

**Work Session Agenda
Staunton City Council
Electronic Communications Meeting
April 23, 2020
5:30 p.m.**

Invocation/Moment of Silence—Harrington

- | | | |
|------------------|-------------------|--|
| 5:30 p.m. | 1. | Consideration of Work Session and Regular Meeting Agendas |
| 5:35 p.m. | 2. | Budget Work Session—Discussion of Fiscal Year 2021 School Board Budget |
| 6:10 p.m. | | Break |
| 6:15 p.m. | 3. & E | Discussion of Application to the Virginia Department of Housing and Community Development for a Virginia Industrial Revitalization Fund Grant/Arcadia Project |
| 6:25 p.m. | 4. | Update on the Staunton Crossing Economic Development Business Plan |
| 6:40 p.m. | 5. | Discussion of Augusta Health Initiative—Imaging Center |
| 6:50 p.m. | 6. & F | Discussion of Augusta Health Initiative—340B Drug Pricing Program |
| 7:15 p.m. | | Break |

**Regular Meeting Agenda
Staunton City Council
Electronic Communications Meeting
April 23, 2020
7:30 p.m.**

Call to Order

Pledge of Allegiance

Mayor's Report

Additional Items by Members of Council

Approval of Minutes

Special Emergency Meeting of March 18, 2020

Special Emergency Meeting of March 24, 2020

Work Session and Regular Meeting of March 26, 2020

Regular Meeting of April 9, 2020

REGULAR MEETING

- A. Public Hearing of an Ordinance to Establish a Budget for FY 2021 (July 1, 2020—June 30, 2021)**
- B. Public Hearing of an Ordinance to Increase Water User Fee**
- C. Public Hearing of an Ordinance to Increase Refuse and Recycling Rates**
- D. Presentation by Shenandoah Valley Regional Airport Commission**
- E. Consideration of an Application to the Virginia Department of Housing and Community Development for a Virginia Industrial Revitalization Fund Grant/Arcadia Project**
- F. Consideration of Memorandum of Understanding between City of Staunton and Augusta Health Care, Inc. for the 340B Drug Pricing Program**

Matters from the City Manager

Matters from the Public

Adjournment

Participating in the Public Hearings and Matters from the Public

To participate in **the Public Hearing** and **Matters from the Public** portions 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 comments with Council
- Participants are reminded that though the prerecorded prompts refer to questions, the **Public Hearing** and **Matters from the Public** portions of the meeting are a time for Council simply to listen to your comments

Through 5:00 p.m. on Thursday, April 30, 2020, the public may also communicate comments concerning the Public Hearing items to City Council by (i) emailing the Clerk of Council at simmonssf@ci.staunton.va.us, or (ii) calling the Clerk of Council at 540.332.3810. Voice mail messages are acceptable.

CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	April 23, 2020	City Council
Item #	1	
Ordinance #		
Department:	City Council	
Council Vision:	Responsive, Efficient Government	
Subject:	Work Session and Regular Meeting Agendas	

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

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

City Manager: Steven L. Rosenberg

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CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	April 24, 2020	Staff Members: Dr. Garett Smith Steve Rosenberg
Item #	2	
Ordinance #		
Department:	City Council and School Board Members	
Council Vision:	Education Responsible, Efficient Government	
Subject:	Joint Work Session—FY 2021 School Board Budget	

Background: City Council and Staunton City School Board will meet in a joint work session to discuss the proposed FY 2021 Staunton City Schools budget. City Manager Steve Rosenberg, Assistant City Manager Leslie Beauregard, Chief Finance Officer Phil Trayer, Superintendent of Schools Garrett Smith, and Schools' Budget Manager Brad Wegner will also participate in the discussions.

City Manager's Recommendation: Not applicable.

Suggested Motion: Not applicable.

City Manager: Steven L. Rosenberg

CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	April 23, 2020	Staff Members: Billy Vaughn Amanda DiMeo
Item #	3 & E	
Ordinance #		
Department:	Economic Development	
Council Vision:	Economic Development	
Subject:	Application to the Virginia Department of Housing and Community Development for a Virginia Industrial Revitalization Fund Grant/Arcadia Project	

Background: The Virginia Department of Housing and Community Development (DHCD) operates the Industrial Revitalization Fund (IRF) from which grants and loans can be made to localities for the purpose of rehabilitating vacant or distressed properties or demolishing buildings to make way for new development. The General Assembly appropriated \$1.5 million in funds for FY 20-21 for the program. The maximum grant application is \$600,000.

The Arcadia Project, a 501(c) (3) non-profit organization, is requesting that the City apply to DHCD for a 2021 IRF Grant in the amount of \$600,000. The funds will be used to redevelop a downtown property that will house the Arcadia Project. The goal of the project is to create a catalyst for long-term employment opportunities and on-going physical and economic revitalization. The project, as proposed, includes:

- A locally led effort to transform the former Dixie Theater into a cultural center targeting the needs of underserved young adults, minority, and youth groups.

- Restoration of the historic Dixie Theater to become as well-trafficked, sustainable, adaptive mixed-use facility featuring a movie theater; an event space to host conferences, events, and performing arts; digital media classrooms; and a small specialty food café.
- A creative, educational, and enrichment resource for the Staunton community, a currently untapped need in the community.

The IRF program requires a 1:1 match of grant funds requested. The local match requirement will be satisfied by The Arcadia Project. Therefore, a funding commitment from the City is neither required nor requested for the grant application or the project.

A budget outline follows:

Sources of Funding	Amount of Funds	Status of Funds
Industrial Revitalization Fund Grant	\$600,000	Apply May 15
Grants from Private Foundations	\$600,000	Ongoing
Private Donations	\$600,000	Ongoing
Portion of building acquisition debt settlement eligible to be used as match for IRF Grant	\$260,000	Completed 2019
TOTAL	\$2,060,000	

Projected Expenditures Cost/Activity Category	Amount	Explanation
Acquisition/Debt Settlement	\$260,000	Actual debt settlement was \$350,000; however only \$260,000 can be used to match the IRF Grant
Clearance/Abatement/Demo	\$48,000	Based on Bids
Building Construction/Renovation	\$1,552,000	Based on Bids
Other: Equipment/Fixtures + Installation	\$200,000	Estimated
TOTAL	\$2,060,000	

The IRF grant program guidelines require that the local governing body adopt a resolution, approving the grant application. A proposed resolution is attached.

At Council's work session on April 23, Pamela Mason Wagner, Executive Director, The Arcadia Project, will provide a brief overview of the project and the grant application.

Attachments:

Attachment 1—Draft City Council Resolution Approving an Application by the City of Staunton to the Virginia Department of Housing and Community Development for an Industrial Revitalization Fund Grant to fund The Arcadia Project

Attachment 2—Draft Certification Letter from City of Staunton to Virginia Department of Housing and Community Development

Attachment 3—Letter dated April 10, 2020, from The Arcadia Project to the City of Staunton, requesting resolution of support for the Industrial Revitalization Fund Grant Application

Attachment 4—Arcadia Project brochure

Attachment 5—Arcadia Project market analysis

City Manager's Recommendation: Recommend the resolution be adopted as presented.

Suggested Motion: I move to adopt the resolution approving an application by the City of Staunton, Virginia to the Virginia Department of Housing and Community Development, for a grant under the department's Industrial Revitalization Fund grant program to fund the Arcadia Project, as presented, and to authorize the City Manager or his designee to complete any actions necessary in connection with such grant.

City Manager: Steven L. Rosenberg

**RESOLUTION APPROVING AN APPLICATION BY THE CITY OF STAUNTON TO
THE VIRGINIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
FOR AN INDUSTRIAL REVITALIZATION FUND GRANT TO FUND THE ARCADIA
PROJECT**

WHEREAS, the Virginia Department of Housing and Community Development (DHCD) operates the Industrial Revitalization Fund (IRF) from which grants and loans can be made to localities for the purpose of rehabilitating vacant or distressed properties or demolishing buildings to make way for new development; and

WHEREAS, The Arcadia Project, a 501(c) (3) non-profit organization, is requesting that the City of Staunton apply for a 2021 IRF Grant in the amount of \$600,000; and

WHEREAS, the funds will be used by The Arcadia Project to redevelop a downtown property that will house an operation to be known as the “Arcadia Project,” as further detailed in the City’s application; and

WHEREAS, in addition to the IRF Grant, an additional \$1,460,000 will be expended on this project, comprising \$600,000 in grants from private foundations, \$600,000 in private donations, and \$260,000 in previously expended building acquisition costs; and

WHEREAS, the goal of the Arcadia Project is to create a catalyst for long-term employment opportunities and on-going physical and economic revitalization; and

WHEREAS, it is projected by The Arcadia Project that hundreds of residents of the City of Staunton and the region will partake of the Arcadia Project’s cultural and education activities, and a minimum of three full-time and four part-time jobs will result from the implementation of the project; and

WHEREAS, City Council has made the revitalization of downtown Staunton a high priority in the community’s economic development effort.

NOW, THEREFORE, BE IT RESOLVED, by the Council of the City of Staunton, Virginia, that:

1. The submittal of an application to DHCD for an IRF Grant, in the amount of \$600,000, to be used by The Arcadia Project to redevelop the downtown property known as the Dixie Theater, located at 125 East Beverley Street, as a community arts center that will house the Arcadia Project, is hereby authorized.

2. The City confirms that the local match requirement of \$600,000 will be satisfied by The Arcadia Project, and other private sources, pending further refinement of the project budget, and it is the responsibility of The Arcadia Project, and such other private sources, to satisfy the requirement.

37 3. The City understands that a funding commitment from the City is neither required
38 nor requested for the grant application or the project, and Council's authorization of submittal of
39 an application to DHCD is conditioned upon the same.
40

41 4. The City Manager or his designee is hereby authorized to sign and submit
42 appropriate documents for the submittal of this Industrial Revitalization Fund proposal.
43

44 Adopted this 23rd day of April, 2020.
45

46 _____
47 Carolyn W. Dull, Mayor
48

49 Attest: _____
50 Suzanne F. Simmons, Clerk of Council
51

April 24, 2020

Rebecca Rowe
Associate Director
Community Revitalization Office
Virginia Department of Housing and Community Development
Main Street Centre, 600 East Main Street, Suite 300
Richmond, Virginia 23219

Re: City of Staunton Industrial Revitalization Fund Grant Application/
Arcadia Project

Dear Ms. Rowe:

In conjunction with the recent action by the City Council endorsing the request of the Arcadia Project, a 501(c)(3) non-profit organization, for the submission of an application to the Virginia Department of Housing and Community Development for an Industrial Revitalization Fund (IRF) grant in the amount of \$600,000 to be used to redevelop downtown property that will house the Arcadia Project, as the Chief Administrative Official, I hereby assure and certify that:

1. The City of Staunton possesses legal authority to apply for the IRF program and to execute the proposed program;
2. The property for which the application is made meets the definition of "blighted property" according to the Code of Virginia § 36-3;
3. On April 23, 2020, City Council adopted as an official act a resolution, authorizing the filing of the application including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required; and
4. That to the best of my knowledge, the information, as provided by The Arcadia Project, a 501(c)(3) non-profit organization, contained in the IRF application is true and correct.

Sincerely,

Steven L. Rosenberg
City Manager



April 10, 2020

Mr. Billy Vaughn
Director of Community and Economic Development
116 West Beverley St.
Staunton, VA 24401

RE: Request for Resolution of Support for the Dixie Theater's Industrial Revitalization Fund Grant Application

Dear Mr. Vaughn:

As we have discussed, the Virginia Department of Housing and Community Development (DHCD) has established the Industrial Revitalization Fund (IRF) to help communities throughout Virginia to redevelop old buildings that were originally built for one purpose, but are difficult to redevelop because they have out lived that original use. Moreover, the IRF program looks to fund the redevelopment of buildings that are vacant and run down, because they become blighted nuisances that negatively affect the business and communities that surround them.

The Dixie Theater on the eastern end of East Beverley Street is a prime example of a building that is unlikely to ever become a functioning movie theater and its hulking, empty presence is drag on the surrounding business. The Arcadia Project, a non-profit organization created by a determined group of local leaders, seeks to renovate the Dixie and bring culturally significant performing, visual, and spoken word arts programming that reflect needs identified in a 2017 survey of Staunton's citizens. Not only will the revitalized theater provide a cultural asset for the community, it will also support local business on this block and compliment other assets in the area, such as the Blackfriars Theater, the Stonewall Jackson Hotel, and the Woodrow Wilson Museum.

For the Arcadia Project to make this endeavor a success, last year we retired all debts from previous efforts to renovate this building. We have also worked with a local architect to develop strategy of that works with the building's existing layout and renovates the building in a simple, yet elegant manner. This cost-effective strategy has resulted in restoration bids that range between \$1.6m and \$2.2m. This cost range makes it realistic to obtain grants and gifts that will allow the project to open on day one with little to no debt.

As you know, The Staunton Performing Arts Center (SPAC) championed the redevelopment of the Dixie Theatre for nearly 20 years. When the support did not develop to bring their much more costly vision to fruition, we partnered with the Community Foundation of the Central Blue Ridge who under Dan Layman's leadership led a transition to a new organization, a new board, new leadership, and a new vision.

A key aspect of making this new strategy a reality is DHCD's IRF program that could result in up to a \$600,000 grant being award later this fall. With the IRF program, DHCD would enter into an agreement

with the Arcadia Project non-profit, and not the City. This would result in no commitment of any City financial resources or staff time. However, a key aspect of the IRF Program is that the City must submit the IRF application on behalf of the non-profit entity. Thus, I write to you to ask that the City nominate the Arcadia Project for this year's IRF program and pass the attached Resolution of Support and Local Certification.

If we can provide any additional information or assurances, please do not hesitate to contact us.

With Warmest Regards,



Juan Pablo Berrizbeitia
Arcadia Project President
(434) 906-0805 mobile
jp.berriz@gmail.com



Pamela Mason Wagner
Arcadia Project Executive Director
(917) 621-7660 mobile
info@thearcadiaproject.org



Restore • Reimagine • Revitalize

Our VISION:

The Arcadia Project is a locally led effort to transform the former Dixie Theater into a cultural center targeting the needs of underserved young adults, minority, and youth groups. **Our Mission is to connect people through culture and creativity.**

This restoration will allow the Arcadia Project to turn the historic Dixie Theater into a well-trafficked, sustainable, adaptive mixed use facility featuring: a movie theater; an event space to host conferences, events, and performing arts; digital media classrooms; and a small specialty food café. This project seeks to fill an untapped need in the community, by delivering creative, educational, and enrichment resources for the Staunton community.

Our STRATEGY:

The restoration of Dixie and future management of the project will be led by the Arcadia Project, a local non-profit which owns New Theatre LP, the entity that owns both the Dixie and the adjacent Arcadia Building.

In 2019, the Arcadia Project used a private fundraising campaign to retire all previous debt on both buildings. The strategy is to open with little to no debt by gearing the redevelopment into phases and creating innovative commercial enterprises that will support the cultural and learning programs.



The flexible Event Space will be capable of hosting a wide array of uses

Our PLAN:

Phase One: Starting in fall 2019, the Arcadia Project received a \$25,000 Virginia Department of Housing and Community Development (DHCD) Main Street grant to conduct a feasibility study. This study not only provides a road map for the project; it serves as the basis for a \$600,000 DHCD Industrial Revitalization Fund (IRF) Grant that will be submitted in May 2020.

Summer 2020, while the grants and architectural plans are being finalized, a volunteer campaign will start selective demolition inside the theater and implementing façade improvements on the exterior based on historically appropriate professional designs by architects Frazier & Associates. In 2021, with the grants and additional fundraising in hand, Phase Two will begin.

Phase Two:

The feasibility study found the most cost effective and useful strategy is to retain the Dixie's two downstairs theaters, but renovate them to serve two distinctly different purposes. One auditorium will become a 70-80 seat movie theater and lecture hall. The second auditorium's sloping floor will be converted into a flat floor and used as an event space, black box theater, dance floor suitable to host conferences, events, and performing arts.

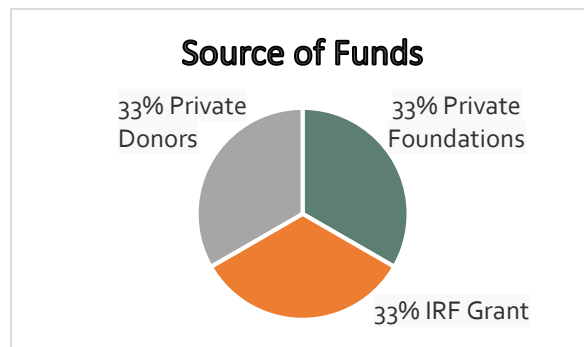
The front lobby will be expanded and converted into a specialty food retail outlet that will help underwrite the non-profit's mission. The current restrooms and adjacent manager's office will mostly retain their current configuration, but will be updated. Finally, the old theater's fly-loft space, which is located behind the existing movie screens, will be converted into back-of-house spaces for technical productions, catering support, and artists' areas. Above this space, two new classrooms will be constructed with access via a new staircase.

With a strategy of only slightly modifying the existing layout and framing new walls adjacent to existing walls in order to accommodate new insulation, electrical and plumbing systems, the Arcadia Project can renovate the building efficiently and cost effectively. Bid estimates for the Phase One renovation costs range between \$1.6m and \$2.0m.

Phase Three:

Will address the adjacent 11,000 sq. foot Arcadia Building and (possibly) the theater's two upstairs screening rooms located in the former balcony space.

Our NUMBERS:



We plan to raise 33% from government grants (the IRF Grant), 33% from private foundations and 33% from individual donors.

Our LEADERSHIP:

Pamela Mason Wagner, Executive Director is an Emmy Award-winning director, writer, producer who has conceptualized, scheduled, budgeted and implemented over forty television projects with budgets upwards of 3 million dollars. A proven manager and leader, her non-profit experience includes serving as co-president of a non-profit community garden in New York City for five years, quadrupling the annual contributions to the organization during her tenure.

For more information, contact:
Pamela Mason Wagner, Executive Director
917.621.7660
info@thearcadiaproject.org



Architect's rendition of the new lobby space.

Mission vs. Market

For too long the Dixie Theater has sat vacant at a critical corner on the eastern end of East Beverly Street. The Arcadia Project will breathe new life into this area by presenting culturally significant performing, visual, and spoken word arts programs that reflect needs identified in a 2017 survey of Staunton's citizens. Our core programs focus on four key areas: Film, Food, Technology, and Music. Program offerings will cover a wide variety of interests ranging from classes in video editing, how to use Photoshop, and documentary making to classes in canning and pickling, making craft cocktails, and composting. The building is also well suited to song-writing workshops, music education classes, and evening events, such as specialty movie screenings, music concerts, and a ballroom dance club.

To subsidize these cultural aspects, the non-profit will rely on a concession café in the former lobby, space rentals, and user fees to generate income. To ensure a solid business plan, the feasibility study has developed a detailed project pro forma and completed a market study. Attached is the Market Study's Conclusions and Summary section that demonstrates potential income streams from each of the three main areas of the building: the Event Space, the Movie Theater, and the concession area in the lobby. The market study and accompanying pro forma show the Arcadia Project being able to operate at 70% revenue vs 30% donations after one year; 80% revenue vs 20% donations after two-four year; after five years, the ratio moves to 85% revenue vs. 15% donations. Proof of concept will eventually lay the ground work for the future phases of redevelopment.



The new retail space fronting on East Beverley Street

Governance & Infrastructure

The Arcadia Project is structured as a 501(c) (3) non-profit organization (tax ID no. 54-2003615), governed by a board of directors. The non-profit owns Beverley 125, Inc., which serves as general partner in New Theatre LP, which owns the real estate.

Arcadia Project Board of Directors

Juan Pablo Berrizbeitia, President

*Executive Director, Blue Ridge Court Appointed
Special Advocates (CASA) for Children*

James Harrington, Vice-President

*Third-term Staunton City Councilman
Professor Emeritus of Education, Mary Baldwin
University, Musician*

Linda Baker, Treasurer

Chief Financial Officer, Blue Ridge Area Food Bank

Abena Foreman-Trice, Secretary

*Manager of Media & Communications, Blue Ridge
Area Food Bank, improvisation actor*

Erin Fitzgerald O'Connell, Trustee

Attorney at law, Fitzgerald Law Group

Adam Greenbaum, Trustee

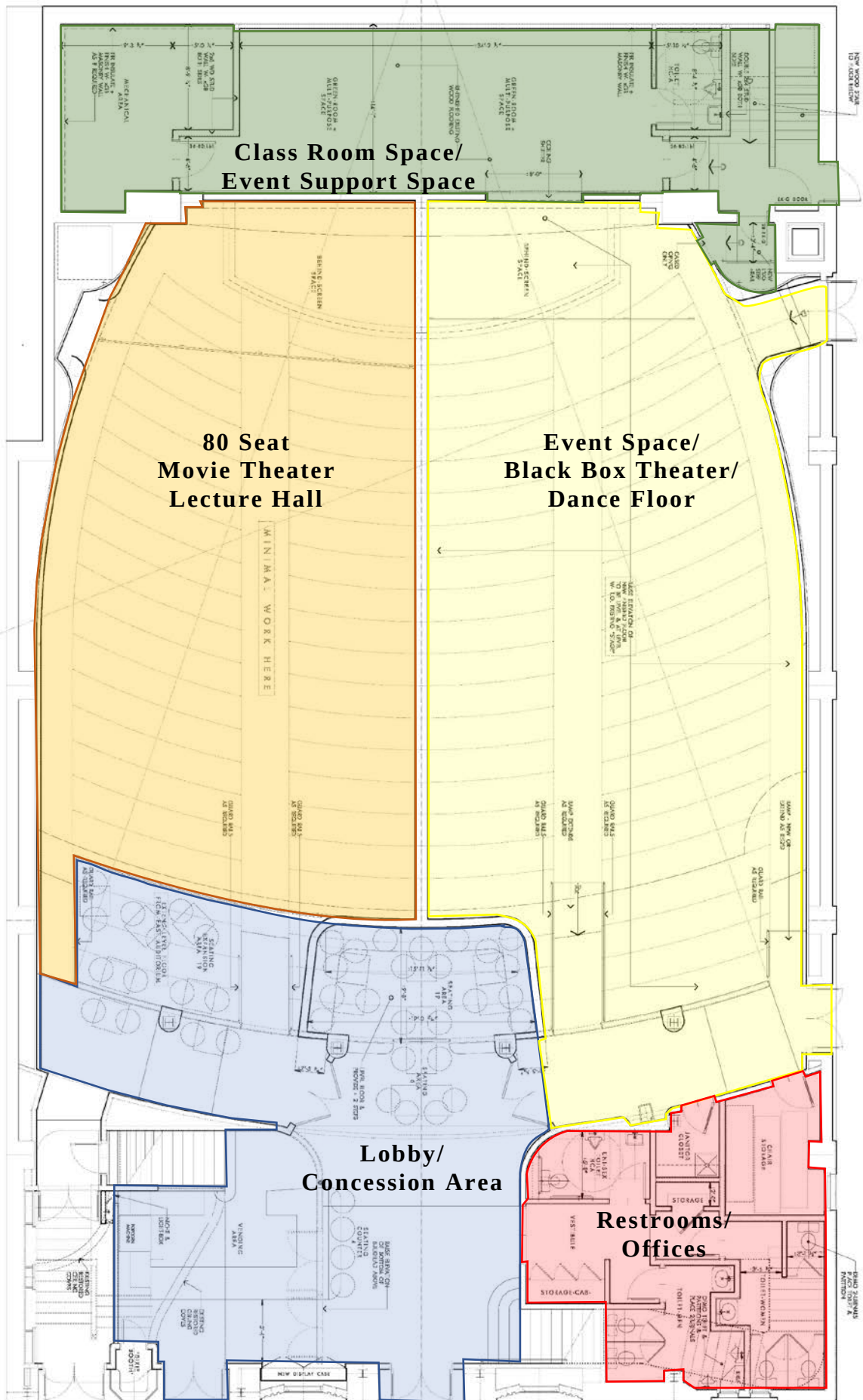
Owner/Entrepreneur, Visulite Theater, Staunton

Christina Harrison, Trustee

*Director, Spencer Center for Civic and Global
Engagement, Mary Baldwin University*

Thomas Wagner, Trustee

Emmy Award-winning producer, writer and composer



North Market Street

East Beverley Street



ARCADIA PROJECT

Market Analysis

Prepared by Summit Design
and Engineering Services

December 2019

This section is excerpted from the larger Market Analysis. The entire report is available upon request.

7 CONCLUSIONS & SUMMARY

The tables on the following pages provide details of a potential market scenario for each intended use of the facilities of the Arcadia Project as they would stand after the first phase of construction is completed. The potential success of the Arcadia Project can be summarized as follows:

- Within a very competitive local and regional market, the Arcadia Project can be very successful based on targeting specific niche markets that fill the gaps in the existing marketplace including the event/performance space, a small movie theater for specialty movies coupled with a digital learning space, and a sweet shop in the existing Dixie Theatre snack bar space and lobby.
- To attempt to take on the existing competitors within the local and regional marketplace in a head-to-head competition would be counterproductive. As an example: There are many general meeting and conference facilities in the local and regional market. Within the meeting/ conference niche, the Arcadia Project should only target such events needing higher-end sound and video facilities and events that have a significant experiential component that can be accommodated in the event space. An example would be making the Arcadia Project event space available as an additional venue for the Heifetz International Music Institute or for parallel musical events during its annual summer run.
- In addition to garnering donations and support from major benefactors and patrons, growing “members” within the local and regional market areas will be key to building a local and regional market for the facility. The Roxie Theater with its 1,700+ plus members is a strong example of how membership creates a ready local and/or regional market for facilities like those envisioned for the Arcadia Project. As indicated in the table that follows on page 53, it would also be very viable to offer lower dollar memberships for persons of lesser means, whereby this lower dollar membership level substitutes volunteer hours for dollars.
- The tourism market should flow naturally to the Arcadia Project complex given its location on Beverley Street near downtown restaurants, retail, and key tourism facilities such as the American Shakespeare Center. The ability to participate in sponsored events in downtown Staunton such as the Queen City Mischief and Magic festival also naturally brings tourists to the complex. Since many of these tourists are from fairly nearby, the Arcadia Project should take advantage of such opportunities to pro-mote and display all that it has to offer to encourage return visits to the complex.
- Per the market scenarios that are detailed over the next three pages, attendance at the Arcadia Project could reach nearly 19,000 attendees annually.
- Per the market scenarios that are detailed over the next three pages, revenue before expenses could be nearly \$177,000 for Arcadia Project events and space rentals and just over \$400,000 in retail sales on an annual basis. While these revenues are significant, they would have to be supplemented by ongoing fundraising and memberships as referenced above.

