

REVISED

Regular Meeting Agenda Staunton City Council Electronic Communications Meeting April 9, 2020 7:30 p.m.

Call to Order

Invocation/Moment of Silence—Dull

Mayor's Report

Additional Items by Members of Council

Approval of Minutes

Work Session and Regular Meeting of March 12, 2020

REGULAR MEETING

- A. Consideration of Regular Meeting Agenda**
- B. FY2021 Budget Update**
- C. Continuation of Public Hearing of an Ordinance to Increase Water User Fee Public Hearing**
- D. Continuation of Public Hearing of an Ordinance to Increase Refuse and Recycling Rates**
- E. Update Concerning Solar Panels in Historic Districts**
- F. Memorandum of Understanding Between City of Staunton and Staunton Creative Community Fund for COVID-19 Emergency-Disaster Relief Loan Program Benefitting Staunton Businesses**

Matters from the City Manager

Matters from the Public

To participate in the **Matters from the Public** portion of the City Council meeting:

- Dial toll free number: **(844) 854-2222**
- When prompted, enter the access code for the meeting: **619358#**
- You will hear “Q&A session has started. To ask your question, please press ***6**”
- Press ***6**
- You will hear, “If you’d like to ask a question, please press **1** to add yourself to the queue”
- Press **1**
- While you are in the queue, you will hear the audio feed of the meeting
- Wait until you are prompted by the moderator, then share your matter with council
- Participants are reminded that though the prerecorded prompts refer to questions, **Matters from the Public** is a time for Council simply to listen to your remarks

Adjournment

City Council
WORK SESSION
March 12, 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. and the invocation/moment of silence was given by Ms. Oakes.

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 of the potential effects of Covid-19 on our local businesses.

Steve Rosenberg, City Manager, suggested this be added as Item 6 on the agenda.

The motion was seconded by Vice Mayor Kier and carried unanimously as follows:

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

2. Discussion of 2020-21 Creative Community Partnership Grant

Rodney Rhodes, Senior Planner, stated at tonight's Regular meeting staff will request City Council to authorize that the City Manager to execute and submit the 2020-2021 Creative Community Partnership Grant (previously known as Local Government Challenge Grant) application. He noted 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

Mr. Rhodes stated 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.

Dr. Harrington questioned if there were other arts organizations that sought inclusion in the process. Mr. Rosenberg stated two years an expression of interest was received from the Beverley Street Studio School, but was received too late. He noted they were invited to renew their interest last year. At that time, Council directed staff to maintain the current funding among the three historically funded organizations, but to make an effort to find a way to provide funding to the Beverley Street Studio School in the subsequent fiscal year. Mr. Rosenberg stated while not a part of this grant program provision has been made in the proposed FY2021 budget which will be presented to City Council later in the month for funding in the amount of \$1,500.

Mr. Rhodes stated the three arts organizations asked that their appreciation be relayed to City Council.

This will be Item A on the Regular meeting agenda.

3. Update on Draft Staunton Greenways Plan

Mr. Rhodes stated in April, 2017, City Council directed staff to revisit the subject of drafting a greenways plan. City Council has put funding into the Capital Improvement Plan (CIP) over the past four years to go towards a greenways plan.

Mr. Rhodes stated the initial directive came from City Council in 2014 and 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.

Mr. Rhodes stated 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. Mr. Rhodes stated this will be placed on the City's website as well as social media in order to receive public comments.

Mr. Rosenberg pointed out that there are two different plans at work. The Bicycle and Pedestrian Plan, which Council has already adopted, deals with improvements to existing infrastructure to make the city more bicycle and pedestrian friendly. He noted that plan already went through a similar process. Mr. Rhodes stated the Greenways Plan will deal with dedicated routes for recreational purposes.

Ms. Mead stated it was apparent from results of the citizen survey that citizens are in favor of these plans.

Mayor Dull thanked members of BPAC for participating in both plans.

Mr. Rhodes stated in conjunction with the Greenways Plan, staff is in the process of applying for Smart Scale funding to implement phase one of the Greenways Plan. He noted staff would make a presentation before Council later in the year. He stated the deadline to submit an application was August 2, 2020 to apply for the current funding cycle. Mr. Rhodes stated the committee recommends route one to be initiated first which goes along Commerce Road heading north with the first phase running from downtown to Statler Boulevard.

4. Report on Disposition of Surplus Property

Phil Trayer, Chief Finance Officer, he was there to provide the annual surplus property sales report. He noted ordinance 2015-05 allows staff to dispose of surplus property that is obsolete or of minimal value provided the Director of Finance or designee and endorsed in writing by the City Manager or his deputy or assistant. The ordinance specifically calls for the property to be posted on the GovDeals surplus property auction site which will be posted for a minimum of 7 days and up to 14 days. Mr. Trayer explained to Council how GovDeals operates, fees associated with their use, and rate structure.

Mr. Trayer stated 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

Mr. Trayer stated to ensure future compliance, the annual surplus property report had been added to the City Manager's master schedule. He noted since 2009 the City has received just over \$362,653.52 in sales from surplus items.

Mr. Rosenberg stated the ordinance adopted that Mr. Trayer referred to previously the procedure required that every time the City wished to dispose of surplus property that had to come before Council for action and approval. He noted in an effort to streamline and make the process more efficient the ordinance was prepared by the City Attorney to delegate that authority to the Chief Finance Officer and the City Manager with the requirement that there be an annual report to Council of items deemed surplus and transferred.

Dr. Harrington asked if the City's process worked in combination with the School Board or were those items separate. Mr. Trayer stated they were separate and proceeds were delegated to the School Board.

Mayor Dull encouraged residents to visit the GovDeals website.

5. Discussion of Citizen Survey Report

Leslie Beauregard, Assistant City Manager, stated 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, introduced the citizen survey report completed in 2019. Following the presentation, Council received a copy of the full report.

Ms. Beauregard stated this is 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.

Vice Mayor Kier noted an ongoing issue is recycling plastic materials. He asked what other avenues could the City take on directing citizens regarding recycling.

Mr. Rosenberg stated the easiest approach would be to find another processor and noted there are potential promising developments in that regard. He noted the city of Harrisonburg is also actively engaged in the same process.

Dr. Harrington commented that local Girl Scouts are collecting plastic bags at the YMCA and delivering them to a company in Winchester that makes composite decking material.

Ms. Mead noted several local grocery stores do accept single use plastic bags for recycling. She noted the General Assembly passed legislation giving localities the option of adopting a 5-cent tax on disposable plastic bags. Proceeds of the tax collected would be used for Chesapeake Bay pollution requirements as well as assist families on the SNAP program to purchase reusable plastic bags. Ms. Mead pointed out that the locality of Virginia Beach does not receive free recycling services as was noted during a recent city forum.

Mayor Dull stated she'd reviewed the citizen survey report and would like to speak on several comments received from residents:

1) Computer notification of holiday changes in garbage pickup, trash removal, etc. It stated a number of residents no longer subscribe to the News Leader. Mayor Dull stated the City already does this, but questioned how that visibility could be increased. She noted the City could promote more often the ability to sign up for cell phone and email alerts.

Mr. Rosenberg stated there were any number of avenues to provide information. He noted the City could regularly schedule promotion or publicity via social media, the City's website or inserts with utility bills being mailed to residents. Discussion ensued among staff and Council members.

