Work Session Agenda
Staunton City Council
Electronic Communications Meetings
May 28, 2020
5:45 p.m.

5:45 p.m.		**Mayor's Introductory Remarks**
5:50 p.m.		**Invocation/Moment of Silence—Mead**
5:55 p.m.	**1.**	**Consideration of Work Session and Regular Meeting Agendas**
6:00 p.m.	**2. & A**	**Discussion of Amendment to the City of Staunton Citizen Participation Plan Relating to the Administration of the Community Planning & Development Programs of the U.S. Department of Housing and Urban Development Related to Award of CDBG-CV Funds under the CARES Act**
6:10 p.m.	**3. & B**	**Discussion of Resolution Supporting Approval of COPN Request No. Va-8511 – Sentara RMH Medical Center to Virginia State Health Commissioner**
6:30 p.m.		**Break**
6:35 p.m.	**4. & C**	**Discussion of Resolution Supporting Approval of COPN Request No. Va-8500 – Augusta Health to Virginia State Health Commissioner**
6:55 p.m.	**5.**	**Discussion and Update Concerning COVID-19 Recovery Planning**
7:15 p.m.		**Break**

Regular Meeting Agenda
Staunton City Council
Electronic Communications Meeting
May 28, 2020
7:30 p.m.

Call to Order

Mayor's Introductory Remarks

Pledge of Allegiance

Mayor's Report

Additional Items by Members of Council

Approval of Minutes

Work Session of May 7, 2020

Work Session and Regular Meeting of May 14, 2020

<u>REGULAR MEETING</u>

A. Consideration of Amendment to the City of Staunton Citizen Participation Plan Relating to the Administration of the Community Planning & Development Programs of the U.S. Department of Housing and Urban Development Related to Award of CDBG-CV Funds under the CARES Act

B. Consideration of Resolution Supporting Approval of COPN Request No. Va-8511 – Sentara RMH to Virginia State Health Commissioner

C. Consideration of Resolution Supporting Approval of COPN Request No. Va-8500 – Augusta Health to Virginia State Health Commissioner

D. Presentation of Quarterly Financial Report

Matters from the City Manager

Matters from the Public

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

- Dial toll free number: (844) 854-2222
- When prompted, enter the access code for the meeting: 619358#
- You will hear the automated word “Muted”
- At that point, you will have been added to the queue to share your comments with Council
- While you are in the queue, you will hear the audio feed of the meeting
- When you hear the automated word “Unmuted,” share your comments with Council
- Participants are reminded that the Matters from the Public portion of the meeting is a time for Council simply to listen to your comments

Adjournment

CITY COUNCIL **AGENDA BRIEFING**

Staunton, VA

Meeting Date:	**May 28, 2020**	**City Council**
Item #	**1**	
Ordinance #		
Department:	**City Council**	
Council Vision:	**Responsive, Efficient Government**	
Subject:	**Work Session and Regular Meeting Agendas**	

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

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

City Manager: Steven L. Rosenberg

Work Session Agenda
Staunton City Council
Electronic Communications Meetings
May 28, 2020
5:45 p.m.

5:45 p.m.		**Mayor's Introductory Remarks**
5:50 p.m.		**Invocation/Moment of Silence—Mead**
5:55 p.m.	**1.**	**Consideration of Work Session and Regular Meeting Agendas**
6:00 p.m.	**2. & A**	**Discussion of Amendment to the City of Staunton Citizen Participation Plan Relating to the Administration of the Community Planning & Development Programs of the U.S. Department of Housing and Urban Development Related to Award of CDBG-CV Funds under the CARES Act**
6:10 p.m.	**3. & B**	**Discussion of Resolution Supporting Approval of COPN Request No. Va-8511 – Sentara RMH Medical Center to Virginia State Health Commissioner**
6:30 p.m.		**Break**
6:35 p.m.	**4. & C**	**Discussion of Resolution Supporting Approval of COPN Request No. Va-8500 – Augusta Health to Virginia State Health Commissioner**
6:55 p.m.	**5.**	**Discussion and Update Concerning COVID-19 Recovery Planning**
7:15 p.m.		**Break**

Regular Meeting Agenda
Staunton City Council
Electronic Communications Meeting
May 28, 2020
7:30 p.m.

Call to Order

Mayor's Introductory Remarks

Pledge of Allegiance

Mayor's Report

Additional Items by Members of Council

Approval of Minutes

Work Session of May 7, 2020

Work Session and Regular Meeting of May 14, 2020

REGULAR MEETING

A. **Consideration of Amendment to the City of Staunton Citizen Participation Plan Relating to the Administration of the Community Planning & Development Programs of the U.S. Department of Housing and Urban Development Related to Award of CDBG-CV Funds under the CARES Act**

B. **Consideration of Resolution Supporting Approval of COPN Request No. Va-8511 – Sentara RMH to Virginia State Health Commissioner**

C. **Consideration of Resolution Supporting Approval of COPN Request No. Va-8500 – Augusta Health to Virginia State Health Commissioner**

D. **Presentation of Quarterly Financial Report**

Matters from the City Manager

Matters from the Public

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

- Dial toll free number: (844) 854-2222
- When prompted, enter the access code for the meeting: 619358#
- You will hear the automated word “Muted”
- At that point, you will have been added to the queue to share your comments with Council
- While you are in the queue, you will hear the audio feed of the meeting
- When you hear the automated word “Unmuted,” share your comments with Council
- Participants are reminded that the Matters from the Public portion of the meeting is a time for Council simply to listen to your comments

Adjournment

CITY COUNCIL **AGENDA BRIEFING**

Staunton, VA

Meeting Date:	**May 28, 2020**	**Staff Member:** **Billy Vaughn**
Item #	**2 & A**	
Ordinance #		
Department:	**Economic Development**	
Council Vision:	**Built Environment** **Responsive, Efficient Government** **Inclusiveness**	
Subject:	**Amendment to the City of Staunton Citizen Participation Plan Relating to the Administration of the Community Planning & Development Programs of the U.S. Department of Housing and Urban Development Related to Award of CDBG-CV Funds under the CARES Act**	

Background: On February 26, 2019, the City received official confirmation from the U.S. Department of Housing and Urban Development (HUD) that it has been designated as a new entitlement community starting with the federal fiscal year 2019. Under this program designation, the City receives annual allocations from HUD. To comply with applicable federal regulatory requirements, the City prepared a Citizen Participation Plan (CPP) that outlines policies and procedures to maximize citizen involvement in the development of its 5-Year Consolidated Plan, Annual Action Plans, and Impediments to Affordable Housing Plan. In June 2019, City Council approved the Citizen Participation Plan.

The City is proposing a Substantial Amendment to its previously adopted 2019 Annual Action Plan to allocate additional CDBG-CV funds awarded under the FY2020 CARES Act supplemental funding legislation. The City expects to receive $207,590 in CDBG-CV funds. In order to receive the funds, it is necessary for the City to amend its Citizen Participation Plan, adding policies for disaster events or emergencies. The attached draft amended CPP fulfills the requirements of federal regulations (24 CFR Part 91.105) that the plan address administration of CDBG programs in the event of an emergency.

Since May 20, 2020, the draft amended CPP has been available for review and comment on the City's website at https://www.ci.staunton.va.us/departments/community-development.

The amended CPP is scheduled for Council's consideration during the May 28, 2020 regular meeting. The amended text is highlighted for ease of reference.

Though unrelated to the amended CPP to be considered by Council, staff will conduct a virtual Public Needs Heard concerning both the Substantial Amendment to the 2019 Annual Action Plan and the City's 2020 Annual Action Plan on June 9, 2020, at 2:00 p.m. Notice of the hearing is attached for informational purposes.

The Substantial Amendment to the 2019 Annual Action Plan is scheduled for Council's consideration on June 11, 2020.

Attachments:

- Draft Amended Citizen Participation Plan
- Copy of Notice of Public Needs Hearing City of Staunton, Virginia Substantial Amendment to the 2019 Annual Action Plan for CDBG-CV Funds from the CARES Act and FY 2020 Annual Action Plan for Community Development Block Grant Program Funds

City Manager's Recommendation: Recommend that City Council adopt the amended Citizen Participation Plan.

Suggested Motion: I move to adopt the amended Citizen Participation Plan, to reflect Department of Housing and Urban Development guidance concerning the administration of Community Development Block Grant program funds in response to emergencies, as presented.

City Manager: Steven L. Rosenberg

Revised April 20, 2020 Adopted:

City of Staunton, VA

AMENDED

CITIZEN PARTICIPATION PLAN

RELATING TO THE ADMINISTRATION OF

THE COMMUNITY PLANNING & DEVELOPMENT PROGRAMS

OF THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)

Adopted by City Council on ___________

City of Staunton, VA

CITIZEN PARTICIPATION PLAN
RELATING TO THE ADMINISTRATION OF THE COMMUNITY PLANNING & DEVELOPMENT PROGRAMS OF THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)

Table of Contents

CITY OF STAUNTON, VA
CITIZEN PARTICIPATION PLAN
RELATING TO THE ADMINISTRATION OF THE COMMUNITY PLANNING & DEVELOPMENT PROGRAMS OF THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)

A. Introduction

Purpose
Pursuant to the citizen participation requirements of 24 CFR Section 91.105 and 24 CFR Part 5, the City of Staunton, VA (referred to as the "City") sets forth the following amended Citizen Participation Plan (the "Plan") as it relates to the administration of the Community Planning and Development (CPD) programs funded by the U.S. Department of Housing and Urban Development (HUD). The Plan presents the City's plan for providing for and encouraging all citizens to participate in the development, revision, amendment, adoption, and implementation of:

1) The Citizen Participation Plan
2) The Consolidated Plan (CP)
3) The Annual Action Plan (AAP)
4) Analysis of Impediments to Fair Housing Choice (AI)
5) The Consolidated Annual Performance and Evaluation Report (CAPER), and
6) The Section 108 Loan Guarantee Program

Lead Agency
The Community Development Department of the City is the lead agency responsible for the administration of the Community Development Block Grant (CDBG) Program.

Effective Date
Subsequent to approval of this Citizen Participation Plan by City Council and HUD, this Plan shall be effective until it is amended or otherwise replaced.

B. Encouragement of Citizen Participation

General

The City provides for and encourages citizens to participate in the development, revision, amendment, adoption and implementation of the Citizen Participation Plan, the Consolidated Plan, the Annual Action Plan, the Analysis of Impediments to Fair Housing Choice (AI), the CAPER, and the Section 108 Loan Guarantee Program. The City encourages participation by low- and moderate-income persons, particularly those living in areas designated as revitalization areas or in slum and blighted areas and in areas where HUD funds are proposed to be used, and by residents of predominantly low- and moderate- income neighborhoods. With respect to the public participation initiatives included in this Plan, the City will take appropriate actions to encourage the participation of all of its citizens, including minorities, non-English speaking persons, and persons with disabilities, as described below.

Non-English Speakers

The City has determined that, based on 2013-2017 American Community Survey data, one percent of residents speak English less than very well. Upon request, materials may be provided in Spanish.