A Market Analysis for the Arcadia Project

Staunton, VA

Potential Market Scenario - Event Space		
Competitive Advantages/Disadvantages	Target Market(s)	Market Potential
Competitive Advantages As a flexible event space with higher end digital, audio, and visual support, the Arcadia space could be used for multiple types of activities and events at a low cost to the Arcadia Project and could be rented to others at a competitive price. The Arcadia Project has the advantage of being able to couple a small movie theater, the sweet shop through its regular fare or fare for a special occasion, and the event space for receptions before and after the movies. The Downtown Staunton location is also a strong plus because event goers can take advantage of all that it has to offer, both in retail shops and in restaurants, before and after an event. Competitive Disadvantages There is significant competition in Staunton and nearby for event space, though some of the space is priced very high. Events that need "experiential space" where kinetic activity is a key part of the event or meeting, retreats, conferences, musical events, or theatrical production that need the use of higher end digital, audio, and visual technology should be a strong niche market for the Arcadia Project event space.	Young Adults & Other Trendsetters Staunton's current music scene is currently skewed toward classical music. A flexible event space with good technology has the potential to offer a broader variety of music desired by Gen X, Millennials, and even Gen Z as it moves into the marketplace. Similarly, the space could be used for small-scale experimental and currently available modern theatrical productions that would appeal to both young adults and older adults who like new experiences. "Simple Folk" Market Segments A number of Esri Tapestry market segments found in Staunton and the region could easily be drawn to the space for country, bluegrass, and more "folksy" music styles. Visitors and Tourists Visitors and tourists that identify with the market segments referenced above could be drawn to the space through various advertising media, a great website, and social media outreach. Under-Represented Groups Because of the limited population of minorities in Staunton and the region, activities and events popular with them are limited in the area. These groups could be drawn to the AP for events geared toward them at a price they can afford. Community Groups Staunton and the region have numerous community groups, including dance groups, that could use the space for their regular sessions.	Music/Theater/Receptions/Other Events The cited precedent models typically use their small performance space two times/week. Once fully operational, it would be in the realm of possibility for the Arcadia Project to do the same, either through events it sponsors or rentals of the space by others to put on events. Use of the space for meetings, training/conferences, and receptions would be included in that count. Assuming 48 weeks of twice/week performances or other events with an average of 90 in attendance (3/4 of capacity) would yield the following: 96 events/year * 90 persons/event = a market potential of 8,640 participants annually. Community Groups Community groups that have regular sessions can help fill the event space on weeknights when performances will be less likely. Even if only two groups use the Arcadia Project as home base with meetings/sessions twice per month, the following would be possible: 48 sessions/year * 25 persons/session = a market of 1,200 repeat participants annually.
Potential Price Points	Potential Annual Revenue	Staffing/Operational Considerations
Music/Theater/Receptions/Other Events Based on the precedent models and the ticket prices in Staunton and across the region, a typical ticket price would be \$12 to \$15 for events featuring local and regional talent. Star talent would obviously demand a higher price, but such talent's fee would likely be too high to yield a ticket price that works within the marketplace. Rentals for Performances/Larger Events Based on the precedent models and rental rates across the region, a rent of approximately \$250 for up to 3 hours for the event space should be easily achievable. Rentals for Community Groups Community groups typically do not have big budgets, so rentals for such groups would have to be priced reasonably at \$20-\$25/hour.	Music/Theater/Receptions/Other Events Assuming 1/2 of the 96 uses are sponsored by the Arcadia Project as ticketed events and an average ticket price of \$13.50, the following revenue could be generated: 48 events/year * 90 persons/event * \$13.50 = \$58,320 (50% to AP/50% to performers) Rentals for Performances/Larger Events Assuming 1/2 of the 96 uses are based on renting to outside groups and a rental fee of \$250, the following revenue could be generated: 48 events/year * \$250 = \$12,000 Rentals for Community Groups Assuming the 48 uses at an average rental fee of \$45 for 2 hours, the following revenue could be generated: 48 events/year * \$45 = \$2,160	The events, attendance, and prices as shown above and to the left do not yield the kind of revenue needed to support full-time staff positions. With these scenarios, the Arcadia Project would need to depend on the use of part-time and/or volunteer staff to man the facility during many of its uses. Offering memberships that provide donated dollars to the Arcadia Project and perks to the members, but require volunteer hours would go far to help with the staffing of the facility. An example would be a \$100 Basic Membership that provides the member with a 25% discount on all ticketed events and \$20 of "sweet shop bucks" and require 10 to 20 hours of volunteer time annually. Higher level memberships could drop this volunteer requirement in exchange for more donated dollars. An added benefit to this arrangement is that it would allow persons of lesser means to be a member of the AP.
Total Potential Annual Event Space Revenue = \$72,480		53

A Market Analysis for the Arcadia Project

Staunton, VA

Potential Market Scenario - Small Movie Theater and Production Facilities		
Competitive Advantages/Disadvantages	Target Market(s)	Market Potential
Competitive Advantages A small movie theater coupled with the event space that can be used for receptions in support of the movie offering is a competitive advantage as compared to the Visulite that does not have such a "coupled" space. The intended unique offerings at the sweet shop would also help the movie space stand out within the marketplace. Including digital music, visual, and other audio production facilities in the Arcadia Project complex would also provide a distinct advantage in that films produced in this space would have a readily available place to introduce these "Staunton made" productions to the market. Competitive Disadvantages Having the Visulite in downtown Staunton must be recognized as competition. The AP can overcome this competition by showing movies of a different genre than the Visulite. Project leadership is intending to show specialty films including documentaries, select "art" films, experimental movies, and other creative movie offerings.	History Buffs and the Politically Engaged Being a university community, Staunton is a fairly well-educated community and therefore likely a pretty politically active community as well. Within the 1-hour drive times are the Charlottesville and Harrisonburg university communities. These constituencies are solid targets for the documentary films that the Arcadia Project would show. The "Artsy" Crowd Staunton is also a very "artsy" community. Showing films that appeal to this market and that are hard to find in commercial theaters should be a strong draw within the Staunton market. Youth and Young Adults The younger generations have grown up in a digital world and are very adept at making their own "films" on their phones for showing to friends or posting on the internet. Many are ready to step up their production credentials by utilizing the type of digital production equipment that will be available at the AP. Visitors and Tourists Visitors and tourists that identify with the market segments referenced above could be drawn to the space through various advertising media, a great website, and social media outreach particularly for a movie festival or the premier of new documentaries. Under-Represented Groups Given the limited population of minorities in Staunton and broader area, there are likely untold stories from the various minority communities. These groups could be a strong, though small, target market for the making of documentary and other culturally-aware movies at the AP.	Movies It would be in the realm of possibility for the Arcadia Project to show a movie each week of the year, with some of the films being shown 2-3 times depending on popularity. Additionally, the AP should be able to host two annual movie festivals, each with a particular focus plus three weekends where student productions are shown. Assuming 52 weekly movies with 10 movies showing twice and 3 movies showing three times; 12 additional movies shown during two movie festivals; and 18 student produced movies shown on "student production" weekends with an average of 90 in attendance (3/4 of capacity), the following would be possible: 95 movies/year * 90 persons/show = a market potential of 8,550 participants annually. Moviemaking Classes Per the cited precedent models, moviemaking classes could be offered at the Arcadia Project in fall and spring semesters and as 1-week intensive summer camps. Size would need to be limited due to the size of the facility and the instruction time involved, but classes of 15 students each semester and 15 students for each 1-week summer camp session over six weeks would be workable. With those assumptions, the following would be possible: 15 students/class * 8 classes/camps = a market of 120 participants annually.
Potential Price Points	Potential Annual Revenue	Staffing/Operational Considerations
Movies Movie ticket prices at the Visulite are \$9.75 for adults for first-run movies, which is well below market-rate in most communities. With this limiting factor in mind, a typical price for a movie at the Arcadia Project would be approximately \$10. Rentals for Movie Events Though rentals of the small movie theater would be less likely than the event space, rentals of the small movie theater should be set at the same rate as that for the event space at approximately \$250 for up to 3 hours. Moviemaking Classes Based on the precedent models, the price per moviemaking class or camp would be \$250/student per semester or camp.	Movies Assuming all of the 95 uses of the movie theater are sponsored by the Arcadia Project as a ticketed event (except for the 12 student productions that would be free) and a ticket price of \$10, the following revenue could be generated: 83 movies/year * 90 persons/movie * \$10 = \$74,400 Moviemaking Classes Assuming 120 students are involved in moviemaking classes, the following revenue could be generated: 120 students/year * \$250/class or camp = \$30,000	The same information from the previous table applies here regarding part-time and volunteer staffing. A key additional staffing consideration would flow from the offering of moviemaking classes. Such classes would need to be led by a skilled moviemaker who is also good at teaching the trade to youth and adults. Each class would also require an assistant instructor, but this be a position filled by an intern from the film program at either the University of Virginia or Shenandoah University. Such interns could be paid or unpaid, but they would definitely need to be compensated for their travel and other expenses.
Total Potential Annual Movie / Movemaking Classes Revenue = \$104,400		54

A Market Analysis for the Arcadia Project

Staunton, VA

Potential Market Scenario - "Sweet Treats" Retail Space		
Competitive Advantages/Disadvantages	Target Market(s)	Market Potential
Competitive Advantages While Staunton does have some well-regarded dessert venues that deal in baked goods, high end chocolates, or ice cream/yogurt, it does not have a retailer of "sweet treats" such as old-fashioned, retro, or "fun" candy, and specialty soda pops. As the snack bar for events held at the Arcadia Project, the sweet shop retail space has the advantage of having a captive audience during such events. Competitive Disadvantages Downtown Staunton has a rather mature marketplace when it comes to shops and restaurants and any new retailer of "sweet treat" specialty foods will need to work hard to capture a portion of the market for itself.	A Very Broad-Based Market (Including Visitors & Tourists) As referenced elsewhere in this study, having a sweet tooth is common to many, if not most, demographic and market segments. Of everything that is planned for the Arcadia Project, this component likely comes closest to having universal appeal. This is true for Staunton residents, those that live nearby, and tourists to the area. Children and Youth A sweet shop does have a particular appeal to the younger set. In conjunction with the event space, this specialty retail space sets up the AP to tap into the market for hosting children and youth birthday parties, sports team celebrations, and other special events.	Local Market Within the 15 to 30-minute drive there is a \$2.34 million retail leakage for Specialty Food Stores and Special Food Services. Tapping into only 5% of that leakage would yield the following market potential: \$2.34 million retail leakage * 5.0% = \$117,000 before expenses. Hosted Parties The event space could be provided for free for up to 2 hours with a \$100 minimum purchase for the first 10 participants and \$10 per person minimum above 10 persons. Twenty parties per year would yield the following market potential: 20 parties/year * 15 attendees/party * \$10 = \$3,000 before expenses. Those Attending Arcadia Project Events Per many studies, 60% to 80% of moviegoers buy food at the snack bar including popcorn at \$6 and up and candy at \$4 and up. Being conservative, if 60% of the estimated 17,190 persons attending movies, music or theatrical performances, or other events at the AP spent \$10 at the sweet shop, the market potential would be: 17,190 attendees * 60% * \$10 = \$103,000 before expenses. Tourists It is estimated that 600,000 visitors come to Staunton each year. Tapping into only 3% of that market for \$10 purchases would yield the following market potential: 600,000 tourists * 3.0% * \$10 = \$180,000 before expenses.
Potential Price Points	Potential Annual Revenue	Staffing/Operational Considerations
There are too many "sweet treat" products that could be sold at the Arcadia Project sweet shop to delineate all of the price points. The following examples from the precedent models and products are provided to demonstrate just a few: A North Market Pop Shop specialty soda: \$2.40 A Paletas popsicle at La Flor Michoacana: \$2.25 Prepopsterous popcorn tailgate tub: \$15.00 Floyd Country Store fudge: \$10.95/pound	The total potential annual revenue based on the calculations in the upper right of this table could be \$403,000 before expenses.	Staffing of the sweet shop is one component of the Arcadia Project that would require paid staff because it would be open for regular retail hours (potentially 11:00 a.m. to 9:00 p.m. to capture persons coming/going to dinner and evening events in downtown; open for all events held at the AP; and open during downtown-wide events such as the Queen City Mischief and Magic festival. Additionally, as referenced elsewhere in this study, operating the sweet shop may also involve catering events and operating a portable venue to earn additional income and get the brand out into a larger market. Fortunately, the sweet shop should generate sufficient revenue to cover the cost of paid staff.
Total Potential Annual Sweet Shop Revenue = \$403,000		55

CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	April 23, 2020	Staff Members: Billy Vaughn Amanda DiMeo
Item #	4	
Ordinance #		
Department:	Economic Development	
Council Vision:	Economic Development	
Subject:	Update on the Staunton Crossing Economic Development Business Plan	

Background: During Council's work session on April 23, 2020, staff will provide an update on the City's recent efforts to implement the recommendations in the Staunton Crossing Economic Development Business Plan. Topics to be addressed include the following:

- Site Demolition – This project involves the demolition of selected buildings, the abatement of hazardous materials, the removal and disposal of above and underground tanks, and the salvage of equipment and building materials at Staunton Crossing.
- Crossing Way Road Extension – The Virginia Department of Transportation SMART SCALE-funded project involves the design and construction of a new 4,000 linear-foot spine road connecting Richmond Avenue to Valley Center Drive. When completed, the \$8.78 million road project will make the property fully accessible and provide another step towards being ready for development.
- Site Characterization Program – The Virginia Economic Development Partnership has completed a statewide Enhanced Site Characterization and Assessment Study. This project, which was funded by the Virginia General Assembly and included an assessment of Staunton Crossing, will be instrumental in facilitating more informed investments in site development by local, regional, and state participants.

- Marketing Plan - The Staunton Crossing Business Development Plan provides a roadmap for the park that ensures expansive and sustainable growth in the short-term, with an eye to long-term opportunities. The proposed Marketing Plan will identify value propositions and drive the message for the park's development. Tim Davey of the Timmons Group will participate in this portion of the update.

Attachment: Staunton Crossing Economic Development Business Plan—Report Summary

City Manager's Recommendation: Not applicable.

Suggested Motion: Not applicable.

City Manager: Steven L. Rosenberg

STAUNTON CROSSING

An Economic Development Business Plan

REPORT SUMMARY



MARCH 2019

PREPARED FOR:

City of Staunton
116 W Beverley St.
Staunton, VA 24401

PREPARED BY:

Timmons Group
1001 Boulders Parkway, Suite 300
Richmond, Virginia 23225

SUMMARY

Timmons Group has completed its report and findings for the Staunton Crossing Economic Development Business Plan. The full report describes a conceptual Master Plan for the City owned real estate and a Business Plan approach to ensuring that Staunton Crossing achieves its highest potential value to the City of Staunton.



Master Plan

Three important stakeholder sessions were conducted to solicit input for Staunton Crossing through a kickoff work session, an interim status/progress work session, and an on-line survey. The full Report shows the results of the input sessions and how Timmons Group combined that valuable input with land planning best practices to recommend a conceptual Master Plan. The full report describes the planning priorities important in crafting the final land use options to build the business plan around. The planning priorities included:

1. *Existing Projects already underway*
2. *Topography and Environmental Constraints*
3. *Land Use Alternatives to achieve highest potential value*
4. *Transportation/Traffic Constraints*
5. *Sewer, Water, Power, Natural Gas Infrastructure Efficiency*
6. *Extensive Stakeholder Feedback/Input*

The results of the Master Plan establish a vision that can potentially produce 1.9 million square feet of economic development and over 3,000 quality jobs in Staunton Crossing. More importantly, the Business Plan establishes targets of how much annual tax revenue and potential for jobs might result for the City.

Business Plan Recommendations

The report includes ten recommendations to make Staunton Crossing attractive to Economic Development prospects and improve the chances for landing target businesses within the development. The ten recommendations include important initiatives the City has already set in motion over the past few years. The full report builds on that momentum and recommends others that will capitalize on the City's investment and best position Staunton Crossing for success over the next 24 months. The ten recommendations are:

1. Demolish Existing Buildings

The City's plan to demolish the old Western State buildings is critically important. The City should employ consultants and contractors that can complete the work quickly and cost-effectively and capitalize on a public relations opportunity that provides better visibility for Staunton Crossing.

2. Build new VDOT Road

The City's efforts to secure grant funding for this road is exemplary, and staff should coordinate construction of central parkway through property in a way that opens every land bay to

development. The City should be proactive in ensuring completion of project in reasonable timeframes as delays in this stage could delay marketing and dealmaking for Staunton Crossing.

3. Brownfields Grant Funding

The City has recently secured grant funding from the Virginia Brownfields Restoration and Economic Redevelopment Fund. Timmons Group recommends completing this process and providing the matching funds necessary to assist with demolition proposed in #1 above.

4. Return On Investment Analysis

\$50,000-\$70,000

Timmons Group recommends completing an analysis that can be used to track the Return on Investment (ROI) through the life of this project. The report will help ensure that all investments proposed in securing economic development prospects provide an acceptable return to the City. The analysis can also take into consideration previous investments and timing expectations before any construction is commenced using City dollars.

5. Tier 4 Site Readiness Certification

(see below)

Tier 4 Site Readiness will ensure that the City's property is fully embraced by the Virginia Economic Development Partnership (VEDP) and other economic development marketing arms to reach worldwide prospects. Improvements for Tier 4 readiness generally need to be completed within 12 months of commitment, so at a minimum, construction plan approvals need to be in place and ready to implement when the opportunities dictate. Tier 4 site readiness is further detailed below.

6. Develop Marketing Plan

\$30,000-\$40,000

This Business Plan provides a roadmap for Staunton Crossing that ensures expansive and sustainable growth in the short term, with an eye to long-term opportunities. The City should develop a Marketing plan that identifies these value propositions and drives the message for the park to a wide and diverse audience.

7. Draft Design Guidelines and Agreements

\$15,000-\$20,000

Developer agreements and design guidelines need to be in place to control and protect the interests of both the City and the businesses that locate in Staunton Crossing.

8. Draft Covenants and Restrictions

\$25,000-\$30,000

The covenants and restrictions establish from an operational perspective what is and is not allowed in the development, and how future operational and maintenance responsibilities for open space, landscaping, stormwater ponds, etc. should be allocated.

9. Real Estate Strategies (Control)

The City should ensure they control the future use of any property needed to achieve the highest level of business plan success. This should be done in the early stages of the business plan.

10. Data Center Strategies

\$20,000-\$25,000

The City should consider investments unique to attracting data centers to Staunton Crossing. The plan should consider working closely with Dominion Energy to discuss electrical infrastructure and revenue strategies, including special data center tax rates, that will maximize the value to the city of designating some of Staunton Crossing as a Data Center site. Consideration should be given to achieving certification as a preferred data center site.

Getting to Tier 4 Certification

Several active steps should be taken to help Staunton Crossing achieve the Tier 4 designation by Virginia Business Ready Sites Program Standards. The significant steps that Staunton Crossing should take include the following:

Diligence - \$300,000 - \$330,000

- Rezone the Property for Industrial Use
- Conduct a Preliminary Geotechnical Report
- Complete necessary Land survey (ALTA/boundary/topo)
- Complete a Phase 1 ESA
- Traffic Impact Study (if necessary)
- Floodplain and Stormwater Study
- Cultural Resources Study
- Threatened and Endangered Species Study
- Wetland Delineation and COE Confirmation
- Natural Gas PER
- Electrical PER

Ready to Construct - \$600,000 - \$700,000

Several steps should be taken to assure that Construction plans are complete and/or permits for Infrastructure Improvements are secured

- Construction Plans Approved - Water system improvements
- Construction Plans Approved - Wastewater system improvements
- Construction Plans Approved - Transportation Improvements
- Construction Plans Approved - NG system design (if applicable)
- Construction Plans Approved - Stormwater design (if applicable)
- ALL off-site Easements Acquired for Infrastructure Improvements
- Wetlands & environmental permitting complete w/ mitigation

Timeline

The City of Staunton is in a position with current projects and additional recommendations outlined in this report to have a fully marketable site for the world stage by the end of calendar year 2020.



CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	April 23, 2020	Leslie Beauregard Assistant City Manager
Item #	5	
Ordinance #		
Department:	City Manager	
Council Vision:	Responsive, Efficient Government	
Subject:	Augusta Health Initiative—Imaging Center	

Background: In recent meetings with city officials, including Mayor Carolyn Dull, City Manager Steve Rosenberg and Economic Development Director Billy Vaughn, Augusta Health has requested the city's support and cooperation in connection with two hospital initiatives. This briefing preliminarily introduces one initiative: an imaging center. A separate briefing addresses the other initiative: the 340B Drug Pricing Program.

Imaging Center: Augusta Health has applied to the Virginia Department of Health for a certificate of public need for new imaging facilities to be included as a part of a new outpatient pavilion on its campus in Fishersville, in Augusta County. The application proposes one MRI scanner and one CT scanner, to improve level of service to Augusta Health's service area. Augusta Health has requested that City Council adopt a resolution expressing its support for the application. Details about the certificate of public need program can be viewed at <http://www.vdh.virginia.gov/licensure-and-certification/the-certificate-of-public-need-program>.

City staff only recently learned that there is a potentially competing proposal from Sentara RMH Medical Center for a center to be located on Community Way in Staunton (former site of Ryan's Steakhouse), that will also include one MRI and one CT scanner. Staff is in the process of seeking further information from Sentara on its proposal, and the staff recommendation for now is to continue the review. Once this review is complete, staff will return to City Council with additional information and give both providers the opportunity to present their proposals. A

discussion with the Virginia Department of Health provided information on the timeline and given as well this information, there is time to have a more complete review and return the matter to Council likely in May.

Assistant City Manager's Recommendation: Continue the review and receive additional information for consideration at a future Council meeting.

CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	April 23, 2020	Leslie Beauregard Assistant City Manager
Item #	6 & F	
Ordinance #		
Department:	City Manager	
Council Vision:	Responsive, Efficient Government	
Subject:	Augusta Health Initiative—340B Drug Pricing Program	

Background: In recent meetings with city officials, including Mayor Carolyn Dull, City Manager Steve Rosenberg and Economic Development Director Billy Vaughn, Augusta Health has requested the city's support and cooperation in connection with its outpatient drug-pricing initiative. Augusta Health proposes a memorandum of understanding with the City in support of the initiative.

340B Drug Pricing Program: Augusta Health has requested the city's support of its participation in the federal government's 340B Drug Pricing Program (<https://www.hrsa.gov/opa/index.html>), which makes outpatient drugs available to covered entities at significantly reduced prices. According to Augusta Health, its participation in the program requires that Augusta Health contract with a unit of state or local government pursuant to which Augusta Health commits to provide healthcare services to certain low-income individuals. The attached memorandum of understanding between the city and Augusta Health is intended to fulfill that requirement.

Mark LaRosa, Augusta Health's vice president of business development and chief strategy officer, will participate in Council's work session on April 23, 2020, to share more details about this initiative.

Attachment: Proposed Memorandum of Understanding between the City of Staunton and Augusta Health Care, Inc.

Assistant City Manager's Recommendation: I recommend Council approve the memorandum of understanding and authorize the Assistant City Manager to execute and deliver it and such other documents as may be required in connection with Augusta Health's participation in the 340B Drug Pricing Program, 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 Augusta Health Care, Inc., related to the corporation's participation in the federal government's 340B Drug Pricing Program, be approved, and the Assistant City Manager be authorized to execute and deliver the Memorandum of Understanding and such other documents as may be required in connection with the program, with such modifications and in final form as may be approved by the City Attorney.

**MEMORANDUM OF UNDERSTANDING BETWEEN
CITY OF STAUNTON AND AUGUSTA HEALTH CARE, INC.**

THIS MEMORANDUM OF UNDERSTANDING (this “MOU”) is made this ____ day of April, 2020 by and between the City of Staunton, Virginia (“City”), a municipal corporation of the Commonwealth of Virginia, located at 116 West Beverley Street, Staunton, Virginia 24401, and Augusta Health Care, Inc. (“Hospital”), a nonstock corporation organized and existing under the laws of the Commonwealth of Virginia, located at 78 Medical Center Drive, Fishersville, Virginia 22939.

RECITALS:

WHEREAS, Hospital is a nonprofit hospital that plays a vital role in the health care safety net by supporting programs that benefit the indigent, uninsured, and underinsured population in the Commonwealth of Virginia;

WHEREAS, Hospital desires to participate in the drug discount program established under Section 340B of the Public Health Services Act (the “340B Program”);

WHEREAS, in order to participate in the 340B Program, Hospital must contract with a unit of state or local government pursuant to which Hospital commits to provide healthcare services to low-income individuals who are neither entitled to benefits under Medicare (Title XVIII of the Social Security Act (SSA)) nor eligible for assistance under Medicaid (Title XIX of the SSA);

WHEREAS, Hospital desires to make such a formal commitment to City; and

WHEREAS, City agrees to accept such commitment on behalf of the citizens of City.

NOW, THEREFORE, in consideration of the mutual agreements and covenants contained herein and for other good and valuable consideration, the receipt and sufficiency of which hereby are acknowledged, it is mutually agreed and covenanted, under seal, by and between the parties to this MOU, as follows:

1. Commitment of Hospital to Provide Care to the Indigent, Uninsured, and Underinsured.

During the term of this MOU, Hospital shall continue its commitment to the provision of healthcare to indigent, uninsured and underinsured residents of Hospital’s service area, including low-income residents who do not qualify for Medicaid or Medicare. In 2019, this commitment to residents of Hospital’s service area totaled approximately \$5.8 million in care. Pursuant to this MOU, the Hospital commits to provide health care services, including inpatient and outpatient services, to indigent, uninsured and underinsured residents of City, including low-income residents who do not qualify for Medicaid or Medicare, during the term of this MOU pursuant to Hospital’s Financial Assistance Policy accessible at <https://www.augustahealth.com/business-office/financial-assistance-policy>.

2. Acceptance and Acknowledgements of City. As of the date hereof:

- a. City accepts the commitment of Hospital set forth above;
- b. City agrees to provide to Hospital the name, title, email address, and telephone number of a government official who shall confirm the status of this MOU; and
- c. City acknowledges that Hospital is providing these services at no reimbursement or considerably less than full reimbursement from the patients pursuant to Hospital's Financial Assistance Policy.

3. Representations of Hospital. Hospital represents that as of the date hereof:

- a. Hospital is a nonstock corporation duly organized and validly existing in good standing under the laws of the Commonwealth of Virginia with the corporate power and authority to enter into and perform its obligations under this MOU;
- b. The fulfillment of the terms of this MOU does not violate any law, order, rule or regulation applicable to Hospital of any court or of any federal or state regulatory body, administrative agency or other governmental instrumentality having jurisdiction over Hospital or any of its properties, including laws, orders rules or regulations applicable to the 340B Program; and
- c. Hospital is a tax-exempt corporation of under Section 501(c)(3) of the Internal Revenue Code of the United States, as amended and under applicable laws of Commonwealth of Virginia.

4. Term and Termination.

The term of this MOU shall commence on the date first above written and shall continue until terminated by either party upon not less than sixty (60) days' prior written notice to the other party.

5. Notice.

All notices required or permitted to be given under this MOU shall be deemed given when delivered by hand or sent by registered or certified mail, return receipt requested, addressed as follows:

Sent to: City of Staunton
Attention: City Manager
116 West Beverley Street
Staunton, Virginia 24401
P.O. Box 58
Staunton, Virginia 24402

Sent to: Augusta Health Care, Inc.
Attention: Vice President Finance & CFO
78 Medical Center Drive
Fishersville, Virginia 22939

6. Governing Law.

This MOU shall be governed by and construed in accordance with the laws of the Commonwealth of Virginia, excepting any conflict of law provisions which would serve to defeat application of Virginia substantive law.

[Signature page follows.]

SIGNATURE PAGE TO MEMORANDUM OF UNDERSTANDING

IN WITNESS WHEREOF, Hospital and the City have executed this MOU as of the day and year first written above by their duly authorized representatives.

AUGUSTA HEALTH CARE, INC.

By: _____
Name:
Title:

CITY OF STAUNTON

By: _____
Name: Steven L. Rosenberg
Title: City Manager

SPECIAL-EMERGENCY CALLED MEETING OF STAUNTON CITY COUNCIL**Wednesday, March 18, 2020****1:00 p.m.****Council Chambers**

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

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

Clerk indicates that she believes all available members of Council have announced their audio presence.

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

Mayor Dull called the meeting to order: As Mayor, I call this special-emergency meeting of the Staunton City Council to order on March 18, 2020

Mayor Dull asked the Clerk of Council to call the roll for confirmation of those Council members present for today's special-emergency meeting.

Clerk of Council Call the Roll of Council Members Present:

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

City Manager Identifies City Officials Present:

Mayor Dull asked Steve Rosenberg, City Manager, to identify City and other officials present.