2) A streetlight that has been out for 5 years on Houston Street. Mayor Dull questioned if that was a Dominion streetlight. Mr. Rosenberg stated it likely was and may not have been reported. He stated any reports received at Public Works were passed on to Dominion Energy. He noted this would be sent to Public Works for them to address.

3) "It would be nice to have my street paved. It's currently gravel". Mayor Dull questioned if there were any gravel streets in the city.

Mr. Rosenberg asked Dr. van Assendelft how people were excluded from the survey who resided in the county. She noted they had to state they were city residents and if they owned or leased property in the city. Discussion ensued.

4) "The traffic on New Street, north of Beverley, generally moves at a reasonable speed. However, some cars speed up, especially after crossing Academy Street and it is difficult to see the cars coming when crossing New Street on either Prospect Street or Points Street. Consideration might be given to a four way stop sign on N. New Street or speed bumps". Dr. Harrington stated it is necessary to be on the alert when driving through that area, but wasn't sure what the answer would be to help. Discussion ensued.

5) A request for automatic bill-pay for utilities and taxes. Mr. Rosenberg stated the City will soon have the capability to accept credit card payments for all fees, fines, and taxes due to the City. Discussion ensued whether the system would allow for automatic transactions as well as legal aspects and administration requirements.

Ms. Mead stated there was also the consistent theme of the West End. She noted she would like to see better communication and updated information of the efforts already underway to assist in development of that area.

Ms. Mead stated she'd read a lot of comments regarding more activity areas for children. Dr. van Assendelft noted she'd read those comments as also an opportunity for the city to let businesses know there is a demand among citizens to offer a local activity to the youth. Discussion ensued.

Ms. Oakes referenced the Nelson Street Teen Center and asked Mr. Rosenberg to speak on it. Mr. Rosenberg stated it is the site of programming by the Boys and Girls Club under contract to the Parks and Recreation Department. He noted he was not familiar with details of the programming currently offered, but could obtain information for Council.

Vice Mayor Kier stated the important thing would be marketing for teen events being held in the city as well as the West End area.

6) Mayor Dull stated a citizen had requested longer recess time for city schools. She noted she would forward that to the School Board.

7) A citizen questioned why they couldn't pay a Public Works employee who was there disconnecting their water due to lack of payment. Discussion ensued. Mr. Rosenberg stated he would share information with Council regarding procedures that are followed for that process.

8) Concerns over storm drainage and road conditions around and near Shelburne and A.R. Ware schools. Also, street markings are not centered on Grubert Avenue near the 400 block. Mr. Rosenberg stated these concerns would be investigated.

9) Raise income maximum for elderly real estate property tax relief from \$30,000 to \$40,000 and index it for inflation for at least every 5 years. Mayor Dull noted it is state code on what is allowed or a maximum amount. Maggie Ragon, Commissioner of Revenue noted the city is not currently at maximum. She stated the last time it was reviewed and changed it went from \$25,000 to \$30,000. This was in approximately 2007-2008. Ms. Ragon stated she could do a review of neighboring and life size localities. She noted she does review yearly the number of people who apply and exceed that cap.

Dr. Harrington stated it was useful to itemize these complaints, which can be addressed and would improve the city, but focused happily on the larger message that it gives Council. He noted it was a comforting and encouraging response from the citizens and made him proud.

Mayor Dull commented on the 89% survey score regarding the quality of life in Staunton. Council members thanked Dr. van Assendelft for her work on the survey.

6. Discussion of Effects of Covid-19 on Local Businesses

Mr. Rosenberg stated he'd asked Ms. Ragon and Sheryl Wagner, Tourism Director, to speak to the extent that they can regarding possible impacts of the Covid-19 virus on local economic activity. He noted their information would be necessarily anecdotal, but wouldn't really have a handle on the situation until the city begins to receive reports of tax revenues which will come after the fact.

Ms. Ragon stated most of the information they have is anecdotal. She noted the major media coverage of this event didn't start until approximately the first of March and looking at tax

revenues for the month of February would come in at the end of March. She noted it would be the end of April before there is any actual data in terms of sales and taxes. Ms. Ragon stated she's spoken with several area businesses regarding food sales. Full-service restaurants stated they've seen a huge drop in business, especially during the past 24 hours, once Covid-19 was declared as a pandemic. Ms. Ragon noted drive-thru businesses have noted increases in business. She noted grocery and staple businesses have greatly increased. Ms. Ragon stated she felt this would impact independent small business owners.

Ms. Wagner stated the mild winter was good for hotels, restaurants, and attractions. She noted business for the Frontier Culture Museum was up 75% since January and February, 2019. Ms. Wagner stated currently there is a lot of business travel being lost. Group bookings are hotels are having to cancel. Attractions, such as school field trips, are seeing cancellations as well. Her hope was that this would get better in the summer. She noted the Tourism Department is currently pausing advertising and concentrate on a more regional promotion area within a 60-mile radius.

Ms. Ragon noted there are a lot of airline travel cancellations happening and consolidations. She stated the market that has been the hardest hit so far is the Charlottesville airport. She noted no flights have been canceled yet at Shenandoah Valley Regional Airport.

Vice Mayor Kier stated he appreciated them keeping tracking of the numbers, but he was more concerned with the impact that this will have on the citizens and employees. He noted he would like assurances that hourly employees will continue to get paid if forced to stay home.

Ms. Mead requested information on businesses having to lay-off employees. Discussion ensued regarding the community coming together to help small businesses and citizens affected. Mr. Rosenberg stated he'd received an inquiry from a regional charitable organization that is exploring adoption of a model to provide a central clearinghouse for financial contributions to be made by able individuals that can then be administered and utilized to provide relief to individuals adversely affected by the crisis.

Discussion ensued regarding possible state and federal government aid being offered.

The work session adjourned at 7:14 p.m.

Suzanne F. Simmons
Clerk of Council

REGULAR MEETING OF STAUNTON CITY COUNCIL
Thursday, March 12, 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
 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 had nothing to report.

ADDITIONAL ITEMS BY MEMBERS OF COUNCIL

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

Redevelopment & Housing Authority – To appoint Tracy Toye to fill the unexpired term of Anita Jackson, beginning March 1, 2020 and expiring February 28, 2022.

and Mary Kivlighan and Nicholas Hurston each to a four-year term beginning March 1, 2020 and expiring February 28, 2024.

Lewis Creek Committee – To appoint Marcel Ciascai and Jerry Siford each to a three-year term beginning March 1, 2020 and expiring February 28, 2023.

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

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

Vice Mayor Kier paid tribute to Thelma Newman and recognized the recent passing of her husband, George, and son, George, Jr. He noted she has contributed her life to serving the city in many different areas including the NAACP, creating the Celebration of Holiday Lights, African American Heritage Festival to name a few. He noted Mr. Newman walked in the Fourth of July

parades always in his military dress uniform and was a tremendously viable member of the community.

Vice Mayor Kier stated the “What We Lost” event scheduled for March 14, 2020 at the Booker T. Washington Community Center may need to be postponed to a later date due to Covid-19 concerns.

Ms. Oakes noted Thelma Newman had asked her to express to everyone her gratitude for all of the concern and love shown to her family.

APPROVAL OF MINUTES

Ms. Oakes moved to approve the work session and regular meeting minutes of February 13, 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	Ms. Mead	aye

Ms. Oakes moved to approve the work session and regular meeting minutes of February 27, 2020.