Persons with Disabilities

To encourage the participation of persons with disabilities, the City will include the following language in all public meeting notices published in the *News Leader*:

> *The City of Staunton will make reasonable accommodations and services necessary for sensory-impaired and disabled citizens at the public meeting. Additionally, translation services may be offered upon request and availability. Persons requiring such accommodations/services should contact the City of Staunton's Clerk of Council at least five working days in advance of the meeting at simmonssf@ci.staunton.va.us or (540) 332-3810. TDD (540) 332-3968.*

The City will conduct all public meetings in locations that are handicapped-accessible, when available.

Low- and Moderate-Income Persons

The City will conduct at least one public meeting in a neighborhood that contains at least 51% low- and moderate-income residents, based on current HUD data, during the development of the Consolidated Plan and the Annual Action Plan.

Organizations and Agencies

The City encourages the participation of local and regional institutions, the Continuum of Care, businesses, developers, nonprofit organizations, philanthropic organizations, and community-based and faith-based organizations in the process of developing, revising, amending, adopting and implementing all documents covered by this Plan. This will be achieved through stakeholder interviews, focus groups and/or public meetings.

Local Public Housing Authority

The City, in consultation with Staunton Redevelopment and Housing Authority, encourages the participation of residents of any public housing developments located within the City in the process of developing, revising, amending, adopting and implementing the documents covered by this Plan. The City will provide information to the Executive Director of Staunton Redevelopment and Housing Authority about the Consolidated Plan activities related to the public housing developments and communities so that Staunton Redevelopment and Housing Authority can make this information available at the annual public hearings required for its Public Housing Authority Agency Plan.

Public Notices

Public review/comment periods and public hearings held in the process of developing, revising, amending, adopting and implementing the documents covered by this Plan shall be advertised in the *News Leader* no less than two weeks before the public hearing is held or the public comment begins.

Public Hearings

All public hearings will be scheduled at times and locations that are convenient for potential and actual program beneficiaries, and with accommodation for persons with disabilities and non-English speakers in accordance with this Plan.

Technical Assistance

The City's Community Development Department staff are available to assist organizations and other eligible individuals that are interested in submitting a proposal to obtain funding through the CDBG program. All potential applicants are strongly encouraged to contact the Community Development Department for technical assistance before initiating a funding request application.

Online Access

The City will post draft copies and final copies of all documents covered by this Plan on its website accessible at https://www.ci.staunton.va.us/departments/community-development.

Other Engagement Techniques

The Plan may be amended as the City continues to gain access to technology that improves the avenues of participation by its residents.

City Contact Person

All communication regarding the Plan, the Consolidated Plan, the Annual Action Plan, the CAPER, comments, complaints, reasonable accommodation for disabled persons, translation services, or other elements shall be directed to: The City of Staunton, Director of Community and Economic Development, City Hall, 3rd Floor; 116 W. Beverley St.; Staunton, VA 24401; 540.332.3862

C. The Citizen Participation Plan

Citizen Participation Plan Development

The City shall follow the following procedure when developing its Citizen Participation Plan.

a. Public Review of the Draft Plan

The draft Citizen Participation Plan will be made available for public review for a 15-day period prior to City Council consideration and adoption, and may be done concurrently with the public review and comment process for the Consolidated Plan. Copies of the draft Citizen Participation Plan will be made available for review at the following locations:

- Community Development Department; 116 W. Beverley St.; Staunton, VA 24401
- Economic Development Department; 116 W. Beverley St.; Staunton, VA 24401
- Staunton Public Library; 1 Churchville Avenue; Staunton, VA 24401
- Staunton Redevelopment and Housing Authority; 900 Elizabeth Miller Gardens; Staunton, VA 24401
- City of Staunton website: https://www.ci.staunton.va.us/departments/community-development

b. Comments Received on Draft Amended Plan

Written comments will be accepted by the City's Director of Community and Economic Development, or a designee, during the 15-day public review period.

c. Public Hearing

The City will conduct a public hearing to review and accept public comments on the draft Amended Plan prior to its approval and submittal to HUD. This public hearing may be held concurrently with the public hearing held in conjunction with the Consolidated Plan.

d. City Council Action

Following the public hearing, the Plan will be presented to City Council for consideration and formal action.

e. Submission to HUD

A copy of the Citizen Participation Plan, including a summary of all written comments and those received during the public hearing as well as the City's responses and proof of compliance with the minimum 15-day public review and comment period requirement, will be submitted to HUD. A summary of any comments or views not accepted and the reasons therefore shall be supplied to HUD as well.

Amendments to the Approved Citizen Participation Plan

The City shall follow the following procedure to amend its approved Citizen Participation Plan, as needed.

a. Amendment Considerations

The City will amend the Plan, as necessary, to ensure adequate engagement and involvement of the public in making decisions related to its federal funding programs. Substantial amendments to the Citizen Participation Plan may be required should a provision of the Plan be found by the City to conflict with HUD regulations, or when changes in HUD regulations occur, or based on current HUD guidance. Edits to the Plan that only include updated contact information or editorial changes for clarity will not be released for public review and comment.

b. Draft Amended Plan Review

The draft Plan will be made available for public review for a 15-day period prior to City Council consideration and adoption, and may be done concurrently with the public review and comment process for the Consolidated Plan. Copies of the draft Amended Plan will be made available for review at the following locations:

- Community Development Department; 116 W. Beverley St.; Staunton, VA 24401
- Economic Development Department; 116 W. Beverley St.; Staunton, VA 24401
- Staunton Public Library; 1 Churchville Avenue; Staunton, VA 24401
- Staunton Redevelopment and Housing Authority; 900 Elizabeth Miller Gardens; Staunton, VA 24401
- City of Staunton website: https://www.ci.staunton.va.us/departments/community-development

c. Comments Received on Draft Amended Plan

Written comments will be accepted by the Director of the City's Community and Economic Development Department, or a designee, during the 15-day public review period.

d. Public Hearing

The City will conduct a public hearing to review and accept public comments on the draft Amended Plan prior to its approval and submittal to HUD. This public hearing may be held concurrently with the public hearing held in conjunction with the Consolidated Plan.

e. City Council Action

Following the public hearing, the Plan will be presented to City Council for consideration and formal action.

f. Submission to HUD

A copy of the Amended Citizen Participation Plan, including a summary of all written comments and those received during the public hearing as well as the City's responses and proof of compliance with the minimum 15-day public review and comment period requirement, will be submitted to HUD. A summary of any comments or views not accepted and the reasons therefore shall be supplied to HUD as well.

Plan Access

The approved Citizen Participation Plan, and any amendments, will be kept on file in the Community Development Department, City Hall, 3rd Floor; 116 W. Beverley St.; Staunton, VA 24401

The Plan can be accessed online at: https://www.ci.staunton.va.us/departments/community-development

Hard copies can be made available to those requesting the Plan by contacting the City's Director of Community and Economic Development, or a designee.

In the Event of an Emergency

IN THE EVENT OF AN EMERGENCY

In the event of a local, state or federally declared disaster or emergency where public places may be closed to the public or in-person participation may not be feasible or large gatherings may be considered a public health risk, the City may opt to forgo the public hearing for amendments to its Citizen Participation Plan. The length of public comment for amendments to the Citizen Participation Plan shall be no less than five (5) days. Draft documents for public comment and review will be made available on the City's website at https://www.ci.staunton.va.us/departments/community-development. Copies of the draft documents will be mailed or e-mailed upon request, if possible.

D. The Consolidated Plan (CP)

<u>Plan Development</u>

The City will follow the process and procedures described below in the development of its Consolidated Plan (CP).

a. <u>Stakeholder Consultation and Citizen Outreach</u>

In the development of the CP, the City will consult with other public and private agencies including, but not limited to, the following:

- Staunton Redevelopment and Housing Authority
- Other assisted housing providers
- Social service providers including those focusing on services to minorities, people with low-and moderate household income, families with children, the elderly, persons with disabilities, persons with HIV/AIDS and their families, homeless persons, and other protected classes
- Continuum(s) of Care that serve(s) the jurisdiction
- Community-based and regionally-based organizations that represent protected class members and organizations that enforce fair housing laws
- Regional government agencies involved in metropolitan-wide planning and transportation responsibilities
- Business and civic leaders
- Broadband internet service providers and organizations engaged in narrowing the digital divide
- Agencies whose primary responsibilities include the management of flood prone areas, public land or water resources
- Emergency management agencies.

When preparing the portion of the CP concerning lead-based paint hazards, the City shall consult with local or state health and child welfare agencies and examine existing data related to lead-based paint hazards and poisonings, including health department data on the addresses of housing units in which children have been identified as lead-poisoned.

When preparing the description of priority non-housing community development needs, the City will notify adjacent units of local government, to the extent practicable. This shall involve, at a minimum, the City sending a letter to the chief elected official of each adjacent unit of government notifying them of the draft CP and how to access a copy online for review and comment.

A variety of mechanisms may be utilized to solicit input from these persons/service providers/agencies/entities. These include written letters, telephone or in-person interviews, mail surveys, internet-based feedback and surveys, focus groups, and/or consultation workshops.

b. Public Hearings

The City will conduct at least two public hearings in the development of the CP. The first public hearing will be conducted before the draft CP is published for public comment, during which the City will address housing and community development needs, development of proposed activities, the amount of assistance the City expects to receive (including grant funds and program income), the range of activities that may be undertaken, including the estimated amount that will benefit low- and moderate-income residents, and a review of program performance.

The second public hearing will be conducted during or after the 30-day public comment period during which the City will address identified housing and community development needs and proposed eligible activities.

c. Potential Displacement of Persons

Although the City does not anticipate any residential displacement to occur in the foreseeable future, it is required to describe its plans to minimize the displacement of persons and to assist any persons displaced. When displacement is unavoidable on a temporary or permanent basis, the City will comply with the federal Uniform Relocation Act. Should displacement of residents be necessary as a result of the use of funds covered by this Plan, the City shall compensate residents who are actually displaced in accordance with *HUD Handbook No. 1378, Tenant Assistance, Relocation and Real Property Acquisition*.

This resource is accessible online at:
https://www.hud.gov/program_offices/administration/hudclips/handbooks/cpd/13780

d. Public Display and Comment Period

The draft CP will be placed on display for a period of no less than 30 days to encourage public review and comment. The public notice shall include a brief summary and purpose of the CP; the anticipated amounts of funding (including program income, if any); proposed activities likely to result in displacement, if any; plans for minimizing the displacement of persons as a result of CDBG activities, if any; plans to assist persons actually displaced by the project, if any; the dates of the public display and comment period; the locations where copies of the draft CP can be examined; how comments will be accepted; when the document will be considered for action by City Council; and, the anticipated submission date to HUD. Copies of the draft CP will be made available for review at the following locations:

- Community Development Department; 116 W. Beverley St.; Staunton, VA 24401
- Economic Development Department; 116 W. Beverley St.; Staunton, VA 24401
- Staunton Public Library; 1 Churchville Avenue; Staunton, VA 24401
- Staunton Redevelopment and Housing Authority; 900 Elizabeth Miller Gardens; Staunton, VA 24401
- City of Staunton website: https://www.ci.staunton.va.us/departments/community-development

e. <u>Comments Received on the Draft Consolidated Plan</u>
Written comments will be accepted by the Director of the City's Department of Community Development, or a designee, during the 30-day public display and comment period. The City will consider any comments or views of City residents received in writing, or orally at the public hearings, in preparing the final CP. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons why, will be attached to the final CP for submission to HUD.

b. <u>City Council Action</u>
Following the public hearing, the CP will be presented to City Council for consideration and formal action.

c. <u>Submission to HUD</u>
The CP will be submitted to HUD no less than 45 days before the start of the City's five-year program cycle.