Mr. Rosenberg noted the following were present:

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

Phil Trayer, Chief Finance Officer
Molly Goldsmith, City Registrar
Jim Williams, Police Chief
Scott Garber, Fire-Rescue Chief
Sheryl Wagner, Tourism Director
Kurt Plowman, Information Technology Director
Jon Venn, Human Resources Director
Rick Johnson, City Treasurer
Robin Wallace, City Paralegal
School Board representative
Several staff members

Mr. Rosenberg stated Dr. Laura Kornegay, Director of Central Shenandoah Health District, and Lee Catlin, Communications Consultant assisting the City, were participating by telephone.

Expression of Sympathy:

Mayor Dull read the following statement: “Before we begin the substance of our meeting today, please allow me to express and convey on behalf of our City, City Council members, and our City staff our sincere condolences to Dr. Curren and his family on the death of his father. We understand that Dr. Curren’s father, who resided in Florida, died as a result of Covid-19. We cannot begin to imagine the sadness and grief that the Curren family is experiencing, but we want them to know that we are all thinking of them in this additionally challenging time”.

General Comments:

Mayor Dull stated that no doubt these are very challenging times for so many, including our citizens, other individuals and families, and businesses in our City and elsewhere across our country and beyond. She also extended to them deep concern and care about them and yet their hope that through individual and collective actions our City, state, and country will persevere despite the hard times.

Background Statement:

Mayor Dull stated as Council members and the public are aware, yesterday by memorandum dated March 17, 2020, she called a special-emergency meeting of City Council. She noted the call of the meeting today was based on the Covid-19 outbreak, taking into account the national, state, and local declarations of emergency and the need and desire to preliminarily learn more and consider how the City and Council might further address the emergency even beyond the good efforts of our City Manager and staff. She thanked them and thanked the Division Superintendent of Schools and all Division staff, teachers, and school staff for their efforts in these unprecedented times.

Mayor Dull mentioned that in calling this meeting, notice of this meeting, reasonable under the circumstances, had been given to the public contemporaneously with the notice by memorandum provided to members of City Council. She also mentioned and asked to have reflected in the meeting minutes that this meeting is being conducted by electronic telephone conference call, given that the catastrophic nature of the declared emergency made it impractical or unsafe to assemble a quorum in a single location and the purpose of the meeting was to address the emergency.

99
100 **Memorandum Call of the Meeting Made Part of the Meeting Minutes:**
101

102 Mayor Dull requested the Clerk of Council to attach and incorporate as part of today's meeting
103 minutes the March 17, 2020 Memorandum by which she'd called the special-emergency meeting.
104 She also noted that Council has a focused agenda: that it was focused on the emergency. Other
105 usual elements of City Council meetings were not included today, given the special-emergency
106 meeting. Mayor Dull asked that everyone try to keep that focus.

107
108 (SEE ATTACHMENT 1)
109

110 **Nature of the Electronic Meeting:**
111

112 Mayor Dull stated given that Council was conducting the meeting by telephone conference call,
113 with the meeting being live streamed on the City's website and being heard by speakerphone, she
114 believed that means of meeting may be the first occasion in which City Council has met in that
115 way. She noted it merited a few special requests as Council undertakes the meeting in that unique
116 format. First, she asked that each speaker speak loudly and slowly and self-identify each time, so
117 that it would be clear who was speaking. Second, she asked for a pause after each speaker so that
118 there would be a brief interval between that speaker and another speaker. Third, Mayor Dull stated
119 if for any reason a participant could not clearly hear the speaker or must leave the meeting before
120 it is adjourned, to let Council know. Fourth, she asked for everyone's patience, because without
121 being in the same room, it was likely that a speaker would not realize that another speaker had no
122 finished. She noted members may unintentionally step on each other's words, so it would be fine
123 to have the speaker repeat or clarify. Mayor Dull stated Council would take whatever time was
124 necessary to that everyone was clear about what was being said and by whom.

125
126 Mayor Dull noted no one expected there to be answers to every question since it is an
127 unprecedented situation. She stated the City needed to continually have conversations, brainstorm,
128 and be proactive in looking ahead, but stated all questions wouldn't be able to be answered today
129 since the City has not been in this type of situation before.

130
131 Mayor Dull then turned the meeting over to Mr. Rosenberg.
132

133 Mr. Rosenberg stated he had sent emails earlier to Council members what he referred to as an
134 informal agenda for this meeting which is largely based on the notice of meeting that was issued
135 on March 17, 2020 by Mayor Dull. He stated proceeding in the order of that agenda, he would
136 identify the first topic and would be addressed by Dr. Laura Kornegay, Director of Central
137 Shenandoah Health District. Mr. Rosenberg noted Dr. Kornegay had addressed Council at their
138 last meeting on March 12, 2020. He stated some of the questions that he'd reviewed thus far by
139 Council fell within the area of responsibility of the Virginia Department of Health (VDH). He
140 stated the City coordinates with VDH on a daily basis and that he speaks with Dr. Kornegay on a
141 daily basis. He stated to the extent that Council has questions concerning preparations specifically
142 in the area of health preparedness, when Dr. Kornegay was finished with her remarks, Council
143 would have an opportunity to pose their questions directly to her.

144
145
146
147 **Review of the Nature of the Emergency:**

148
149 All Council members indicated they were able to hear Dr. Kornegay.
150

151 Dr. Kornegay provided an update on the Covid-19 situation. She stated updates are available on
152 the VDH website and is updated at approximately 12:00 p.m. each day. She noted as of noon
153 today there were 1,278 positive and negative tests reported to the Health Department. Dr.
154 Kornegay stated these included tests that were done via the state lab and tests that were done in
155 the commercial sector. Of those total tests, 77 were positive. For the Central Shenandoah Health
156 District area, she stated there had only been one confirmed positive case and was in the city of
157 Harrisonburg. She noted most of the activity occurring in the state is in Northern Virginia and the
158 eastern part of the state with the southwestern part of the state not reporting any positive cases.
159

160 Dr. Kornegay stated on March 17, 2020 Governor Northam and the Health Commissioner, Dr.
161 Oliver, issued a public hearing emergency order pertaining to group gatherings in restaurants,
162 theaters, and fitness centers. The order states no more than ten customers to be present at any of
163 those venues. She stated the local health department has regulatory authority over local restaurants
164 that are permanent, but do not have regulatory authority over theaters or fitness centers. Dr.
165 Kornegay stated the environmental health team throughout the district was reaching out to
166 permanent restaurants to see what their plans were in terms of response of those orders. She noted
167 plans could include a change in business to operate a pick-up type of structure, drive-thru pick-up
168 of food, and reservations where no more than ten people in the restaurant at one time, but include
169 the decision to close for the time being.
170

171 Dr. Kornegay stated the situation had changed rapidly since she last addressed Council at their
172 meeting on March 12, 2020 particularly in terms of mitigation response. On March 13, 2020,
173 Governor Northam closed K-12 schools for two weeks with colleges and universities already
174 announcing closures. She noted part of their public health response would ramp up significantly
175 in the near future and one of their major roles would be case investigation and contact tracing. She
176 noted currently there had only been one positive case, but were monitoring travelers. As testing
177 capabilities increase and more positive cases are identified, their epidemiologic response would
178 likewise be increased. Dr. Kornegay stated testing continued to be available at the public health
179 lab in Richmond, which is limited based on criteria, as well as commercial testing. She explained
180 drive-thru testing centers are being initiated at Sentara RMH Medical Center and Augusta Health.
181 Lack of large volumes of test kits is hampering availability to localities. Dr. Kornegay stated the
182 Health Department continues to provide up to date education to the public and healthcare providers
183 as well as a call-in center being established.
184

185 Dr. Kornegay stated the Community Foundation of the Central Blue Ridge had received a donation
186 for local Covid-19 response fund. She noted that would be managed through the Augusta Health
187 foundation and would provide resources to charitable organizations in Staunton, Augusta County,
188 Waynesboro, Highland County, and Nelson County.
189

190 Mayor Dull stated she would then ask each Council member if they had questions or comments
191 for Dr. Kornegay:
192

193 Vice Mayor Kier stated he had no questions at present.
194

Ms. Oakes questioned if Augusta Health would be opening additional beds at the Expo Center in Fishersville and creating a MASH-like unit. Dr. Kornegay stated she had not been informed of any such off-site plans, but it could be in the making.

Dr. Curren asked if there were any plans around the state for other hospital systems transferring patients to the Shenandoah Valley or other regions that may still have available beds. Dr. Kornegay stated that is done routinely during high volume flu season. Dr. Curren asked if extra local hospital beds are used by outside patients, would Augusta Health need to go off-site. Dr. Kornegay stated that was a possibility, but was hard to anticipate what the needs are going to be at this point.

Mr. Holmes asked for the Health Department Call Center phone number. Dr. Kornegay stated it is (855) 949-8378. Mr. Holmes asked if elective surgeries are currently being discouraged. Dr. Kornegay stated all hospitals in the region have activated their emergency operations plans and have canceled elective surgeries and procedures. Mr. Holmes asked if the Health Department had the ability to call up retired or non-working medical professionals. Dr. Kornegay stated the local health department had been trying to hire contractors in anticipation of emergency planning and epidemiology. She noted the Virginia Department of Health maintains a medical reserve corp. Mr. Holmes asked if the Health Department had the ability to hire ex-military citizens who've worked in the medical field. Dr. Kornegay stated the Health Department has reached out to retired medical professionals. She noted hospitals would have the same ability. Mr. Holmes stated he had not been able to purchase sanitizing products and asked if there was a list available of other products that could be used. Dr. Kornegay stated there is a list of disinfectants on the VHD website and would share it with Mr. Rosenberg. Mr. Holmes asked if services are available for the homeless or citizens in shelters. Dr. Kornegay stated the Health Department is working with local shelters to develop a plan, but noted it is difficult.

Dr. Harrington stated he'd received comments regarding open air farmer's markets regarding the relative safety. Dr. Kornegay stated farmer's markets had not been discussed at a high level as the season had not quite started for openings. She stated, in general, outside activities are at less risk for transmitting the virus, but social distancing rules should be applied. She noted general guidelines would apply. Dr. Harrington stated he is grateful for all local school systems for the measures they are taking to make sure students are still able to obtain food during this period. He questioned if personnel are trained in safety measures who are assisting with food handouts. Dr. Kornegay stated the school systems have been briefed on methods for this including limiting social interaction as much as possible. Likewise, she stated they had been in communication with Valley Program for Aging Services regarding their Meals on Wheels program and the Blue Ridge Food Bank concerning food distribution strategies.

Ms. Mead asked when the availability of test kits would no longer be an issue. Dr. Kornegay stated she did not know. She noted it has been slow, but has improved, as far as testing capability, over the past week. Ms. Mead asked out of the 1,278 people tested so far, how many were from the Central Shenandoah Health District area. Dr. Kornegay stated test numbers have not been broken down by region. She stated she could only acknowledge the number of positive tests in the area, which was one from the city of Harrisonburg. She noted results are broken down into counties by positive tests with a total of 77 around the state and just one in our district. Ms. Mead asked if the Health Department had the ability to require that a business shut down if positive test results are received. Dr. Kornegay stated they are always notified of positive results. She further explained procedures in place as well as workplace recommendations.

Mayor Dull asked what was considered a significant fever in terms of symptoms. Dr. Kornegay stated a temperature of 100.4 or high is considered a fever. She stated general fever parameters are combined with other symptoms such as pneumonia, productive cough, abnormal chest X-rays, recent contact with travelers. Mayor Dull thanked Dr. Kornegay for the updated information.

Actions Taken and to be Taken:

Mr. Rosenberg summarized where the City has been over the past several days and what is seen coming in the days ahead. He noted an advisory was first issued on behalf of the City to the public regarding the Covid-19 virus on March 6, 2020. Council heard from Dr. Kornegay at the City Council meeting on March 12, 2020. That evening after the meeting, a public communication was issued addressing the City's focus on continuity of operations and public gatherings. On March 13, 2020, the first internal response team meeting was held. On March 16, 2020, the first steps that affected City operations were taken. Mr. Rosenberg stated all of the measures that have been implemented were undertaken after and on the basis of regular consultation with Dr. Kornegay.

Mr. Rosenberg reviewed measures that the City has taken to date:

- Through April 15, 2020, the City has limited events or activities on City property to less than 50 participants. To date, six events have been cancelled. This included the first two sessions of the Staunton Farmer's Market scheduled for the first two Saturdays of April after consultation with Tom Womack, Market manager, and on the basis of the CDC. The only exception made has been for a blood drive by the American Red Cross.
- The public has been encouraged to conduct City business by telephone or email. City employees have been encouraged to do the same. Travel has also been limited. A new leave category – Public Health Emergency Leave – to be used by employees and is available through April 15, 2020.
- On March 16, 2020, a local emergency was declared which makes the City eligible for federal and state relief funding. The regular Management Team meeting was conducted and included School Board representatives. The need to defer any unnecessary expenditures throughout the remainder of the current fiscal year and to leave vacated positions unfilled was discussed.
- On March 17, 2020, a second wave of measures was implemented concerning City operations. Events and activities were further limited on City property to fewer than 10 participants which was mandated by the Governor at the end of the day. The next meetings of the Planning Commission and the Historic Preservation Commission were cancelled. Public bathrooms were closed at Montgomery Hall Park and Gypsy Hill Park. The City worked with Staunton Downtown Development Association (SDDA) to expand loading zones downtown to accommodate an increase in takeout business from local restaurants. The Staunton Visitor Center was closed. Implementation of the telecommuting program was implemented after consultation with Dr. Kornegay.
- Next steps include a more significant focus on the fiscal and economic impacts of the crisis.

Phil Trayer, Chief Finance Officer, stated on a year to date basis the City's sales taxes are up \$219,000 over the same time last year through December. Meals taxes were up \$240,000 over the same time last year through January. Lodging tax is up \$148,000 over the same time last year through January. Personal Property revenue is \$200,000 above budget and rising. Real Estate tax is expected to be at or slightly above budgetary levels. Mr. Trayer stated those were very important

numbers for the first 8 months of the fiscal year. Mr. Trayer stated he is anticipating a significant downturn over the remaining 4 months. He noted open positions have been frozen and department heads have been asked to curtail all unnecessary expenditures which will include part-time labor as well as overtime. He stated further actions may be required in the coming weeks.

Mr. Trayer explained there is a lag time of 30-60 days between when actual revenues are received and won't know the full impact of local revenue for at least 60 more days. He stated FY2021 is in flux. The School Board has passed their budget and the City has assembled a budget which is almost complete and is ready to present to Council on March 26, 2020. He noted this was all based on revenue streams through February, 2000. On the reserve side, the City has 15.5% of its General Fund budget in fund balance reserves, which is \$9 million.

Ms. Oakes asked Mr. Trayer to explain in greater detail regarding the 15.5% General Fund. Mr. Trayer stated the \$9 million is there for emergency disruptions. He noted the City needs to be very careful on how that it is used and that it is used sparingly. He noted that is a last resort and operations will be adjusted significantly before it would be recommended to use Reserve Funds.

Ms. Oakes asked Mr. Trayer for ways the City can readjust the budget beyond not hiring unfilled positions and curtailing part-time work. Mr. Trayer stated it would be recommended not to fill any additional positions until FY2021 as well as school positions. Restructuring departments will be considered should the crisis continues. Mr. Trayer stated there is a debt service sinking fund and debt obligations should be fine.

Ms. Oakes asked what was available, as far as food and shelter, for citizens. Mr. Trayer stated he was not sure a number had been able to be defined and was reluctant to comment on that.

Mr. Rosenberg reminded Council members that the Community Foundation of the Central Blue Ridge had established a relief fund specifically to address needs of individual members of the community.

Dr. Curren stated he did not have any questions.

Mr. Holmes asked if meals and lodging tax payments could be deferred with no interest.

Mayor Dull asked Mr. Guynn to address that question. Mr. Guynn stated he believed there was the feasibility legally of the City prospectively putting on hold or suspending the imposition of meals tax or transient occupancy tax. He stated he would have significant legal pause over a concept where the City at least implicitly would be authorizing any local business to use what are City funds, whether meals tax or transient occupancy tax, essentially as they're working capital and, in effect, as a loan.

Mayor Dull stated some of the questions at that point may be addressed further down on the agenda item for "Actions That May Be Considered by Council". Mr. Rosenberg stated that was correct. He noted he also asked Phil Trayer, Chief Finance Officer, to delve into the fiscal issues as a part of his presentation.

Dr. Harrington stated he did not have any questions for Mr. Trayer or Mr. Rosenberg at that time.

Ms. Mead stated she did not have any questions.

Review of Prior Communications and Future Communications:

Mr. Rosenberg reviewed the communications measures that the City has taken. He stated several media releases had been issued in the days since the crisis began. He noted there were plans for daily updates as necessary from that point forward. Mr. Rosenberg stated communications had been taken directly to employees addressing issues of particular concern to employees and several emails to the Management Team concerning the implementation of measures described to Council. He acknowledged there had been a slow social media presence, on Facebook and Twitter, due to staff illness and technological issues, but as of March 17, 2020 those issues have been resolved. He stated Lee Catlin is now consulting with the City and addressing communications.

Ms. Catlin commended the City, staff, residents, and businesses for coming together during this crisis. She explained how the City would be moving to a more strategic and intentional way to approach future communications as an ongoing new state of affairs. She noted immediate changes would involve the City's website, social media accounts and making sure staff has the needed administrative access and can work off-site at all times. Online calendars will be monitored and updated. Ms. Catlin stated there will be a daily update issued at approximately 3:30-4:00 p.m. on the City's website unless there is an emergency.

Mayor Dull asked Council members if they had questions or comments.

Dr. Curren stated he did not.

Mr. Holmes stated he did not.

Dr. Harrington stated he was glad Ms. Catlin was assisting the City.

Ms. Mead stated she did not.

Vice Mayor Kier stated he did not.

Ms. Oakes stated she appreciated the consistency of the time that information would be released unless it was an immediate emergency situation.

Mayor Dull stated she appreciated having Ms. Catlin on board to help with communications for the City. She noted she'd received an email from a local grocery store asking to be included on any communications sent out to local businesses. Ms. Catlin asked that any emails be forwarded to Morgan Smith, Executive Assistant in the City Manager's office.

Mayor Dull stated she felt Council had not had the opportunity to reach out to the citizens, due to the City currently not having a Communications Manager, and questioned if that could be included in the City's efforts. Ms. Catlin stated that was a good idea and would put together options for Council to be able to address citizens.

Actions that May Be Considered by Council:

Mr. Rosenberg thanked Ms. Catlin for her willingness to assist the City. He stated he wanted to share four general subjects about which staff has heard, either from the public, Council members, or both, as forms of relief that may be provided to businesses and residents in the city. He stated it would be his recommendation that any relief provided would be temporary in nature and only for the duration of the emergency situation that the City is presently dealing with.

Mr. Rosenberg stated there are five areas that have become known to staff either from the public or City Council:

1) Suspension of parking fees at all City facilities. He noted that subject was raised directly by Tom Sliwoski, Director of Public Works. Counts for 03/13/20 and 03/16/20, the Johnson Street Parking Garage was not staffed due to employee illness and was open at no cost to any user. The New Street Parking Garage had 17 paid customers on 03/13/20 and 11 paid customers on 03/16/20. The Wharf parking lot had 47 paid customers on 03/13/20 and 60 paid customers on 03/16/20. Mr. Rosenberg stated the suspension of parking fees is a subject raised by Council and the public. Mr. Sliwoski indicated that he saw no reason to continue staffing those facilities or collecting fees. Mr. Rosenberg stated he was waiting to receive Council's input before taking action.

2) Suspension of water disconnections for non-payment of bills. Mr. Rosenberg stated this again is an area in which the City has been active though any measures have yet to be implemented. He shared with Council staff's observations that the utility industry generally, both nationally and in the state, has taken the step to refrain from disconnections. He noted those utilities that are subject to regulation by the State Corporation Commission have been ordered not to disconnect customers for a certain period of time.

3) Some sort of relief from the imposition of meals taxes raised by Mr. Holmes.

4) Inquiries or suggestions regarding the waiver of late fees that may be due to the City for any manner of payments that paid by businesses or residents to the City.

5) Suspension of parking enforcement.

Mr. Rosenberg stated that was the aggregation of subjects that staff has received and would welcome comments from Council regarding other potential relief that has been suggested to them.

Mayor Dull asked Council members if they had other suggestions for discussion.

Mr. Holmes questioned if there would be a way for restaurants to donate food to local shelters or the Blue Ridge Area Food Bank.

Dr. Harrington stated he had a question about the notion of suspending parking fees. He asked if Mr. Sliwoski felt, in his opinion, that there was no point in collecting fees as the cost was greater than what was collected. He noted he had nothing else to add.

Ms. Mead asked for clarification of the five areas reviewed by Mr. Rosenberg.

Vice Mayor Kier stated he had nothing to add.

Ms. Oakes stated she had nothing to add.

Dr. Curren stated he had nothing to add.

Mayor Dull stated Council had the list of the five items reviewed by Mr. Rosenberg as well as the item added by Mr. Holmes regarding restaurants donating food items.

Other Matters from the City Manager or City Council:

Mayor Dull asked Council members for their response regarding suspension of parking fees:

Dr. Harrington asked if Mr. Sliwoski was recommending the City to stop collecting parking fees because the process of collecting fees was more expensive than the proceeds being collected. Mr. Rosenberg stated he would infer that from the communication that he has received from Mr. Sliwoski, but had not had the opportunity to speak with him directly concerning that. He felt that limited usage is being noted as there's been increased guidance for residents to stay home. Dr. Harrington stated, that being the case, he would favor the step of temporarily suspending the collection of parking fees.

Ms. Mead asked if the part-time employees who collected the parking fees would be laid off or would they be covered under emergency leave. Mr. Rosenberg stated an administration determination has been made through April 15, 2020 all employees who are scheduled to work will be compensated as scheduled even if they are not in the workplace. He noted attempts will be made to find these employees other tasks to perform within their departments. He noted the Library and Parks and Recreation department have seen their operations suspended already. Ms. Mead asked what would take place subsequent to that. Mr. Rosenberg that issue had not yet been considered and the one-month provision would be made.

Mayor Dull asked if Council members should give their thoughts on whether they were in favor of approving these as well as asking questions. Also, the fact that this suspension would be time limited and it may be based on input from staff as to any type of administrative ease of doing this in 4 weeks versus 5 weeks or whatever.

Ms. Mead clarified was Mayor Dull asking if she would approve the suspension of parking fees. If so, her answer was yes, she did approve.

Vice Mayor Kier stated from the conversation Council held, he was in favor of suspending parking fees.

Ms. Oakes stated she supported suspending parking fees.

Dr. Curren stated he supported suspending parking fees.

Mr. Holmes stated he supported suspending parking fees.

Mayor Dull stated she supported suspended parking fees with a time frame attached to that suspension and the need to review it later.

Council members agreed with Mayor Dull.

Mr. Rosenberg stated his inclination at the present time to use the April 15, 2020 date actually takes the City out from the flag that has been planted by many other localities. He noted his inclination today, with regard to all of the issues being discussed, unless it causes some sort of an accounting for Mr. Trayer, that Council be thinking in terms of an April 15, 2020 date and to be reevaluated as that date approaches.

Mayor Dull asked Council members for their response regarding water disconnections through April 15, 2020. She stated she was definitely in favor of that suspension.

Vice Mayor Kier stated he was in agreement.

Ms. Oakes stated she agreed.

Dr. Curren stated he agreed.

Mr. Holmes stated he agreed.

Dr. Harrington stated he agreed for the reasons stated.

Ms. Mead stated she agreed.

Mayor Dull stated the next item was "Late Fees Suspension".

Ms. Mead asked if this was specifically late fees related to payment of meals tax or just waiver of late fees with respect to any City fee. Mr. Rosenberg stated it would be a broad waiver that could apply to all amounts or payments that are due to the City. He stated Rick Johnson, City Treasurer, could address any limitations on the ability of the City to waive late fees for tax payments.

Mr. Johnson stated he would need to look at State Code regarding that as it's mandated by §58.1 in the state revenue code. He noted there had not been any guidance given to his department on that as well as make a determination based upon a due date that would be occurring on June 20, 2020.

Mr. Rosenberg asked Mr. Trayer to give Council a menu of other sorts of payments that come to the City.

Mr. Trayer stated staff can look at various options for Council. He noted he was not prepared to address that issue at that time. He noted he felt that for businesses that are collecting taxes on behalf of the citizens of Staunton that perhaps those do get remitted. He stated Mr. Guynn could perhaps speak on the legal ramifications of that. Mr. Trayer stated with water and sewer payments there are separate enterprise funds and are not part of the General Fund, but do have their limitations. He noted Parking is probably the fund that is the tightest of all and waiver of fees should be limited and looked at closely.

Mr. Rosenberg asked Mr. Trayer if the City imposes a late fee on water customers. Mr. Trayer stated a late fee is imposed on late payments.

Mr. Rosenberg stated Council could approach this matter in one of two ways. Staff could either come back to Council at the next meeting with a more in-depth analysis of the subject regarding

the waiver of late fees, both on the tax and the non-tax side, or as an alternative, carve out the late fees on the water side and state that Council had already decided to suspect disconnections with regard to water fees and at the same time make a decision not to impose late charges on water fees.

Mr. Trayer stated the next bills were due to go out on April 10, 2020. Mr. Rosenberg asked after what period of time would a late fee be imposed. Mr. Trayer stated he believed it was 30 days.

Mr. Rosenberg stated it was perhaps premature to act on that issue. He noted there would not be any late fees that would actually be imposed during the time period of April 15, 2020. He stated his suggestion to Council was to allow staff to investigate further into the subject generally and report back to Council at the next meeting.

Mayor Dull asked Council members if that sounded like a good plan to get more information from staff so that Council would be making the best decision based on information.

Vice Mayor Kier stated he agreed.

Ms. Oakes stated she agreed.

Dr. Curren stated he agreed.

Mr. Holmes asked if Council agreed to do this, would they be ready to vote it at the next meeting. Mayor Dull stated any issues that could be done legally regarding tax collection and late fees, then Council would be prepared to vote with the additional information at the next meeting. Mr. Holmes stated he was in favor.

Dr. Harrington stated he was in favor.

Ms. Mead stated she was in favor.

Mayor Dull stated Council would wait on more information from Mr. Rosenberg regarding what late fees would qualify and any type of time frame for that.

Ms. Mead asked that an estimate be provided on what the financial implications would be to the City. Mr. Rosenberg stated that staff would provide that information to Council. He noted if late fees are included on tax payments that figure would become somewhat large.

Mayor Dull stated the next issue involved “Meals Tax”. She stated it was not clear to her yet what Council was legally able to do.

Ms. Mead noted in the city of Richmond, restaurateurs proposed a waiver of late fees on meals taxes and would be a de facto by permission not to pay them for 30-60 days and to make it up at some later period of time and not have a late fee imposed. She stated she did not have a problem with it, but would like to know what the financial impact would be in terms of timing of the waiver and what percentage of the meals tax would likely be foregoing for some period of time.

Mayor Dull stated she would like to hear definitively what the City’s ability is in terms of the legal aspects as to what the City can do regarding the meals tax.

Vice Mayor Kier stated he was thinking of implications to the State and would the State waive their part. He noted he agreed with Ms. Mead that there's more to look at with those than just saying yes or no.

Ms. Oakes stated whatever relief the City can legally offer as far as the meals tax she would be in full support of it.

Dr. Curren stated he would like to know what the City is legally allowed to do.

Mr. Holmes stated he was in favor of letting businesses pay their taxes later without any penalties for late fees. He noted anything legally that the City could do, he was in favor of.

Dr. Harrington stated it was not clear to him exactly what the benefit would be of Council waiving the tax or waiving the interest on a late payment of the tax. He stated it would be clearer if Council analyzed it some more and he was not prepared to head nod in favor of doing it and felt more information should be obtained.