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

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

REGULAR MEETING

A. Consideration of 2020-21 Creative Community Partnership Grant

Steve Rosenberg, City Manager, stated Rodney Rhodes, Senior Planner, explained during the Work Session, this concerns the City’s annual application to the Virginia Commission for the Arts (VCA) for a Local Government Challenge Grant. The amount of grant sought is \$4,500 requiring a local match in an equivalent amount of \$4,500. As proposed, the grant funds would be allocated equally to three different arts organizations in the city, as has been the case in the past: ShenanArts, the Stonewall Brigade Band and the Staunton Augusta Art Center.

Mr. Rosenberg stated it is contingent upon the designation in the City’s budget of local funds to make the match. In the event that the final budget adopted by the City includes a lesser amount in the way of a match, the funding to the local organizations would be reduced appropriately, but at the present time it is the intention to include the full \$4,500 in the City budget as it will be proposed to Council later this month.

	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
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Dr. Curren moved 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.

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

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

B. Presentation by Blue Ridge Community College

Dr. John Downey, President of Blue Ridge Community College (BRCC) thanked Council for their ongoing support. He noted BRCC continues to transform lives of students and support the economic development of the city and the region.

Dr. Downey highlighted the following:

- A significant number of City residents and businesses are being served through the credit programs, non-credit workforce training, and personal enrichment courses.
- Partnership with Staunton City Schools – offering dual enrollment opportunities for Staunton High School students.
- Governor Northam has proposed enhanced package of financial aid for career and technical education programs.
- A new bioscience building was opened.
- Biomanufacturing labs in partnership with Merck.
- Workforce Associate degree programs including aviation maintenance, mechatronics, electronic technology, and veterinary technology.
- Fast Forward Workforce training programs.

Ms. Mead asked Dr. Downey what percentage of students graduate with certification degrees. Dr. Downey explained that there is a credit program that leads to degrees and certificates, but there is a separate program, Fast Forward, leading to certifications. He noted this is funded by the state and is the fastest growing program on campus. He stated one of the more successful programs was the result of a Go Virginia grant and is in cybersecurity. He noted he did not have exact percentage numbers of those programs.

Mayor Dull stated she was an alumna of BRCC. She asked Dr. Downey if he had an update on Covid-19 in terms of the college. Dr. Downey stated so far spring break has been extended by two days. Faculty and employees would be receiving more training on how to deliver as many courses on-line. Dr. Downey stated BRCC is following the guidance of the Virginia Department of Health, the CDC, and the Governor. He noted almost all colleges in the state are moving to some sort of similar response.

Dr. Downey thanked Council for appointing local board members. He recognized board members Dave Metz and Ron Ramsey. He also recognized Thelma Newman for her work with the college.

C. Report of Central Shenandoah Health District

Dr. Laura Kornegay, Director of Central Shenandoah Health District, thanked Council for their support. She noted she would devote her entire presentation on the Covid-19 situation.

Dr. Kornegay stated the Covid-19 outbreak is evolving and expanding on a daily basis. Community spread is being detected in a growing number of countries, including parts of the United States. Thus far in Virginia, there are 17 positive cases with no local transmission reported yet, but the situation is certainly in flux. She stated they are investigating a single case in Harrisonburg. She noted today Governor Northam declared a state of emergency.

Dr. Kornegay explained individual threat depended on exposure and includes healthcare workers, close contacts of Covid-19 cases, and travelers from international countries where spread is prevalent. She noted there have been 113,000 cases globally with over 4,000 deaths. The majority of cases currently involve China, South Korea, and Italy. Dr. Kornegay stated approximately 80% of Covid-19 cases cause mild disease with severe disease noted in the specific risk groups of older individuals and those with multiple medical problems. She recommended citizens get updated information from the CDC and Virginia Department of Health websites.

Dr. Kornegay noted there are currently a limited number of tests available in the state. Testing through public health is based on criteria. She reviewed precautions such as avoiding close contact, staying home if an individual is sick, washing hands often, and using good respiratory etiquette. She noted it will take approximately 12 to 18 months to develop a vaccine and there are no pharmaceutical interventions. Community measures involve remote working, online classes for schools, postponing or canceling mass gatherings, and routine cleaning. Dr. Kornegay stated communities can collaborate with local health departments to review emergency operations plans, develop information sharing systems with partners, businesses need to review attendance and sick leave policies and perform routine environmental cleaning, and creating good communications plans. She also reviewed plans of action for individuals and families.

Dr. Harrington thanked Dr. Kornegay for her informative presentation.

Dr. Curren asked Dr. Kornegay for every confirmed case, how many cases of undiagnosed Covid-19 there may be. Dr. Kornegay stated that is unknown since widespread testing is not being done.

Dr. Harrington asked if the mild symptoms described were similar to a bad cold or the flu. Dr. Kornegay stated that people may have nasal congestion, a little bit of a cough, possibly low-grade fever, but typically with mild symptoms not shortness of breath or lower respiratory tract symptoms.

Dr. Curren asked if relief is expected when warm weather arrives. Dr. Kornegay that is currently unknown.

Vice Mayor Kier clarified with Dr. Kornegay symptoms of Covid-19. He asked if the virus is heat resistant. Dr. Kornegay stated climates, warm or cold, does not seem to have any effect on the virus.

Mayor Dull asked what the difference is between immunosuppressed and immunocompromised. Dr. Kornegay stated it means the same thing. She noted anyone with chronic medical conditions places someone at higher risk.

Ms. Oakes asked if citizens wearing masks makes a difference. Dr. Kornegay stated it's not suggested that asymptomatic people wear masks.

Dr. Curren clarified that the mortality rate from Covid-19 seems to be twenty times less than SARS. Dr. Kornegay noted that was correct. She stated there wasn't worldwide transmission of SARS compared to the extent of Covid-19.

MATTERS FROM THE CITY MANAGER

Mr. Rosenberg shared information with Council, the public, and City employees about the City's preparations for the Covid-19 virus. He thanked Dr. Kornegay for making herself available as a resource. He noted internal meetings of a formally established Covid-19 response team will be conducted. The focus will be on continuity of operations and public gatherings. The City's intention is to maintain core essential services, such as law enforcement services, emergency services, refuse collection, and water and sewer services. Regarding public gatherings, the City is mindful of guidance issued by the Centers for Disease Control, recommending when there is minimal to moderate level community transmission of the virus, the cancellation of events with more than 250 participants. Mr. Rosenberg stated the City is aware of the potential economic impact on local businesses and the resulting fiscal impact on the city. He encouraged residents and businesses to take advantage of information available directly from trusted sources such as the CDD and the Virginia Department of Health. He stated the City's website will be the central communication vehicle and will continue to act as a portal to verify the information sources.

MATTERS FROM THE PUBLIC

Baldwin Jennings, 332 Sharon Lane, stated at the last Council meeting he'd aired his grievances and would continue to use his First Amendment rights as a citizen. He noted he'd received an uncalled-for letter from Councilwoman Mead.

Ron Ramsey, 422 Windemere Drive, stated he was present to support Dr. Downey since he serves on the Blue Ridge Community College Advisory Board. He also wanted to share that the musical production to be put on by Staunton High School had been canceled in light of Covid-19. He encouraged citizens who wanted to support the drama program to send donations to the high school as a show of appreciation for the hard work.