<u>Revisions to the Consolidated Plan</u>
The City shall follow the following procedure to revise its CP, as needed.

a. <u>Revision Considerations</u>
There are two types of amendments that may occur with the CP: minor amendments and substantial amendments. An amendment to the approved CP is considered substantial under the following circumstances:

- When an eligible activity is added
- When there is a change in the priorities identified in the CP

All other changes that do not meet the criteria defined above will be considered minor amendments, will be reviewed and approved by the City Manager and will not be subject to public comments. These changes will be fully documented and signed by the City Manager.

The City may choose to submit a copy of each amendment to the CP to HUD as it occurs, or at the end of the program year. Letters transmitting copies of amendments will be signed by the City Manager.

b. <u>Public Display and Comment Period</u>
The draft Revised CP will be placed on display for a period of no less than 30 days to encourage public review and comment. The public notice shall include a brief summary of the revisions, the dates of the public display and comment period, the locations where copies of the proposed revised CP can be examined, how comments will be accepted, when the document will be considered for action by City Council, and the anticipated submission date to HUD. Copies of the draft Revised CP will be made available for review at the following locations:

- Community Development Department; 116 W. Beverley St.; Staunton, VA 24401
- Economic Development Department; 116 W. Beverley St.; Staunton, VA 24401
- Staunton Public Library; 1 Churchville Avenue; Staunton, VA 24401
- Staunton Redevelopment and Housing Authority; 900 Elizabeth Miller Gardens; Staunton, VA 24401
- City of Staunton website: https://www.ci.staunton.va.us/departments/community-development

c. Public Hearing

The City will conduct a public hearing to review and accept public comments on the draft Amended Plan prior to its approval and submittal to HUD. This public hearing may be held concurrently with the public hearing held in conjunction with the Consolidated Plan.

d. Comments Received on the Draft Revised Consolidated Plan

Written comments will be accepted by the City's Director of Community and Economic Development, or a designee, during the 30-day public display and comment period. The City will consider any comments or views of City residents received in writing, or orally at public hearings, in preparing the final Revised CP. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons why, will be attached to the final Revised CP for submission to HUD.

e. City Council Action

Following the public hearing, the Revised CP will be presented to City Council for consideration and formal action.

f. Submission to HUD

The Revised CP/Amendment will be submitted to HUD following the end of the public display and comment period and adoption by City Council.

In the Event of a Disaster or Emergency

In the event of a local, state or federally declared disaster or emergency where public places may be closed to the public or in-person participation may not be feasible or large gatherings may be considered a public health risk, the City may opt to conduct public hearings and meetings virtually via conference call or live web-streaming with the ability to provide comment and ask questions and receive a response in a timely manner. Accommodations will be made for persons with disabilities and non-English speaking persons upon request. Documents for public review will be shared via the City's website. This provision shall apply to all documents covered by this Plan.

In the event of an emergency, the following alternatives may be instituted by the City:

a. The length of the public comment and display period for the Consolidated Plan or Annual Action Plan and Substantial Amendments shall be no less than five (5) days.
b. Draft documents for public comment and review will be made available on the City's website at https://www.ci.staunton.va.us/departments/community-development. Copies of the draft documents will be mailed or e-mailed upon request, if possible.

c. Public meetings may be held as virtual meetings using local cable access television or other online platforms for public viewing with the option to provide comment and questions ahead of time or during the meeting, and responses will be provided in a timely manner.
d. The City may opt to hold one public hearing during the Consolidated Plan/Annual Plan process and its second required public hearing during the CAPER process for the same program year.

Plan Access

The Revised CP will be kept on file at the Department of Community Development, City Hall, 3rd Floor; 116 W. Beverley St.; Staunton, VA 24401

The Plan can be accessed online at: https://www.ci.staunton.va.us/departments/community-development

Hard copies can be made available to those requesting the Plan by contacting the City's Director of Community and Economic Development, or a designee.

E. The Annual Action Plan (AAP)

The Annual Action Plan (AAP) is a component of the Consolidated Plan, and it describes the City's proposed use of available federal and other resources to address the priority needs and specific objectives in the CP for each program year; the City's method for distributing funds to local non-profit organizations; and, the geographic areas of the City to which it will direct assistance.

Plan Development

The City will follow the process and procedures described below in the development of its AAP.

a. Public Hearings

The City will conduct at least two public hearings during the development of the AAP. The first public hearing will be conducted before the AAP draft is published for public comment. During the first public hearing, the City will address housing and community development needs, development of proposed activities, the amount of assistance the City expects to receive (including grant funds and program income), the range of activities that may be undertaken, including the estimated amount that will benefit low- and moderate-income residents, and a review of program performance.

The second public hearing will be conducted during or after the 30-day public comment period during which the City will address identified housing and community development needs, proposed eligible activities, and proposed strategies and actions for affirmatively furthering fair housing, consistent with the Analysis of Impediments to Fair Housing.

Both public hearings conducted for the Year 1 AAP may be conducted concurrently with the required public hearings for the five-year Consolidated Plan.

b. Public Display and Comment Period

The draft AAP will be placed on display for a period of no less than 30 days to encourage public review and comment. The public notice shall include a brief summary of the AAP, the anticipated amounts of funding (including program income, if any), the dates of the public display and comment period, the locations where copies of the draft AAP can be examined, how comments will be accepted, when the document will be considered for action by City Council, and the anticipated submission date to HUD. Copies of the draft AAP will be made available for review at the following locations:

- Community Development Department; 116 W. Beverley St.; Staunton, VA 24401
- Economic Development Department; 116 W. Beverley St.; Staunton, VA 24401
- Staunton Public Library; 1 Churchville Avenue; Staunton, VA 24401
- Staunton Redevelopment and Housing Authority; 900 Elizabeth Miller Gardens; Staunton, VA 24401
- City of Staunton website: https://www.ci.staunton.va.us/departments/community-development

c. Comments Received on the Draft Annual Action Plan

Written comments will be accepted by the City's Director of Community and Economic Development, or a designee, during the 30-day public display and comment period. The City will consider any comments or views of City residents received in writing or orally at the public hearings in preparing the final AAP. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons why, will be attached to the final AAP for submission to HUD.

d. City Council Action

Following the public hearing, the AAP will be presented to City Council for consideration and formal action.

e. Submission to HUD

The AAP will be submitted to HUD no less than 45 days before the start of the City's annual program year.

Revisions to the Annual Action Plan

The City shall follow the following procedure to revise its AAP, as needed.

a. Revision Considerations

There are two types of amendments that may occur with the AAP: minor amendments and substantial amendments. An amendment to the approved AAP is considered substantial under the following circumstances:

- When an eligible activity is added or deleted
- When a change occurs in the purpose, location, or beneficiaries of an activity previously approved
- When a 50 percent change in federal funding occurs where the project is $25,000 or less
- When a 25 percent change in federal funding occurs where the project is more than $25,000.

All other changes to funding allocations or approved eligible activities that do not meet the criteria defined above will be considered minor amendments, will be reviewed and approved by the City's Community Development Department and will not be subject to public comments. These changes will be fully documented and signed by the Director of Community and Economic Development.

The City may choose to submit a copy of each substantial amendment to the AAP to HUD as it occurs, or at the end of the program year. Letters transmitting copies of amendments will be signed by the Director of Community and Economic Development.

b. Public Display and Comment Period

The draft Revised AAP will be placed on display for a period of no less than 30 days to encourage public review and comment. The public notice shall include a brief summary of the revisions, the dates of the public display and comment period, the locations where copies of the draft AAP can be examined, how comments will be accepted, when the document will be considered for action by City Council, and the anticipated submission date to HUD. Copies of the draft Revised AAP will be made available for review at the following locations:

- Community Development Department; 116 W. Beverley St.; Staunton, VA 24401
- Economic Development Department; 116 W. Beverley St.; Staunton, VA 24401
- Staunton Public Library; 1 Churchville Avenue; Staunton, VA 24401
- Staunton Redevelopment and Housing Authority; 900 Elizabeth Miller Gardens; Staunton, VA 24401
- City of Staunton website: https://www.ci.staunton.va.us/departments/community-development

c. Public Hearing
The City will conduct a public hearing to review and accept public comments on the draft Amended Plan prior to its approval and submittal to HUD. This public hearing may be held concurrently with the public hearing held in conjunction with the Consolidated Plan.

d. Comments Received on the Draft Revised Annual Action Plan
Written comments will be accepted by the City Contact Person, or a designee, during the 30-day public display and comment period. The City will consider any comments or views of City residents received in writing, or orally at public hearings, in preparing the final Revised AAP. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons why, will be attached to the final Revised AAP for submission to HUD.

e. City Council Action
Following the public hearing, the Revised AAP will be presented to City Council for consideration and formal action.

f. Submission to HUD
The Revised AAP will be submitted to HUD following the end of the public display and comment period.

In the Event of a Disaster or Emergency

In the event of a local, state or federally declared disaster or emergency where public places may be closed to the public or in-person participation may not be feasible or large gatherings may be considered a public health risk, the City may opt to conduct public hearings and meetings virtually via conference call or live web-streaming with the ability to ask questions and provide comment in real time where public comment is required to be heard. Accommodations will be made for persons with disabilities and non-English speaking persons upon request. Documents for public review will be shared via the City’s website. This provision shall apply to all documents covered by this Plan.

In the event of an emergency, the following alternatives may be instituted by the City:

a. The length of the public comment and display period for the Consolidated Plan or Annual Action Plan and Substantial Amendments shall be no less than five (5) days.
b. Draft documents for public comment and review will be made available on the City's website at https://www.ci.staunton.va.us/departments/community-development. Copies of the draft documents will be mailed or e-mailed upon request, if possible.
c. Public meetings may be held as virtual meetings using local cable access television or other online platforms for public viewing with the option to provide comment and questions ahead of time or during the meeting, and responses will be provided in a timely manner.
d. The City may opt to hold one public hearing during the Consolidated Plan/Annual Plan process and its second required public hearing during the CAPER process for the same program year.

Plan Access

The Revised AAP will be kept on file at the Department of Community Development, City Hall, 3rd Floor; 116 W. Beverley St.; Staunton, VA 24401

The Plan can be accessed online at: https://www.ci.staunton.va.us/departments/community-development

Hard copies can be made available to those requesting the Plan by contacting the City's Director of Community and Economic Development, or a designee.