Mr. Rosenberg stated Maggie Ragon, Commissioner of Revenue, is responsible for the administration of that tax, would be available to attend Council's next meeting to delve into the subject and provide greater guidance to Council regarding options and repercussions of certain actions.

Mayor Dull stated that would be helpful. She noted the majority of Council seemed to favor obtaining more information before making a decision.

Mr. Holmes stated meals tax would be due on March 20, 2020. He noted it would be like a de facto small business loan to pay back over several months. He stated that would be the main reason that he would see for doing it. Discussion ensued.

Mayor Dull asked Mr. Rosenberg if that information would be available by the next meeting. Mr. Rosenberg stated it would be staff's intention to provide additional information on that subject at the next meeting.

Mayor Dull stated the next item would be "Parking Enforcement".

Mr. Rosenberg asked Police Chief Williams to speak on that matter.

Chief Williams stated the Police Department has one part-time employee currently performing parking enforcement as well as patrol officers on an as needed basis, largely complaint based. He noted parking enforcement could be suspended, but then people arriving first would be able to park in those spots all day. He stated he wasn't sure that it would help in this instance and would receive more complaints instead.

Mayor Dull noted loading zones had been expanded to be able to pick up food from downtown restaurants. She stated she had concerns about parking enforcement for the very reasons noted by Chief Williams.

Mr. Rosenberg stated Council members may want to keep in mind that the City is going to move forward with free parking at the Wharf lot and the two parking garages where people would be able to park at no cost on an unlimited basis.

Dr. Curren clarified the question of parking enforcement. Mr. Rosenberg stated the issue was whether the parking enforcement officer should continue to enforce parking restrictions. Dr. Curren stated he was in favor, but if it created problems then Council would have to revisit the issue.

Mr. Holmes stated he felt parking enforcement should be kept as it is since all of the other parking will be available for free.

Dr. Harrington stated he was not in favor of suspending the limits on parking downtown and it should be kept they are.

Ms. Mead stated parking enforcement should continue, specifically on W. Beverley Street.

Mr. Rosenberg stated there is considerable additional parking available on streets elsewhere downtown that is subject to enforcement by officers. Ms. Mead stated she would like to continue to have parking enforced in those areas.

Vice Mayor Kier stated he agreed with Chief Williams in that free parking is being offered in all other facilities and saw no reason to suspend enforcement downtown.

Ms. Oakes stated restaurants needed parking spaces in order to provide curbside service and free parking is being offered. She stated she was in favor of continuing with monitoring parking and any time limit restrictions.

Mayor Dull stated she had head nods in favor of suspending parking fees, suspending water disconnections, and a nay on eliminating parking enforcement, and more information is needed on the late fee suspension and the meals tax.

Mayor Dull stated the final item, by Mr. Holmes, regarding donation of food. She asked if it would better to go through Staunton Downtown Development Association (SDDA) as a communications issue. She noted it is a good idea and would be helpful.

Mr. Rosenberg stated he would reach out to Greg Beam, Director of SDDA, about how that effort could best be coordinated.

Mr. Holmes stated he concurred with Mr. Rosenberg.

Vice Mayor Kier stated he was emphatic in seeing Council support City staff who may not be working in paying them. He thanked City staff and Mr. Rosenberg for addressing that issue.

Mr. Rosenberg stated Mr. Guynn is working on ordinances for the items which Council has already indicated its intention to move forward. He noted staff could communicate to the public today or tomorrow the suspension of parking fees and the suspension of water disconnections as actions that would be forthcoming by City Council at its next meeting if Council desired.

683 Mayor Dull stated that was correct.

684
685 Mr. Rosenberg asked if there were any objections from any Council members if staff moved
686 forward with announcing those measures.

687
688 There were no objections from any of the Council members.

689
690 **Other Matters from the City Manager or City Council:**

691
692 Mr. Rosenberg stated he had two matters to discuss. He noted a question was received from one
693 Council member before the meeting about potential impact to the May election. He stated he'd
694 asked Molly Goldsmith, City Registrar, to attend the meeting and share information that she has
695 from the State Department of Elections.

696
697 Ms. Goldsmith stated as of today, all voters are being encouraged to vote absentee by mail. She
698 noted this would require citizens to fill out an application. Applications can be requested from the
699 Registrar's office either by phone, email or residents can apply online.

700
701 Mr. Rosenberg asked Ms. Goldsmith if contingency plans are being made to delay the upcoming
702 May elections.

703
704 Ms. Goldsmith stated the Governor has the power to delay elections by two weeks and local
705 administrations could delay elections further if they could in the case of an emergency.

706
707 Mayor Dull asked Ms. Goldsmith if she thought absentee ballots was an indication that the
708 elections would be conducted in that way.

709
710 Ms. Goldsmith stated currently that was what she was being told. She noted absentee in-person
711 voting starts on March 20, 2020. Guidance is to encourage all voters to vote by mail and continue
712 with all essential functions of her office.

713
714 Mr. Rosenberg stated Ms. Goldsmith had communicated to him that in-person absentee voting
715 requires the establishment of a polling place which is in City Hall typically. In terms of
716 contingency planning, arrangements have been made in the event that City Hall is closed to the
717 public to locate the polling place in the Johnson Street Parking Garage. Ms. Goldsmith explained
718 the process that would take place in that event.

719
720 Mayor Dull stated this was subject to change if the Governor made an announcement, but in the
721 absence of that, citizens are being encouraged to go ahead and request an absentee ballot.

722
723 Mr. Rosenberg stated the other item to discuss is to talk with Council about next week's scheduled
724 meeting on March 26, 2020. On the agenda for that meeting is the budget presentation as well as
725 two noticed public hearings for proposed rate increases. He noted staff is currently planning for
726 that to be an in-person meeting using social distancing protocols. Other localities in the state and
727 elsewhere in the country have employed those tools in order to conduct meetings. Mr. Rosenberg
728 stated a limited number of seats would be offered in the audience, arrangements would be made
729 for Council members to be seated at sufficiently distant locations in Council Chambers, and public
730 hearing comments would perhaps be managed in a similar manner to when the Second Amendment
731 was a prevalent topic. Mr. Rosenberg stated since the meeting involved the budget presentation

and the two public hearings that had been noticed, that it would be best to conduct an in-person meeting rather than a telephonic meeting. He noted there were some questions about whether a meeting could be conducted in the same current manner on those subjects.

Mayor Dull asked Council if they had any questions regarding that information.

Dr. Harrington asked if the meeting would be subject to the 10-participant limitation.

Mr. Rosenberg stated he was conferring with Mr. Guynn and that it was uncertain whether that would apply in that instance. He noted the limitation was very clear in terms of businesses and that it is encouraged in other environments, but not necessarily mandated. He noted it would be their suggestion to employ social distancing protocols to ensure that everyone who attends the meeting is at the prescribed distance from one another during the meeting.

Mr. Holmes asked if the meeting were to be held would it be fair to conduct the public hearings on the proposed rate increases if citizens were afraid to attend.

Mayor Dull stated she didn't know if it would be any better if it were to be delayed to another meeting. She noted the public hearings had already been advertised.

Mr. Rosenberg noted this was an unprecedented situation and the City has deadlines that are established by the state, the budget is ready to be proposed and it relies on rate increases to balance. He stated it would be a challenge even as it is proposed given the extreme change in circumstances. Mr. Rosenberg stated he felt the City had no choice but to move forward. He noted he appreciated Mr. Holmes' concerns about the ability of the public to participate, but he didn't know that the City had any choice. He stated if it were delayed until the first meeting in April, as Mayor Dull suggested, he imagined it would be the same situation.

Ms. Mead asked if seating could be placed in the hallway to accommodate citizens wishing to speak. Mr. Rosenberg stated that could be done and there is now audio capability in the hallway as well.

Mr. Rosenberg stated he had nothing else to discuss for that agenda item. He asked if Council members had any other issues to discuss.

Ms. Mead noted the Governor has placed a 10-patron limit on bars and restaurants and made local police responsible for the enforcement of that. She asked if that would also include private clubs, such as the Elks, and would it impact police staffing. Chief Williams stated his department was seeking legal guidance for these unprecedented situations. He noted it could be a Class I misdemeanor and would probably apply to theaters and fitness centers, and a Class III misdemeanor to restaurants. Chief Williams stated they are looking at handling emergencies first and foremost. He noted he had received preliminary information from the Commonwealth Attorney and would move forward from there.

Ms. Mead asked Mr. Rosenberg if the City is coordinating with the City of Waynesboro and Augusta County. Mr. Rosenberg stated he is in regular contact with Mr. Fitzgerald of Augusta County and Mr. Hamm with the City of Waynesboro. He noted they had coordinated the declarations of local emergency, decisions regarding the Library closure, and have been keeping one another informed on many of the issues discussed today.

Ms. Mead voiced concern on the amount of people coming and going from Middle River Regional Jail (MRRJ). She asked for more information from MRRJ about how they would handle the situation if they have an outbreak of Covid-19. Mr. Rosenberg stated he could reach out to the superintendent for additional information.

Mr. Holmes asked if the City could do anything about people hoarding supplies. He voiced concern that is he is unable to find necessary supplies. He also asked if the City playgrounds had been closed.

Mr. Rosenberg stated the parks are open for use by individuals. He noted the playground equipment is not cleaned by Parks and Recreation Department staff.

Vice Mayor Kier stated he wanted to commend the people who started the Mutual Aid infrastructure. He noted it is a tremendously great effort. He noted the worst thing that could happen would be if the City became some kind of “policed state”. He asked that everyone keep rational, practical thoughts into what they’re doing.

Ms. Oakes stated she appreciated the Community Foundation on working with other outside agencies to help with basic human needs. She reiterated that the FY2020 budget will sustain the ability of the City to continue to function. Ms. Oakes stated Council would review at their next meeting other ways to provide relief to the citizens. She referred to Ms. Mead’s question about private clubs and noted that the Elks club is now closed for the next two weeks.

Mayor Dull thanked City staff for all of the work that they’re doing and citizens as well.

Mr. Rosenberg referred Mayor Dull to the last item on the agenda.

Resolution of the Council of the City of Staunton, Virginia Consenting to and Confirming Declarations of a Local Emergency Beginning March 16, 2020:

Mr. Rosenberg stated on March 16, 2020, in his capacity as Director of Emergency Management, he made a declaration of local emergency. He asked Mr. Guynn to explain to Council what is required next subsequent to that declaration in the form of action by City Council.

Mr. Guynn stated a draft resolution had been sent to Council at 12:45 p.m. today for Council to consider adopting yet today. He noted the resolution reflects the Virginia legal requirement that the governing body actually confirm the existence of an emergency as already declared by Mr. Rosenberg. Mr. Guynn stated Council has before them a draft resolution, by which Council has done before in several cases, to actually confirm the existence of an emergency and it also declares a disaster. He noted it is very similar to what Council has done before and in effect it is a ratification of what the City Manager has done as well as adding the declaration of a disaster. He noted this was done so that the City puts themselves in the best position if and when the City has the ability to use the declarations to either do or not do something or to receive funding that may come through. Mr. Guynn stated his recommendation is that Council consider adopting the resolution and that Mayor Dull entertain a motion to adopt the motion as presented.

Mayor Dull asked Council members to entertain a motion to adopt the resolution as presented.

Dr. Harrington moved to adopt the resolution as presented.

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

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

Mr. Holmes expressed sympathy to Dr. Curren for the passing of his father and to Chief Williams for the passing of his father-in-law.

Mayor Dull stated Council also shared those condolences.

ADJOURNMENT

There being no further business to come before Council, the meeting adjourned at 3:48 p.m.

Suzanne F. Simmons
Clerk of Council



BIRTHPLACE OF THE
COUNCIL-MANAGER
FORM OF GOVERNMENT

To: Members of Staunton City Council

From: Carolyn W. Dull, Mayor *Carolyn W. Dull*

Copy: Steve Rosenberg, City Manager
Leslie Beauregard, Assistant City Manager
Suzanne F. Simmons, Clerk of Council
Phil Trayer, Chief Finance Officer
Douglas L. Guynn, City Attorney
Media

Date: March 17, 2020

Re: **NOTICE TO COUNCIL MEMBERS AND TO THE CITIZENS OF THE CITY OF STAUNTON OF CALLED EMERGENCY MEETING OF THE STAUNTON CITY COUNCIL**

In light of the emergency ramifications of the COVID-19 outbreak, reflected in the national, state and local declarations of emergency, consistent with Staunton City Charter § 7, I call a special-emergency meeting of the Staunton City Council to be held on Wednesday, March 18, 2020, 1:00 p.m., local time, City Council Chambers located on the 1st floor at City Hall, 116 West Beverley Street, Staunton, Virginia, to address the emergency, including consideration of the following:

1. A review of the nature of the emergency;
2. A briefing by the City Manager or staff on the actions taken by the City of Staunton already and likely to be taken regarding the emergency, consistent with the Declaration of Local Emergency issued by the City Manager on March 16, 2020, attached to this Notice;
3. A review of prior communications and future communications regarding the emergency, as part of addressing the emergency;
4. Actions that may be considered by Council to take in the near future to address the emergency;
5. Other matters from the City Manager or Council members related to addressing the emergency.

The meeting will be conducted by telephone conference call electronic means without necessarily a quorum of Council being physically assembled at City Hall, because the nature of the declared emergency makes it impractical or unsafe at this time to assemble a quorum in a single location, with the purpose of the meeting being to address the emergency.

Arrangements for public access to this emergency meeting will be by streamed live broadcast on the City's webpage at <https://www.ci.staunton.va.us/government/city-council> and by speakerphone situated in either the Caucus Room or Council Chambers.

The Clerk of Council is directed to give immediate notice to all members of Council, the City Manager, Assistant City Manager, Chief Finance Officer, and City Attorney, along with contemporaneous notice to the public by the best available notice, given the nature of the emergency.

SPECIAL-EMERGENCY CALLED MEETING OF STAUNTON CITY COUNCIL**Tuesday, March 24, 2020****3:15 p.m.****Caucus Room**

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

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

Clerk indicates that she believes all available members of Council have announced their audio presence.

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

Mayor Dull called the meeting to order: As Mayor, I call this special-emergency meeting of the Staunton City Council to order. I note that this meeting is being broadcast over the cable channel and being streamed live so that members of the public may hear our meeting. The meeting is also being recorded.

Mayor Dull asked the Clerk of Council to call the roll for confirmation of those Council members present for today's special-emergency meeting.

Clerk of Council Call the Roll of Council Members Present:

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

City Manager Identifies City Officials Present:

Mayor Dull asked Steve Rosenberg, City Manager, to identify his location and those City and other officials or colleagues present with him at the location and the participation of anyone else during today's meeting by conference call.

Mr. Rosenberg stated he was in the Caucus Room in City Hall and was accompanied by the following:

Douglas L. Guynn, City Attorney
Robin Wallace, City Paralegal
Leslie Beauregard, Assistant City Manager
Suzanne F. Simmons, Clerk of Council

Mr. Rosenberg stated Lee Catlin, assisting the City with its communications effort in connection with the emergency, and Dr. Laura Kornegay, Director of Central Shenandoah Health District, would join the conference call later in the meeting.

Expression of Sympathy:

Mayor Dull read the following statement: “Before we begin the substance of our meeting today, please allow me as Mayor to express to Dr. Curren and his family that we continue to think about them as they grieve the loss of Dr. Curren’s father. I also convey on behalf of our City and City Council members our appreciation to everyone in our City who is part of the collective effort to practice safe social distancing and to protect others. We all realize and respect that it is a time of shared commitment and some sacrifice that impacts individuals, families, employees and businesses. We thank our own City employees and the School Board employees who continue to serve during this time, particularly our first responders. We further send our heartfelt gratitude to all the healthcare workers who are laboring with great, selfless dedication and sacrifice and some risk to care for others.

General Comments:

Mayor Dull stated “these remain very challenging times for so many, including our citizens, other individuals and families, employees who are not able to work, and impacted enterprises in our City and elsewhere across our country and beyond. We are mindful that the worse could be ahead although at the same time in spirit we remain optimistic that our communities and our country will ultimately prevail.

Background Statement:

Mayor Dull stated “as Council members and the public are aware, yesterday by memorandum dated March 24,2020, I called a special-emergency meeting of our City Council. This is our second special-emergency meeting in just days. The call of the meeting today was also based on the Covid-19 outbreak, taking into account the national, state and local declarations of emergency – and the Virginia Governor’s actions just yesterday that orders a closure of schools for the rest of the year and the closure of some establishments – and the need and desire to be updated, to plan, and to assure the continuity of our local government structures and operations.

Please let me mention that in calling this meeting, notice, reasonable under the circumstances, of this meeting has been given to the public contemporaneously with the notice by memorandum provided to members of City Council. Also, let me highlight and have reflected in the meeting minutes that this meeting is being conducted by electronic telephone conference call, given that it’s believed at this moment that the catastrophic nature of the declared emergency and disaster makes it impracticable or unsafe to assemble a quorum in a single location and the purpose of the

meeting is to address the emergency. We all acknowledge that this situation includes a lot of uncertainty and changing understanding almost day-to-day, as our national and state leaders learn more about Covid-19 and its effects and how it might be addressed.”

Memorandum Call of the Meeting Made Part of the Meeting Minutes:

Mayor Dull requested the Clerk of Council to attach and incorporate as part of today’s meeting minutes the March 23, 2020 Memorandum by which she called the special-emergency meeting. She also noted that Council has a focused agenda: that it was focused on the emergency. Other usual elements of City Council meetings were not included today, given the special-emergency meeting. Mayor Dull asked that everyone do their best to keep that focus.

(SEE ATTACHMENT 1)

Nature of the Electronic Meeting:

Mayor Dull stated “Given that we are conducting this meeting by telephone conference call - with the meeting being live streamed on the City’s website and broadcast over the cable system as it occurs – I believe it merits reminder of a few special requests as we undertake this meeting in this unique format. First, I emphasize the request that each speaker speak loudly and slowly and self-identify each and every time, so that it will be clear who is speaking before your remarks are made. Second, please pause after each speaker to allow a brief interval between that speaker and another speaker. Third, if for any reason a participant cannot clearly hear the speaker or must leave the meeting before it is adjourned, please let us know. Fourth, I ask everyone’s patience, because without being in the same room, it is likely as we learned at last week’s meeting that a speaker may not realize that another speaker is continuing. Again, we may unintentionally step on each other’s words, so it’s fine if we need to have the speaker repeat or clarify. We’ll take whatever time is necessary so that everyone is clear about what is being said and by whom.”

Mayor Dull then turned the meeting over to the City Manager to help lead Council’s review, discussion, and possible actions now or in the future.

Actions Taken and to be Taken:

Mr. Rosenberg provided an update on the action taken since the City Council meeting on March 18, 2020 to respond to the emergency. He noted curbside pickup service at the Staunton Public Library had commenced, but had now been terminated based on guidance received from the American Library Association.

On March 18, 2020, after the Council meeting, discontinuation of parking fees was announced for the Johnson Street and New Street parking garages and the Wharf parking lot. At the same time, discontinuation of water disconnections on delinquent accounts was announced. Mr. Rosenberg stated Doug Guynn, City Attorney, was including those items for formal action by Council at its meeting on March 26, 2020. He noted staff had implemented the direction from Council and the parking facilities were available at no cost and water disconnections had been terminated.

On March 19, 2020, the baseball fields were locked in Gypsy Hill Park. Staff became aware that there were youth league teams conducting informal practices on the fields and in an effort to discourage that activity, the entrances to the fields were locked.

On March 20, 2020, the internal Response Team convened and will meet again on March 27, 2020.

On March 23, 2020, playgrounds were closed at Booker T. Washington Community Center, Montgomery Hall Park, and Gypsy Hill Park with the closure presently effective through April 15, 2020. This is the same date being utilized for the other facility closures that have been implemented to date.

City Hall and the Irene Givens administration building at Montgomery Hall Park have been closed indefinitely to the public. This was done in an effort to have as many City employees in a capacity to work from home from possible. Public Works, where a glass partition protects employees, remains open for the public to conduct business and to make utility connections and payments. Mr. Rosenberg reiterated that all decisions concerning City facilities continue to be made based on guidance from Dr. Laura Kornegay at the Virginia Department of Health.

On March 23, 2020, a new landing page was launched to provide a virtual front door for City services during the crisis which is part of a significant communications program to ensure the public is fully and timely informed. Improvements will continue to be made in the days ahead. The Police Department announced adjustments to its operations and suspended some programs including its Ride Along program and fingerprinting services.

Mr. Rosenberg stated next steps may involve the golf course which is currently closed for routine Spring maintenance. He noted when it reopens for public play, he expects, at a minimum, imposing either a walking or one person per cart requirement.

Dr. Kornegay called in at that time to update Council on current conditions.

Dr. Kornegay stated there were currently 2 confirmed cases in Rockbridge County, 4 confirmed positive cases in Harrisonburg city, 2 confirmed positives in Rockingham County. There are currently no positive cases in Staunton, Augusta County or Waynesboro. She noted increased access to Covid-19 testing was being continued. Public Health interventions continue to be close follow-up with confirmed cases and making sure appropriate isolation procedures are being met. She noted daily follow-up is being conducted with all confirmed cases. Contract tracing is being conducted for all positive cases. The contacts who are asymptomatic are told to quarantine for 14 days and daily updates are conducted with those individuals as well. Dr. Kornegay stated the Virginia Department of Health (VDH) wants the public to have access to numbers for good situational awareness; however, privacy of individuals needs to be protected and details will only be shared that are most pertinent. She noted press releases have been sent out regarding first cases in areas, but do not intend to update regarding subsequent cases. Dr. Kornegay stated the public health message remained the same: social distancing, hand washing, stay home if sick, respiratory etiquette, etc. She noted citizens can check the CDC website for information.

Mayor Dull asked Council members if they had any questions for Dr. Kornegay.

Vice Mayor Kier, Ms. Mead, Dr. Harrington, Dr. Curren, and Ms. Oakes stated they did not have any questions.

Mr. Holmes asked if Tamiflu has had any proven effect on Covid-19. Dr. Kornegay stated Tamiflu is an antiviral that is used against seasonal influenza and Covid-19 is a quite different virus. She

noted some antiviral and antimalarial medications are being studied. Mr. Holmes asked if a person tests positive and begins to feel better, how long would it be that they can no longer infect someone. Dr. Kornegay stated there are specific guidelines for getting patients off of isolation, but would be a minimum of 7 days from the onset of symptoms plus 72 hours free of fever as well as improvement in overall symptoms. Mr. Holmes asked if spraying bleach on the ground would help with foot traffic. Dr. Kornegay stated she was not sure of the utility for that, but it was certainly important to disinfect high touch surfaces.

Mayor Dull thanked Dr. Kornegay for updating Council.

Mr. Rosenberg reminded Council that the meeting was being livestreamed on both the City's website and on the cable television station.

Mr. Rosenberg stated one of the next steps to be undertaken may involve Gypsy Hill Park GolfCourse which is currently closed for routine spring maintenance. When it reopens for public play later in the week, he expected it would be imposed at a minimum either a walking requirement or a one person per cart requirement. He noted other park facilities would continue to be monitored, such as the skate park, the dog park, and basketball courts, and close them as conditions require and especially if the Governor issues a Stay at Home order. Mr. Rosenberg stressed that the purpose is to provide open space for individual recreational activity. He noted on nice days the parks have been overrun and that individuals have not been conscious about practicing social distancing. To the extent areas within the parks are drawing that type of activity, the City will consider further closures on a case by case basis.

Mayor Dull asked Council members if they had any questions.

Ms. Mead, Dr. Harrington, and Dr. Curren stated they didn't have any questions.

Ms. Oakes asked for clarification regarding the bathrooms in the parks continuing to be closed. Mr. Rosenberg stated that decision was made on the basis of use. On some days the crowds in the park became so large that it was impossible for City staff to maintain the cleanliness of the restrooms to a normal required standard. He noted the decision was consistent with guidance received from public health officials.

Mr. Holmes asked if first responders had all of the equipment needed. Mr. Rosenberg stated that they did have equipment needed and that would be addressed on the daily update to the website.

Mr. Holmes asked if Council could do anything about residents hoarding items from stores. Mr. Rosenberg stated he appreciated his concern.

Vice Mayor Kier asked if there were other ways to help local small businesses. He mentioned the Staunton Creative Community Fund (SCCF) is offering loans up to \$5,000 and asked how information could be gotten out to business owners. Mr. Rosenberg stated the City had been publicizing the availability of the small business administration and SCCF programs in the City's communications program. He noted he'd spoken with Billy Vaughn, Director of Economic Development, on what other measures the City may be able to take in order to assist local businesses. He noted he would share details later in the meeting about recommendations the City is prepared to make at the Council meeting on March 26, 2020 concerning trust fund taxes, meals tax, and the transient occupancy tax.

Consideration of Adoption of Uncodified Emergency Ordinance:

Mr. Guynn stated Council members should have a copy of a draft ordinance that is called uncodified because it would not actually be put within the numbering system of the City code. He noted it's an emergency ordinance because of the nature of what the City is experiencing constitutes an emergency and a disaster. Mr. Guynn stated the ordinance would have immediate as well as retroactive effect. He noted the ordinance has its origins and authority from a Virginia code provision that authorizes localities to adopt emergency procedures to assure what's called the continuity of government in the case of an attack or a disaster. He stated this situation falls within the category of a disaster. Mr. Guynn stated the ordinance seeks to accomplish several things: it seeks to recognize the circumstances that the City is operating under, it seeks to suspend some rules and adopt some new rules that are expedited rules related to City Council as well as other City related public bodies and officials. Mr. Guynn stated the ordinance also ratifies the actions that the City Manager has already taken and directs him to take steps to implement what the ordinance contains, and it puts a cap on how long these emergency procedures and this set of expedited processes will last at six months or such longer time if there would be a special session of the General Assembly where they would provide that the emergency procedures could be for longer than six months or would give localities even greater power to deal with situations.

Mr. Guynn stated, in essence, the ordinance frees local government to continue to conduct its operations without some of what people would call red tape, but at the same time assuring that the public has access and participation in a different way when it comes to meetings of public bodies. He noted the ordinance states alternative means of hearing from the public, alternative means of having the public observe or hear proceedings are essentially premised on the use of electronic communications or other web-based platforms, such as social media which the City is currently using extensively.

Mr. Guynn stated his recommendation is that Council consider adoption of the ordinance that was drafted and provided to them at approximately 11:45 a.m. on March 24, 2020.

Mayor Dull asked Council members if they had any questions.

Dr. Harrington, Dr. Curren, Ms. Oakes, Mr. Holmes, Vice Mayor Kier, Ms. Mead, and Mayor Dull stated they did not have any questions for Mr. Holmes.

Mayor Dull stated the ordinance would be posted on the City's website if it was adopted by Council.

Ms. Mead moved to adopted an uncodified emergency ordinance ratifying and reaffirming the declaration of a local emergency and disaster due to the novel Coronavirus: implementing emergency procedures to ensure continuity of government; ratifying and affirming the City Manager's authority and exercise of authority and discretion in taking actions in the best interest of the city; and authorizing the City Manager to take actions to implement the provisions of this ordinance.