Aaron Barmer, 312 Fayette Street, asked Mr. Rosenberg, who sits on the Middle River Regional Jail board, and Dr. Kornegay if there was a plan in place to protect inmates at the jail. Mr. Rosenberg stated he could speak with Mr. Barmer after the meeting. Dr. Kornegay provided Mr. Barmer with information. Mr. Barmer questioned if citizens with no fixed address would be monitored or receiving services during the Covid-19 outbreak.

There was no one else wishing to speak.

ADJOURNMENT

There being no further business to come before Council, the meeting adjourned at 8:31 p.m.

Suzanne F. Simmons
Clerk of Council

DRAFT

CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	April 9, 2020	City Council
Item #	A	
Ordinance #		
Department:	City Council	
Council Vision:	Responsive, Efficient Government	
Subject:	Regular Meeting Agenda	

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

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

City Manager: Steven L. Rosenberg

REVISED

Regular Meeting Agenda Staunton City Council Electronic Communications Meeting April 9, 2020 7:30 p.m.

Call to Order

Invocation/Moment of Silence—Dull

Mayor's Report

Additional Items by Members of Council

Approval of Minutes

Work Session and Regular Meeting of March 12, 2020

REGULAR MEETING

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Matters from the City Manager

Matters from the Public

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- You will hear "Q&A session has started. To ask your question, please press *6"
- Press ***6**
- You will hear, "If you'd like to ask a question, please press **1** to add yourself to the queue"
- Press **1**
- While you are in the queue, you will hear the audio feed of the meeting
- Wait until you are prompted by the moderator, then share your matter with council
- Participants are reminded that though the prerecorded prompts refer to questions, **Matters from the Public** is a time for Council simply to listen to your remarks

Adjournment

CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	April 9, 2020	Steven Rosenberg City Manager Leslie Beauregard Assistant City Manager Phil Trayer Chief Finance Officer
Item #	B	
Ordinance #		
Department:	City Manager Finance	
Council Vision:	Responsive, Efficient Government	
Subject:	FY2021 Budget Update	

Background: During City Council's March 26, 2020 work session, the City Manager presented the FY2021 proposed budget. But, as stated by the City Manager in his opening remarks, the COVID-19 pandemic, and its economic and fiscal impact on the City, will require significant modifications to the budget.

Over the next two weeks, staff will adjust revenue projections based on currently available information and reduce departmental expenditures. This effort has already commenced as summarized below:

1. An email was sent to all department heads on March 27, 2020, imposing a hiring freeze and freezes on operating and capital expenditures for the remainder of the current fiscal year, with limited exceptions, and requesting that department heads review their department's entire operation and identify total operational reductions, in the alternative, of 5%, 10% and 15%.
2. Chief Finance Officer Phil Trayer has begun meeting individually with department heads to review their FY2020 budgets to identify further cost savings in the current fiscal year, which will potentially cushion the impact in FY2021.
3. The FY2021 budget calendar has been revised, affording staff additional time to assess the fiscal effects of the emergency and revise the budget. The revised calendar follows:

<i>Presentation of Budget</i>	March 26, 2020	6:00 PM
<i>Introduction of Budget Ordinance</i>	March 26, 2020	7:30 PM
<i>City Council Budget Work Session</i>	April 16, 2020	5:30 PM
<i>Advertisement for Proposed Budget Ordinance—Public Hearing</i>	April 16, 2020	
<i>Budget Work Session—School Board/City Council—School Budget</i>	April 23, 2020	5:30 PM
<i>Budget Public Hearing (Budget Ordinance and tax and fee ordinances)</i>	April 23, 2020	7:30 PM
<i>City Council Budget Work Session</i>	April 30, 2020	5:30 PM
<i>City Council Budget Work Session</i>	May 7, 2020	5:30 PM
<i>City Council Budget Work Session</i>	May 14, 2020	5:30 PM
<i>Consideration of City Budget</i>	May 14, 2020	7:30 PM

Staff will provide an update to Council during its regular meeting on April 9, 2020.

City Manager's Recommendation: Not applicable.

Suggested Motion: Not applicable.

City Manager: Steven L. Rosenberg

CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	April 9, 2020	Staff Member: Phil Trayer
Item #	C	
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.

Update: The proposed ordinance was introduced during Council's meeting on March 26, 2020, and the public hearing was opened and continued to Council's meeting on April 9, 2020. Subsequently, the budget schedule has been adjusted to defer public hearings on the budget ordinance and related ordinances to Council's meeting on April 23, 2020. Accordingly, it would be appropriate for Council to again continue the public hearing on the proposed ordinance to that date.

City Manager's Recommendation: Recommend that City Council continue the public hearing on the proposed ordinance to April 23, 2020.

Suggested Motion: I move to continue the public hearing on the proposed ordinance to increase water user fees by 5%, effective July 1, 2020, to April 23, 2020.

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:

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51 ATTEST:_____

52 Suzanne F. Simmons

53 Clerk of Council

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Carolyn W. Dull, Mayor

DRAFT

CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	April 9, 2020	Staff Member: Phil Trayer
Item #	D	
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.

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

Update: The proposed ordinance was introduced during Council's meeting on March 26, 2020, and the public hearing was opened and continued to Council's meeting on April 9, 2020. Subsequently, the budget schedule has been adjusted to defer public hearings on the budget ordinance and related ordinances to Council's meeting on April 23, 2020. Accordingly, it would be appropriate for Council to again continue the public hearing on the proposed ordinance to that date.

City Manager's Recommendation: Recommend that City Council continue the public hearing on the proposed ordinance to April 23, 2020.

Suggested Motion: I move to continue the public hearing on the proposed ordinance to increase refuse and recycling rates by 5%, effective July 1, 2020, to April 23, 2020.

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:

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Carolyn W. Dull, Mayor

69 ATTEST:_____

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Suzanne F. Simmons

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Clerk of Council

CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	April 9, 2020	Staff Members: Rodney Rhodes Linda Nesselrodt
Item #	E	
Department:	Community Development	
Council Vision:	Built Environment Resilience	
Subject:	Solar Panels in Historic Districts	

Background: An appeal of the denial of a Certificate of Appropriateness by the Historic Preservation Commission (Commission), for solar panels and replacement roof, was considered at Council's regular meeting on October 24, 2019. Council affirmed the decision of the Commission.

During the meeting, staff noted the Commission's consideration of the placement of solar panels is guided by the *Staunton City Zoning Code, Chapter 18.85, H-1, Historic Preservation District*; the *Staunton, Virginia Historic District Design Guidelines* (City Guidelines); and *The Secretary of the Interior's Standards for Rehabilitation and Illustrated Guidelines on Sustainability for Rehabilitating Historic Buildings* (DOI Standards).

Relevant excerpts of the City Guidelines, adopted by City Council in December 2018 (Attachment 1, *XI. Guidelines for Energy Conservation*) and the DOI Standards (Attachment 2, *D. Alternative Energy Systems*) are attached.

At City Council's Work Session on November 14, 2019 (Attachment 3, Minutes of City Council Work Session – November 14, 2019), staff was directed to work with the Commission to conduct research on the placement of solar panels in historic districts. Based on the Council discussion, City Manager Steve Rosenberg asked staff to:

- ascertain whether there is forthcoming any revision to the DOI Standards;
- explore whether there are products available that would prove to be more acceptable under the city's current regulatory scheme;
- research regulatory schemes applicable in other federally recognized historic districts to determine the manner in which solar energy installations are accommodated; and

- review regulations to possibly make it easier for homeowners to install solar panels.