F. Consolidated Annual Performance and Evaluation Report (CAPER)

Report Development

The City shall follow the following procedure in the drafting and adoption of its Consolidated Annual Performance and Evaluation Report (CAPER).

a. Report Considerations

The Housing and Community Development Department will evaluate and report the accomplishments and expenditures of the previous program year for CDBG funds and draft the CAPER in accordance with HUD requirements.

b. Public Display and Comment Period

The draft CAPER will be placed on display for a period of no less than 15 days to encourage public review and comment. Public notice of the display and comment period will be published in the *News Leader* no less than two weeks before the comment period begins with accommodation for persons with disabilities and non-English Spanish speakers in accordance with this Plan. The public notice shall include a brief summary and purpose of the CAPER, a summary of program expenditures, a summary of program performance, the dates of the public display and comment period, the locations where copies of the draft CAPER can be examined, how comments will be accepted, and the anticipated submission date to HUD. Copies of the draft CAPER will be made available for review at the following locations:

- Community Development Department; 116 W. Beverley St.; Staunton, VA 24401
- Economic Development Department; 116 W. Beverley St.; Staunton, VA 24401
- Staunton Public Library; 1 Churchville Avenue; Staunton, VA 24401
- Staunton Redevelopment and Housing Authority; 900 Elizabeth Miller Gardens; Staunton, VA 24401
- City of Staunton website: https://www.ci.staunton.va.us/departments/community-development

c. Comments Received on the Draft CAPER

Written comments will be accepted by the City's Director of Community and Economic Development, or a designee, during the 15-day public display and comment period. The City will consider any comments or views of City residents received in writing in preparing the final CAPER. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons why, will be attached to the final CAPER for submission to HUD.

d. Submission to HUD

The CAPER will be submitted to HUD within 90 days following the last day of the City's annual program year.

a. Plan Access

The CAPER will be kept on file at the Department of Community Development, City Hall, 3rd Floor; 116 W. Beverley St.; Staunton, VA 24401

The Plan can be accessed online at: https://www.ci.staunton.va.us/departments/community-development

Hard copies can be made available to those requesting the Plan by contacting the City's Director of Community and Economic Development, or a designee.

G. Section 108 Loan Guarantee Program

Development of Section 108 Loan Guarantee Application
Applications for assistance filed by the City for Section 108 Loan Guarantee assistance authorized under HUD regulation 24 CFR Part 570, Subpart M, are subject to all provisions set forth within this Plan. Such applications for Section 108 assistance may be included as part of the Consolidated Planning process or may be undertaken separately anytime during the City's program year.

Before the City submits an application for Section 108 loan guarantee assistance, the City will make available to citizens, public agencies and other interested parties information that includes the amount of assistance the City expects to be made available (including program income), the range of activities that may be undertaken, the estimated amount that will benefit persons of low- and moderate-income, and any activities likely to result in displacement.

Public Display and Comment Period
The City will publish its proposed Section 108 loan application for review and comment. The public notice shall include a summary describing the contents and purpose of the application and listing the locations where the entire application may be examined. An application for Section 108 Loan Guarantee funding shall be made available for public review for a 30-day period prior to consideration and submission to HUD and may be done concurrently with the public review and comment process for the Consolidated Plan.

Copies of the proposed Section 108 loan application will be made available for review at the following locations:

- Community Development Department; 116 W. Beverley St.; Staunton, VA 24401
- Economic Development Department; 116 W. Beverley St.; Staunton, VA 24401
- Staunton Public Library; 1 Churchville Avenue; Staunton, VA 24401
- Staunton Redevelopment and Housing Authority; 900 Elizabeth Miller Gardens; Staunton, VA 24401
- City of Staunton website: https://www.ci.staunton.va.us/departments/community-development

Comments Received on the Proposed Section 108 Application
Written comments will be accepted by the City's Director of Community and Economic Development, or a designee, during the 30-day public display and comment period. The City will consider any comments or views of City residents received in writing in preparing the final application. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons why, will be attached to the final application for submission to HUD.

Submission to HUD
The Section 108 Loan Application will be submitted to HUD.

H. Complaints

Residents may register complaints regarding any aspect of the CDBG program by contacting the City's Director of Community and Economic Development, or a designee. All written complaints received will be addressed in writing within 15 days.

Residents wishing to object to HUD approval of the final Consolidated Plan, Annual Action Plan or any other documents identified in this Plan may send written objections to the HUD Field Office at:

U.S. Dept of Housing & Urban Development
Richmond Field Office
600 East Broad Street, 3rd Floor
Richmond, VA 23219-4920

Any written objections should be made within 30 days after the City has submitted any of the documents covered by this Plan to HUD. Any objections made will only be submitted to HUD for the following reasons:

- The applicant's description of needs and objectives is plainly inconsistent with available facts and data
- The activities to be undertaken are plainly inappropriate to meeting the needs and objectives identified by the applicant
- The application does not comply with the requirements of the CDBG program or other applicable laws
- The application's proposed activities which are otherwise ineligible under the program regulations.

Objections shall include both an identification of requirements not met and available facts and data.

NOTICE OF PUBLIC NEEDS HEARING

CITY OF STAUNTON, VIRGINIA
SUBSTANTIAL AMENDMENT TO THE 2019 ANNUAL ACTION PLAN FOR CDBG-CV FUNDS FROM THE CARES ACT AND FY 2020 ANNUAL ACTION PLAN
FOR COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM FUNDS

Notice is hereby given that the City of Staunton, Virginia will be applying for FY 2020 Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development in the approximate amount of $352,891. The City also intends to submit its Annual Action Plan on or before August 15, 2020 to the Richmond, Virginia Office of the Department of Housing and Urban Development. In addition, the City is proposing a Substantial Amendment (SA) to its 2019 Annual Action Plan to allocate CDBG-CV funds awarded under the FY20 CARES Act supplemental funding legislation. The City expects to receive $207,590 in CDBG-CV funds.

In accordance with the Final Rule for revised program regulations, 24 CFR, Parts 91, et. al., the City intends to conduct a public needs hearing to obtain information related to housing and community development needs, and input on the development needs in the City for specific CDBG eligible activities.

The City will hold a virtual public hearing on June 9, 2020 at 2:00 p.m. To participate, please dial the toll-free number **(844) 854-2222**, and when prompted, enter the access code **619358#.** Anyone requiring special accommodations or who requires a presentation in a language other than English, please email Suzanne F. Simmons, simmonssf@ci.staunton.va.us no later than June 2, 2020.

The public is invited to attend this meeting and provide input on the plan.

The purpose of the City's 2020 Annual Action Plan is to help to improve the housing and living conditions of its residents, especially the very low and lower income households, homeless persons and persons with special needs; upgrade and improve the public and community facilities in the City; improve and expand the public services for the residents of City and promote economic development opportunities for all residents.

The purpose of this public needs hearing is to:

1. Obtain the views and comments of individuals and organizations concerning the City's housing and non-housing community development needs over the next five years. The information gathered will be used in the preparation of the Consolidated Plan submission for the FY 2020 Program Year.
2. Discuss the City's intent to allocate funds for activities for income-eligible households that have been directly impacted by Covid-19.

The City has also amended the Citizen Participation Plan (CPP) in accordance with 24 CFR Part 91.105 to reflect recent HUD guidance reflecting how to administer its CDBG programs in the event of an emergency. Copies of the draft CPP will be on public display on the City of Staunton's website https://www.ci.staunton.va.us/departments/community-development for a period of five (5) days. Interested persons are encouraged to express their views, in writing, on the CPP to William Vaughn, vaughnwl@ci.staunton.va.us or P.O. Box 58, Staunton, Virginia 24402. Copies of the draft CPP may be mailed or emailed upon request, if possible. All comments received by May 26, 2020 will be considered and appended to the document.

It is anticipated that City Council will adopt the Citizen Participation Plan at its scheduled meeting on Thursday, May 28, 2020 at 7:30 pm.

Copies of the draft Substantial Amendment will be on public display on the City of Staunton's website https://www.ci.staunton.va.us/departments/community-development/hud-citizen-participation-plan from June 1 to June 10, 2020. Interested persons are encouraged to express their views, in writing, on the amended FY19 AAP to William Vaughn, vaughnwl@ci.staunton.va.us or P.O. Box 58, Staunton, Virginia 24401. Copies of the draft SA may be mailed or emailed upon request, if possible. All comments received by June 10, 2020 will be considered and appended to the document.

It is anticipated that City Council will adopt the Substantial Amendment at its scheduled meeting on Thursday, June 11, 2020 at 7:30 pm.

The City expects to publish a summary of its Annual Action Plan for FY 2020 on or about June 23, 2020. A copy of these documents will be placed on public display for a thirty (30) day review period beginning on or about June 23, 2020. A second public hearing will be duly advertised and conducted to present the proposed plan to the public. The City will consider comments on the proposed plan prior to adoption by the City Council on Thursday, July 23, 2020.

City of Staunton, VA

A certificate of advertisement is required. Please send to William Vaughn, Director of Community and Economic Development, City of Staunton, vaughnwl@ci.staunton.va.us.

CITY COUNCIL **AGENDA BRIEFING**

Staunton, VA

Meeting Date:	**May 28, 2020**	**Leslie Beauregard** **Assistant City Manager**
Item #	**3 & B**	
Ordinance #		
Department:	**City Manager**	
Council Vision:	**Responsive, Efficient Government**	
Subject:	**Sentara RMH Medical Center Initiative—Imaging Center**	

Background: In initial meetings with city officials, including Mayor Carolyn Dull and Assistant City Manager Leslie Beauregard, Sentara RMH Medical Center has requested the city's support and cooperation in connection its application to the Virginia Department of Health for a certificate of public need for an imaging center to be located in the City of Staunton at Community Way in Staunton (former site of Ryan's Steakhouse). Sentara RMH Medical Center has been invited to make a formal presentation at Council's May 28th meeting. Council members will recall that this matter was the subject of an initial briefing at Council's April 23rd meeting, as an initial informational item, with a staff recommendation to continue the review of this request, and an earlier one made by Augusta Health for an imaging center on the campus in Fishersville. Once this review was complete, staff would return to City Council with additional information and give both providers the opportunity to present their proposals.

Imaging Center: Sentara RMH Medical Center 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 in the City of Staunton at Community Way (former site of Ryan's Steakhouse). As currently understood, the application proposes one MRI scanner and one CT scanner, to enhance the level of service to Sentara RMH Medical Center's service area. Additional information and details are in the attached proposal summary. Representatives from Sentara RMH Medical Center will be present at the Council meeting to give a formal presentation and answer any questions.

Sentara RMH Medical Center 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.

Attachments:

Attachment 1: Proposed Resolution Supporting Approval of COPN Request No. Va-8511 – Sentara RMH Medical Center to Virginia State Health Commissioner

Attachment 2: Sentara RMH Medical Center's Proposal Summary

Assistant City Manager's Recommendation: Hear from both Augusta Health and from Sentara RMH Medical Center and then consider several options available to City Council as to each, in turn. For the Sentara RMH Medical Center matter, the options include:

1) City Council may decide to entertain a motion to consider formally the attached resolution and take a vote on this same evening if it believes sufficient information has been provided and discussion has concluded to do so;
2) decline to approve this request and take no action; or
3) continue the consideration of the matter at the June 11th City Council meeting.

Suggested Motions (depending on options provided in the Recommendation):

1) I move that City Council adopt the Resolution Supporting Approval of COPN Request No. Va-8511 – Sentara RMH Medical Center to Virginia State Health Commissioner, as presented.
2) I move that City Council continue consideration of the Sentara RMH Medical Center proposal until Council's June 11, 2020 meeting.