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

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

Ordinance No. 2020-04

AN UNCODIFIED EMERGENCY ORDINANCE RERATIFYING AND REAFFIRMING THE DECLARATION OF A LOCAL EMERGENCY AND DISASTER DUE TO NOVEL CORONAVIRUS; IMPLEMENTING EMERGENCY PROCEDURES TO ENSURE CONTINUITY OF GOVERNMENT; RATIFYING AND AFFIRMING THE CITY MANAGER'S AUTHORITY AND EXERCISE OF AUTHORITY AND DISCRETION IN TAKING ACTIONS IN THE BEST INTEREST OF THE CITY; AND AUTHORIZING THE CITY MANAGER TO TAKE ACTIONS TO IMPLEMENT THE PROVISIONS OF THIS ORDINANCE

Recitals

A. On January 30, 2020, the World Health Organization (WHO) declared novel coronavirus (COVID-19) a public health emergency of international concern and on March 11, 2020, the WHO characterized COVID-19 as a pandemic;

B. On March 12, 2020, the Governor of Virginia declared a state of emergency, to prepare and coordinate Virginia's response to the potential spread of COVID-19;

C. On March 13, 2020, the President of the United States issued a proclamation declaring a national emergency concerning the COVID-19 outbreak;

D. On March 16, 2020, the City Manager and Emergency Management Director, Steven L. Rosenberg, declared a local emergency concerning COVID-19 and its effects;

E. At its special-emergency meeting on March 18, 2020, by resolution, the Staunton City Council confirmed Mr. Rosenberg's Declaration of a Local Emergency and declared a disaster related to COVID-19;

F. On March 23, 2020, the Governor of Virginia issued an executive order that, in essence, further recognizes the emergency and disaster COVID-19 outbreak, closing the public schools for the entire remainder of the school year and closing recreational and other non-essential establishments.

G. § 15.2-1413 of the Code of Virginia authorizes any locality to, by ordinance, provide a method to assure continuity in its government in the event of a disaster;

H. City Council also continues to recognize, confirm, affirm, and find that emergency and disaster conditions and effects existed and continue to exist and the occurrence and/or threat of COVID-19 merited and continues to merit and even necessitates action by City

Council to provide for methods to help assure continuity in local government as to the City and its related public bodies and officials;

I. This matter has been properly heard and considered; and

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

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Staunton, Virginia, (Council) to the fullest extent permitted by law under these extraordinary, even unprecedented circumstances, that:

1. It **RERATIFIES AND REAFFIRMS** the Declaration of a Local Emergency and disaster due to COVID-19 made on March 16, 2020 by the City Manager and Emergency Management Director, Steven L. Rosenberg, ratified at its special-emergency meeting held on March 18, 2020, making its own declaration of an emergency and disaster, effective retroactively to and including March 16, 2020;

2. It **ACKNOWLEDGES, CONFIRMS, AND AFFIRMS** that the Declaration of Local Emergency empowers the Director of Emergency Management to have and exercise special authority and duties, such as authority and duties as may be defined by the laws, rules, regulations and plans of the United States of America, the Commonwealth of Virginia and the City of Staunton, Virginia, including but not limited to those under § 44-146.21 of the Code of Virginia;

3. It **ACKNOWLEDGES, CONFIRMS, AND AFFIRMS** that when, in the judgment of Council, all needed emergency actions have been taken, appropriate action by the Director of Emergency Management or by Council to end the declared local emergency and disaster will be taken, with public notice of such action given;

4. The nature of COVID-19 and its actual and potential catastrophic effects, as may be discerned upon continuing review, make it unsafe to necessarily assemble always a quorum of Council, other City public bodies, and officials in a single location, or to assemble members of the public in a single location, making it impracticable or unsafe as circumstances may exist at the time for Council and the City's other public bodies and officials to conduct meetings in accordance with normal practices and procedures. In accordance with the provisions of § 15.2-1413 of the Code of Virginia, notwithstanding any contrary provision of law, general or special, including but not limited to the City's Charter or the City Code, the following emergency procedures are **AUTHORIZED AND ADOPTED** to ensure **CONTINUITY OF GOVERNMENT** during the pendency of the emergency and disaster created or occasioned by COVID-19 or by its actual or potential effects, including but not limited to its effects as to Staunton citizens, other persons, commerce, businesses, and City-related functions, officers, personnel, employees, and City FY20 and FY21 fiscal and financial matters, processes, decision-making, and planning at all levels of City government and for City public bodies and officials;

4.1. Any process, procedure, or matter which requires the physical presence of the public in or about a City-owned or controlled building, facility, or property that the City Manager has declared or designated or may in the future declare or designate, by whatever means whether formal or informal or written or electronic or verbal, to be closed to the public is hereby **SUSPENDED**;

392
393 **4.2** Meetings of the Council and other City public bodies, including but not
394 limited to the School Board and those for which operations are jointly or cooperatively governed
395 or managed, are **AUTHORIZED** and may be held through electronic communication means
396 without a quorum of members physically present in a single location, provided that notice of
397 such meetings is still given in accordance with applicable laws;

398
399 **4.3** Such meetings are **AUTHORIZED** to be and may be held without
400 permitting members of the public to be physically present in a central location or in the same
401 physical location as any of the Council or other City public bodies and members and officials so
402 long as alternative arrangements for public access to such meetings are made as may be
403 appropriate under the circumstances. Such alternative public access may be electronic, including
404 but not limited to audio, telephonic, video or internet-web broadcast or stream, a City social
405 media platform, or any other similar means;

406
407 **4.4** For any matter requiring a public hearing by law, it is **DIRECTED**
408 that public comment will, at least, be solicited and received via written or electronic means,
409 including email or social media, or audio or voice message prior to the vote on such matter.
410 Public comments may also be solicited and, if so solicited, then received via electronic and/or
411 other means, including through the City's or other City public body's social media platform, or
412 during the actual public hearing if possible and practicable, as determined in the discretion of
413 the City Manager or Mayor. All such comments will be provided to or their essence or themes,
414 if any, summarized to the members of the public body and made a part of the record of such
415 meeting;

416
417 **5.** The provisions of Section 4 of this ordinance **SHALL BE IN EFFECT**, until
418 repealed by Council, for a period not exceeding six months or, as may be permitted by law then
419 in effect for such longer period from the effective date of declaration of local emergency, to and
420 including March 16, 2020. Upon repeal or expiration of the provisions of Section 4 of this
421 ordinance, the matters referenced therein shall resume operation in accordance with the normal
422 practices and procedures, with the Director of Emergency Management to give public notice of
423 such;

424
425 **6.** The actions of the City Manager taken or communicated by whatever means
426 beginning March 16, 2020 and continuing, in the best interest of the City as determined in the
427 exercise of discretion by the City Manager, are **RATIFIED AND AFFIRMED**;

428
429 **7.** If and to the extent that applicable law is enacted to extend the authority or time
430 permitted for the operation of this or a similar ordinance, this ordinance shall be
431 **AUTOMATICALLY AMENDED EFFECTIVE THEN IMMEDIATELY** to incorporate
432 such changes without further action of Council; and

433
434 **8.** The City Manager is **AUTHORIZED** to take all reasonable and necessary
435 actions, as determined in the City Manager's exercise of discretion, to implement fully the
436 provisions of this ordinance.

437
438 **9.** The Clerk of Council is **DIRECTED** to have posted a copy of this ordinance at
439 the usual places and on the City's website.

Ms. Oakes asked if the fees were strictly for late payments and what date the fees were being waived until. Mr. Rosenberg stated in order to avoid a late payment penalty or interest, businesses would have to pay all taxes that had accrued during the period by June 30, 2020. Ms. Oakes asked if it were possible to potentially forgive any taxes themselves on the meals and transient occupancy

taxes for a certain period of time. Mr. Rosenberg stated staff has not looked specifically at the City's authority to provide for such a waiver, but given the fiscal environment in which the City finds itself, it would not be staff's recommendation that Council consider an outright waiver of taxes for any period of time.

Mr. Holmes asked if the taxes could be paid back in payments without have a fee imposed. Mr. Rosenberg stated Council could consider extending the zero percent rate on the interest for a longer period of time than what staff is recommending. He noted it was staff's recommendation that the action taken by Council provide only for the effective waiver of the interest through June 30, 2020. Mr. Rosenberg stated staff felt it was an appropriate mechanism for relief and was more generous than what was being seen in other localities.

Vice Mayor Kier stated he did not have any questions.

Ms. Mead stated she did not have any questions.

Dr. Harrington stated on the matter of extending the period of relief, it would seem to him that between now and the end of June, Council would know more at that time about the conditions that might lead Council to make a decision like that. He noted any consideration of such an action should be delayed until later in the month of May or early June in order to have more data on which to base such a decision. Dr. Harrington stated he was in agreement with the current formula that had been laid out by the City Manager.

Mr. Rosenberg stated after the passage of some time, staff would know more about the broader economic impact of the emergency, but would also have a better sense of the fiscal impact on the City and what room there might be to provide for further relief. Dr. Harrington agreed with Mr. Rosenberg.

Mayor Dull noted she felt those time frames were reasonable relief for the present time as those taxes were actually paid by the consumer and are collected for the City or the State. She agreed that Council could then review that as time passes and would have a better understanding of how long the crisis would continue as well as the fiscal impacts.

Mayor Dull asked Mr. Rosenberg if he needed any additional information in order to have the ordinance created. Mr. Rosenberg asked if there were any members of Council who objected to staff proceeding with the preparation of an ordinance on the terms that he had described. Council members did not voice any objections.

2) Mr. Rosenberg stated he wanted to discuss the Council meeting for March 26, 2020. He noted staff was moving forward with plans for an in-person meeting. He stated there would be a Work Session and Regular meeting as normal. Appropriate social distancing measures would be implemented and would include moving the Work Session to Council Chambers, seating Council members throughout the Council Chambers along with the limited staff who would attend, and provide seating to any members of the public who attended in the first floor hallway only where an audio feed would be available. Mr. Rosenberg stated both meetings would be live streamed on the website and on the cable television station. He noted he would continue to update Council concerning any further developments related to the March 26, 2020 meeting.

Dr. Curren asked for clarification on why the Council meeting would be held in-person and if it was due to State regulations. Mr. Guynn stated it was his view as legal counsel that Council could either elect to have the meeting by electronic communications or in person, but with social distancing measures put in place, the statutory criteria would be if it is impracticable or is it unsafe. He noted there is an argument that if social distancing measures are put in place such as Mr. Rosenberg had described, that there was a better case to have the meeting in person rather than by electronic communications. Mr. Guynn emphasized that there is a sustainable basis under either scenario. He noted either public body had to make the assessment for itself based upon national and state considerations, but also local considerations and considerations of any particular requirements or conditions of its members or members of the public. He noted it was a very subjective determination.

There were no other Council members with questions or comments.

3) Mr. Rosenberg stated he would like to address the public hearings that are scheduled for the March 26, 2020 Council meeting regarding the proposed water and refuse collection rate increases. He stated those had been noticed and scheduled. He noted staff had been contemplating their deferral until April 9, 2020 which is the date on which the public hearing for the budget is scheduled. Mr. Rosenberg noted if the public hearings were deferred, it would be consistent with the City's practice in prior years when all public hearings are conducted on the same date. He stated a deferral of the scheduled public hearings would actually result in the attendance at the March 26, 2020 Council meeting of fewer individuals. He noted the deferral of the hearings could be announced to the public prior to the meeting and at the same time publicize the availability of the live stream on the internet and cable television for those who are interested on April 9, 2020. Mr. Rosenberg stated he would invite Council's discussion on that issue on whether to defer the public hearings or to continue them as scheduled.

Mayor Dull asked Council members for their thoughts on deferring the two public hearings.

Ms. Oakes stated she would defer.

Mr. Holmes stated he would defer. He asked if the public would be able to respond if they were not in attendance. Mr. Rosenberg stated that was one possibility. He noted the ordinance that Council just adopted allows for that sort of alternative input that he inquired about. If the public hearings were deferred until April 9, 2020, that would allow staff more time to develop and implement those alternative means of receiving public comment. Mr. Holmes stated he was in favor of deferring until April 9, 2020.

Vice Mayor Kier stated he would agree to defer.

Ms. Mead stated she deferred to April 9, 2020.

Dr. Harrington stated he would agree to defer.

Dr. Curren stated he would agree to defer.

Mayor Dull stated Council would defer.

Mr. Rosenberg explained that those items would still be on the March 26, 2020 agenda for action and that action would be to formally introduce the items and Mr. Guynn would be developing some guidance so that action could be taken in the best way possible to affect the deferral of the public hearings until April 9, 2020.

4) Mr. Rosenberg stated Lee Catlin would now provide an update to Council concerning the City's communications program with respect to the emergency.

Ms. Catlin stated she would be providing highlights to Council since the meeting of March 18, 2020. She noted staff has created a communications team to make sure that the City has the right experience and the right technical skills on hand to deal with the emergency. She noted Morgan Smith, Executive Assistant in the City Manager's office, Zach Henry, IT Department, and Katie Campbell, Tourism Department, are working with her to make sure that the City can cover 24 hours, 7 days a week as necessary to make sure communications are on track. She noted this includes the daily media summary along with emergency press releases being sent out as necessary, e-news subscription list, social media accounts as well as updating the City's website.

Ms. Catlin stated the daily news summary had been implemented and is being updated each afternoon. She noted the new website landing page had been launched serving as an information summary and to direct access to staff and services for residents and businesses in Staunton. She noted additional information would be provided in the near future regarding the business resource area of the website. Ms. Catlin provided information to Council regarding social media accounts usage by the public.

Mayor Dull asked Council members if they had any questions or comments for Ms. Catlin.

Ms. Mead stated although the situation is very challenging and difficult, it sounded like the practices that the City is developing would be useful in the future as well.

Mr. Rosenberg expressed his appreciation to Ms. Catlin, Ms. Smith, Mr. Henry, and Ms. Campbell.

5) Mr. Rosenberg stated he had sent an email communication earlier to Council from Mary Mannix, the CEO of Augusta Health. He noted this contained the news of the establishment of the Staunton, Augusta County, and Waynesboro private public partnership for community planning for Covid-19. He noted this is a group that is being convened by Augusta Health to address the potential needs within the region in the context of the public health emergency. He stated the first meeting of that group would be held on March 25, 2020 and includes representatives of Augusta Health, the three localities in the region, Shenandoah Valley Social Services, and a few additional local community organizations. He noted he would be participating in the meeting along with Ms. Beauregard and Scott Garber, Fire and Rescue Chief.

Mayor Dull asked Council members if they had anything further to add.

Vice Mayor Kier stated he had nothing to add.

Ms. Mead asked Ms. Oakes to provide an update on the Community Foundation Covid-19 response.

Ms. Oakes stated as of today the Community Foundation had received donations and grants of \$150,000 that will be dispersed to outside agencies and working with SCCF. She noted they are providing \$5,000 loans with a 2-3% interest rate, with a term length of 12-36 months. She stated Kroger, Martin's, and Walmart are now limit item purchases. Ms. Oakes stated Augusta Health would be working with the Community Foundation on funding for using the Expo Center as a possible hospital outlet. She stated all area school systems are continuing to provide lunch pick-up. She noted they are looking to expand this to include Saturdays through the Backpack program. Ms. Oakes stated Comcast is working with the school systems on students that may not have access to the internet.

Dr. Harrington stated he appreciated the report from Ms. Oakes and had nothing further to add.

Dr. Curren asked Mr. Rosenberg if any representatives from assisted living, senior care or other facilities would be attending the meeting with Augusta Health. He noted he was interested in the plans that such facilities had implemented to protect their residents and how they would be providing services to their residents and to also include social services as well as mental health services.

Mr. Rosenberg stated he would be sure to raise those issues during the course of the meeting.

Ms. Oakes stated she had spoken with retail and restaurants owners regarding fees and taxes. She noted owners expressed wanting to see ticketing from the Police Department suspended and would be interested in discussing that further at the Council meeting on March 26, 2020.

Mr. Holmes questioned where Covid-19 testing was being conducted by Augusta Health. It was noted that was being performed at the Waynesboro Urgent Care Center located at 201 Lew Dewitt Boulevard. Mr. Rosenberg stated that center had been established to see, evaluate, treat, and educate patients who are currently experiencing signs and symptoms associated with Covid-19.

Mayor Dull thanked Ms. Oakes for her report, Ms. Catlin, and the in-house team. She thanked all City employees who are working diligently.

ADJOURNMENT

There being no further business to come before Council, the meeting adjourned at 4:40 p.m.

Suzanne F. Simmons
Clerk of Council

City Council
WORK SESSION
March 26, 2020
6:00 p.m.

Council Members Present: Mayor Dull, Vice Mayor Kier, Council Members Curren, Harrington, Holmes, 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 Dr. Curren.

1. Consideration of Work Session and Regular Meeting Agendas

Mayor Dull stated a motion could be made to add to the Regular Meeting agenda Item E regarding the discussion from the last meeting involving waived fees to discuss the ordinance.

Mr. Rosenberg stated that item is included on the Work Session agenda and the appropriate addition to the Regular Meeting agenda would be consideration of an emergency ordinance.

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

Ms. Oakes moved to approve the Work Session agenda along with the Regular Meeting agenda and adding to it the draft of the emergency ordinance under the Regular Meeting agenda as well as Item E.

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

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

2. Presentation of FY2021 Budget by the City Manager

Steve Rosenberg, City Manager, stated the City finds itself in the position that he could not have possibly imagined. He noted when he was wrapping up the work on next year's budget when the World Health Organization (WHO) characterized Covid-19 as a pandemic. The next day Governor Northam declared a state of emergency. After that, the President of the United States issued a proclamation declaring a national emergency. Mr. Rosenberg stated the City must continue, especially now, to provide services to the citizens of Staunton; therefore, a budget must be adopted.

Mr. Rosenberg stated he would present the budget that he had prepared on the basis of assumptions made before the emergency. He noted timing did not allow him to adjust the assumptions and revise the budget before his presentation. He stated it remained a useful exercise for him to share with Council the budget environment as it existed before the emergency as it provides a starting point for the difficult work that lies ahead. Mr. Rosenberg stated the budget would be reworked

over the next several weeks. Revenue projections would be revised, expenditures would be scrutinized again, and staff would adjust as necessary to reflect the changing environment. He noted Phil Trayer, Chief Finance Officer, is a seasoned budget and fiscal manager who guided Louisa County in the aftermath of the 2000 earthquake. Assistant City Manager, Leslie Beauregard, has a background that includes many years as the budget director in Charlottesville, similarly guided that community through the challenges following the events of August 2017. Mr. Rosenberg stated working with this Council, the School Board, and Dr. Garret Smith and Brad Wegner of Staunton City Schools, he was confident that the City would find its way. Mr. Rosenberg then presented the proposed FY 2021 budget to City Council.

Mr. Rosenberg stated the City finds itself with a new budget reality. He recommended that Council proceed with the budget as proposed with several caveats:

- 1) review State budget changes.
- 2) examine local revenues in the next few weeks and adjust the forecasts.
- 3) review all City and School expenditures and adjust as necessary.
- 4) discuss strategies and tools to navigate the crisis and still achieve a balanced physically sound and responsive budget.

Mr. Rosenberg shared two additional introductory observations. First, changes would be considered to the budget calendar. The more time that staff has, the more information would be available from the federal and state government on which the City can rely to make adjustments. He noted if budget adoption could be deferred from the end of April to the middle of May, staff would have an opportunity to see the revenue picture through April thus allowing more accurate projections. Second, staff would consider changes to the budget process, including means of public participation to ensure it is open and transparent during these unprecedented times which may require that Council meet in new and different ways.

Mr. Rosenberg stated the total proposed budget is \$122,153,526 for all funds. He noted this is a \$2.24 million or 1.86% increase over the current fiscal year. The General Fund proposed budget is almost \$61 million and increases by \$1.67 million or 2.8% over the current fiscal year.

Mr. Rosenberg stated as he developed the budget, the vision for 2030 was kept in mind and the three-year priorities adopted by Council in 2019. He noted those were kept foremost in mind as staff prepared the budget.

Mr. Rosenberg stated the total revenues for all funds are projected at \$122.1 million. The four top categories of revenue are:

- 1) Commonwealth of Virginia at 27.9%
- 2) General Property taxes at 21.9%
- 3) Transfers from the General Fund at 16.1%
- 4) Other local taxes at 13.2%

For General Fund revenues, the top three sources are:

- 1) General Property taxes at 43.9%
- 2) Other local taxes at 26.5%
- 3) Commonwealth of Virginia at 21.4%

Some specifics related to General Fund revenues include projected increases again before the current crisis. Personal property taxes were projected to increase by \$150,000, sales taxes by

\$225,000, and transient occupancy and meals taxes by \$305,000. State and Federal funding was projected to increase in the area of health and welfare by \$200,000, but to decrease in street and highway maintenance by \$75,000.

Mr. Rosenberg stated the budget included several proposed adjustments to taxes and fees:

1) propose an increase in real property tax rate from 95 cents to 97 cents. This is to address significant increases in City contributions to the Virginia Retirement System and to the Middle River Regional Jail (MRRJ) Authority. For calculation purposes, a 1-cent increase in the rate equates to about \$200,000.

2) there are also proposed increases in the water use fee by 5% and the refuse recycling rate of 10%. Those rate increases are consistent with discussions held with Council during the budget process for FY 2020.

Mr. Rosenberg stated this showed the total expenditures for all funds with the three largest expenditures being in the areas of personal services at 33.2%, fringe benefits 13.9%, and transfers between funds at 16.5%.

For the General Fund expenditures, the top category is the Education Fund at 22.86%, Public Safety at 20.70%, General Government at 10.54%, and Public Works at 10.21%.

Mr. Rosenberg then shared details on the Expenditures side. He proposed that effective as of January 1, 2021, a 2% Cost of Living increase for all full and part-time City employees. The increase coming in the middle of the year equates to approximately \$200,000 which is the equivalent of one cent on the real property tax rate. He reiterated that the proposal was developed before the current circumstances.

Mr. Rosenberg stated the Expenditures also include an increased contribution to the Virginia Retirement System in the amount of \$233,000 which is a mandate from the State.

In the area of health insurance, there is no change proposed to the premiums to be paid by employees. Also provided for in the proposed budget are one and a half new positions. One position is in the Sheriff's office which is a new full-time deputy to address increased case load in the courts resulting from the assignment of two additional judges to the Circuit. The City will be partly reimbursed for those costs by the Compensation Board. In the office of the Clerk of the Circuit Court, an existing part-time position will be transitioned to a full-time position to address the same case load. The City will receive reimbursement from the State for reporting services that are provided by the Clerk's office.

With respect to Education, the budget provides for a proposed transfer from the City to the School Board totaling \$13.9 million which is 22.9% of the City's General Fund budget. The School Board adopted its budget in the amount of \$39.5 million which is an increase of \$1.2 million over the current fiscal year.

In the various functional areas, there are slight increases. In the area of Public Safety, there is an increase of approximately \$525,000 which includes replacement of vests for the Police Department, costs of Life Scan medical screening for personnel in the Fire and Rescue Department, and the previously mentioned City share of the increase in the Middle River Regional Jail budget. The City's share of that increase is nearly \$450,000.

In the area of Health and Welfare, provision is made for an increase in the amount of \$280,000 which is being driven by increases to the City share for Shenandoah Valley Social Services and the Children's Services Act.

In the area of Community Development, there is a proposed increase in the amount of approximately \$400,00 to address economic development incentives for Frontier Center and the villages. Now that there is better data for those two programs, implementation of the Staunton Crossing marketing plan, which is a part of the business development plan approved by the EDA and City Council several months ago. An increase of approximately \$81,000 for the Tourism office based on an allocation to that department for enhancement of promotion sales and marketing.

In the area of General Government, an increase is provided for \$44,000. Mr. Rosenberg stated a major initiative in that area is the implementation of a system which would allow citizens and businesses to pay using credit cards for transactions with the City. In most cases, a 2.3% fee will be charged to the payer in addition to the amount to be paid to the City. The City will absorb the fee in two areas:

- 1) for Utility payments.
- 2) for payments to the Parks and Recreational Department for its programs.

In the area of Public Works, there is a slight decrease. Additional funding is provided for bridge inspections and for a new truck mounted attenuator that will protect workers in work zones from passing motor vehicles.

In the area of Recreation, Parks, and Library, there is a slight decrease of \$32,000. The major initiative proposed by the Library Director, Sarah Skrobis, is the elimination of library fines for overdue materials. This will result in increased access creating a more equitable lending procedure for library users, relieving feelings of shame and emotional barriers to library usage, and will enhance the Library's reputation as a center for free access to information and a community hub to pursue lifelong learning and leisure activities. It is estimated that this will impact 2,300 City patrons including 244 juvenile patrons who's borrowing privileges are presently suspended due to nonpayment of fines.

Mr. Rosenberg stated essentially the goal when staff set out in the environment that existed before the pandemic was to maintain existing services and essentially provide for as close to level funding as possible while at the same time addressing primarily the two significant additional demands generated by the Virginia Retirement System and the City's membership in the Middle River Regional Jail Authority.

Mr. Rosenberg stated the budget also provides for funding for the Capital Improvement Plan (CIP). There are two sources of funding for the upcoming items in the Plan. The first source is from an amendment to the FY 2020 budget amendment in the amount of \$1.625 million dollars. That budget amendment will fund Police Department radio equipment replacement, expansion of the Middle River Regional Jail, which is separate from the additional contribution, and to replace the roof on the Cochran Judicial Center. Adaptive traffic control system is provided for the downtown corridor. Funding is provided to implement both the Staunton Bicycle and Pedestrian plan and the Greenways project. Mr. Rosenberg stated the other source of funding for the CIP is from the proposed FY 2020-2021 budget for approximately \$940,000 for a contribution towards the fire truck replacement reserve, for ineligible street paving and repairs, to establish a funding source for

major repairs to City buildings, for acquisition of major equipment, to provide matching funds for new sidewalk projects that are funded partially by VDOT, to continue funding replacement projects to take concrete sidewalks to brick, to provide matching funds for VDOT street construction projects, and to fund the City's annual share to the Blue Ridge Community College capital building fund.

Mr. Rosenberg stated as the budget process proceeds, at the staff level, they are working towards balancing the budget and are considering Council's priorities, sound financial and management principles, and prior experience. He noted there were many new department requests that remained unfunded at the conclusion of their process. They aggregated approximately \$1.9 million dollars, nearly \$2 million dollars in unfunded requests. He stated the goal was to maintain current services and programs in the environment that existed before the crisis. Those unfunded requests included approximately \$500,000 in new positions and salary requests and \$1.3 million dollars in operational expense requests. In order to balance the budget, staff is also proposing transfers from other funds, \$307,000 from the Capital Improvement Fund, and \$150,000 from the Healthcare Fund.

Mr. Rosenberg stated though staff is focused on the new reality, achievements over the last year gave him confidence that the city is resilient and will once again enjoy better days. He noted he was hopeful those achievements would inspire all who love Staunton to devote themselves to the city's recovery once the crisis is over. He noted some of those accomplishments that had occurred over the course of the last year.

Mr. Rosenberg shared an excerpt from the budget message. He noted on the cover of the message was the new mural found on Central Avenue. The mural captures the spirit of Staunton and reminds staff of their charge as public servants to serve all who do indeed belong in the welcome and contribute in Staunton. With commitment and resolve, staff does so in good times and in bad.

Mr. Rosenberg expressed appreciation to City staff who assisted with the preparation of the budget as well as School Board staff.

Mayor Dull asked Council members if they had any questions.

Dr. Curren stated he was interested in the Middle River Regional Jail operating budget and the increase in the annual fee. He asked how much was the annual fee this year and what was the percentage increase.

Phil Trayer, Chief Finance Officer, stated it was approximately \$450,000 and was a 25% increase. He noted it was substantial.

Dr. Curren asked if they increased every year. Mr. Trayer stated they had held off, but most of the expenditures were associated with medical related and safety issues at the jail. He noted there are plans to add four nurses. He stated the City is expecting an unbudgeted expenditure in the fourth quarter of this year as well. Mr. Trayer stated they had originally asked for twice that amount.

Mayor Dull thanked all staff who worked on the budget.

Dr. Harrington asked if the budget as developed, prior to the coronavirus, did it include, as the past several budgets, an increase in the amount of allocation to the "rainy day" fund. Mr. Trayer stated

that had been increased during the year end process in January, 2020. He noted it had been increased by 0.5% and is now at 15.5%. He explained that this is normally done at the end of the year as part of carryover to add to that fund. Mr. Trayer stated that has not been voted on. He noted it has been presented and officially stands at 15%; however, an ordinance would be presented in a month or so to make it official.