Staff contacted the National Park Service (NPS), which administers the DOI Standards and learned there are no plans to review or update the standards on solar facilities. Even with changes in technology, it is NPS's position that solar panels should be placed in an area that is not visible from a public street or would not compromise the character of the home or district.

Staff was not able to find any new solar products that are more acceptable under the current City Guidelines. Solar skins have been used in other localities to camouflage the panels and help them blend with asphalt shingles. Solar shingles have been used in other cases to replace existing asphalt shingles. These products are less efficient than solar panels, do not work with traditional folded standing seam metal roofs that are prevalent in Staunton and still do not meet the guidelines.

The Virginia Department of Historic Resources (DHR) informed staff that DHR is not aware of any localities in the state that deviate from the DOI Standards in their review and approval of solar panels. Staff reviewed the guidelines from approximately a dozen localities across the country with federally recognized historic districts. These localities have adopted detailed application review guidelines for the installation of solar panels in historic districts. Many of the guidelines require that solar panels be low-profile and installed parallel with the roof line. The localities are consistent in discouraging the installation of solar panels on primary elevations or in areas with high visibility from public streets.

The City and the Commission have been supportive of alternative energy installations on historic properties when they meet the City Guidelines. In the past five years, the installation of solar panels was approved on three commercial buildings and one single-family dwelling in the historic districts. Parapet walls screen the solar panels on the commercial projects. In 2018, solar panels were approved on a shallow-pitched roof of a new addition to a single-family dwelling in the Newtown Historic District. The solar panels were deemed to have limited visibility from the public streets. (In 2010, another application, to place solar panels on a prominent portion of the same dwelling, was withdrawn after staff recommended denial.) The one application that was denied involved the proposed installation of solar panels on a primary elevation, which would have been highly visible from public streets.

Comprehensive Plan Goals and Objectives: The *City of Staunton Comprehensive Plan 2018-2040*, has the following goals and objectives that address alternative energy sources and/or preservation:

Open Space/Environment

Goal: Practice good stewardship of the environmental resources within and surrounding the City by protecting environmentally sensitive areas, preserving open space and natural habitat (including dark skies), minimizing pollution of all kinds, and encouraging sustainability and conservation practices.

Objective: Promote energy conservation practices and the potential use of alternative energy sources.

Community Character

Goal: Preserve and capitalize on the rich historical and architectural character of the City by enhancing its physical attractiveness and implementing architecturally appropriate design

standards.

Objective: Educate citizens, especially property owners, on landscaping, beautification of neighborhoods, proper stormwater management, and the importance of maintaining long-term historic standards.

Objective: Support the City's continued compliance with the historic preservation and the historic district overlay ordinances.

The preservation and maintenance of historic structures is imminently and fundamentally a "green" practice. Therefore, historic preservation supports goals and objectives of both Open Space/Environment and Community Character. While the use of solar panels on individual buildings supports an environmental goal of the City, it is important to ensure that one goal is not achieved at the expense of the others.

Conclusions: Roofs are character defining features of dwellings. As such, it is appropriate that all applications for solar panels implicating roofs are thoroughly analyzed for their impacts on the character of the historic buildings and the surrounding historic district. The Commission and City will continue to encourage and approve alternative energy installations that adhere to the adopted City Guidelines and the DOI Standards.

Members of the Commission expressed their appreciation to Council for taking the steps to explore this issue and task staff with investigating and reporting on the status and the alternatives. The Commission reiterated that the wider message is that the City's historic preservation scheme is not antithetical to consideration of alternative energy, reduction of carbon footprint and issues of that nature. The record of the Commission demonstrates its support of alternative energy to the extent it can be accommodated. The Commission, City staff and Historic Staunton Foundation will be more proactive as applications are received by providing owners information on energy conservation.

Attachments:

Attachment 1—*Staunton, Virginia, Historic District Design Guidelines; XI. Guidelines for Energy Conservation*

Attachment 2—*The Secretary of the Interior's Standards for Rehabilitation and Illustrated Guidelines on Sustainability for Rehabilitating Historic Buildings, D. Alternative Energy Systems*

Attachment 3—Minutes of City Council Work Session – November 14, 2019

Recommendation: Not applicable.

Suggested Motion: Not applicable.

City Manager: Steven L. Rosenberg

Staunton, Virginia

HISTORIC DISTRICT DESIGN GUIDELINES

DECEMBER 2018

Prepared For:

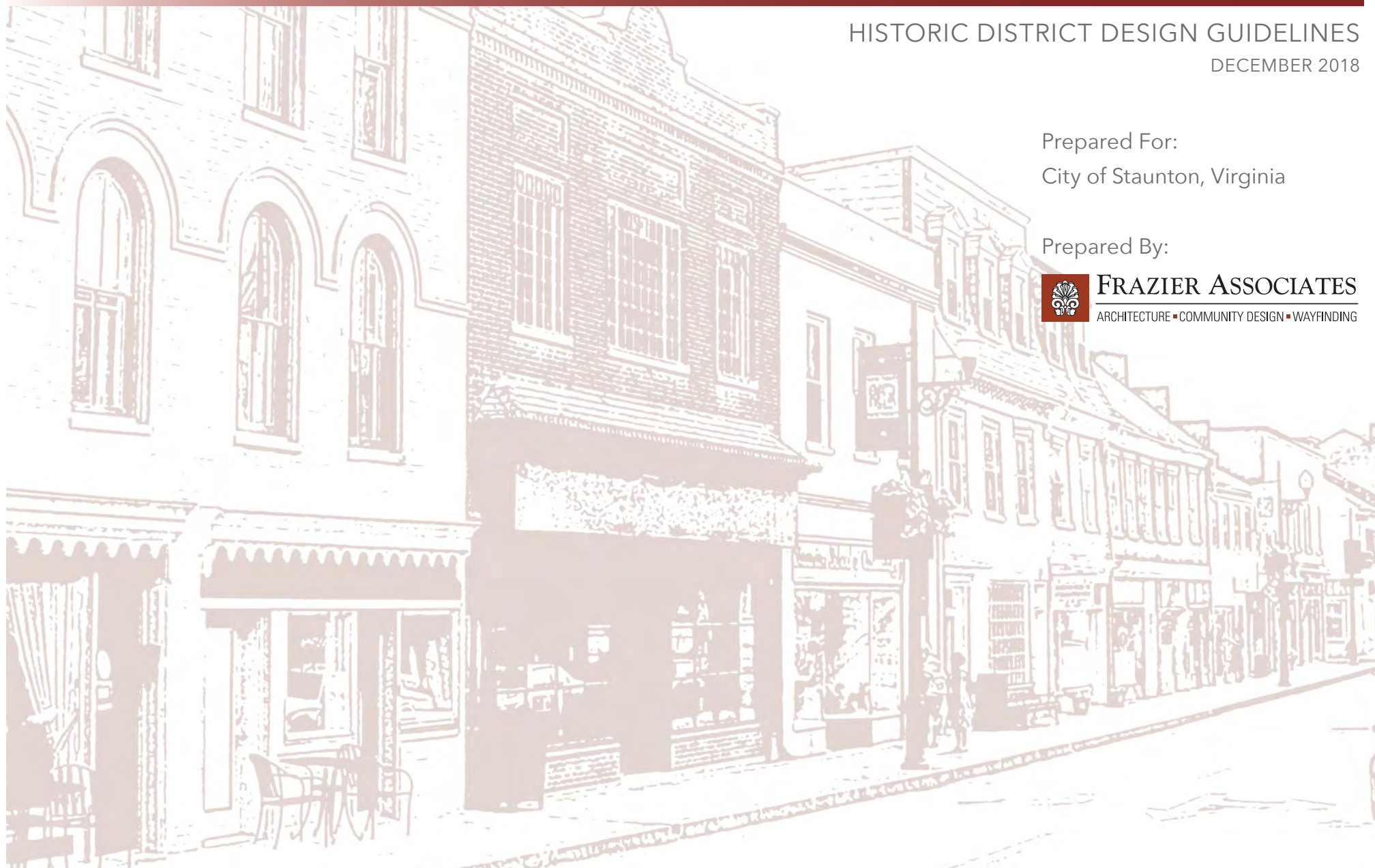
City of Staunton, Virginia

Prepared By:



FRAZIER ASSOCIATES

ARCHITECTURE • COMMUNITY DESIGN • WAYFINDING



D. Alternative Energy Systems

1. Solar System Types

a. Photovoltaic (or PV System)

This system uses solar panels to convert sunlight into energy and usually consists of rows of modules or panels installed in a grid pattern on top of an existing roof.

b. Solar Shingles (or PV Shingles)

These solar cells are designed to look like conventional asphalt shingles, and there are various configurations, including a strip design of several shingles or a design that is sized like a conventional shingle.

c. Freestanding Panels or Panel Arrays

This system is located on the property's site in a location away from the building and connected with underground wiring. It is ideally screened from prominent viewing and may be moved to optimal sunlight areas depending on the season.



Solar panels, recently installed on this Wharf building, are not very visible and have limited impact on historic fabric.

2. Alternative Energy Guidelines

- a. Solar panels and photovoltaic cells should be placed in locations with limited or no visibility—such as on a flat roof, a shallow-pitched roof, on a secondary roof slope, on a rear addition, behind a parapet wall of the primary building, or a nearby secondary building that may be less visible from a public right-of-way such as a garage, or a new garden shed, pergola or other similar building.

- b. Solar panels and photovoltaic cells should be installed in a manner that limits their impact on historic materials and features of the building. If located on site, limit the impact of the panels on the historic site features and character.
- c. Solar panels' installation should be set back from the edge of the roof to limit visibility.
- d. Solar panels' color should be compatible with the color of the existing roof in order to blend this new roof element with the existing roof as much as possible.
- e. Geothermal heat pumps should be installed in locations that do not negatively affect the historic character or features of the site. These systems offer many advantages of long-term lower operating costs, require less equipment space, provide better zone space conditioning, maintain better humidity levels, and are quieter since they don't require external air compressors.
- f. Wind mills or turbines are not practical in Staunton's historic districts since this region does not have high enough wind speeds, and the equipment's visual impact could be overpowering to the existing historic district character.

TECHNICAL INFORMATION

Preservation Brief #3:

Improving Energy Efficiency in Historic Buildings

<https://www.nps.gov/tps/how-to-preserve/briefs/3-improve-energy-efficiency.htm>

Preservation Brief #24:

Heating, Ventilating, and Cooling Historic Buildings

<https://www.nps.gov/tps/how-to-preserve/briefs/24-heat-vent-cool.htm>

The Secretary of the Interior's Standards for Rehabilitation

Illustrated Guidelines on Sustainability for Rehabilitation Historic Buildings

<https://www.nps.gov/tps/standards/rehabilitation/guidelines/index.htm>

THE SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION &

ILLUSTRATED GUIDELINES ON SUSTAINABILITY FOR REHABILITATING HISTORIC BUILDINGS

Anne E. Grimmer with Jo Ellen Hensley | Liz Petrella | Audrey T. Tepper

U.S. Department of the Interior
National Park Service
Technical Preservation Services
Washington, D.C.

2011

SOLAR TECHNOLOGY

72



73



Recommended: [72-73] Solar panels were installed appropriately on the rear portion of the roof on this historic row house that are not visible from the primary elevation.

RECOMMENDED

NOT RECOMMENDED

Considering on-site, solar technology only after implementing all appropriate treatments to improve energy efficiency of the building, which often have greater life-cycle cost benefit than on-site renewable energy.

Installing on-site, solar technology without first implementing all appropriate treatments to the building to improve its energy efficiency.

Analyzing whether solar technology can be used successfully and will benefit a historic building without compromising its character or the character of the site or the surrounding historic district.

Installing a solar device without first analyzing its potential benefit or whether it will negatively impact the character of the historic building or site or the surrounding historic district.

Installing a solar device in a compatible location on the site or on a non-historic building or addition where it will have minimal impact on the historic building and its site.

Placing a solar device in a highly-visible location where it will negatively impact the historic building and its site.

Installing a solar device on the historic building only after other locations have been investigated and determined infeasible.

Installing a solar device on the historic building without first considering other locations.

74



Recommended: [74] Free-standing solar panels have been installed here that are visible but appropriately located at the rear of the property and compatible with the character of this industrial site.

75



Not Recommended: [75] Solar roof panels have been installed at the rear, but because the house is situated on a corner, they are highly visible and negatively impact the character of the historic property.

SOLAR TECHNOLOGY

RECOMMENDED

NOT RECOMMENDED

Installing a low-profile solar device on the historic building so that it is not visible or only minimally visible from the public right of way: for example, on a flat roof and set back to take advantage of a parapet or other roof feature to screen solar panels from view; or on a secondary slope of a roof, out of view from the public right of way.	Installing a solar device in a prominent location on the building where it will negatively impact its historic character.
Installing a solar device on the historic building in a manner that does not damage historic roofing material or negatively impact the building's historic character and is reversible.	Installing a solar device on the historic building in a manner that damages historic roofing material or replaces it with an incompatible material and is not reversible.
	Removing historic roof features to install solar panels.
	Altering a historic, character-defining roof slope to install solar panels.
	Installing solar devices that are not reversible.
Installing solar roof panels horizontally -- flat or parallel to the roof—to reduce visibility.	Placing solar roof panels vertically where they are highly visible and will negatively impact the historic character of the building.

76



77



79



Not Recommended: [79] Although installing solar panels behind a rear parking lot might be a suitable location in many cases, here the panels negatively impact the historic property on which they are located.

Recommended: [76-77] Solar panels, which also serve as awnings, were installed in secondary locations on the side and rear of this historic post office and cannot be seen from the front of the building. [78] Solar panels placed horizontally on the roof of this historic building are not visible from below.

78



minimum fee for an unscheduled special pickup is \$95; however, the customer may be charged with the actual cost of the pickup.

Staff recommends that an ordinance be introduced to establish civil penalties for repeat violations of the Public Works solid waste policy relating to the failure to remove or properly dispose of trash, garbage, refuse, rubbish, litter and other like substances.

Mr. Sliwoski stated these proposed penalties will affect the more flagrant, blatant violators who repeatedly do this and ignore calls from City staff and when complaints have been received regarding public health and safety.

Mr. Sliwoski stated in the proposed ordinance, a \$50 penalty would be imposed for the first violation, or violations arising from the same set of facts. The civil penalty for subsequent violations (not arising from the same set of facts) within 12 months of the first violation would be \$200. In no event would a series of specified violations arising from the same set of facts result in civil penalties that exceed a total of \$3,000 in a 12-month period. Three civil penalties previously imposed on the same person for the same or similar violation, within a 24-month period, would constitute a Class 3 misdemeanor. Existing authority of the City to refuse to collect refuse from a violating person or entity in the event of repeated violations is maintained. Mr. Sliwoski noted if the property owner, in fact, was the customer and the fees were left unpaid, there would be a lien placed on the property.