RESOLUTION SUPPORTING APPROVAL OF COPN REQUEST NO. VA-8511 – A REQUEST BY SENTARA RMH MEDICAL CENTER TO ESTABLISH A SPECIALIZED IMAGING CENTER IN THE CITY OF STAUNTON

WHEREAS, the City of Staunton benefits from accessible and affordable health care for its citizens; and

WHEREAS, for more than a century, Sentara RMH Medical Center (SRMH), a non-profit hospital, has served as an important healthcare resource for a comprehensive range of inpatient and outpatient services for its vast service area; and

WHEREAS, the City of Staunton serves as the heart of the southern part of SRMH's service area, which also includes considerable portions of Augusta County such as Verona, Fort Defiance, Weyers Cave, and Grottoes; and

WHEREAS, in furtherance of its mission to provide high-quality care for all patients, SRMH is one of the highest providers of charity care in the region; and

WHEREAS, reflecting its commitment to the region and longstanding history of providing high-quality care, demand for SRMH's services, including diagnostic imaging services such as CT and MRI, is consistently high and growing; and

WHEREAS, every year thousands of SRMH patients residing in and around the City of Staunton and other communities in the southern and western parts of SRMH's service area travel upwards of 30 or more minutes to SRMH to receive inpatient and outpatient services, including lower-acuity outpatient imaging services; and

WHEREAS, outpatient diagnostic imaging plays an increasingly important role in effective diagnosis and treatment of many medical conditions; and

WHEREAS, currently all SRMH imaging resources are located on the hospital campus, and all imaging resources in the planning district are located in acute care hospital settings; and

WHEREAS, SRMH proposes to establish a specialized imaging center in the City of Staunton to (i) address an institutional need to increase imaging capacity, thus improving access to timely imaging services for all SRMH patients, (ii) provide SRMH patients residing in and around the City of Staunton with an important alternative site of care for outpatient imaging, and (iii) provide patients and payors with a much-needed lower-cost imaging option, which currently does not exist in the planning district; and

WHEREAS, SRMH is able to achieve the benefits of its proposal through cost-effective adaptive reuse of existing commercial space in the City of Staunton, which currently sits vacant; and

WHEREAS, City Council recognizes the significant economic and patient care benefits that SRMH's proposal would bring to the City of Staunton, including average cost savings of hundreds of dollars per CT or MRI scan for patients and payors.

NOW, THEREFORE, BE IT RESOLVED, the City of Staunton supports the approval by the Virginia State Health Commissioner of SRMH's request to establish a specialized imaging center with CT and MRI services in the City of Staunton.

Signed this _____ day of _________, 2020.

____
Carolyn W. Dull, Mayor

Attest: ________________________________
Suzanne F. Simmons, Clerk of Council

Sentara RMH Medical Center - Staunton Outpatient Care Center

Certificate of Public Need Request No. VA-8511; Establish a Specialized Center for CT and MRI Services in the City of Staunton (Virginia Health Planning District 6)

Executive Summary

May 20, 2020

Sentara RMH Medical Center (SRMH) proposes to establish a specialized imaging center in the City of Staunton to (i) address an institutional need to increase imaging capacity, thus improving access to timely imaging services for all SRMH patients, (ii) provide SRMH patients residing in and around the City of Staunton with an important alternative site of care for outpatient imaging, and (iii) provide patients and payors with a much-needed lower-cost imaging option, which currently does not exist in the planning district.

Rationale:

Need for incremental capacity: Inpatient, outpatient and emergency department patient populations heavily utilize SRMH's CT and MRI units. In 2019, its four CT units operated at 110% of the State Medical Facilities Plan's expansion threshold. In the same period, its three MRI units operated at 98% of capacity. Continuously high and growing utilization by competing patient populations creates significant clinical and logistical challenges, hindering SRMH's ability to provide timely access to CT and MRI services for *all patients*. Competing demands create scheduling challenges and often lead to a backlog of patients in need of imaging services. This is neither an efficient use of resources nor optimal care delivery. There is a very real need to decompress utilization of SRMH's CT and MRI scanners to improve access to timely imaging services.

Geographic concentration of imaging inventory: SRMH serves a vast geographic area made up of mostly rural counties, including all of southern Rockingham County and considerable portions of Augusta County. Two of the most populated parts of SRMH's service area are the Cities of Harrisonburg and Staunton. Currently, all of SRMH's CT and MRI scanners are located in the main hospital in Harrisonburg. To add another CT and MRI scanner at the hospital while minimizing disruptions to existing services, SRMH would have to undertake extensive and costly renovations. Although adding scanners at the hospital would decompress utilization of existing inventory, it would not ameliorate continuously competing demands on hospital-based scanners, and, importantly, it would continue to concentrate all of SRMH's imaging resources at a single location. Therefore, SRMH determined that it would be more efficient and cost-effective, and in the best interest of patient care, to site additional scanners off campus and closer to our Staunton service area.

Patient convenience: As the second most-populated part of SRMH's service area, Staunton is a logical off-campus location. Every year, thousands of residents in Southern Rockingham County and much of Augusta County come to Harrisonburg, more than 30 miles away, to receive inpatient and outpatient services, including specialized imaging. In 2019, more than 2,100 CT scans and more than 1,200 MRI scans were provided for residents of Augusta, Staunton, and Waynesboro, an increase in outpatient CT and MRI scans for these patient populations of 36% and 7.6%, respectively, from 2017 to 2019.

Cost to patient and payor: Planning District 6 does not now have a lower-cost imaging center. All nine CT units and five MRI units are located in acute care hospitals. Although actual numbers are unknown, SRMH estimates that approximately 250-500 patients residing in PD 6 annually leave the PD to access lower-cost imaging services. This is not convenient for patients, nor is it sound health planning. It fragments care, burdens patients and their families, and inhibits SRMH's ability to fulfill the comprehensive health care needs of its service area. SRMH estimates that a CT or MRI scan performed at the proposed outpatient imaging center will cost patients and payors hundreds of dollars less than the same scan performed at a hospital.

Recommendation:

By placing additional CT and MRI units off-campus in the City of Staunton, SRMH will provide cost-effective services to residents of Staunton and nearby communities, thus reducing patients' need to travel for service and addressing capacity concerns in both Harrisonburg and Staunton.

In considering whether to invest in CT and MRI units, SRMH took into account the following:

- projected population growth in SRMH service area
- projections for imaging service growth in the SRMH service area
- historic CT and MRI volumes at SRMH including services provided to patients in the southern and western portions of SRMH's service area who currently travel for care options
- anticipated recapture of patients who leave the planning district for lower-cost imaging

By placing these services in Staunton, SRMH can address institutional need for more imaging capacity by decanting thousands of CT and MRI scans without disrupting care delivery in Harrisonburg.

SRMH has identified commercial space at 103 Community Way in Staunton, just off Interstates 64 and 81. The location has ample parking and is suitable for CT, MRI, primary care, sports medicine and physical therapy. Sentara is projected to invest capital of $6.473 million for site acquisition, construction, equipment and IT. Once at full capacity, we will have up to 38 employees with a projected annual payroll of almost $3 million and a projected annual average salary of $77,191.

SRMH will improve access to care by applying the newest workflows and practice design standards such as consumer friendly, retail locations, self-scheduling for walk in and appointed care, and virtual care options to provide convenience and safety. In addition, Sentara's extensive support network will augment local resources with 24/7 nurse triage and support, digital imaging consultation with patients' providers and clinically subspecialized Radiologists who can support the local imaging team.

The MRI unit SRMH anticipates purchasing will be at minimum 1.5T magnetic field strength which is the current hospital grade standard nationally; the CT will be configured with a number of image slices per gantry rotation to accomplish, at a minimum, a full Chest CT in under a 4 second breath hold which is also current hospital standard imaging speed and image quality nationally. Today advanced imaging equipment lasts 10-14 years, therefore the new technology that we will be putting into the Staunton AIC will be more advanced than that found currently in many hospitals across Virginia. Both units have wide bores so that they can accommodate all patient types.

In Conclusion

The proposed imaging center improves CT and MRI capacity for Planning District 6, provides more timely access for the Harrisonburg AND Staunton markets, and provides lower cost imaging services for the community. It will be fully funded by Sentara, will result in almost $6.5 Million in capital investment, will employ almost 40 people at full capacity and will result in real estate and property taxes for the community. The proposal submitted by SRMH furthers the goals of the COPN law and represents responsible health planning and needed medical development. SRMH respectfully requests City Council to adopt the Resolution Supporting Approval of COPN Request No. VA-8511.

CITY COUNCIL **AGENDA BRIEFING**

Staunton, VA

Meeting Date:	**May 28, 2020**	**Leslie Beauregard** **Assistant City Manager**
Item #	**4 & C**	
Ordinance #		
Department:	**City Manager**	
Council Vision:	**Responsive, Efficient Government**	
Subject:	**Augusta Health Initiative—Imaging Center**	

Background: In initial 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 application to the Virginia Department of Health for a certificate of public need for an imaging center to be located on its campus in Augusta County. In subsequent meetings with Assistant City Manager Leslie Beauregard, more information has been provided and Augusta Health has been invited to make a formal presentation at Council's May 28th meeting. Council members will recall that this matter was the subject of an initial briefing at Council's April 23rd meeting, as an initial informational item, mentioning in the briefing that there also was a potentially competing proposal now from Sentara RMH for an imaging center in the City of Staunton at Community Way (former site of Ryan's Steakhouse). Once this review was complete, staff would return to City Council with additional information and give both providers the opportunity to present their proposals.

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. As currently understood, the application proposes one MRI scanner and one CT scanner, to enhance the level of service to Augusta Health's service area. Additional information and details are in the attached proposal summary. Representatives from Augusta Health will be present at the Council meeting to give a formal presentation and answer any questions.

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.

Attachments:

Attachment 1: Proposed Resolution Supporting Approval of COPN Request No. Va-8500 – Augusta Health to Virginia State Health Commissioner

Attachment 2: Augusta Health's Proposal Summary

Assistant City Manager's Recommendation: Hear from both Augusta Health and from Sentara RMH and then consider several options available to City Council as to each, in turn. For the Augusta Health matter, the options include:

1) City Council may decide to entertain a motion to consider formally the attached resolution and take a vote on this same evening if it believes sufficient information has been provided and discussion has concluded to do so;
2) decline to approve this request and take no action, or;
3) continue the consideration of the matter at the June 11th City Council meeting.

Suggested Motions (depending on options provided in the Recommendation):

1) I move that City Council adopt the Resolution Supporting Approval of COPN Request No. Va-8500 – Augusta Health to Virginia State Health Commissioner, as presented.
2) I move that City Council continue consideration of the Augusta Health proposal until Council's June 11, 2020 meeting.

RESOLUTION SUPPORTING APPROVAL OF COPN REQUEST NO. VA-8500 – AUGUSTA HEALTH TO THE VIRGINIA STATE HEALTH COMMISSIONER

WHEREAS, the City of Staunton, Virginia benefits greatly from a healthy community and the provision of healthcare services by Augusta Health; and

WHEREAS, Augusta Health has been providing access to high quality medical care to the City's residents for more than 25 years; and

WHEREAS, Augusta Health was formed from the health care assets of the local community provide by the contribution of Kings Daughters' Hospital in Staunton, and Waynesboro Community Hospital in Waynesboro, which were closed and consolidated into what has grown into Augusta Health; and

WHEREAS, Augusta Health is the preferred local hospital of choice for the majority of employees who reside in Staunton City, Augusta County, and Waynesboro City; and

WHEREAS, the network of Augusta Health providers and facilities provide uniquely integrated health care services which provide a localized continuum of care; and

WHEREAS, Augusta Health is the largest private employer in the market and integral part of the local economy; and

WHEREAS, the hospital's revenue from services such as imaging supports a safety net of health care services such as emergency preparedness, patient financial assistance, charity care, and other contributions to the local community; and

WHEREAS, Augusta Health has demonstrated an increasing need for additional diagnostic testing procedures for its patients; and

WHEREAS, Augusta Health is well positioned to establish a freestanding diagnostic testing facility on its campus to further serve the City and surrounding communities; and

WHEREAS, Augusta Health and its providers will be able to provide comprehensive outpatient diagnostic services for the community with this facility and provide an enhanced level of care to its patients; and

WHEREAS, Augusta Health strives to provide comprehensive, local care for its patients and this project will allow it to deliver a full complement of services for the local patient population in their home communities.