Ms. Mead asked if there was an opportunity for the City to refund any of its debt given the current interest rate environment. Mr. Trayer explained why there is very little opportunity for that.

This will be Item A on the Regular meeting agenda.

3. Discussion of an Ordinance to Increase Water User Fee

Mr. Trayer stated as part of the FY2021 budget process, a 5% water rate increase has been incorporated into the Water Fund. He noted the increase is designed to enable the City to build reserves for major CIP projects scheduled within the next four years and to increase the ability to address localized piping issues. As part of the FY 2020-2024 CIP plan, staff has laid out over \$15.7 million dollars of scheduled CIP projects which were deemed critical for maintaining the City's infrastructure to secure a long-term viable water source for the city.

Mr. Trayer stated the two major projects is the Gardner Spring project, which was \$6.9 million dollars plus design fees, and the North River pipeline construction, phase 1, of \$6.5 million dollars plus design fees. Both projects will require the issuance of debt service. The Gardner Spring plan is to move the pump house above the one-hundred-year flood line and to replace pump equipment that's been operating for nearly seventy years. The North River pipeline replacement project is expected in total to exceed \$25 million dollars and will need to be done in phases. The pipeline is made of cast iron, is over 16 miles long, has a life expectancy of one-hundred years and is approximately 95% through that life expectancy.

Mr. Trayer stated unscheduled projects in the Water Fund totals \$30 million dollars with \$18.5 million dollars of that is associated with a balance of the North River pipeline. He noted the plan is to address the most inaccessible portion first. He stated there will be debt service associated with that of approximately \$562,000.

Mr. Trayer stated raising the rates would increase water receipts by approximately \$214,000 and over a three to four-year period rates could gradually increase to a point that the debt service could be absorbed. Mr. Trayer stated the average residential monthly service will increase \$1.26 per month, or \$15.12 annually.

Mr. Trayer stated Council could foresee the proposal if they chose to do so. It would essentially be pushing the rate increases down the road a little bit, but if they wanted to get through FY 2021, without a rate increase, it could be done. He noted subsequent years of 2022, 2023, and 2024 would be raised a little higher.

This will be Item B on the Regular meeting agenda.

4. Discussion of an Ordinance to Increase Refuse and Recycling Rates

Mr. Trayer stated during the FY2021 budget process, the CFO at the time, Jeanne Colvin, introduced a plan which would allow the City to retain curbside recycling collection and to fund anticipated CIP requirements at the Augusta County Regional Landfill and within the City of Staunton itself.

Mr. Trayer stated the plan called for a refuse increase of 15% in FY 2020, 10% in FY 2021, 15% in FY 2022, and 10% in FY 2023. The major cost driver of this increase, in addition to the recycling, is the phase five development of a landfill cell beginning in FY 2022 and would be incurring \$300,000 in design fees and the actual construction would occur in FY 2023 at \$3.5 million dollars. The City's current share of this would be 20.5%, approximately \$720,000 for the landfill development. In addition, the heavy equipment requirements at a landfill are significant. Mr. Trayer gave several examples of equipment costs and noted those are built in to the Augusta Regional Landfill's CIP over the next five years. The CIP at the landfill calls for the construction of a pole barn to conduct equipment maintenance now due to state requirements. The pole barn is expected to cost \$100,000. Mr. Trayer stated relocation of the scale house is being investigated in order to reduce traffic and safety issues. In FY 2023, construction of a new office is being proposed and would replace a twenty-five-year old trailer.

Mr. Trayer stated the major impact to the CIP with the landfill is in FY 2023 with the City's share being approximately \$1 million dollars. In FY 2021 and FY 2022 will be approximately \$250,000 apiece. FY 2024 and FY 2025 will be picking up \$171,000 and \$166,000 respectively. He noted there are also heavy equipment needs on the City's side. The FY 2021 budget includes replacement of a recycling truck and the replacement of a refuse truck.

Mr. Trayer stated raising the rates will increase refuse collections by \$234,000 and will allow the CIP projects to be funded and the continuation of curbside recycling pickup.

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 \$22.80 per year.

Mr. Trayer stated, as with the Water Fund, if Council chose to waive the increases for a year, it could be done and still be operational. He noted the FY 2022 rates might go from a 15% increase to a 20% increase and FY 2023 could go from a 10% increase to a 15% increase or 18%.

Vice Mayor Kier asked Mr. Trayer to provide comparisons on the rates of \$1.90 per month compared to what a resident would pay to a private service in the County versus Waynesboro. Mr. Trayer stated the bimonthly refuse rate for Waynesboro is \$29 where Staunton's is \$37.96. He noted he did not have rates for Augusta County.

Mayor Dull stated that would be a matter of what a commercial company charged a resident.

This will be Item C on the Regular meeting agenda.

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

Mr. Rosenberg stated 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. This would involve an ordinance that Council might consider to address some of the concerns that have been expressed to them by constituents and that staff has heard about directly as well from individuals.

Mr. Rosenberg stated with the leadership of the City Attorney's office, Council had before them a draft ordinance. He reviewed the subjects that the ordinance addressed:

1) Section 1 addresses relief in the areas of meals and transient occupancy taxes. Essentially, for the payments that are due on March 20, April 20, May 20, and June 20, 2020, there are no late payment penalties and the interest on those payments due is zero percent. That relief extends until June 30, 2020. If the business does not pay the taxes for those four due dates by June 30, 2020, then beginning July 1, 2020, the taxes are due and any penalty or interest that would have accrued will be due as well.

2) Section 2 similarly addresses water user fees. It provides the same sort of relief for bills that are due through June 10, 2020. It extends that relief for the water payments as they are due 30 days after the billing. The last billing cycle to be addressed in the ordinance is June 10, 2020. The relief would extend for 30 days beyond that to July 10, 2020. During that period of relief, no penalties, no late fees for unpaid water user fees as long as the customer pays by July 10, 2020. If the payment is made after July 10, 2020, all of the deferred late fees or waived late fees and interest would be assessed along with the underlying fee that is due.

3) Section 3 addresses disconnections. It basically states the City would not disconnect anyone for nonpayment of water user fees between the period beginning March 18, 2020 and continuing through July 10, 2020. This section formalizes direction given by Council at the March 18, 2020 emergency meeting.

4) Section 4 similarly moves forward with direction provided by Council at the March 18, 2020 emergency meeting. This item provides for the suspension of 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. It provides for the suspension of fees for hourly and daily customers.

5) Section 5 deals with relief for real property tax payers who are elderly or disabled. Both the state and city codes require the submission of an affidavit by the tax payer to claim that relief. Maggie Ragon, Commissioner of Revenue, states most, if not all, of the tax payers who seek that relief submit those affidavits in person and City Hall is currently closed to the public. This section is intended to address that circumstance and to give Ms. Ragon a tool to rely on prior year's affidavits in order to provide the relief in the next year without having the tax payers submit a new affidavit for that next year.

6) Section 6 is a respectful request to the Treasurer who is responsible for the collection of the meals and transient occupancy taxes to defer collection action on the meals and transient occupancy taxes during the period that was identified in Section 1 during which the relief is being provided to the tax payer.

Mr. Rosenberg stated the rest of the provisions could be addressed by Mr. Guynn. He asked Mr. Trayer to speak to Council to address his issue involving Section 4 – daily and hourly parking. He

noted inquiries had been received from customers who contract with the City for monthly parking privileges in each one of those facilities on whether they too would receive the same relief during that period of time that the City has made available in the draft ordinance for hourly and daily customers. Mr. Rosenberg stated when Council acted later that evening on the ordinance their decision whether to adopt the ordinance with the language as it was presented to them or to delete on the third page of the ordinance, Section 4, line 125, the words “daily and hourly” so that it would only refer to parking fees. He noted he would like Mr. Trayer to quantify for Council what that meant in dollars and what its impact would be on the Parking Fund which is an enterprise fund that stands on its own.

Mr. Trayer stated the enterprise fund with the lowest balance is the Parking Fund. He stated there is roughly \$50,000 of unassigned fund balance within that fund. There are approximately 257 monthly customers:

- Johnson Street parking garage has 80 with a monthly bill of \$37.50, with a total of \$3,000 per month.
- New Street parking garage has 91 monthly customers at \$37.50, with a total of \$3,413 per month.
- Wharf parking lot has 84 monthly customers at \$30.00 each, with a total of \$2,500 per month.
- Augusta Street parking lot has 12 monthly customers at \$75 each, with a total of \$900 per month.
- There are also additional spaces contracted with Stonewall Jackson Hotel.

Mr. Trayer stated all told this is approximately \$20,000 per month, with the hotel portion excluded would be \$10,000 per month. Added to what the City is losing with daily and hourly rates is about \$11,000 per month. He noted the worst-case scenario would involve moving money from the General Fund in order to cover that. He noted it could be done and the City could recover from and explain to the analysts when it came time to renew.

Dr. Harrington stated he was trying to think of the rationale that Council had in mind when they first started discussing the forgiveness of parking fees in the lots already discussed of hourly and daily fees. He noted in recalling those discussions and in which he voted for it, was to assist citizens to remove at least one small barrier who people who wished to visit downtown and continue to help the downtown commercial districts survive. He asked if the same rationale apply to a monthly contract holder or are they in a different category.

Mr. Trayer stated he thought it was reasonable and would be for a finite period of time. All told, he noted the City is probably losing between \$20,000-\$30,000 per month.

Dr. Harrington asked if the Stonewall Jackson Hotel similarly requested a caesura in this. Mr. Trayer stated a request had not been received from the hotel. It was noted if this was requested and granted, this would be an approximately \$10,000 per month cost foregone in income.

Mayor Dull asked if the monthly customers rented month to month. Mr. Trayer stated they did. She asked if there was an upper limit to how many spaces would be rented out. Mr. Trayer stated he would get that information for Council. Mr. Rosenberg the monthly rentals does not involve a formal system and there is presently no waiting list for both of the parking garages, but there is a waiting list for the Wharf lot which is the least expensive option available for monthly

customers. He noted it is not based on any science and part of the reason for wanting to obtain new access control equipment for the parking facilities is that a real time count of the usage of those facilities could be conducted.

Mayor Dull noted she understood Dr. Harrington's analysis. Mr. Rosenberg stated if Council wished to include this group in the relief, then it would be stated that the City was suspending their obligation to pay and the City would revive that obligation under the monthly billing terms.

Vice Mayor Kier clarified that monthly customers did not currently have a reserved space. Mr. Rosenberg stated that was correct and their permission is on a space available basis.

Dr. Harrington asked if there was a significant portion of the monthly customers that lived downtown. Mr. Rosenberg noted a fair number of the monthly customers are downtown residents. Dr. Harrington stated if the fee forgiveness policy was intended to help keep and support downtown businesses that motive would not really apply to residents who live downtown and rent monthly parking spaces. Discussion ensued.

Ms. Oakes stated she assumed the Stonewall Jackson Hotel's occupancy rate was currently near zero. Mr. Rosenberg stated occupancy was down significantly.

Ms. Oakes asked Fire and Rescue Chief Garber if his department had any sort of agreement with the hotel as far as putting any of the EMS and firemen up as far as their work was concerned or were they able to stay in the firehouse together if they had to be quarantined. Chief Garber stated there is an agreement in place with the Staunton School Board since schools are currently closed. He stated the hotel is not a part of that conversation.

Mayor Dull asked Mr. Rosenberg if he was asking for a head nod from Council on whether to add the monthly customers as part of the parking relief. Mr. Rosenberg stated that was correct.

Mayor Dull asked Council members if the monthly rental customers should be included in the relief.

Council members were all in agreement.

Mr. Rosenberg explained the necessary change to be made to the motion. He noted questions could be addressed at the Regular meeting.

Dr. Curren asked if there were any estimates as to the projected fiscal impact of all of the provisions on the City.

Mr. Trayer stated that would vary depending on who was late and what portion of their tax is not paid. He noted the City is looking at a 10% penalty on meals taxes, 10% penalty on occupancy tax, and noted approximately \$4,800 per month is averaged on penalties with utilities. He noted that would depend on how many took advantage of the waiver.

Ms. Ragon stated as it related to the relief for the late payment and penalty on the lodging and meals taxes, currently twenty individual entities that had filed their returns for February that were due on March 20, 2020 did not remit payment and payment is expected later on. She noted the decrease in the revenues for those businesses over the three-month period would probably be

significant and effect would be seen as far as the budget was concerned. For the same period of time in 2019, meals tax revenues were \$1.25 million and lodging tax was \$275,000. She noted a drop in sales tax should be expected as well.

Mayor Dull asked for clarification regarding payments to be made by June 30, 2020 to avoid penalty and interest and then the next date was July 10, 2020. Mr. Rosenberg stated that involved two different audiences. Section 1 dealt with businesses that are in the lodging and food service industries. Section 2 is much broader and deals with water purposes. Discussion ensued.

Ms. Mead stated one potential action that would impact the budget would be to increase the City's grant to the Staunton Creative Community Fund (SCCF) which is currently \$20,000. She noted if that were to be increased to \$100,000 it would give the SCCF extra funds to be able to make loans to local businesses. She noted if that were to be limited to strictly Staunton businesses, it would give the SCCF an extra tool to support local businesses.

Mr. Rosenberg stated that during the Regular meeting's Matters from the City Manager, Billy Vaughn, Direction of Economic Development would be presenting a report regarding available resources for local businesses. He suggested it would be an appropriate time for Council to discuss Ms. Mead's suggestion in the context of that presentation.

Ms. Mead noted schools are currently closed, playgrounds and restrooms are closed in the parks, basketball courts and ball fields are closed as well as City Hall. She noted these steps had been taken to protect children, employees, and citizens and stated they were very appropriate. For the duration of the public emergency, she stated those steps required a significant sacrifice, yet the golf course had been chosen to remain open. She found the use of City resources to sanitize equipment and golf carts to not be in the spirit of sacrifice that so many are being asked to make. Ms. Mead stated she was suggesting that cart rentals and maintenance being discontinued during the emergency. She noted golfers could chose to play without renting a cart. She noted children were out of school and home from college and stated she felt the golf course should be made to Staunton youth available to them at no charge accompanied by an adult if they practice social distancing. She noted she would like to add that as a potential way to relieve citizens.

Mayor Dull questioned if that would need to be in an ordinance as well to waive golf fees.

Mr. Rosenberg stated he did not imagine the golf fee was established in the City Code.

Mayor Dull asked if that could be discussed in Matters from the City Manager during the Regular meeting.

The work session adjourned at 7:25 p.m.

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Suzanne F. Simmons
Clerk of Council

DRAFT

REGULAR MEETING OF STAUNTON CITY COUNCIL
Thursday, March 26, 2020
7:30 p.m.
Council Chambers

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

ABSENT: **R. Terry Holmes**

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

Mayor Dull called the meeting to order. She described the circumstances under which Council is conducting the meeting. She noted social distancing was being implemented for Council members and staff and seating was provided for the public in the hallway with speakers in the hallway. She stated areas of seating are also taped off and sanitation wipes are being used on microphones after each speaker.

The Pledge of Allegiance was recited in unison.

MAYOR'S REPORT

Mayor Dull stated she wanted to thank all City staff who have worked so hard on every element of the crisis and also to the citizens for doing such a good job with helping fellow citizens, maintaining social distancing, sheltering at home for those who can, and she expressed appreciation for those who are working in essential services. Mayor Dull thanked all of the healthcare workers.

ADDITIONAL ITEMS BY MEMBERS OF COUNCIL

Ms. Oakes read a report from Anna Levitt, Director of the Community Action Partnership of Staunton, Augusta, and Waynesboro (CAPSAW), concerning additional funding that has come through for CAPSAW. It was noted that CAPSAW would receive \$200,000-\$250,000 in additional federal dollars and is expected to help as many as one hundred families.

Dr. Curren noted today the United States passed the mark of 1,000 people who have died from Covid-19 so far. He noted this was a crisis that started slowly and is now increasing. He noted his family knew as well as any that this is a war and that people are dying. He commended the citizens that are practicing physical distancing and, in some cases, isolation. He encouraged all citizens to follow their example and take this crisis very seriously. Dr. Curren especially encouraged citizens in high risk groups, as his father was, to take extra special care. He asked families to take extra special care of their elders and special health conditions. Dr. Curren stated

the country is facing tough times, but that it would come out of the crisis. He noted he was very concerned about the economy and was glad that Council was doing what they could for the city to be flexible to help its citizens and its businesses. He noted he felt the City would have to be creative about doing more with what it has as well as being creative about working with other local governments. Dr. Curren stated Council should probably be in contact with the Virginia Municipal League (VML) soon about making sure Council's voices are heard in the discussions about whatever funding comes in as part of a relief package.

Vice Mayor Kier stated he agreed with what Dr. Curren said and that he was very pleased with the City on how they are looking at what it can do to help its citizens. He noted he thought there was a tremendous necessity in doing so and trying to keep all citizens as complete and together as possible during this unprecedented time.

Ms. Oakes stated students who receive free or reduced lunch can receive internet from Comcast for free at this time for sixty days and are also providing tablets to those students.

Dr. Harrington stated Staunton City Schools is in the process of, or may have completed the process, of distributing computers to all students in need along with a device that lets them connect to the internet in order to keep up with their school work. He noted almost every student in Staunton City Schools has access to a computer.

REGULAR MEETING

A. Introduction of FY20201 Budget Ordinance

Phil Trayer, Chief Finance Officer, stated he was introducing the budget ordinance for the FY 2021 budget. He noted the ordinance totaled \$122,153,526 and consisted of the following:

- General Fund - \$60,600,000
- Debt Service - \$4,800,000
- CIP Fund - \$941,000
- Blue Ridge Court Services - \$1,100,000
- Water Fund - \$5,000,000
- Sewer Fund - \$5,600,000
- Parking Fund - \$540,000
- Stormwater - \$1,300,000
- Environmental Fund - \$3,300,000
- Education Fund - \$34,500,000
- Cafeteria Fund - \$1,500,000
- Textbook Fund - \$276,000
- School CIP - \$200,000
- School State Operated Programs - \$3,000,000

Mr. Trayer stated the ordinance included a real estate tax increase of \$0.02, raising the rate from \$0.95 per \$100 of assessed value to \$0.97. Water rates have increased 5% within that budget and refuse increases are in at 10% increase.

Mr. Trayer stated Budget Work Sessions are scheduled for April 2, April 9, April 16, 2020 with a public hearing scheduled for April 9, 2020. He noted scheduled approval date at this time is April

23, 2020. Mr. Trayer stated the City Manager recommends approval of this introduction.

Ms. Mead moved 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.

The motion was seconded by Dr. Curren.

Ms. Oakes stated she wanted to clarify that this was simply introducing the ordinance for the budget.

The motion carried unanimously as follows:

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

B. Introduction and Public Hearing of an Ordinance to Increase Water User Fee

Mr. Trayer stated he was introducing an ordinance to increase the FY2021 water use fee by 5%, effective July 1, 2020. The rate is proposed to increase to \$3.86/100 cubic feet from \$3.68/100 cubic feet.

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. Bulk water rates would increase from \$18.40 for 1500 gallons to \$19.30 for 1500 gallons.

Mr. Trayer stated the funds would be going towards major CIP projects for infrastructure over the next four years.

A public hearing is scheduled for April 9, 2020. There are Work Sessions scheduled for April 2, April 9, April 16, 2020 and is scheduled for approval at this time on April 23, 2020.

Mr. Trayer stated the City Manager has recommended approval of this introduction.

Ms. Oakes clarified that this was just an introduction to the ordinance and City Council was not voting to increase anyone's water fees at that time and the same for the next agenda item

Mayor Dull stated the ordinance would be introduced with a motion followed by a public hearing.

Mr. Rosenberg clarified for Council members, he believed Dr. Harrington was prepared to make a motion. He noted Mayor Dull would open the public hearing, consistent with discussions held during the emergency meeting held on March 24, 2020, and the motion would provide for the public hearing to be opened tonight and then continued until the Meeting on April 9, 2020 when better arrangements are expected to be in place to accommodate the public for purposes of participation in a public hearing either in Council Chambers or by some alternative means.

Mayor Dull asked if there were any other questions from Council members.

Dr. Harrington moved that the proposed ordinance be introduced and that the public hearing be opened and that the public hearing be continued until April 9, 2020 at 7:30 p.m.

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

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

Mayor Dull stated at that time the public hearing would be held and comments would be received and would remain open and would be continued on April 9, 2020.

The public hearing was opened.

There being no one wishing to speak, the public hearing would remain open and be continued on April 9, 2020.

C. Introduction and Public Hearing of an Ordinance to Increase Refuse and Recycling Rates

Mr. Trayer stated he was here to introduce an ordinance to increase the FY2021 refuse rates by a 10% increase. The rate increase follows a plan presented to Council during the FY 2020 budget process.

Mr. Trayer stated this would raise the monthly residential fee from \$18.98 to \$20.88. This equates to a \$1.90 per month increase or \$22.80 per year.

Mr. Trayer stated rate increases primarily go towards scheduled CIP projects, both at the Augusta Regional Landfill and local City requirements. Those projects included ongoing heavy maintenance replacement, landfill developments, scale house relocation, and office construction.

Mr. Trayer stated a public hearing is scheduled for tonight's meeting and continued until April 9, 2020. He noted there are Work Sessions scheduled for April 2, April 9, April 16, 2020 and is scheduled for approval on April 23, 2020.

Dr. Harrington moved that the proposed ordinance be introduced, that a public hearing be opened, and that the public hearing be continued until April 9, 2020 at 7:30 p.m.

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

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

Mayor Dull stated at that time a public hearing would be conducted on this introduction of that ordinance.

The public hearing was opened.

There being no one wishing to speak, the public hearing will be continued until April 9, 2020.

D. Tourism Update

Mr. Rosenberg stated Sheryl Wagner, Tourism Director, was present to provide an update to Council on her department's accomplishments over the past year and, more importantly, it would afford her an opportunity to share what she and Katie Campbell have in mind in order to assist the City in coming out of the current crisis.

Ms. Wagner stated this item had been on the agenda for several months and was to be their original presentation which consists of a 2019 review. She noted she would then update Council on news that she's received from local tourism businesses and would like for Katie Campbell to address Council concerning new projects that the Tourism Department is working on.

Ms. Wagner reviewed accomplishments from 2019 for the Tourism Department. These included:

- "You Belong Here" mural was commissioned with a \$10,000 grant from Virginia Tourism Corporation.
- Tourism Department continues to be a part of the Shenandoah Beerworks Trail. There have been over 4,5000 passports redeemed since its inception for 27,000 brewery visits.
- Two billboards were placed on I-81.
- An interactive kiosk was installed at the Downtown Visitor Center.
- Customer Relationship Management platform was recently created.
- An episode of "Beyond Your Backyard" was filmed and will air on PBS in the Spring.
- Staunton was voted "Best Small Town for Cultural Scene" for USA Today.
- "20 Most Beautiful Main Streets in America" by Reader's Digest.
- "Best Places to Propose".
- Website views were up by almost 24% in 2019 as compared to 2018.
- "30 Most Beautiful Main Streets Across America" by Architectural Digest.
- "South's Best Restaurants in Every State" and The Shack won that for Virginia.
- Staunton Music Festival in 2019 showed a 6.5% increase. Heifitz ticket sales were up by almost 16%.
- Queen City Mischief & Magic was a continued success.
- Happy Birthday America estimated 9,000 in attendance, 2020 will mark the 50th anniversary of the Statler Brothers starting that event.
- Frontier Culture Museum showed a slight decrease by 9% due to no longer hosting events.
- American Shakespeare Center sold approximately 60,000 tickets with 10,000 tickets from out-of-state, and represented 47 states.
- Woodrow Wilson Presidential Library visits were increased by almost 2% from 2018.
- "Charming Main Streets in Each State" for USA Today. Staunton was Virginia's representative.
- "Why This Region of Virginia Could be the South's New Foodie Hotspot" included Reunion and The Shack.
- There are almost 20,000 Facebook followers with 120,000 visits generated and 4 million impressions.

Ms. Wagner highlighted several campaigns that were top generators of clicks and shares and included 48-hour getaways, and Adventure campaign, and Unique Experiences video.

Ms. Wagner stated hotel occupancy/room demand was up 11% in 2019, room supply was up 13% in 2019. Revenue per available room was down slightly. Room revenue was up 12% at almost \$27,000,000.

Ms. Wagner stated the last couple of weeks had been very difficult for the tourism industry. One local hotel has had to lay off 49 employees. The revenue impact for March showed a loss of \$330,000. In April, it's estimated to be almost \$500,000. Occupancy in March, 2019 was 77.5% and March, 2020 was only 27.5%. Estimates for April show occupancy of below 10%.

Ms. Wagner stated Mary Baldwin University had canceled their in-person accepted visitor days. Heifitz has canceled seven public events this Spring and could possibly increase to sixty-five events. The Woodrow Wilson Presidential Library stated this crisis has been devastating economically for them and expect to lose approximately \$76,000.

Ms. Wagner stated she'd heard from one retailer who's been open since 2013 in downtown and currently sales are down 35% from last March.

Ms. Wagner stated staff has decided to change their messaging in the Tourism Department. She asked Ms. Campbell to provide information to Council.

Ms. Campbell stated in the wake of Covid-19, the Tourism Department has had to pause all of their current campaigns and had to quickly strategize on what their focus and messaging would be during the crisis. Staff came up with "Buy Local, Give Local, Remember Local". Ms. Campbell highlighted how this campaign shows the resiliency and the creativity of local businesses and non-profit organizations during the crisis. She noted a high-level brand campaign would be started that staff hopes will keep Staunton top of mind during the crisis.

Ms. Oakes clarified that a link for the SDDA is on the City's website showing what businesses are open and offering curbside service. She asked if the link also showed businesses outside of the downtown area. Ms. Wagner stated the Greg Beam, Director of SDDA, had agreed to list those businesses as well.

Ms. Mead stated the 2019 report was amazing and what the Tourism Department has done for Staunton.

Dr. Harrington agreed that 2019 showed a spectacular record of success. He was just as proud of what Ms. Wagner and Ms. Campbell shared about dealing with the crisis.

Dr. Curren stated he was also very impressed on how quickly staff pivoted and was able to change their approach. He asked if staff was working with experts on how to help the City recover. Ms. Wagner stated the City was the first to get hit and hopefully would be the first to recover.

Mayor Dull stated 2019 looked excellent and noted she appreciated their new strategy.

E. Uncodified Emergency Ordinance

Mr. Rosenberg stated he would like to address one more facility, Section 4, which deals with the parking facilities. He noted there was a discussion during the Work Session about extending the relief to monthly parking customers in addition to daily and hourly parking customers. He stated

he heard mention in that conversation made of the Augusta Street parking lot where the kiosk is currently not operational. Mr. Rosenberg stated in preparing the ordinance, the Augusta Street lot was not included in the list of facilities where the relief would be provided as there are no daily or hourly customers there presently because it's free. He noted there are individuals who park there who do have reserved spaces, some are residential customers and some of them are non-residential customers. He noted he was not sure there was a basis to make a distinction between the monthly customers in that lot and the monthly customers in the other three facilities. He stated Council may wish to consider, not only the deletion on line 125 of daily and hourly, but the addition on line 126 of what was referred to as the Augusta Street parking lot, if Council wished to do so.

Mayor Dull asked Council if they had any questions.

Dr. Harrington asked if it were possible to find out before making a decision how many of those reserved spaces were rented by residents of the former McCormick's building or other residences downtown.

Mr. Rosenberg clarified that Dr. Harrington was speaking about the old YMCA building. He noted there are twelve spaces in total and at least half are residents of the condominium and perhaps half are not residents of the condominium.