Mr. Sliwoski stated a public hearing will be held during Council's regular meeting on November 14, 2019, and the ordinance will be scheduled for Council's consideration on December 12, 2019.

Mr. Sliwoski clarified that the City still picks up recycling items such as paper, cardboard, mixed paper, glass, metal and aluminum cans. Only plastic items are no longer picked up for recycling.

Mayor Dull asked Mr. Sliwoski who would be charged if a violation involves a rental property. Mr. Sliwoski stated the tenant would be charged, the actual customer putting out the trash. He clarified if the property owner was also the customer and the violator, they would receive a lien on the property.

This will be Item E on the Regular meeting agenda.

9. Discussion of Solar Panels in Historic Districts

Mr. Rosenberg stated this item had been included at the request of Dr. Curren following Council's consideration of the appeal from the Historic Preservation Commission at the October 24, 2019 meeting. He noted an excerpt from the Staunton City Zoning Code addressing modifications to homes in historic districts as well as the guidelines for energy conservation and provisions of the Secretary of Interior's Standards for Rehabilitation were included in the briefing. He noted Rodney Rhodes, Senior Planner, was present to answer any questions.

During the October 24, 2019 meeting, staff noted the Commission's consideration of the placement of solar panels is guided by the *Staunton City Zoning Code, Chapter 18.85, H-1, Historic Preservation District*; the *Staunton, Virginia Historic District Design Guidelines*; and *The Secretary of the Interior's Standards for Rehabilitation*.

Section 18.85.050(7) of the *Staunton City Zoning Code* provides:

(7) Commission Options. The commission may approve the certificate of appropriateness as proposed, approve the certificate of appropriateness with any modifications it deems necessary, or reject it.

The commission shall approve the application and issue a certificate of appropriateness if it finds that the proposed material change(s) in the appearance would not have a substantial adverse effect on the aesthetic, cultural, historic, or architectural significance and value of the historic property or the historic district. In making this determination, the commission shall consider, in addition to any other pertinent factors, the following criteria for each of the following acts:

(a) Reconstruction, Alteration, New Construction, or Renovation. The commission shall issue certificates of appropriateness for the above proposed actions if those actions conform in design, scale, building material, setback and landscaping and to the Secretary of Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings, a copy of which is attached hereto as an appendix and hereby incorporated by reference.

Relevant excerpts of the *Staunton, Virginia Historic District Design Guidelines*, adopted by City Council in December 2018 (Attachment 1, *XI. Guidelines for Energy Conservation*) and *The Secretary of the Interior's Standards for Rehabilitation and Illustrated Guidelines on Sustainability for Rehabilitating Historic Buildings* (Attachment 2, *D. Alternative Energy Systems*) are attached.

Dr. Curren stated he had reviewed the Department of Interior Guidelines which were published in 2011 with a subsequent version in 2013 that he found online. He noted they did not appear to have been updated much since that time. He stated the solar energy industry has greatly changed in the last 10 years. Dr. Curren stated costs in Virginia have prohibited homeowners and businesses from installing solar panels over the years. It was noted that there are currently no historic district homeowners that have installed solar panels.

Dr. Curren stated he felt regulations were part of the problem and had been too much trouble for property owners. He noted the visibility regulations were not consistent with people being able to afford solar energy if they were not able to get maximum production out of the solar panels. He stated he personally did not feel having solar panels on a roof adversely affected the historic look of a house. Dr. Curren stated these are living neighborhoods and unnecessary obstacles should not be placed on homeowners. He requested that Council ask staff to review the regulations to possibly make it easier for homeowners to install solar panels.

Mr. Holmes questioned if there were products that would make solar panels less visible. He felt that was one of the biggest complaints for allowing them in historic districts.

Mayor Dull questioned if the National Historic Guidelines were being revised. She noted staff could perhaps investigate products available. Mayor Dull stated the City's historic guidelines are based on those National guidelines.

Dr. Harrington stated solar is a fast-moving industry and he wouldn't want to revise the City's ordinance to permit something and then have the industry create a product that would negate the City's need to do so.

Discussion ensued regarding products currently available and how other industries may have dealt with this type of problem in historic districts.

Mr. Guynn suggested perhaps the Historic Preservation Commission could ask Frazier Associates to research this along with staff.

The consensus among Council members was to have staff conduct research along with the Historic Preservation Commission.

10. Presentation and Discussion of a Resolution Authorizing Refinancing of 2007 and 2008 Bonds

Phil Trayer, Chief Finance Officer, stated this item is for a resolution to refinance a portion of the City's long-term debt. He stated the proposed resolution is to refinance the General Obligation Public Improvement 2007 Bonds as well as for bonds issued for 2008 State Literary fund. A net present value savings of \$1.5 million will be produced as a result of the refinancing. Mr. Trayer stated this was \$129,000 over previous estimates from the Council meeting of October 24, 2019.

Chris Kulp, representative for Hunton Andrews Kurth, the City's bond counsel, stated this is being issued as tax-exempt financing. He noted it was his role to give an opinion to the lender that the bond has been duly authorized, executed, and delivered.

Mr. Kulp stated a resolution providing for the issuance, sale and award of a general obligation refunding bond for is proposed for Council's consideration. The Resolution limits the principal amount of the bond to \$15,282,000 and the interest cost to 1.88%, to allow flexibility in the bond market with the interest rate, and to determine at the time of the sale the savings to be realized with the refinancing within these parameters. He noted the closing is tentatively scheduled for November 26, 2019.

Mr. Kulp provided an overview to Council of the proposed resolution.

R.T. Taylor, representative for Davenport & Company LLC, the City's financial advisor, gave an updated review since the Council meeting of October 24, 2019. He noted the change in savings is approximately \$129-130,000 after further negotiations with SunTrust Bank. He noted the future merger with BB&T and SunTrust would not affect the refinancing.

Dr. Harrington asked for clarification regarding the clause referring to not repurposing City-owned buildings. It was noted that as long as the facilities continue to be governmentally owned and used for governmental purpose it would not be in violation.

This will be Item A on the Regular meeting agenda.

CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	April 9, 2020	Staff Members: Billy Vaughn Amanda DiMeo
Item #		
Ordinance #		
Department:	Economic Development	
Council Vision:	Economic Development	
Subject:	Memorandum of Understanding Between City of Staunton and Staunton Creative Community Fund for COVID-19 Emergency-Disaster Relief Loan Program Benefitting Staunton Businesses	

Background: The City of Staunton and Staunton Creative Community Fund (SCCF) have had an ongoing contractual relationship intended to help attract and support small entrepreneurial enterprises. Under the operative contract between the city and SCCF, SCCF provides certain services to the City, including the administration of micro loans to entrepreneurs in the city and the larger region.

In response to the current COVID-19 crisis, staff has engaged in discussions with SCCF, concerning the possible establishment of an Emergency-Disaster Relief Loan Program totaling \$100,000 to be funded from SCCF's existing Small Business Administration (SBA) loan pool. As proposed, the fund would be used to provide loans solely to businesses located in the city on the following terms:

- 0% interest rate
- Term of three years or less
- Principal amount of \$1,000 to \$5,000
- Collateral and personal guarantees as determined by SCCF loan committee
- Deferral of program loan repayments for up to six months from the initial date of the loan

To support the effort, under the proposed arrangement, the City would transfer to SCCF \$10,000 to cover costs associated with technical assistance and administration of the loan fund and \$15,000 for loan loss reserves as required by SBA.