NOW, THEREFORE, BE IT RESOLVED the City of Staunton, hereby supports approval the Virginia State Health Commissioner approval of Augusta Health's project for one CT Scanner and one MRI in the establishment of an outpatient diagnostic testing facility on its campus, thereby meeting the community need and expanding its ability to provide optimal care for its patients.

Signed this________ day of _____ ,2020.

____
Carolyn W. Dull, Mayor

Attest:___________________________
Suzanne F. Simmons
Clerk of Council

Augusta Health Freestanding Imaging Center;
Expanding Access to Low Cost Diagnostic Services

Background

In May 2019, Augusta Health approved its strategic plan (Journey 2025) which included various tactics to improve access to outpatient health care services in our region. In addition, over the past twenty-five years, since Augusta Health opened in 1994, the delivery of healthcare has shifted from Inpatient to Outpatient care resulting in the need to create a more efficient and specialized outpatient imaging experience for the community. It's time for Augusta Health to reengineer its facilities for the health care needs of future patients. As a part of Journey 2025, Augusta Health will be developing a dedicated Outpatient Pavilion located on the hospital campus that will include imaging services.

Location

As a part of this, the 13,000sf freestanding Imaging Center will be conveniently located on the hospital campus near the intersection of I-64 and I-81 in order to serve over 25,000 patients a year in the Augusta Health Primary Care Service Area. The Imaging Center will include MRI and CT services. We are excited and proud to be offering so many patients lower cost services in a freestanding imaging center, specifically designed for outpatient care. The Imaging Center will also be integrated with the local continuum of care located adjacent to approximately 50 physician practices and 185 physicians in the Lifecore community and on the Augusta Health campus. Public transportation is built into the Augusta Health Campus today, as the BRITE system travels directly to Augusta Health with numerous vans and buses, including handicapped accessible vans, and provides a fixed route transportation service that includes Staunton, Waynesboro and Augusta County. In addition, BRITE provides "on demand" service to patients coming to the campus for procedures. Augusta Health currently provides a significant subsidy to BRITE to support the public transportation service.

CT & MRI

Over the past five years, Augusta Health has experienced steady growth in all the major imaging modalities, especially CT and MRI. This is primarily due to the increase in the over age 65 population which is growing at a higher rate than state or national averages. This growth has resulted in Augusta Health experiencing an institutional need for an additional MRI unit and CT scanner to be added to the complement of Augusta Health CTs and MRIs. This growth is expected to continue as the baby boomer population expands in the Augusta, Waynesboro, and Staunton areas. Augusta Health's plan is consistent with the state medical facilities plan.

Low Cost

The Imaging Center will not only address growing demand, but it will also be structured as freestanding in order to offer MRI and CT services at a lower cost. This would be the only freestanding center in the Staunton, Augusta County, and Waynesboro area. Based on Medicare rates, the average cost to a patient is approximately 30% less in a Freestanding Imaging Center than when performed in a hospital based facility. The Medicare Freestanding rate for a Spinal Canal MRI with and without contrast is $146.02, while the Medicare hospital rate for the same procedure is $219.45. This was the procedure with the highest outpatient MRI volume in 2019. The cost saving varies with commercial insurance companies. The Augusta Health Freestanding Imaging Center will be especially helpful for patients with high deductible plans.

Technology

Augusta Health's imaging center will include a 3.0T MRI and 128-slice CT scanner in order to advance the specialized outpatient imaging capabilities in our area. It is important for the community to know that the state will most likely only approve one additional CT and MRI in District #6 and it is important that Augusta Health's application be approved so that this benefit will be available to all of the existing Augusta Health patients in the community. This technology exceeds the standard of most freestanding imaging centers, and provides a local option in the community so patients are not required to travel to Charlottesville for specialized MRI services. Adding a 3.0T MRI scanner and a 128-slice CT scanner would enable us to not only enhance our imaging and diagnostic capabilities, but also provide greater access for our community to these advanced imaging services, and improve/expedite the provision of appropriate care by ordering physicians in the community. Specifically, adding a 3.0T MRI scanner would enable us to perform the following studies, for which patients currently must travel 30+ miles to undergo these exams. For example, in the treatment of Prostate Cancer, Multiparametric MRI (mpMRI) has become an extremely important part of the treatment algorithm for men with elevated PSA and prostate cancer and could certainly help enhance our ability to keep patients within our community for all of their health care needs. At present, all mpMRI patients are sent out of the AH network.

Support

So far, the application has garnered overwhelming support from community government, local businesses, residents, employees, the Augusta Health Board of Directors, and AH Medical Staff, all of whom want Augusta Health to provide the Freestanding Imaging Center to the community. This includes resolutions of support from Waynesboro City Council, the Waynesboro Economic Authority, Augusta County Board of Supervisors, a letter of support from the Augusta County Board of Supervisors, a resolution of Support from the Greater Augusta Regional Chamber of Commerce, and the Augusta Health Medical Staff. At the time of writing this summary, there were over 2,200 signatures from the community who signed the petition of support on the Augusta Health website, and hundreds of letters sent to the Staunton City Council requesting that not only a resolution of support be provided to Augusta Health, but that it be the only resolution of support issued for this COPN application. It is critical that the investment made in Augusta Health over 25 years ago by both Waynesboro City and Staunton City be protected from other competitors of Augusta Health seeking to dilute the community services provided by Augusta Health.

CITY COUNCIL AGENDA BRIEFING

Staunton, VA

<table>
<tr><td>Meeting Date:</td><td>May 28, 2020</td><td rowspan="3">Steve Rosenberg
City Manager

Sheryl Wagner
Tourism Director

Billy Vaughn
Economic Development Director</td></tr>
<tr><td>Item #</td><td>5</td></tr>
<tr><td>Ordinance #</td><td></td></tr>
<tr><td>Department:</td><td colspan="2">City Manager
Tourism
Economic Development</td></tr>
<tr><td>Council Vision:</td><td colspan="2">Responsive, Efficient Government</td></tr>
<tr><td>Subject:</td><td colspan="2">Update Concerning COVID-19 Recovery Planning</td></tr>
</table>

Background: Tourism Director Sheryl Wagner and Economic Development Director Billy Vaughn will brief Council, on behalf of the City's COVID-19 Stabilization and Recovery Team, concerning a proposal to provide temporary space for outdoor dining on Beverley Street. For background purposes, attached is an ordinance enacted by the Manassas City Council, implementing the sort of measure under consideration.

Attachment:

Emergency Ordinance adopted by the Council of the City of Manassas, Virginia

City Manager's Recommendation: Receive the briefing and provide guidance and direction to staff.

Suggested Motion: Not applicable.

City Manager: Steven L. Rosenberg

ORDINANCE #O-2020-25

First Reading	May 18, 2020
Second Reading	N/A
Enacted	May 28, 2020
Effective	May 28, 2020

AN EMERGENCY ORDINANCE TO AMEND THE CODE OF ORDINANCES, CITY OF MANASSAS, VIRGINIA (2002), AS AMENDED, BY AMENDING AND REENACTING ARTICLE I OF CHAPTER 102 (STREETS, SIDEWALKS AND OTHER PUBLIC PLACES) BY ADDING A NEW SECTION 102-9, AUTHORIZING THE CITY MANAGER TO TEMPORARILY CLOSE PUBLIC STREETS, ON-STREET PARKING SPACES AND SIDEWALKS TO PUBLIC USE

BE IT ORDAINED by the Council of the City of Manassas, Virginia, meeting in regular session this 18th day of May, 2020, that the Code of Ordinances of the City of Manassas, Virginia (2002) is hereby amended and reenacted by adding a new Section 102-9 to Chapter 102 (Streets, Sidewalks and Other Public Places), which new section shall read as follows:

CHAPTER 102 – STREETS, SIDEWALKS AND OTHER PUBLIC PLACES

ARTICLE I. IN GENERAL

Sec. 102-9. – Temporary Street Closings.

(a) The City Manager or his or her designee may permit the temporary use of any city right-of-way (including any street, on-street parking space(s), or sidewalk) for other than public purposes, and may close the rights-of-way to public use and travel during such temporary use, for a specified period of time, when he determines that such temporary closing will not be unduly injurious to the safety and convenience of the general public, that such closing is necessary because the proposed use of the right-of-way will impede traffic and/or pedestrian travel, and that, where any rights-of-way to be closed are extensions of the state primary highway system, adequate provision can be made to detour through traffic. Such temporary use shall be authorized by a written permit conditioned upon the temporary user's compliance with the following conditions:

(1) No matter advertising any thing or business shall be displayed in or on the public rights-of-way in connection with such temporary use; and

(2) The person so permitted to use the public rights-of-way shall furnish a public liability and property damage insurance contract insuring the liability of such person, firm, association, organization or corporation for personal injury or death, and for damages to property, resulting from such temporary use, in such amounts as shall be determined by the City

Manager. The city shall be named as an additional insured in the insurance contract.

(3) The person so permitted to use the public rights-of-way shall be liable for damages to persons or property arising out of or on account of such use.

(4) The specific location and the use approved for the temporarily closed right-of-way shall be described in the permit issued pursuant to this section.

(5) Temporary use of public rights-of-way for other than public purposes shall be limited to a period of no more than thirty (30) days; however, where an application seeks such temporary use in connection with construction activities on property adjacent to the right-of-way, the City Manager of his or her designee may authorize the temporary use of a public right-of-way under this section for a longer period of time.

(6) Compliance with any applicable permit requirement imposed by the Commonwealth of Virginia or the City of Manassas.

(7) Such other reasonable conditions as are deemed necessary by the City Manager or his or her designee to protect the public welfare, safety or convenience, as set forth in writing within an approved permit.

(b) Should a permittee fail, at any time, to comply with any conditions set forth within this section, or any applicable city regulations, then the City Manager may revoke the permit.

(c) Application for a permit required pursuant to this section shall be made in writing to the City. A fee for the temporary occupancy of an on-street parking space, public sidewalk or City right-of-way may be charged as provided in an uncodified ordinance adopted by the City Council.

(d) The City Manager is authorized to promulgate rules and regulations, including but not limited to reasonable time, place and manner restrictions, for and in connection with the temporary use of public rights-of-way as authorized by this section.

(e) The issuance of a permit pursuant to this section authorizing the temporary closing of a public right-of-way for a period longer than ten (10) days may be appealed to the City Manager by a City resident or owner of a business located within the City in writing within five (5) calendar days after issuance of the permit. The City Manager shall render a final decision on such appeal within five (5) days of receiving it, and the City Manager's decision shall be final and not be subject to any further administrative appeal(s) under this section.

An emergency is deemed to exist, and pursuant to Manassas City Charter Section 44 and Manassas City Code Section 2-104, this ordinance shall be effective upon its adoption on first reading.

