill water storage tank, \$50,000 for the purchase of one dump truck, and \$25,000 to commission an infrastructure installation study in the Union Town community.

Introduction of the proposed ordinance and a public hearing are scheduled for Council's regular meeting on March 26, 2020. Consideration of the ordinance is scheduled for the meeting on April 23, 2020.

City Manager's Recommendation: Recommend the ordinance be introduced as presented and that City Council conduct the public hearing.

Suggested Motion: I move to introduce an ordinance to increase water user fees by 5%, effective July 1, 2020, and to conduct a public hearing on the proposed ordinance.

City Manager: Steven L. Rosenberg

Ordinance No. 2020 - _____

AN ORDINANCE
AMENDING, RESTATING AND REORDAINING
SECTION 13.20.020, RATES GENERALLY,
OF CHAPTER 13.20, USE CHARGES,
OF TITLE 13, ENVIRONMENT,
OF THE STAUNTON CITY CODE

BE IT ORDAINED by the Council of the City of Staunton, Virginia, that Section 13.20.020 of the Staunton City Code is hereby amended to read as follows:

13.20.020 Rates generally.

(1) Except as hereinafter set forth, for the use of water through a connection with meter attachment, the rate and method of assessment shall be according to meter measurement, as follows:

The user fee shall be ~~\$3.68~~ \$3.86 per 100 cubic feet of metered water entering the premises.

(2) There shall be paid each two months, as prescribed, by each regular user of city water a minimum charge per two months of ~~\$18.40~~ \$19.30.

(3) For a fractional part of a two-month period, a bill will be rendered for the actual consumption of water, as indicated by the meter. Where deemed necessary by the chief finance officer, rates may be computed on a monthly basis equal to one-half of the above rates.

(4) The rate at which water will be sold outside the corporate limits of the city shall be one and one-half times the rate at which water is sold inside the corporate limits, with the exception of any contracts in effect specifying a different rate.

(5) The bulk water rate to miscellaneous water customers will be ~~\$9.20~~ \$10.00 per 750 gallons of water purchased.

(6) There shall be paid a minimum charge of ~~\$18.40~~ \$19.30 for bulk water purchases during the month of less than 1,500 gallons for the month.

In all other respects, the provisions of Chapter 13.20 of the Staunton City Code remain the same and are hereby restated, confirmed and reordained.

This ordinance shall be effective _____, 2020.

Introduced:

46 Adopted:
47 Effective:

48

49

50

51 ATTEST:_____

52 Suzanne F. Simmons

53 Clerk of Council

54

Carolyn W. Dull, Mayor

DRAFT

CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	March 26, 2020	Staff Member: Phil Trayer
Item #	4 & C	
Ordinance #		
Department:	Finance	
Council Vision:	Responsive, Efficient Government Resilience	
Subject:	Ordinance to Increase Refuse and Recycling Rates Attachment: Refuse Ordinance	

Background: The FY2021 budget proposal includes a 10% increase in refuse and recycling rates, effective July 1, 2020, to provide sufficient revenue for operating and capital expenses for the Environmental Fund. With the increase, the refuse rate will generate \$2,571,950 in revenues for FY2021. The budget proposes to use \$100,000 from fund balance to cover the remaining deficit in revenues and to reduce the amount of the rate increase from the actual 20% needed to fund the operation. The total expenditure budget for FY2021 equals \$3,334,793. The 10% rate increase will generate an additional \$234,000 for FY2021. Rates were last increased effective July 1, 2019, for fiscal year 2020. The proposed increase is consistent with the plan to which Council agreed during the FY2020 budget process.

Bi-monthly customers will be billed at the new rates beginning with utility bills issued on September 10. The proposed increase for residential customers is \$1.90 per month, or \$3.80 per bi-monthly billing cycle.

Introduction of the proposed ordinance and a public hearing are scheduled for Council's regular meeting on March 26, 2020. Consideration of the ordinance is scheduled for the meeting on April 23, 2020.