Mr. Rosenberg stated it would be adequate for a motion to be made to approve the uncodified emergency ordinance draft dated March 26, 2020 at 3:30 p.m. with the following changes and then recite the changes.

Dr. Curren moved to adopt an uncodified emergency ordinance amending, restating and reordaining certain code sections of the Staunton City Code to provide immediate temporary relief as drafted on March 26, 2020 at 3:30 p.m. with the following changes in Section 4, Line 125, to delete the phrase "daily and hourly", and on Line 126, delete "and" before Wharf parking lot, and after Wharf parking lot to add "and the Augusta Street parking lot".

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

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

Ordinance No. 2020 - 05

AN UNCODIFIED EMERGENCY ORDINANCE AMENDING, RESTATING AND REORDAINING CERTAIN CODE SECTIONS OF THE STAUNTON CITY CODE TO PROVIDE IMMEDIATE TEMPORARY RELIEF BY:

**SETTING TEMPORARILY ANY APPLICABLE INTEREST RATE AT 0% AND ANY
APPLICABLE PENALTY AT \$0.00 AS TO LATE PAYMENTS FOR REMITTANCE OF
EXCISE TAXES COLLECTED FROM CUSTOMERS DURING THE PERIOD OF
FEBRUARY 1, 2020 THROUGH MAY 31, 2020, UNDER THE PROVISIONS OF
SECTION 3.35.060, INTEREST AND PENALTIES, OF CHAPTER 3.35, TRANSIENT
AND OCCUPANCY TAX, OF TITLE 3, REVENUE AND FINANCE;**

347 **SETTING TEMPORARILY ANY APPLICABLE INTEREST RATE AT 0% AND ANY**
348 **APPLICABLE PENALTY AT \$0.00 AS TO LATE PAYMENTS FOR REMITTANCE OF**
349 **EXCISE TAXES COLLECTED FROM CUSTOMERS DURING THE PERIOD OF**
350 **FEBRUARY 1, 2020 THROUGH MAY 31, 2020, UNDER THE PROVISIONS OF**
351 **SECTIONS OF 3.40.010 – 3.40.080, OF CHAPTER 3.40, TAX ON MEALS SERVED IN**
352 **RESTAURANTS OR BY CATERERS, OF TITLE 3, REVENUE AND FINANCE;**
353

354 **SETTING TEMPORARILY ANY APPLICABLE INTEREST RATE AT 0% AND ANY**
355 **APPLIABLE PENALTY AT \$0.00 AS TO ANY DELINQUENT PAYMENT OF WATER**
356 **UTILITY BILLS DUE DURING THE PERIOD OF MARCH 10, 2020 THROUGH JUNE**
357 **10, 2020, UNDER THE PROVISIONS OF SECTION 13.20.080, PENALTY ON AND**
358 **NOTICE AND COLLECTION OF DELINQUENCIES, OF CHAPTER 13.20, USE**
359 **CHARGES, OF TITLE 13, ENVIRONMENT;**
360

361 **SUSPENDING ANY DISCONTINUANCE OF WATER SERVICE FOR THE**
362 **TEMPORARY PERIOD OF MARCH 18, 2020 THROUGH JULY 10, 2020, UNDER THE**
363 **PROVISIONS OF SECTION 13.20.090, DISCONTINUANCE OF SERVICE FOR**
364 **FAILURE TO PAY, OF CHAPTER 13.20, USE CHARGES, OF TITLE 13,**
365 **ENVIRONMENT;**
366

367 **SUSPENDING CERTAIN PARKING FEES FOR THE PERIOD OF MARCH 18, 2020,**
368 **THROUGH APRIL 23, 2020, UNDER THE PROVISIONS OF SECTION 10.25.180,**
369 **CHARGE FOR PARKING IN CITY-OWNED ATTENDANT-OPERATED PARKING**
370 **LOT, OF CHAPTER 10.25, STOPPING, STANDING AND PARKING, OF TITLE 10,**
371 **VEHICLES AND TRAFFIC; AND**
372

373 **PROVIDING ADDED FLEXIBILITY FOR THOSE QUALIFYING UNDER REAL**
374 **ESTATE EXEMPTION FOR ELDERLY AND DISABLED PERSONS, UNDER THE**
375 **PROVISIONS OF SECTION 3.15.050, CLAIMANT’S AFFIDAVIT AND CERTIFICATE**
376 **OF DISABILITY – COMMISSIONER’S CERTIFICATION, OF CHAPTER 3.15, REAL**
377 **ESTATE TAX EXEMPTION FOR ELDERLY AND DISABLED PERSONS, OF TITLE**
378 **3, REVENUE AND FINANCE**
379

380 **Recitals**
381

382 **A.** On January 30, 2020, the World Health Organization (WHO) declared novel
383 coronavirus (COVID-19) a public health emergency of international concern and on March 11,
384 2020, the WHO characterized COVID-19 as a pandemic;
385

386 **B.** On March 12, 2020, the Governor of Virginia declared a state of emergency, to
387 prepare and coordinate Virginia’s response to the potential spread of COVID-19;
388

389 **C.** On March 13, 2020, the President of the United States issued a proclamation
390 declaring a national emergency concerning the COVID-19 outbreak;
391

392 **D.** On March 16, 2020, the City Manager and Emergency Management Director,
393 Steven L. Rosenberg, declared a local emergency in light of COVID-19;
394

395 **E.** At its special-emergency meeting on March 18, 2020, by resolution the Staunton
396 City Council confirmed City Manager and Emergency Management Director, Steven L.
397 Rosenberg's declaration of a local emergency and declared a disaster;
398

399 **F.** On March 23, 2020, the Governor of Virginia issued an executive order that, in
400 essence, further recognizes the emergency and disaster COVID-19 outbreak, closing the public
401 schools for the entire remainder of the school year and closing recreational and other non-essential
402 establishments;
403

404 **G.** At its special-emergency meeting on March 24, 2020, Staunton City Council
405 adopted an ordinance reratifying and reaffirming the declaration of a local emergency and disaster
406 due to COVID-19; implementing emergency procedures to ensure continuity of government;
407 ratifying and affirming the City Manager's authority and exercise of authority and discretion in
408 taking actions in the best interest of the City; and authorizing the City Manager to take actions to
409 implement the provisions of the ordinance;
410

411 **H.** City Council recognizes that exigent circumstances under emergency and disaster
412 conditions continue to exist and the occurrence and/or threat of COVID-19 merits and even
413 necessitates action by City Council to help provide some immediate temporary relief for Staunton
414 citizens and Staunton businesses and other payers;
415

416 **I.** This matter has been properly heard and considered; and
417

418 **J.** These recitals are deemed an integral part of this ordinance.
419
420
421

422 **NOW, THEREFORE, BE IT ORDAINED** by the Council of the City of Staunton,
423 Virginia, that:
424

425 **1.** To the fullest extent permitted by law, effective retroactively, any applicable
426 interest rate shall be 0% and any applicable penalty shall be \$0.00 as to those excise taxes collected
427 from customers, which are held in trust for the City, solely during the period of February 1, 2020
428 through May 31, 2020, and remitted to the City in full between March 1, 2020 and not later than
429 June 30, 2020, under the provisions of SCC Section 3.35.060, Interest and Penalties, of Chapter
430 3.35, Transient Occupancy Tax, and Sections 3.40.010 through 3.40.080, of Chapter 3.40, Tax on
431 Meals Served in Restaurants or by Caterers, of Title 3, Revenue and Finance, with interest and
432 penalties to resume thereafter at normal rates under applicable law; however, all other provisions
433 of Chapter 3.35 and Chapter 3.40 shall remain in force, including but not limited to the
434 requirements for recordkeeping and for timely filing of reports of such taxes collected. Absent
435 payment in full of such excise taxes not later than June 30, 2020, interest and penalty shall apply,
436 retroactively, as provided under the provisions of SCC Sections 3.35.050 and 3.40.010 through
437 3.40.080;
438

439 **2. AND BE IT FURTHER ORDAINED** that, to the fullest extent permitted by law,
440 effective retroactively, as to any delinquent payment of water utility bills under SCC Section
441 13.20.080, any applicable interest rate shall be 0% and any applicable penalty \$0.00 for charges
442 incurred solely during the billing periods of March 10, 2020 through June 10, 2020; and absent
443 payment in full of such water utility bills not later than July 10, 2020, interest and penalty shall
444 apply, retroactively, as provided under the provisions of SCC Section 13.20.080;

445
446 **3. AND BE IT FURTHER ORDAINED** that, to the fullest extent permitted by law,
447 discontinuances of water service, under the provisions of SCC Section 13.20.090, Discontinuance
448 of Service for Failure to Pay, of Chapter 13.20, of Title 13, Environment, are **HEREBY**
449 **SUSPENDED FROM OPERATION OF LAW**, effective retroactively, solely for the period of
450 March 18, 2020 through July 10, 2020;

451
452 **4. AND BE IT FURTHER ORDAINED** that, to the extent required or necessary by
453 law for Council to take action, the parking fees for the City-owned New Street parking garage,
454 Johnson Street parking garage, Wharf parking lot, and the Augusta Street parking lot are
455 **HEREBY SUSPENDED** solely during the period of March 18, 2020 through April 23, 2020,
456 under the provisions of Section 10.25.180, Charge for Parking in City-Owned Attendant-Operated
457 Parking Lot, of Chapter 10.25, Stopping, Standing and Parking, of Title 10, Vehicles and Traffic;

458
459 **5. AND BE IT FURTHER ORDAINED** that, to the extent required or necessary by
460 law for Council to take action, the Commissioner of the Revenue is **AUTHORIZED** and
461 **REQUESTED** respectfully to enlarge the time for filing of the annual affidavit required under the
462 provisions of SCC Section 3.15.050, Claimant's Affidavit and Certificate of Disability –
463 Commissioner's Certification, of Chapter 3.15, Real Estate Tax Exemption for Elderly and
464 Disabled Persons, of Title 3, Revenue and Finance;

465
466 **6. AND BE IT FURTHER ORDAINED** that, to the extent required or necessary by
467 law for Council to take action, the Treasurer of the City of Staunton is **AUTHORIZED** and
468 **REQUESTED** respectfully not to undertake collection action upon any person failing to pay any
469 of the excise taxes for which this ordinance specifically provides relief in Section 1 of this
470 ordinance;

471
472 **7. The City Manager is AUTHORIZED** to take all reasonable and necessary actions,
473 as determined in the exercise of the City Manager's discretion, to implement the provisions of this
474 ordinance; and the prior actions of the City Manager as to any of the subjects of this Ordinance are
475 **RATIFIED** and **AFFIRMED**;

476
477 **8. In all other respects, the provisions of Title 3, Revenue and Finance, and Title 13,**
478 **Environment, and all other provisions of the Staunton City Code remain the same and are hereby**
479 **restated, confirmed and reordained;**

480
481 **9. To the extent that any provision of this ordinance is found or determined to be**
482 **invalid or void, the other provisions of this ordinance shall remain in effect without further action**
483 **of this Council; and**

484
485 **10. This Ordinance is effective retroactively as specifically provided in this Ordinance.**
486

487
488 Adopted: March 26, 2020

489 Effective Date: March 26, 2020 and retroactive as provided
490

491
492
493
494

Carolyn W. Dull, Mayor

ATTEST: _____
Suzanne F. Simmons, Clerk of Council

MATTERS FROM THE CITY MANAGER

Mr. Rosenberg stated he would like to thank Kurt Plowman and his staff for their efforts in setting up equipment in Council Chambers so that Council could conduct the meeting in the manner necessary under the circumstances. He noted Mr. Plowman and his staff will continue their efforts to make it possible for Council to convene in other ways in the days and weeks ahead should that become necessary.

Mr. Rosenberg stated he would like to invite Billy Vaughn, Director of Economic Development and Community Development, to share with Council information that he had learned about resources that are available presently and in the near future to local businesses.

Mr. Vaughn stated he has been researching to find out what business support services and financial resources were available to the business community looking at the federal, state, and local levels. He noted the information is continuously changing and hoped to provide a document to Council and place on the City's website for the business community to use.

Mr. Vaughn touched on agencies that would be receiving funding from the federal stimulus package approved by Congress. Under the HUD CDBG, \$1 billion to combat the spread of the Covid-19 virus and should be released within 45 days. The amount will be based on the best available data and need decided by HUD. Also, \$2 billion will be distributed to the states based on a formula from HUD associated with economic and housing disruptions.

FEMA will distribute \$45 billion for response and recovery. \$400 million will be provided for grants to Fire and EMS, food and shelter providers.

From the National Endowment of the Arts and Humanities, those organizations will receive \$150 million to be distributed evenly.

Minority Business Development Agency will receive \$10 million in grant funding to support technical assistance to minority business development centers and Chambers of Commerce for counseling for those affected by the crisis.

The SBA will receive \$716 billion to help small businesses weather and survive the crisis. There will be loan guarantees, funds for small business development centers.

\$10 million for emergency Economic Injury Disaster loan program. An additional \$17 billion in loan subsidies. Mr. Vaughn gave details on a new program, Paycheck Protection Program, which will help small businesses with less than 500 employees.

At the state level, the Economic Injury Disaster Loan (EIDL) program, the state, using funds from the federal government, will provide loans up to \$2 million through the SBA. Mr. Vaughn explained how those funds could be used.

The Workforce Innovation and Opportunity Act is for employers eligible to remain open during the emergency. The Virginia ABC is allowing restaurants to sell beer and wine via takeout and delivery.

On the regional level, the City of Harrisonburg, through their existing loan program, created a disaster impact loan program for small business. Mr. Vaughn explained the program to Council. The City of Waynesboro also had an emergency loan program for small business. Shenandoah Valley Small Business Development Center will be assisting those businesses trying to use the EIDL funds.

The City of Staunton has the SCCF which is offering loans to small businesses and is utilizing one of their existing pools of money. Loans of up to \$5,000, 2-3% interest, repayment varies based on the borrower, and the first 3-6 months of payments are interest only. There is currently a \$100,000 fund which is providing support to local residents affected by the crisis. Mr. Vaughn stated the City is currently utilizing SCCF and may be a vehicle if the City wanted to consider a means to quickly provide funding for small businesses within the city. He noted another possibility would be to use the EDA to create a revolving loan fund which would require the City to those funds to the EDA.

Ms. Mead asked Mr. Vaughn what was the amount of the fund at SCCF that was available. Mr. Vaughn stated he was not sure as they had several different pools of funds that the director could use for this effort.

Dr. Curren asked if those SCCF loans were restricted to businesses in the City of Staunton. Mr. Vaughn stated that was correct. Dr. Curren noted if the City wanted to augment their pool of funds the City could stipulate that the City's money would only go to businesses inside the City. Mr. Vaughn stated that was correct.

Ms. Oakes stated she has spoken with multiple business owners who are concerned about receiving a loan. She noted any loan that they are able to obtain through the SCCF would hopefully be for zero interest and deferring any payments. Ms. Oakes stated she was definitely in support of whatever the City can give to the SCCF. She questioned whether it would be a matter of the "rainy day" fund, but whatever could be provided to the SCCF would be great. She asked if there was any leeway with being to talk to the SCCF about a zero percent loan such as Waynesboro and Harrisonburg were offering.

Mr. Vaughn stated that might be possible to structure the loan package in a way that could place any conditions on the monies that are being dispersed to businesses. He noted he would confer with legal.

Vice Mayor Kier stated Harrisonburg had already announced when they were announcing their funds to their citizens that the SCCF was also available. He noted that he hoped this would move forward before the SCCF funds were depleted one way or the other and didn't reach the City's businesses.

Ms. Oakes stated she liked the idea of focusing on Staunton businesses first.

Mayor Dull asked if Harrisonburg provided funding to the SCCF. Mr. Vaughn stated they did not provide funding to SCCF, but noted Waynesboro had provided funds in the past. He noted Augusta

County had a vehicle put in place to do so, but for some reason they did not implement their program.

Ms. Mead stated that was primarily why she felt that the City should stipulate that if the City makes an additional grant in the amount of \$80,000-\$100,000 that it be stipulated that those funds go to City of Staunton businesses only.

Mayor Dull stated the question should be addressed by Mr. Trayer on whether funds are available. She stated she was not in favor of taking money from the Reserve Fund at that point because it's not known how bad things may get during the crisis. She noted the question was if there were any funds to talk about. She stated the federal government looks at small business as anyone that has less than 250 employees and soon independent contractors would be allowed to sign up for unemployment.

Mr. Trayer stated there were some undesignated funds in the Fund balance that could be drawn from. He noted \$100,000 would be a large portion of that. He noted he could work with the City Manager and return to Council with that information. He stated there is a budget work session scheduled next week and could have an amount for Council at that time.

Mayor Dull stated if it were "undesignated" there had to be some intention for that. Mr. Trayer stated that was originally put aside for jail reserve.

Vice Mayor Kier stated he would like Council to look at the availability of funds from the SCCF or their resources in the process. Discussion ensued. Mr. Vaughn stated he did not think the SCCF could do a zero percent interest rate loan, but did have additional dollars from other federal and state agencies.

Ms. Oakes clarified that the SCCF could not do the zero percent interest rate loans based off of the funding that they have. Mr. Vaughn stated that was correct. Ms. Oakes stated if the City provided \$100,000 the stipulation could be added. Mr. Vaughn stated that was correct.

Dr. Curren asked if it could also be considered to offer 180 days deferred payment, entirely deferred, not just interest only. Mr. Vaughn stated that would be up to Council. He noted the program could be designed the way Council desired.

Mr. Rosenberg stated the information would be pulled together for Council, but urged caution as they considered next steps as the magnitude of the impact is not known on the City's own operations, but is certain to be significant. He stated there are going to be potentially competing priorities that he suggested Council consider.

Ms. Mead asked Mr. Rosenberg if he felt the City may be disproportionately impacted based on what is being heard from restaurant and lodging businesses compared to Harrisonburg and Waynesboro. Mr. Rosenberg stated he was not sure he was in a position to offer any sort of a comparison to other localities, but felt the anecdotal information the City has thus far suggests that the City is going to have a significant impact. He noted changes will have to be made in the FY 2021 budget, but in the FY 2020 budget as well.

Ms. Mead stated she appreciated the information that Mr. Vaughn put together regarding the loans. Discussion ensued.

Ms. Oakes noted when Council considers the potential additional funding to go to the SCCF the makeup of comparing the City to Harrisonburg and Waynesboro, Staunton is different and is a destination city.

Mayor Dull stated Council would review the information at the Budget Work Session. She then noted Ms. Mead would be allowed to continue speaking about the golf course previously brought up during the Work Session.

Ms. Mead stated her point was that the City was closing recreational facilities throughout and impacts hundreds, if not thousands, of people in the area who use those facilities. She stated she felt the City could use resources in the city better and ask golfers to walk the course. Also, offer an incentive for golfers to bring young people to the golf course this summer. She noted it might be a perfect time for the City to generate more interest in the golf course if it were offered at no cost as long as they walk the course and are under the age of twenty-five. She noted this was an incentive to bring golfers back to the golf course and would not be that expensive if the City is not trying to maintain golf carts in sanitizing them after use.

Vice Mayor Kier stated pretty much anyone is sitting in a golf cart would be off of the first tee and noted he was speaking from experience. He stated this was not a bad recommendation from Ms. Mead.

Mr. Rosenberg stated he would like to split the issues and consider them one by one. The first was whether to impose a walk only requirement in the current circumstances. The second is whether to provide an incentive of the sort that Ms. Mead was suggesting. On the first issue, he noted a decision was made on March 25, 2020 in inconsideration of public health, to impose a one person per cart requirement. He stated staff made a choice on whether to impose a walk only requirement or imposing a one player per cart requirement in order ensure the maintenance of social or physical distance. Mr. Rosenberg stated he could not say whether it's been a significant use of staff time or resources to wipe down the carts between players. He stated a choice had been made at staff level which way to go in order to assure public health. Mr. Rosenberg stated he did not need a vote if Council felt staff made the wrong choice and that walking only should be imposed instead of one player per cart, staff could make that happen.

Mayor Dull noted, regarding the incentive for free play for youth under the age of twenty-five, she stated there is always the unintended consequences that could happen. She noted she worried who would be monitoring those golfers and make sure they would be maintaining physical distance.

Mr. Rosenberg stated some people have suggested the golf course be closed in the current emergency situation. He noted staff had made the decision thus far to keep the golf course open and that decision had been made in consultation with Dr. Kornegay. The notion is given the way that golf is played that it provides an appropriate outdoor recreational opportunity in the current circumstances. Mr. Rosenberg stated he did not imagine that the course would be flooded if it were made free to people, but it had the potential to attract more individuals. Mr. Rosenberg stated he was happy to shift from one player per cart to walk only, but noted he was not sure it was the time to try to incentivize people to come out and use the course. He stated if Council wished to look at that once the City gets beyond the current circumstances, he would be happy to entertain that, but noted he wasn't sure it was the right move in the current environment.

Dr. Harrington stated he was uncomfortable micromanaging decisions that were made yesterday or the day before by their professional staff about how to manage the day-to-day business of the

693 golf course or any other facility in the city. He noted he would rather ask the City Manager to
694 convey that to staff who are running the golf course and maybe there would be considerations that
695 are worth exploring about that. He stated he was not in favor of Council in that body and in these
696 times making these kinds of specific policy judgments about how the running of the golf course
697 or any other function should take place. Dr. Harrington stated what he would propose is that
698 Council ask the City Manager to take the tenor of that conversation back to the next time when a
699 discussion is held regarding that and implement what parts of it are useful and don't implement
700 the parts of it that are not useful. He stated he did not want to make policy for the golf course there
701 tonight.

702
703 Mayor Dull stated she agreed with Dr. Harrington. Vice Mayor Kier stated he agreed also. She
704 noted she wanted to make sure that Council was following the recommendations from the health
705 perspective. Mayor Dull asked for a head nod. Ms. Oakes noted it should be left to Mr.
706 Rosenberg's discretion.

707
708 Mr. Rosenberg stated he assured all Council members that all of this is a topic that he would share
709 with Chris Tuttle. He noted staff is keeping a close eye in the current emergency situation on what
710 made sense in terms of the operation of the course and noted that could include up to a closure of
711 the golf course. He noted, as of today, there were no confirmed cases in Augusta County or the
712 City of Staunton and that influences staff in the way situations are looked at. Once there is a
713 confirmed case in the County or the City, staff will be reevaluating all of the decisions that have
714 been made thus far and may then take a next step not only in respect to the golf course, but with
715 respect to other facilities in the parks as well.

716 717 **MATTERS FROM THE PUBLIC**

718
719 Yvonne Wilson, 2017 First Street, stated she wanted to address certain concerns regarding actions
720 of City Council. These concerns included the current state emergency, a Second Amendment
721 Sanctuary City being declared, public safety during a disaster, and freedom of speech..

722
723 There was no one else wishing to speak.

724 725 **ADJOURNMENT**

726
727 There being no further business to come before Council, the meeting adjourned at 9:11 p.m.

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729
730
731
732
733

Suzanne F. Simmons
Clerk of Council

REGULAR MEETING OF STAUNTON CITY COUNCIL**Thursday, April 9, 2020****7:30 p.m.****Electronic Communications Meeting**

PRESENT: Mayor Carolyn W. Dull
James L. Harrington
R. Terry Holmes
Erik D. Curren
Andrea Oakes
Brenda O. Mead

ABSENT: Ophie A. Kier, Vice Mayor

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

Clerk indicates that she believes all available members of Council have announced their audio presence.

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

Mayor Dull called the meeting to order: As Mayor, I call this electronic communications meeting of the Staunton City Council to order. I note that this meeting is being convened with City Council members using the Zoom platform, broadcast over the City's cable channel, and streamed live on the City's website so that members of the public may hear our meeting. The meeting is also being recorded.

Mayor Dull asked the Clerk of Council to call the roll for confirmation of those Council members present for the electronic communications meeting.

Clerk of Council Call the Roll of Council Members Present:

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

Mayor Dull asked that City Manager Steve Rosenberg now identify his location and those City officials or colleagues, if any, present with him at that location and the participation of anyone else during today's meeting by Zoom or telephone.

Mr. Rosenberg stated he was participating in the meeting using the Zoom platform from his residence in Staunton. He noted there was no one else present with him at that location. Also participating in the meeting were:

Faith Simmons, Clerk of Council
Leslie Beauregard, Assistant City Manager
Doug Guynn, City Attorney
Phil Trayer, Chief Finance Officer
Billy Vaughn, Director of Community Development and Economic
Development
Rodney Rhodes, Senior Planner
Zach Henry, Systems Engineer
Deneen Brannock, Chair of Historic Preservation Commission
Frank Strassler, Executive Director of Historic Staunton Foundation

Background Statement:

Mayor Dull stated “Please let me mention that in calling this meeting, notice, reasonable under the circumstances, of this meeting has been given to the public contemporaneously with the notice by memorandum provided to members of City Council. Access to this meeting has been provided to the public by audio feed on the City’s cable channel and the City’s website. During Matters from the Public on Council’s agenda, toward the end of Council’s meeting, public comments will be taken. Members of the public who wish to participate in Matters from the Public, at the appropriate time, may call (844) 854-2222 and follow the prerecorded prompts to ask a question. The public is reminded that through the prerecorded prompts refer to “questions”, Matters from the Public is a time for Council simply to listen to your remarks. Each speaker will be limited to five minutes. Detailed instructions for public participation have been publicized over the course of the past week on the City’s website and Facebook page and can be found now on the agenda for this meeting and on Council’s website at www.ci.staunton.va.us/government/city-council.

In addition, there are two public hearings on the agenda – one concerning water user fees and the other concerning refuse rates. They were continued, or deferred, previously, from Council’s meeting on March 26, to tonight’s meeting. Let me clarify that these two public hearings are on the agenda for this meeting simply to allow Council to again continue, or defer, them to Council’s regular meeting on April 23, as recommended by the City Manager. No public comment will be received on those two items tonight. The public hearings will be held, and public comment will be received on April 23.

Also, let me highlight and have reflected in the meeting minutes that this meeting is being conducted by Zoom, given the catastrophic nature of the declared emergency and disaster related to the Covid-19 outbreak, which as part of the total circumstances makes it impracticable or unsafe to assemble a quorum in a single location. The meeting is being held consistent with City Council Ordinance 2020-04 regarding continuity of government, a copy of which can be found online at: www.staunton.va.us/cogord2020-04.

Nature of the Electronic Meeting:

Mayor Dull stated “Given that we are conducting this meeting by Zoom - with the meeting being live streamed on the City’s website and broadcast over the cable system as it occurs – I believe it merits reminder of a few special requests as we undertake this meeting in this unique format. First, I emphasize the request that each speaker speak loudly and slowly and self-identify each and every time when speaking, so that it will be clear who is speaking before your remarks are made. Second, please pause after each speaker to allow a brief interval between that speaker and another speaker.

Third, if for any reason a participant cannot clearly hear the speaker or must leave the meeting before it is adjourned, please let us know. Fourth, all votes will be taken by roll call and recorded in the minutes. Fifth, I ask that if any member of City Council has to leave the meeting for any period of time, to please interject and make an announcement so that the Clerk may take note of attendance in the minutes; I ask that you also announce your return so that it also may be reflected in the meeting minutes. Finally, I ask everyone's patience, because without being in the same room, it is likely that a speaker may not realize that another speaker is continuing. Again, we may unintentionally step on each other's words, so it's fine if we need to have the speaker repeat or clarify. We'll take whatever time is necessary so that everyone is clear about what is being said and by whom. I will now take questions from Council members and participants if you have any questions about the process.

Council members did not have any questions.

Mayor Dull called the meeting to order.

The invocation/moment of silence was given by Mayor Dull.

MAYOR'S REPORT

Mayor Dull stated she would like to thank all City employees for the great job that they are doing during the crisis as well as to Dr. Laura Kornegay, Director of the Central Shenandoah Health District, and the health department staff, Augusta Health Hospital, and to the citizens of Staunton who've done a good job in following recommendations for the present situation.