____
Harry J. Parrish II MAYOR
On Behalf of the City Council
of Manassas, Virginia

ATTEST:

____
Lee Ann Henderson City Clerk

MOTION: **LOVEJOY**
SECOND: **SEBESKY**
RE: **ORDINANCE #O-2020-25**
ACTION: **APPROVED**

Votes:
Ayes: Davis-Younger, Ellis, Lovejoy, Sebesky, Smith, Wolfe
Nays: None
Absent from Vote: None
Absent from Meeting: None

City Council
ELECTRONIC BUDGET WORK SESSION
May 7, 2020
5:30 p.m.

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

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 today's work session.

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

Suzanne F. Simmons, Clerk of Council
Leslie Beauregard, Assistant City Manager
Douglas L. Guynn, City Attorney
Phil Trayer, Chief Finance Officer
Jon Venn, Chief Human Resources Officer

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 Council. This meeting has also been publicized over the course of the past week on the City's website and Facebook page. 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 this budget work session, as in the past, there will be no opportunity for public comment.

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 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.

Mr. Rosenberg stated, as with prior work sessions, he noted for the public that the materials to be discussed at tonight's meeting had been posted on the City's website at www.ci.staunton.va.us/budget . He shared with Council that revisions to the School's portion of the FY 20-21 budget had been completed. He noted Phil Trayer, Chief Finance Officer, would be sharing those with Council.

Mr. Rosenberg stated since the last budget work session of April 30, 2020, staff had received three questions from Council members: one concerning the proposed increases in the water user fees and refuse and recycling rates, a second question about the Gypsy Hill Park Golf Course, and a third about the part-time employees who were terminated earlier this year. He noted Mr. Trayer would address the fee and rate increases as a part of his presentation. Mr. Rosenberg stated he sent Council members an email that morning concerning the status of the golf course and the resumption of its operations and that afternoon concerning plans to rehire the part-time employees. Subsequent to Mr. Trayer's presentation, staff would discuss those subjects if there were continuing questions and would entertain additional questions concerning the budget in its entirety.

Mr. Rosenberg stated based on guidance staff received from Council that evening and after Mr. Trayer's presentation, further and final adjustments to the budget would be made by staff before May 14, 2020 the date on which the budget is scheduled for Council's consideration.

Phil Trayer, Chief Finance Officer, updated Council with the following PowerPoint presentation:

Slide 2:

As can be seen from slide 2, our FY21 revised budget totals $114,290,621 as compared to FY20 adopted Budget of $119,916,740 for a negative variance of $5,626,119. Our City numbers have not changed from our previous meetings but we do have School Numbers to report at this time.

FY21 revised School Budget equals $37,202,101 verses FY20 Budget of $38,307,550 for a negative variance of $1,105,450.

Slide 3:

Education Fund Revenues (Fund 900):

Overall revenues in this fund are projected to be $32,471,473 verses FY21 original proposal of $34,579,201 and FY20 $33,637,650. This equates to variances of $2,107,728 and $1,166,177 respectively.

Education Fund:
State revenues have been reduced by $751,988 verses FY20 budget. Like the City, the primary reason is the reduction in the projected State Sales Tax allocation.
Local Transfer - $1.8 million reduction to FY20 Budget per established funding formula or $1.9 million verses FY21 original proposed budget.
Federal Funds – a **positive variance $793,000** due to $703,000 award of Federal Stimulus monies and additional Title funding
General Revenues - a **positive variance of $691,175** by using School Fund Balance of $750,000.

Slide 4:

Other Funds
State Operated Programs – Increased $151,745 due to projected case load
Cafeteria Fund – modest increase of $31,709 due to a positive trend of increased meals served.
Textbook Fund – decrease of ($22,727) per state funding template
CIP – decrease of ($100,000) due to the deferral of CIP reserve funding

Slide 5:

Real Estate Tax Rate remains unchanged.

No tax increase has been incorporated into this budget.

Slide 6:

Review of the proposed FY21 Water Fee increase of 5%:

The increase is designed to enable the City to gradually build a rate structure which will allow for the funding of future CIP projects as well as localized piping issues. We anticipate an increase in customer receipts of $156,225.

The average home bill will increase $15.12 **annually**, or $1.26 per month…or $.04 per day.

As a reminder our FY20-24 Water CIP outlines a total of $15.7 million of scheduled projects which are deemed critical for the City of Staunton.

Slides 7 provides a summary of these projects.

Slide 7:

As can be seen here, Gardner Springs Construction is scheduled for FY22 with design fees leading up to the construction.

The North River Phase I Project is projected is scheduled for FY24 with design fees leading up to construction.

In addition, we have $800,000 in line repairs as well as the Franklin Hill Water Tank surface treatment and the Union Town Study.

Slide 8:

There are two major projects within the FY20-24 CIP plan:

The Gardner Springs project scheduled for FY22 will move the current pump station above the 100-year flood elevation and replace pump equipment which has been operational for nearly 70 years.

This a $6.9 million + project which will carry an estimated debt service of $585K. The timing of this project is such that we can absorb the debt service because we have other bonds due to expire in FY21. Those bonds carry a debt service of $476.

Slide 9:

1) The North River Pipeline project schedule for FY24 is a $6.5 million project which will carry an estimated debt service of $562K. It is the project that we are building our rate structure for.

- The total North River Pipeline replacement project is expected to exceed $25,000,000 and replacement will need to performed in phases.
- The pipeline is made of cast iron, is over 16 miles long and has a life expectancy of 100 years. The City has used this pipeline for the last 95 years.

- Unscheduled projects totally nearly $30,000,000 which includes $18,500,000 for the balance of the North River Pipeline.
- Our plan is to address the most inaccessible portion of the pipeline first. That's the portion that goes under North Mountain.

Slide 10:

As background for the rate increase, per Council's previous directive, utility rate increases are to be applied in a modest, more consistent manner as opposed to periodic dramatic increases. It is with this in mind that staff has recommended a series of rate increases to address our most pressing water needs.

FY21 rate increase could be deferred by one year without significant impact on the upcoming fiscal year.
However, rate increases must take place soon in order address critical infrastructure, especially the North River Pipeline.

Slide 11:

Subsequent year rate increases will be impacted beginning in FY22 if the City is to be in a position to address the North River Pipeline project.

Subsequent year increases may look like:
FY22 rate increase of 7.5%
FY23 rate increase of 7.5%

Slide 12:

On slide 12, we will start to look at the Refuse Increase.

During the FY20 Budget process the CFO provided a rate structure plan to enable the City to continue its recycling efforts as well as to prepare for future CIP requirements at the Augusta County Regional Landfill.

As can be seen on the slide the fee structure was to increase:
By 15% in FY20, it did occur
10% in FY21, as proposed
15% in FY22
10% in FY23
0% in FY24

Slide 13:

The cost drivers for this increase is primarily the scheduled Land Fill Phase 5 development which is scheduled to begin in FY22 with the design of the project and actual construction of $3.5 million to occur in FY2024. Staunton's share of this project will be $779,760.

The landfill also has significant costs associated heavy equipment replacement cycles including:

Compactors

Dozers

Haul Trucks

Loaders

Slide 14:

Additional projects at the August Regional Landfill include:

- Construction of a Pole Barn for equipment maintenance = $100,000 This item brings the landfill within compliance of the conditions set forth in their permit which requires maintenance of landfill equipment to occur under cover.
- Relocation of the Scale House = $675,000 – Current scale house has one lane for entry and exit and the traffic backups are becoming a safety issue with private vehicles backed up and intermixing with commercials trucks.
- Construction of a new office = $775,000 – Current office is a trailer which will be 28 years old by the time it is replaced.

Slide 15:

Slide 15 is a summary of the Augusta Regional Landfill's CIP. You can see the City's cash out flow at the landfill with our percentage of 20.52% being applied.

Slide 16:

CIP heavy equipment requirements within the City's refuse department are also playing a role as the City needs to replace numerous pieces of heavy equipment. FY21 budget includes the following:

- Replacement of an 11-year old recycling truck - $160,000
- Replacement of a 13-year old refuse truck - $170,000

Slide 17:

The FY21 Rate Increase could be forestalled by one year without significant impact on the upcoming fiscal year. To accomplish this, we will delay the recycling truck replacement and rates in subsequent years will be impacted in order to compensate for the deferred expenses.

Without an increase our:

- FY22 rates, already projected to increase by 15% is projected to be a 20% increase.
- FY23 rates, already projected to increase by 10% is projected to be a 15% increase.

Slide 18:

- At the present time our total FY21 Budget equals $114,290,621.

- We will be asking Council to approve the FY21 Budget of $114,290,621 in total. Staff seeks Council's approval of the total amount.

- Our appropriation request will be at 60% of the approved budget or ($68,574,373).

  A 60% appropriation will allow for contractual obligations, which often are paid in full at the beginning of the year, while allowing for other lines items to funded through the first six months of the fiscal year.

- Staff will come back before Council in the fall for additional appropriations. By then we hope to have a better sense on the full economic impact the pandemic is having on the city's budget.

Mr. Trayer stated the appropriation would be adjusted upwards or downwards depending on how the City was faring.

Mayor Dull asked Council members if they had questions for Mr. Trayer.

Vice Mayor Kier clarified with Mr. Trayer that on the landfill project in itself, was the City was looking at an increase of $22 increase per year per citizen or was that average as well as for the water fee. Mr. Trayer stated that would be per household on an annual basis.

Mr. Holmes asked if that was for an average four-person household. Mr. Trayer stated it was an average household, but was not sure of exactly how many people in the household. He noted he would relay that information to Mr. Holmes.

Vice Mayor Kier clarified with Mr. Trayer when the pole barn and scale house projects would begin in order to alleviate the traffic flow into the facility. Mr. Trayer stated the pole barn was more of a maintenance type item. He noted equipment had traditionally been repaired on-site and noted that was against environmental regulations at that time and repairs would need to be conducted in a more defined structure, under cover. The project would be enough to meet code requirements. Mr. Trayer explained there are safety concerns with traffic regarding the location of the scale house.

Vice Mayor Kier asked Mr. Trayer if this was delayed, would the City be looking at increasing the next two years by 5% each. Mr. Trayer stated that would be the initial plan.

Dr. Harrington clarified that the increases proposed for water and refuse would be approximately $22 and $15 respectively, for a total of approximately $36-$37 per year. Mr. Trayer stated that was correct. Dr. Harrington noted this would be an increase of approximately $3 per month.

Ms. Oakes clarified if the fee increases were to be delayed for a year would be 7.5% for the next two years. Mr. Trayer stated that would be for the water rate. She clarified the recycling and environmental fee would be 15%. Mr. Trayer stated currently in FY 2022, it would be 15% and would be increased to 20%, FY23 was at 10% and would be increased to 15% and would be subject to Council approval.

Ms. Oakes clarified with Mr. Trayer the start date of the Gardner Spring project. Mr. Trayer stated it would begin in FY22. She asked Mr. Trayer to discuss what the Gardner Spring project would entail. Mr. Trayer noted he did not have all of the exact details of the project, but stated it currently resigns in the 100-year flood plain. He noted it would be relocated up above the flood plain. He noted the pumps themselves had been operational nearly 70 years and are past their life expectancy and needed to be addressed sooner rather than later.