The FY2021 Environmental Fund budget includes the following expenditures:

Environmental Office	\$96,612	Handling citizen complaints due to sanitary conditions and health hazards; enforcement of City Code requirements
Street Cleaning	\$217,479	Cleaning of all City streets
Refuse Collection	\$999,185	Residential and commercial trash collection
Recycling Collection	\$435,194	Collection of recyclables and capital equipment
Landfill	\$787,490	20.52% City share of landfill operations and capital
Billing and Collections	\$13,750	Bad debt expense and annual software fees for billing
Risk Management	\$76,500	Property and liability insurance; workers' compensation insurance
Transfers to Other Funds	\$698,583	Payment to General Fund and Water Fund for administrative support functions
Litter Control Grant	\$10,000	Commonwealth of Virginia grant for litter control programs
Total FY2020 Budget	\$3,334,793	Increase of \$100,843 over FY2020

Refuse and Recycling Proposed Rate Increases:

	Current Rate	Proposed Rate	Schedule
Residential Refuse Fee	\$18.98	\$20.88	Once/week
Recycling Fee	\$18.98	\$20.88	Once/week
Light Commercial Fee	\$43.09	\$47.40	Once/week
Heavy Commercial—Outside CBD	\$91.16	\$100.28	Once/week
Heavy Commercial—Inside CBD	\$115.83	\$127.41	5 days/Week
Special Unscheduled Pickup	\$95.00	\$105.00	As requested

City Manager's Recommendation: Recommend the ordinance be introduced as presented and that City Council conduct the public hearing.

Suggested Motion: I move to introduce an ordinance to increase refuse and recycling fees by 10%, effective July 1, 2020, and to conduct a public hearing on the proposed ordinance.

City Manager: Steven L. Rosenberg

Ordinance No. 2020-_____

**AN ORDINANCE AMENDING, RESTATING AND REORDAINING
SECTION 8.30.110, FEES – PRESCRIBED,
OF ARTICLE II, COLLECTION OF REFUSE BY CITY,
OF CHAPTER 8.30, SOLID WASTE,
OF TITLE 8, HEALTH AND SAFETY,
OF THE STAUNTON CITY CODE**

BE IT ORDAINED by the Council of the City of Staunton, Virginia, that Section 8.30.110 of the Staunton City Code is hereby amended to read as follows:

8.30.110 Fees – Prescribed.

(1) Residential. For a mandatory fee of ~~\$18.98~~20.88 per month for each single-family unit (to include each unit in a multifamily structure), the city shall provide one weekly pickup of refuse from each residential unit in the city, whether inside or outside the central business district, the basis of computation of the fee being a single-family unit. The fee for refuse collection service for all other than single-family units shall be in an amount adequate to cover all costs to the city for such service, such amount to be established by the director of public works as part of the city's solid waste policy, with the approval of the city manager, but such fee shall not be less than ~~\$18.98~~20.88 per month per unit.

(2) Light Commercial. The mandatory fee for refuse collection service to light commercial customers, whether inside or outside the central business district, shall be ~~\$43.09~~47.40 per month. The light commercial designation shall apply to those customers which place the equivalent of four or fewer bags/containers of refuse at the curb for collection.

(3) Heavy Commercial. The mandatory fee for refuse collection service to heavy commercial customers within the central business district shall be ~~\$115.83~~127.41 and ~~\$91.16~~100.28 for those outside the central business district. The heavy commercial designation shall apply to those customers which place the equivalent of five or more bags/containers at the curb for collection. All full-time restaurants shall be deemed heavy commercial customers.

(4) Special Unscheduled Pickup. When refuse is stored or placed curbside in a manner not otherwise in accordance with the city's solid waste policy, it shall be deemed a request for a

special unscheduled pickup and a crew may be dispatched to collect the refuse. The fee for pickup shall be in an amount adequate to cover all costs to the city for such service, such amount to be established by the director of public works as part of the city's solid waste policy, with approval of the city manager, but such fee shall not be less than ~~\$95.00~~105.00 and shall be charged to the property owner or tenant.