ADDITIONAL ITEMS BY MEMBERS OF COUNCIL

Mr. Rosenberg asked the Clerk to note that at 7:40 p.m. Vice Mayor Kier joined the meeting.

Council members stated they did not have any additional items to add.

APPROVAL OF MINUTES

Ms. Oakes moved to approve the work session and regular meeting minutes of March 12, 2020.

The motion was seconded by Ms. Mead.

Mr. Holmes stated he would abstain as he was not present at the March 12, 2020 meeting.

The motion carried as follows:

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

Mayor Dull stated the meeting was a combination of a Work Session and a Regular Meeting.

REGULAR MEETING

A. Consideration of Regular Meeting Agenda

Mr. Rosenberg in the normal course, Council would have typically acted on the agendas during the Work Session; however, without a Work Session it had arrived at the time in the meeting where it would be appropriate for Council to act on the agenda for the Regular Meeting. He noted the agenda briefing, which has the form motion, refers to both the Work Session agenda and the Regular Meeting agenda. He stated whichever Council member made a motion to approve the agenda need only to refer to the Regular Meeting agenda. He reminded Council that they had before them a revised agenda so in making the motion the maker would want to move to adopt the revised Regular Meeting agenda as presented.

Ms. Mead moved to approve the revised Regular Meeting agenda as presented.

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

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

B. FY2021 Budget Update

Mr. Rosenberg stated during City Council's March 26, 2020 work session, he presented the FY2021 proposed budget. But as it was noted at that time, he knew that it would be necessary to deal with the consequences of the COVID-19 pandemic. For the last couple of weeks, Leslie Beauregard and Phil Trayer have been diligently reworking the proposed FY 2021 budget, but also focusing their attention on the last quarter of the current fiscal year. Mr. Rosenberg stated he would ask Mr. Trayer to present the work that had been accomplished over the last two weeks.

Mr. Rosenberg noted Council members would be able to view a PowerPoint presentation from Mr. Trayer. For the public listening, the PowerPoint presentation had been posted and was available on the City's website at www.ci.staunton.va.us/buget. He noted there was a PDF file at that site that contained the same slides which would be shown to Council.

Mr. Rosenberg reiterated that, although the agenda indicated an update to the FY 2021 budget, Mr. Trayer's presentation would concern not only the FY 2021 budget, but also the remaining quarter of FY 2020.

Mr. Trayer stated he was reporting on the FY 2020 revised projections as well as to discuss the FY 2021 revised budget pack. As reported at the March 18, 2020 meeting, local revenues were well ahead of previous benchmarks. Sales tax revenues at the time were \$219,000 over the same time last year. Meals tax was \$240,000. Lodging tax was \$148,000. Personal property taxes were more than \$200,000 over budget. Real estate taxes were expected to be at budgetary levels.

Mr. Trayer stated since reporting those numbers, the full impact of the economic downturn had become clear. For the period of March through June, 2020, Mr. Trayer stated he was projecting sales tax to be just 50% to prior year actuals. Meals tax 33% of prior year actuals. Transient occupancy tax just 25% of prior year actuals. He noted a delinquency factor had also been applied of 5% to the collection that is due on June 20, 2020. He stated that is a \$13.5 million expected

recovery of income and is projected to be down approximately \$675,000. Prior year delinquencies are expected to be impacted as well.

Mr. Trayer stated as a result of the economic infraction, the FY 2020 General Fund revenues are now projected to be down \$2.6 million less than budget. As a comparison, Jim Regimbal, of Fiscal Analytics, has projected a revenue shortfall for the City of Staunton of \$2,015,784. The difference is primarily associated with adding the delinquency factor to the Real Estate due at the end of June, 2020.

Mr. Trayer stated in response to the revenue shortfall, the City Manager froze open positions and cut all, but necessary, expenditures. This is resulting in an expected savings of approximately \$1.5 million. At this point, Mr. Trayer stated staff is planning on a full local transfer of \$13.8 million going to Staunton City Schools. He noted none of the savings are at the School's expense.

Mr. Trayer stated this late in the fiscal year there are very few alternatives that the City could initiate. Two such planned moves include:

- 1) The suspension of Pool, Summer League, and Summer Camp activities until July 1, 2020.
- 2) A proposal to pull from several CIP reserves which have previously been appropriated. This option would require a budget amendment to transfer funds from the CIP Fund into the General Fund. The budget amendment is to be introduced at the April 23, 2020 meeting for consideration by Council on May 14, 2020.

Mr. Trayer stated the CIP projects affected include:

- Jail Expansion of \$500,000
- Police Radio Reserve of \$400,000
- Provisions to support the high school debt of \$500,000

Mr. Trayer stated that budget amendment would bring total adjustments up to \$2.9 million which exceeds the shortfall by \$300,000 and should allow for potential slippage if the Revenues are worse than projected. Mr. Trayer stated that was the projection for FY 2020.

For FY 2020, Mr. Trayer shared with Council the challenges that the City had before the crisis. He noted there were year-on-year budget adjustments of \$1.6 million. Several items included:

- VRS of \$233,000
- Jail Operations of \$450,000
- Economic Development Agreements of \$310,655

This was for a total of \$1.6 million with half of that being unforeseen.

The Revenue impact, since the crisis, is very similar to what is being seen in FY 2020. Mr. Trayer stated a delinquency provision has again been applied to Real Estate tax of 5% and Personal Property tax 4%. Meals tax is being projected at a 25% reduction for the year compared to the original budget. Lodging tax is a 20% reduction compared to the original budget. Business licenses of a 25% reduction. Sales tax of a 25% reduction. All told, at this point there is a \$4.2 million reduction versus the original budget.

With Revenue reductions, Mr. Trayer stated Expense reductions would need to be found. Adjustments include:

- Elimination of the 2% pay increase that was scheduled to go into effect on January 1, 2021.

- The School Transfer Reduction of \$1.7 million – this is per the established formula that has been in use for years.
- Deferral of FY 2020 CIP expenditures which are embedded into the original FY 2021 Operating budget and amounts to \$941,000.

Total estimated reductions from those three items is \$2.8 million which leaves a funding gap of \$1.4 million.

There are no easy alternatives for the City to balance that funding gap.

Of the \$60.9 million original General Fund Budget:

- Salaries and benefits accounted for 36% of the total.
- Contractual obligations, debt service, school transfers, CIP transfers, non-controllable expenditures accounted for 57% of that total.
- 7% remains to cover expenses such as vehicle repairs, vehicle replacements, building maintenance, uniforms, telephones, and professional services.

Mr. Trayer stated when putting together budget assumptions, one thing not done was to incorporate the Safety Net Reserves into the strategy. The strategy is to make difficult decisions up front and to only use the Safety Net Reserves in the event Revenues in FY 2021 are significantly below estimates which would potentially disrupt core services. Secondly, the City plans to continue to freeze open positions with limited exceptions approved by the City Manager. This should allow for a natural contraction of departmental structure and should help the City to adjust to any potential revenue shortfalls that it may experience during the course of the fiscal year.

Other considerations: Mr. Trayer stated those projections are based on estimates with little to no data to pull from. The first data to become available will be when the March Sales tax returns are filed and will have access to those on April 21, 2020. Also, to be taken into consideration, by State statute, the City must adopt a budget for the Schools no later than May 15, 2020.

Given the extreme uncertainty of immediate economic projections, it is the intention to provide for an appropriation at the May 14, 2020 meeting of 50% for the Schools and 50% for the City. A subsequent appropriation is scheduled to occur later in the fall when the Revenue picture becomes clearer.

Mr. Trayer stated the FY 2020/21 Revenue forecasts are hampered significantly by uncertainty. Revenue estimates were made in conjunction with the Commissioner of Revenue and the City Treasurer.

As a point of reference, the City's projected FY 2021 shortfall is within \$30,000 of Mr. Regimbal's FY 2021 projection for the City.

Mr. Trayer stated these are estimates and that they would be change as the year unfolds. As the estimates change and reality takes hold, the City will adjust either upwards or downwards during the course of FY 2021.

Mr. Rosenberg stated it was implicit in Mr. Trayer's presentation when talking about the remaining gap for FY 2020-2021 where he noted that salaries and benefits account for 36% of the total General Fund budget, contractual obligations, and non-controllable expenditures account for 57%,

and the remaining 7% to cover other miscellaneous expenses. Mr. Rosenberg stated those were areas that will be reviewed over the course of the next week to identify actions that might be taken to close the \$1.4 million gap. He noted he anticipated when Council met on April 16, 2020 for a Budget Work Session that more information would be available about how staff proposes to close that gap.

Mayor Dull thanked Mr. Trayer, the Commissioner of Revenue, the Treasurer, and all staff that had worked on analyzing the data. She asked Council members if they had any questions.

Vice Mayor Kier stated throughout the year there are unforeseen funds that come in to where Council is allowed to place those funds in different pots. He asked Mr. Trayer if the 2% pay raise was looking at being cut, would it be possible during the year when those appropriations come in to make adjustments to payroll or did it have to be done annually. Mr. Trayer stated that could be done via budget adjustments throughout the year and as they become available he would bring those to Council's attention at the next meeting.

Mr. Holmes stated his business was currently averaging 15-18% of what normal sales would be and questioned if figures proposed were low. Mr. Trayer stated, as far as meals tax, a little bit more elevated activity had been noticed and the numbers were only an estimate. Mr. Trayer stated adjustments would be made throughout the months ahead. He noted he hoped some lifting of sanctions would start happening by June. He stated FY 2021 was for the whole year and noted it seemed to be in conjunction with Mr. Regimbal. Mr. Trayer stated so far he had not received any data from restaurant owners.

Ms. Mead asked what was Mr. Trayer's assumption of the real estate property tax rate in the numbers that he just provided. Mr. Trayer stated currently it is at the original budget amount of 97 cents. If that were to be backed out, it could be handled and would be equally divided between the City and the Schools and would be approximately \$200,000 apiece.

Ms. Oakes noted Mr. Rosenberg had the discretion of being able to hire, when he saw fit, during the hiring freeze and asked what situation would he feel would be warranted to hire someone and for what position. Mr. Rosenberg stated he did not have a specific position that he could identify. He noted as vacancies occur, staff would determine how critical those positions to the City's operation and make a decision on that basis with the input of the affected department.

Dr. Curren noted Mr. Regimbal's figures were very similar to Mr. Trayer's and questioned the difference in Transient Occupancy taxes. Mr. Trayer stated his assumption there was that some of the new inventory close to the Interstate may overperform and that accounted for the 5% difference from Mr. Regimbal.

Dr. Harrington stated he had a question related to the City contribution to the School budget. He asked for clarification on the \$1.3 or \$1.6 million reduction in the amount of transferred funds. Mr. Trayer stated that was correct. He asked if that was the traditional way of dividing excess revenue. Mr. Trayer stated that was the formula used for many years by Jeanne Colvin. Dr. Harrington clarified that the reason it was not being divided with the School System was that it was not there to divide. Mr. Trayer explained that was correct. Dr. Harrington noted there was a \$500,000 reduction in an area related to the high school building project. Mr. Trayer stated Ms. Colvin had allotted a debt service provision within the CIP fund to help bolster debt service for the high school. He noted only \$400,000 of that had been used and was not for the high school per se, but was for debt service. He noted the high school is fully funded as Council had voted for

last year. He noted that money was never for the project and was only for debt service. Dr. Harrington asked if the federal money that is filtering through state government, would the City receive any help from those funds that would help in any of Mr. Trayer's calculations. Mr. Trayer stated staff is awaiting guidance, in particular, he was very concerned about school funding. As far as funding for the City, he noted he did not have any guidance on that at that time.

Mr. Rosenberg stated staff learned earlier in the week from the Department of Housing and Urban Development (HUD) that the City would receive an additional \$250,000 in Community Development Block Grant (CDGB) funds that could be used for targeted relief to assist particular populations in the city. He noted Mr. Vaughn is working with the City's CDBG consultant in order to develop a plan for the use of those funds consistent with the requirements from HUD. Mr. Rosenberg stated that was the first concrete information that had been received about funds coming to the City related to relief in responding to the pandemic.

Mayor Dull stated she'd been on a conference call with Senator Warner who spoke about the \$3.3 billion that was in the bill for state and local governments. She explained how the funds would be distributed.

Ms. Mead asked who would be advocating for the City with the General Assembly or with the Governor's office to make sure that the City receives its share of the federal funds.

Mayor Dull noted VML would probably be advocating for all localities.

Mr. Rosenberg stated at the present time, staff is waiting to see what develops at the state level and watching for guidance from VML and Virginia First Cities. He noted appropriate contacts would be made once staff had a sense of how the situation was unfolding.

Ms. Oakes stated Community Service Block Grants (CSBG), it was expected through the community action partnership for Staunton, Augusta County, and Waynesboro, to receive 130% more than what was originally received for emergency services as well as being able to help the community.

C. Continuation of Public Hearing of an Ordinance to Increase Water User Fee Public Hearing

Mr. Rosenberg stated at the last Council meeting on March 26, 2020, Council opened the public hearing and continued it until today's meeting. He noted with the revised budget scheduled provided to Council, staff is now recommending that the public hearing be continued again until Council's meeting on April 23, 2020. He noted this would be the same date as the public hearing on the budget ordinance. He stated in the appropriate motion was provided in the agenda briefing. Mr. Rosenberg stated the date would be widely publicized of the continued hearing.

Mayor Dull asked Council if they had any questions. She stated this was the same information that had been provided to Council previously and the purpose now was to basically have a motion to continue it again until April 23, 2020.

Dr. Harrington moved to continue the public hearing on the proposed ordinance to increase water user fees by 5%, effective July 1, 2020, to April 23, 2020.

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

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Vice Mayor Kier	aye	Mr. Holmes	aye
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Ms. Mead	aye	Mayor Dull	aye
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Dr. Harrington	aye	Dr. Curren	aye
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Ms. Oakes	aye		
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D. Continuation of Public Hearing of an Ordinance to Increase Refuse and Recycling Rates

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Mr. Rosenberg stated this was in the same posture as the preceding item where the public hearing was opened at the last meeting and continued until tonight. Staff was again recommending that it be further continued until the Council meeting on April 23, 2020. He noted the proposed motion in the agenda briefing provided for that action.

411

Mayor Dull asked Council members if they had any questions. She noted it was the same purpose as the previous item and would be to continue the public hearing until April 23, 2020.

414

Dr. Harrington moved 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.

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

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Ms. Mead	aye	Mayor Dull	aye
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421

Dr. Harrington	aye	Dr. Curren	aye
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Ms. Oakes	aye	Vice Mayor Kier	aye
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423

Mr. Holmes	aye		
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E. Update Concerning Solar Panels in Historic Districts

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Mr. Rosenberg stated this item arose out of discussions amongst Council last year coming out of Council's consideration of an appeal of a decision from the Historic Preservation Commission. The item that was the subject of the appeal concerned the installation of solar panels. Subsequent to that matter, at a Work Session meeting, there was further discussion about the standards that governed the installation of solar panels in historic districts. That further discussion occurred at Council's Work Session on November 14, 2019. Since that time, staff had been looking at several issues related to the installation of solar panels in historic districts. Mr. Rosenberg stated Rodney Rhodes, Senior Planner, would share results of that research with Council. Frank Strassler, Executive Director of the Staunton Historic Foundation, and Deneen Brannock, Chair of the Historic Preservation Commission, were present at this presentation and were available to answer questions.

438

Mr. Rhodes stated 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.

443

Mr. Rhodes stated staff was not able to find any new solar products that are more acceptable under the current City Guidelines. He noted the Virginia Department of Historic Resources (DHR) informed staff that DHR is not aware of any localities in the state or nation that have federally recognized historic districts that are deviated from the DOI Standards. The localities are consistent

447

in discouraging the installation of solar panels on primary elevations or in areas with high visibility from public streets.

Mr. Rhodes stated 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.

Mr. Rhodes stated the preservation and maintenance of historic structures is fundamentally a very "green" initiative.

In conclusion, Mr. Rhodes state the Commission and City will continue to encourage and approve alternative energy installations that adhere to the adopted City Guidelines and the DOI Standards.

Mr. Rhodes then asked Mr. Strassler, who reviews and makes recommendations on all applications, to join the meeting.

Mr. Strassler stated the Planning Department staff did a good job of putting together their report in calling other communities and comparing guidelines. He stated the Staunton guidelines were supportive of solar installations in alternative energy, but the key was not giving up on historic architecture or the character of the community for a team of technologies.

Council members did not have any questions for Mr. Strassler.

Ms. Brannock reiterated what Mr. Strassler and Mr. Rhodes said and expressed appreciation, on behalf of the Commission, their appreciation to staff for exploring the issue. She noted historic preservation is definitely a green movement and a great option. She noted the City had received state and national recognition for commercial and residential preservation efforts. In the newly revised design guidelines, the Commission supports the installation of solar and green energy methods when they are compatible with historic preservation efforts. Ms. Brannock stated every application that is reviewed is looked at on an individual basis. She noted there are cases where solar panels would be very visible and would not be appropriate.

Mayor Dull and Council members thanked Mr. Strassler, Ms. Brannock, and staff for the report.

Council members did not have any questions.

F. Memorandum of Understanding Between City of Staunton and Staunton Creative Community Fund for COVID-19 Emergency-Disaster Relief Loan Program Benefitting Staunton Businesses

Mr. Rosenberg stated since the onset of the current crisis, Council had encouraged staff to look for ways to provide relief to local citizens and businesses. Last month City Council adopted an emergency relief ordinance that provided some measures to provide relief to citizens in the areas of excise taxes and utility billing. He noted staff had continued to investigate avenues by which some measure of relief could be provided in the city. He noted Billy Vaughn, Director of Economic Development, had been working with the Staunton Creative Community Fund (SCCF) to put together a package that would result in a loan program being offered exclusively to Staunton businesses.

Mr. Vaughn stated the SCCF had been able to establish Small Business Administration (SBA) loan monies that would be ear-marked for Staunton businesses only. He noted the pool totaled \$100,000. He noted individual loans would have:

- 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. Mr. Vaughn stated it would cost the City \$25,000 to make available \$100,000 for Staunton businesses.

Mr. Vaughn stated on April 8, 2020, the SCCF board met and approved the establishment of that pool of money. He noted the proposed Memorandum of Understanding was provided to Council members for their consideration.

Vice Mayor Kier asked for clarification on the City's share of the proposed arrangement.

Ms. Mead clarified that the source of the funds was the SBA and not the City. Mr. Vaughn stated that was correct. She asked Mr. Vaughn that in the event that the loan loss reserve of \$15,000 was no called upon, how did that reserve get back to the City. Mr. Vaughn stated those funds would be returned to the City or whatever portion of the funds remained would be returned to the City.

Since the funds were coming from the Small Business Administration, Dr. Curren asked if they were funds that Staunton businesses would not have been able to access on their own through other relief programs administered by the SBA. Mr. Vaughn stated SCCF is a micro-lender and have access to funds from SBA and other federal entities, but noted those funds must go through them and then be loaned to individuals whether they are businesses or individual entrepreneurs in the city or in the region.

Dr. Curren asked if the loans were ever considered to be non-forgivable and if not, why. Mr. Vaughn stated the funds were from SBA which require repayment. He noted it was unlike other loan pools that had been generated by other localities where funds were diverted from existing loan programs to a disaster relief program and repayment had been waived. In this particular case, he noted the City is not providing the \$100,000. He noted the first payment would not be due until 6 months.

Ms. Oakes stated the Community Foundation had also worked with the SCCF. She noted \$25,000 would go towards the SCCF at the direction of F&M Bank to offer loans of \$1,000-\$5,000 with 0 interest rate, and to be paid back 50% and then the rest would be forgiven by the SCCF. She noted this was an additional option for businesses.

Mr. Rosenberg stated Mayor Dull had been disconnected from the meeting at 8:40 p.m. He noted he had instructed City staff to call her to assist her with efforts to reconnect to the meeting. He instructed Vice Mayor Kier of two options: wait for Mayor Dull to rejoin the meeting or Vice Mayor Kier could continue the meeting.

Vice Mayor Kier stated he would be willing to wait for a few minutes for Mayor Dull to rejoin. If she was not able, then he stated he would reconvene.

Mayor Dull rejoined the meeting at 8:42 p.m. She then asked Council members to entertain a motion.

Ms. Mead moved 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.

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

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

**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: _____

MATTERS FROM THE CITY MANAGER

Mr. Rosenberg instructed citizens who wished to speak at Matters from the Public to go ahead and call in to be placed in the queue.

Mr. Rosenberg stated the same platform had been used earlier in the week to conduct a town hall meeting with the City workforce. He noted there were over one-hundred employees who participated in that session.

Mr. Rosenberg stated arrangements had been completed earlier in the week with the manager of the Staunton Farmer's Market for a modified market beginning Saturday, April 18, 2020. He directed the public to the Market's website for details concerning the market which would largely be a pick-up of preordered items to comply with the requirements of the Governor's executive order.

Mr. Rosenberg stated earlier in the week he extended the date of closures of City facilities and suspension of City programs until June 10, 2020 to coincide with the Governor's stay-at-home order.

Mr. Rosenberg reminded Council and the public that Council will hold a Budget Work Session on April 16, 2020 again using the Zoom platform.

Mr. Rosenberg extended thanks to the Information Technology staff for their assistance in the meeting.

MATTERS FROM THE PUBLIC

Steve Claffey, 1618 Dogwood Road, stated in the difficult time of being unable to attend Council sessions in person and in an attempt to improve transparency of Council actions, he requested that the timing of posting Council minutes be completed within one week. Mr. Claffey then asked City Council to direct the City Manager to print and post his plans for expense reductions being made by the City in response by the Covid-19 crisis.

There was no one else wishing to speak.

ADJOURNMENT

There being no further business to come before Council, the meeting adjourned at 8:51 p.m.

Suzanne F. Simmons
Clerk of Council

DRAFT

CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	April 23, 2019	Steven L. Rosenberg City Manager Leslie Beauregard Assistant City Manager Phil Trayer Chief Finance Officer
Item #	A	
Ordinance #		
Department:	City Manager Finance Department	
Council Vision:	Responsive, Efficient Government	
Subject:	FY 2021 City Budget Public Hearing Attachments: Ordinance Notice of Public Hearing	

Background: The City Manager's proposed FY 2021 budget was presented at the regular meeting on March 26, 2020. The attached FY 2021 budget ordinance was introduced at the same meeting. A public hearing is scheduled for the regular meeting on April 23, 2020. Notice of the public hearing, attached, was advertised in *The News Leader* on April 16, 2020.

City Manager's Recommendation: Conduct the public hearing.

Suggested Motion: Not applicable.

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 16, 2020

PUBLIC HEARING DATE: April 23, 2020

ADOPTED:

EFFECTIVE DATE: July 1, 2020

Carolyn W. Dull, Mayor

ATTEST:

Suzanne F. Simmons
Clerk of Council

PLEASE RUN THIS AD: THURSDAY, April 16, 2020

City of Staunton

PROPOSED FISCAL YEAR (FY) 2021 (2020-2021) BUDGET

**NOTICE OF PUBLIC HEARING OF STAUNTON CITY COUNCIL
ON THE PROPOSED FY 2021 BUDGET FOR THE
CITY OF STAUNTON AND STAUNTON CITY PUBLIC SCHOOLS**

Pursuant to Virginia Code Section 15.2-2506, the public is hereby given notice of a meeting of the Staunton City Council to conduct a **PUBLIC HEARING** on the proposed FY 2021 budget as presented by the City Manager. The public hearing will be held on Thursday, April 23, 2020, at 7:30 p.m.

Following is a brief synopsis of the proposed FY 2021 Budget:

<u>City Governmental Funds:</u>	Revenues	Expenditures
General Fund	\$60,947,666	\$60,947,666
Debt Service Sinking Fund	\$4,894,415	\$4,894,415
City Capital Improvements Fund	\$941,050	\$941,050
Blue Ridge Court Services Fund	\$1,100,407	\$1,100,407
<u>City Proprietary Funds:</u>		
Water Fund	\$5,046,810	\$5,046,810
Sewer Fund	\$4,562,393	\$4,562,393
Environmental Fund	\$3,334,793	\$3,334,793
Storm Water Fund	\$1,292,316	\$1,292,316
Parking Fund	\$540,120	\$540,120
<u>School Operating Funds:</u>		
Education Fund	\$34,579,201	\$34,579,201
State Operated Programs	\$3,006,406	\$3,006,406
Cafeteria Fund	\$1,481,214	\$1,481,214
School Capital Improvements Fund	\$200,000	\$200,000
School Textbook Fund	\$276,735	\$276,735
Total All Funds	\$122,153,526	\$122,153,526

Proposed Property Tax Rates:

	Current Tax Rates as of January 1, 2020	Proposed Tax Rates for January 1, 2021
Real Estate	\$0.95	\$0.97
Personal Property –motor vehicles	\$2.90	\$2.90
Personal Property – business tangible property	\$2.90	\$2.90
Personal Property – machinery and tools	\$1.24	\$1.24

After holding its own public hearing, the Staunton School Board approved and proposes to Council, pursuant to Virginia Code Section 22.1-92, a public schools budget totaling \$39,543,556. Council is required to prepare and approve an annual budget for the educational purposes by May 15 or within thirty days of the receipt by the City of the estimates of state funds, whichever is later, in accordance with Virginia Code Section 22.1-93.

The FY 2021 Budget is available on the City's website at www.staunton.va.us/budget.

The public is strongly encouraged to participate in the budget process. The meeting will be streamed live on Cable Channel 7 and on the City's internet site at <https://www.ci.staunton.va.us/government/city-council>.

As provided in the meeting agenda, the public may participate in the public hearing using the following procedure:

- 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 comments with Council
- Participants are reminded that though the prerecorded prompts refer to questions, a public hearing is a time for Council simply to listen to your comments

Through 5:00 p.m. on Thursday, April 30, 2020, the public may also communicate comments concerning the proposed increases to City Council by (i) emailing the Clerk of Council at simonssf@ci.staunton.va.us, or (ii) calling the Clerk of Council at 540.332.3180. Voice mail messages are acceptable.

Suzanne F. Simmons
Clerk of Council

CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	April 23, 2020	Staff Member: Phil Trayer
Item #	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.

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 was adjusted to defer public hearings on the budget ordinance and related ordinances to Council's meeting on April 23, 2020. At the April 9, 2020 meeting, Council further continued the public hearing on the proposed ordinance to that date. Consideration of the ordinance is now scheduled for Council's meeting on May 14, 2020.

City Manager's Recommendation: Conduct the public hearing.

Suggested Motion: Not applicable.

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 23, 2020	Staff Member: Phil Trayer
Item #	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.

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 was adjusted to defer public hearings on the budget ordinance and related ordinances to Council's meeting on April 23, 2020. At the April 9, 2020 meeting, Council further continued the public hearing on the proposed ordinance to that date. Consideration of the ordinance is now scheduled for Council's meeting on May 14, 2020.

City Manager's Recommendation: Conduct the public hearing.

Suggested Motion: Not applicable.

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

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ATTEST: _____

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Suzanne F. Simmons

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Clerk of Council

CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	April 23, 2020	Steven L. Rosenberg City Manager
Item #	D	
Ordinance #		
Department:	City Manager's Office	
Council Vision:	Responsive, Efficient Government Economic Development Built Environment	
Subject:	Shenandoah Valley Regional Airport	

Background: Greg Campbell, Executive Director of the Shenandoah Valley Regional Airport Commission, will attend the regular meeting to update Council on recent developments at the airport. He will be joined by Commissioner of the Revenue Maggie Ragon, the city's appointee to the commission.

City Manager's Recommendation: Not applicable.

Suggested Motion: Not applicable.

City Manager: Steven L. Rosenberg