A proposed Memorandum of Understanding is attached to this agenda briefing for Council's consideration.

Attachment:

Memorandum of Understanding between the City of Staunton and the Staunton Creative Community Fund

City Manager's Recommendation: Approve the proposed Memorandum of Understanding, and authorize the City Manager to execute and deliver the Memorandum of Understanding and such other documents as may be required in connection with the Emergency-Disaster Relief Loan Program for COVID-19, all upon final review and approval of the City Attorney.

Suggested Motion: I move that the proposed Memorandum of Understanding between the City of Staunton and the Staunton Creative Community Fund, providing for the establishment and administration of the Emergency-Disaster Relief Loan Program for COVID-19, benefitting Staunton businesses, be approved, and the City Manager be authorized to execute and deliver the Memorandum of Understanding, and such other documents as may be required in connection with the loan program, with such modifications and in final form as approved by the City Attorney.

City Manager: Steven L. Rosenberg

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE CITY OF STAUNTON
and
THE STAUNTON CREATIVE COMMUNITY FUND
for
COVID-19 FUND BENEFITTING STAUNTON BUSINESSES**

This **MEMORANDUM OF UNDERSTANDING** (MOU), dated this 10th day of April 2020, is made by and between the **CITY OF STAUNTON, VIRGINIA**, a municipal corporation of the Commonwealth of Virginia, (the **City**) and **STAUNTON CREATIVE COMMUNITY FUND, INC.**, a 501(c)(3) organization and a corporation organized and existing under the laws of the Commonwealth of Virginia (**SCCF**).

1. Recitals.

1.1 The City and SCCF have had an ongoing relationship intended to help attract and support small entrepreneurial enterprises by which SCCF provides certain services to the City;

1.2 As part of its efforts, SCCF administers micro loans to entrepreneurs in the region, including those in the City of Staunton;

1.3 To complement the ongoing services provided by SCCF to Staunton businesses, in response to the current COVID-19 crisis, the City desires to engage SCCF to establish and administer an Emergency-Disaster Relief Loan Program (Program) from existing SCCF loan funds;

1.4 Because of the effects of the COVID-19 crisis, even as they continue to evolve, the Staunton City Council declared a local emergency-disaster;

1.5 The fund, to be in the amount of \$100,000.00, is for the benefit of entrepreneurs/businesses, having a principal place of business and operations within the corporate limits of the City of Staunton, Virginia (Staunton Business/es). The Program will be available for 30 days following the date that City Council may declare an end to the local emergency-disaster;

1.6 It is the intent of this MOU for the City, in consideration of what SCCF commits, to provide technical assistance funds and loan loss reserve funds to be used by SCCF to administer loans to be made to qualified small Staunton Businesses; and

1.7 These recitals are an integral part of this Agreement.

2. City Funding. The City will provide funding for the Program in total amount, allocated and to be used as follows: an amount of \$10,000.00 to cover administration of the Fund, and an additional amount of \$15,000 to cover SCCF required loan loss reserves.

3. **Program Loan Decisions.** SCCF will use its loan review committee to review Program loan applications. Loan decisions will be made by a majority vote of the loan review committee.
4. **Payment by the City.** Upon approval of this MOU by the City and full execution of it by the authorized City and SCCF signatories, SCCF will invoice the City for \$25,000.00. Within 30 business days of the receipt of the invoice, the City will pay the invoice in full to SCCF to administer and manage the Program. Upon the conclusion of loan terms for all Program borrowers, if there are any remaining loan loss reserve funds from loans that did not default, the SCCF will account to the City for the balance and promptly return those funds to the City.
5. **Program Borrower Profile.** The Program loans will have the following aspects: loans only to small Staunton Businesses already in continuous existence on March 16, 2020 be eligible. This is the date that the City of Staunton declared a local emergency in response to the COVID-19 crisis; 0% interest rate; a term generally of three years or less; principal amount of \$1,000 to \$5,000 per Staunton Business; collateral as determined by the loan review committee; and personal guarantees as determined by the loan review committee. Program loan repayments may be deferred for up to 6 months from the initial date of the loan.
6. **Risks of Program Loans.** Both the City and SCCF acknowledge that there are risks inherent in making loans to small businesses, especially more recently formed small businesses, and those under stress. The parties intend for the Program to help address the situation of qualified small Staunton Businesses related to the COVID-19 crisis. However, despite the best efforts made by SCCF and the loan review committee, some Program loans will go into default or require a modification of the loan terms because the loan may be non-performing.
7. **Program Loan Default.** In the event of a default by a Staunton Business, which event may include non- payment of the loan, closing or moving of the enterprise or operations out of the corporate limits of the City of Staunton, or other circumstance which constitutes a default according to the loan documents, then SCCF shall send written notice of such default and require the Staunton Business 30 days to cure the default. Additional follow up will follow the current terms of the established SCCF Loan Policies and Procedures.
8. **Good-Faith Business Judgment.** In reviewing the Program loan applications, SCCF and its loan review committee shall exercise its good faith business judgment as to appropriate loans. Any loan made by SCCF shall require a first lien on collateral pledged by the Staunton Business. The Staunton Business also may be eligible for other forms of loans administered by SCCF. The Staunton Business may also be eligible for grants available to it by governmental agencies, including the City.
9. **Monthly Reporting.** SCCF shall provide a monthly accounting and report to the City by the first Monday of each month. The report shall include status of loans but shall protect the privacy of the financial condition of the Staunton Business, to the extent permitted by law.
10. **Promotion.** SCCF will be responsible for the promotion of the Program and production of the marketing materials, including, but not limited to, logo tag development,

brochure, website, inclusion in the monthly newsletter, Facebook page, presentations, and so on. The City shall have a right to review such publications and provide suggestions prior to publication of content. SCCF will make Staunton Businesses aware of the Program.

11. **Governing Law; Counterparts.** This Agreement shall be governed by and construed under the laws of the Commonwealth of Virginia, without reference to its conflicts of laws principles, and may be executed in more than one counterpart, each of which will be deemed to be an original.

12. **Term and Termination.** This MOU will expire automatically on the later of the third anniversary of the date that this MOU is last executed, the expected time during which SCCF will have made Program loans and received complete repayment, or the date when no more Program loans are outstanding. In the event that the loan program proves to be impracticable at any time, this MOU may be terminated by either party with at least 30 days prior written notice. Any termination would not affect any outstanding Program loans or the existing rights of the City and SCCF under the provisions of this MOU.

13. **Amendment.** This MOU may be amended only by the written agreement of both the City and SCCF.

14. **Spirit of Continuing Cooperation.** It is the intent of the City and SCCF to continue to build a relationship so that SCCF may further attract and support Staunton Businesses by SCCF being in a sound position to apply for additional loan funds from various outside sources in the future. In no event, however, is the City or SCCF obligated beyond the provisions of this MOU; and neither has or is in an agency, partner, joint venture or other relationship with the other.

15. **No Third-Party Beneficiary.** This MOU does not create and may not be applied, construed or interpreted to create a third-party beneficiary.

CITY OF STAUNTON, VIRGINIA

By: _____
Its City Manager

Date: _____

**STAUNTON CREATIVE COMMUNITY FUND,
INC.**

By: _____
Its _____

Date: _____