(5) Recyclables and Recycling Bins.

(a) The mandatory fee for the collection of recyclable materials from customers not otherwise charged a refuse collection service fee shall be ~~\$18.98~~20.88 per month.

(b) Each customer shall pay a service fee of \$25.00 for the use of three recycling bins issued by the city. Upon return to the city of the three bins in reasonable condition, ordinary wear and tear excepted, the fee of \$25.00 shall be credited or refunded to the customer.

(6) Collection Outside City Limits. The fee for refuse collection service rendered outside of the city limits shall be in an amount equal to 200 percent of the fee charged for such service in the city limits.

(7) Exemption, Deferral, Modification or Waiver of Fee.

(a) By ordinance, persons may be exempted, deferred, or charged a lesser amount from paying any charges and fees authorized for the collection and disposal of garbage and refuse only if based on the income criteria, as provided by Section 58.1-3211 of the Virginia Code.

(b) The director of public works may waive all or part of the fees for any multifamily structure or commercial customer if contractual arrangements are made and maintained by that customer for adequate containerized service as determined satisfactory by the director of public works.

In all other respects, the provisions of Chapter 8.30 of the Staunton City Code remain the same and are hereby restated, confirmed and reordained.

This ordinance shall be effective _____, 2020

61 Introduced:

62 Adopted:

63 Effective Date:

64

65

66

67

68

Carolyn W. Dull, Mayor

69 ATTEST: _____

70

Suzanne F. Simmons

71

Clerk of Council

CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	March 26, 2020	Rick Johnson Treasurer Maggie Ragon Commissioner of the Revenue Steven L. Rosenberg City Manager Phil Trayer Chief Finance Officer
Item #	5	
Ordinance #		
Department:	Treasurer’s Office Commissioner of the Revenue’s Office City Manager’s Office Finance	
Council Vision:	Responsive, Efficient Government	
Subject:	Further Discussion of Possible Actions to Provide Temporary Relief to Citizens, Businesses and Other Payers in Response to the COVID-19 Public Health Emergency	

Background: City Council held an emergency meeting on March 18, 2020, concerning the City's response to the COVID-19 public health emergency and disaster. During that meeting, Council requested that staff consider various actions available for consideration by Council itself to provide temporary relief to citizens, business and parties who do business with the City. Several City officials will attend Council's work session on March 26, 2020, to share possible actions and some potential implications with Council. Topics to be addressed, at a minimum, may include:

- suspension of penalties and interest in the event of delinquent payments to the City of taxes, fees or other charges;

- suspension or deferral of meals and/or transient occupancy taxes; and
- suspension or proration of monthly parking fees.

The third item, suspension or proration of monthly parking fees, is related to guidance provided by Council during the emergency meeting to suspend daily parking fees at the City's three staffed public parking facilities—the Johnson Street parking garage, the New Street parking garage and the Wharf parking lot. Subsequent to the meeting, staff considered, but has not determined, whether the relief directed by Council should extend to City customers who contract to park in those facilities on a monthly basis.

City Manager's Recommendation: Receive briefing from City officials and provide guidance and direction.

Suggested Motion: Not applicable.

City Manager: Steven L. Rosenberg

CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	March 26, 2020	Staff Member: Sheryl Wagner
Item #	D	
Ordinance #		
Department:	Tourism	
Council Vision:	Economic Development Culture	
Subject:	Tourism Update	

Background: Tourism staff will provide an update to City Council concerning the department's recent activities and the expected impact of the COVID-19 virus on the City's tourism economy.

City Manager's Recommendation: Not applicable.

Suggested Motion: Not applicable.

City Manager: Steven L. Rosenberg