Ms. Oakes clarified that $1.26 per month, per household for the water fee increase. Mr. Trayer stated that was correct. For the environmental fee, he clarified that would be an increase of $1.90 per month, per household.

Ms. Oakes clarified that the total amount to be received for the water rate increase would amount to $156,725. Mr. Trayer stated that was correct. Ms. Oakes clarified that $204,000 would be received for the environmental fee increase. Mr. Trayer stated that was correct.

Ms. Mead clarified with Mr. Trayer if that was the incremental increase or if it was the total amount. Mr. Trayer stated those would be the incremental increases.

Dr. Curren stated he assumed the Public Works Department had used its best though process and creativity to try to find any ways to cut and make things more efficient in order to prevent increasing those fees, but still be able to cover the work. Mr. Trayer stated they had. He noted the water increase dealt with the infrastructure itself and that the life expectancy, even though operational, was close to being exhausted. As far as the recycling, Mr. Trayer stated that had been previous suggestions of modifying the pick-up schedule, but did not feel that was a possibility due to the tremendous amount of recycling being put out by residents.

Mr. Rosenberg addressed Dr. Curren’s question. He stated both of those projects had not been fully designed and there was an opportunity yet to realize some cost savings. He noted a rate structure needed to be established on the basis of the best estimates that staff presently had thus bringing the current proposal to Council. Mr. Rosenberg stated he would not eliminate the possibility that there may be further savings that are realized as the projects progress.

Mayor Dull noted that it was not a bad thing that Staunton had heavy recycling and appreciated citizens doing as much recycling as they could. She stated her only thoughts on the two proposed fee increases was that she felt a real responsibility that the City not let the infrastructure deteriorate to the point of a possible catastrophe. Mayor Dull felt it was proactive and was good planning on staff’s part to have that schedule out so that the City could meet its debt service requirements by having the fees available.

Mayor Dull asked Council members if they had any further comments or questions on the fee increases specifically.

Mr. Holmes asked how much had the City already spent on water main breaks this year. Mr. Trayer stated there had been approximately 3-4 in the last few months, but did not have that amount. He noted there was $400,000 budgeted for that line item and it was expected the entire amount to be spent.

Vice Mayor Kier asked staff what would happen if there was a major water break from the pipeline through North River and if there were any calculations as to the financial loss. Mr. Trayer stated a lot had to do with where a break would occur. He noted there are 15 miles of pipeline above the mountain and there is one mile of pipeline underneath the mountain which would be more difficult to repair and would take longer. Mr. Trayer stated the city is receiving up to 50% of its water and would be a significant problem to handle.

Dr. Curren stated he understood it would be very prudent to start building the fee structure and planning on the work in a normal time, but noted currently it was not a normal time. He noted he felt it was the wrong time to raise fees and stated he did not think he could support raising those fees at this point.

Dr. Harrington stated he took a somewhat different view of what Dr. Curren described. He noted one of the things that public bodies contemplate at their peril is deferring maintenance. He stated, in his experience, deferred maintenance almost always ends up costing more and also runs the risk of some sort of catastrophic failure of equipment. Dr. Harrington stated that pipeline that runs from and through the mountain is almost 100-years old and how Council's predecessors made the investment of its construction. He stated it would be to be city's benefit to start the project this coming tax year to make those repairs. Dr. Harrington stated he recognized that any increase was an imposition, especially in tough times, but was a good investment and would favor funding and doing that project.

Ms. Mead stated she wanted to express support for the fee increases this year. She noted they would be more modest this year and if the City were to wait until next year, they would seem like an enormous amount of an increase at that time. She stated there was no guarantee that when it came time to do the FY 2022 budget that would be a memory of what Council decided and why it was decided. Ms. Mead stated she felt the process needed to begin now of taking care of the City's infrastructure.

Ms. Oakes stated $3.16 per month might be a hardship for citizens that are currently unemployed and was concerning. She noted the projects absolutely needed to be done, but stated it was explained that those projects could be delayed for one year. Ms. Oakes stated the percentages, as far as the fees were concerned, had been presented and that they were a recommendation and could be revisited. She stated she believed that Council currently needed to hold off on the increases and noted she could not support a fee increase at this time.

Mayor Dull asked staff if the increases were approved, when would the increase appear on resident's bills. Mr. Trayer stated the increase would start with the September bills. She asked rhetorically who could guarantee that everyone would have their jobs a year from now.

Ms. Oakes stated there was no guarantee of that and that right now there was a crisis and hopefully would be mitigated somewhat.

Mayor Dull stated, in her opinion, she did not want to delay the fees because if there was a possibility of a catastrophe, it would be the City's responsibility and felt the City could not afford to take that chance.

Ms. Mead asked staff if they had figures on how many Staunton citizens had filed for unemployment since the crisis began.

Mayor Dull stated those figures could be obtained from Billy Vaughn, Director of Economic Development.

Mr. Rosenberg stated he wanted to note for Council members and the public that there seemed to be some degradation of the Zoom platform.

Mr. Holmes stated he supported the increases and mentioned multiple water breaks so far this year. He noted higher increases a year from now would be more difficult than the current proposed increases.

Mayor Dull asked Mr. Rosenberg if he wanted to review the three questions that Council members submitted.

Mr. Rosenberg stated the questions about the increases in the fees had been covered. He noted he could speak about the golf course or the status of the part-time employees if Council wished to have them addressed during this work session.

Ms. Oakes asked Mr. Trayer if he knew how much revenue was being lost from the golf course. He noted he could obtain that information for Council.

Mr. Rosenberg stated he wished to be clear that the decisions about the golf course were not based on fiscal considerations, but were based solely on public health considerations. He stated staff initially made the decision to maintain the operations of the course after the local emergency was first declared. He noted that eventually progressed to a one person per cart rule to facilitate the required social distancing. After another period of time, staff ultimately made a decision to close the course for 3 reasons:

1) a desire to encourage local conduct was consistent with the Governor's stay at home order.
2) concerns about the safety of City employees at the course since there was not a system to conduct contactless transactions.
3) it became challenging to keep up with the cleaning of the carts between their uses because of limited staff at the course and the higher rate of turnover given the one person per cart rule.

Mr. Rosenberg stated he was well aware that the Governor's other executive order that addressed recreational activities did not require closure of a golf course, but in the City's circumstances, staff made the decision incrementally to do that. He stated he wanted Council to know, and the public to be aware, that was the sole consideration for their decision to close the course. After that decision was made, Mr. Rosenberg stated the part-time employees at the golf course were kept on the payroll for approximately five weeks until it became apparent that there was no immediate end in sight to the public health emergency at which time, they were terminated along with the other 62 part-time employees. Mr. Rosenberg stated the City was now looking at plans to reopen the golf course in conjunction in with planning efforts that would address the closure of all City facilities and the suspension of programs and services. He stated in the same way that they were incrementally undertaken, staff would reverse those decisions on the basis of guidance received from the state. He noted the more detailed guidance from the state was expected the following day.

Mr. Holmes asked if there were any employees currently working at the golf course. Mr. Rosenberg stated the golf pro was continuing to work and was coordinating with the director of Parks and Recreation to ensure that he had tasks to perform as a part of the upkeep and maintenance of the facilities and for purposes of planning for its reopening.

Mr. Holmes asked what was the possibility of letting people play for free without using carts. Mr. Rosenberg stated resumption of activity at the golf course was being reviewed as part of the City's consideration for all of the closed City facilities and perhaps that would be an appropriate first step.

Mayor Dull asked Council members if they had further questions.

Dr. Curren stated he did not have any questions.

Ms. Mead stated she did not any questions.

Ms. Oakes stated perhaps taking a look at other golf courses that had remained open in surrounding areas concerning safety issues. She asked Mr. Trayer about the reduction of $10,000 in the Fire Department's budget for equipment repair and what did it entail. Mr. Trayer stated that was one of the reductions that Chief Garber had communicated to him that he felt comfortable reducing. Ms. Oakes asked if all apparatuses and equipment were in proper running order and that citizens were safe and that there was proper coverage. Mr. Trayer stated during the process there was some disconnect, but it had been adjusted accordingly. He noted he had been in close coordination with the Fire Department on all reductions.

Ms. Oakes clarified with Mr. Rosenberg that he approved hiring an additional firefighter. Mr. Rosenberg stated a vacancy of a full-time position had been authorized.

Dr. Harrington stated he did not have any questions.

Vice Mayor Kier stated he did not have any questions.

Mayor Dull thanked staff for their work on the budget.

Mr. Rosenberg stated he wanted to share with Council and the public that Kurt Plowman, Information Technology Director, had confirmed that Zoom was currently having issues with its service which accounted for the challenges during the meeting.

Mayor Dull stated Council members could email staff with further questions or comments before the Council meeting on May 14, 2020.

Mr. Rosenberg reminded Council that their agenda package for May 14, 2020 would go out the following day and would contain the draft budget ordinance. He noted it would provide for the 60% appropriation, which had not been done previously, and that it would address Council's participation in furlough.

Mr. Holmes noted he wanted to make a statement. He noted the City currently was not charging parking fees and that real estate taxes were not going to be increased. He voiced concerns if the water and refuse rates weren't increased, major problems with infrastructure should be taken into consideration.

The work session adjourned at 6:32 p.m.

____

Suzanne F. Simmons, Clerk of Council

City Council
WORK SESSION
Electronic Communications Meeting
May 14, 2020
5:30 p.m.

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

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 today's 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 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 from his residence in Staunton. He noted there was no one else present with him at that location. Also participating in the meeting on the Zoom platform were:

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

Mr. Rosenberg stated the following would join the meeting during the Work Session. They included:

Anna Leavitt, Director of CAPSAW
Ginny Newman, Executive Director of Office on Youth

Mr. Rosenberg stated representatives from Augusta Health would join during the Regular meeting to accept a proclamation.

Background Statement:

Mayor Dull stated "Please let me mention that notice, reasonable under the circumstances, of the electronic communications nature of this meeting has been given to the public contemporaneously with the notice provided to members of City Council. This meeting has also been publicized over the course of the past week on the City's website and Facebook page. 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 this work session, as in the past, there will be no opportunity for public comment. Public comment will be received during Council's regular meeting, which will begin at 7:30 p.m. Instructions for public comment can be found on the agenda for the regular meeting and on Council's website at: www.ci.staunton.va.us/government/city-council .

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 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 or participants did not have any questions.

The invocation/moment of silence was given by Mr. Holmes.

1. Consideration of Work Session and Regular Meeting Agendas

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

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

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

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

2. FY 2021 Budget Work Session

Mr. Rosenberg stated tonight found the City at the end of a very challenging path. He noted Phil Trayer, Chief Finance Officer, would give a presentation followed by a discussion from Council.

Mr. Trayer stated tonight Council would consider a budget ordinance for FY21. He reviewed the following slides PowerPoint presentation:

Slide 2:

As can be seen, the FY21 revised budget totals $114,290,621 as compared to FY21 original proposed Budget of $122,153,00 and FY20 adopted Budget of $119,916,00 for negative variances of $7.9 and $5.6 million respectively.

Slide 3:

There are several unique features on this year's budget ordinance. The recitals A-M, which appear at the beginning of the ordinance, provides background information for citizens to review in order to gain an understanding of what occurred during the budget process, why the budget remained in the City Manager's proposed state for a period of time, why adoption was delayed, the reason for the year on year reduction, and why the FY21 budget is not being fully appropriated at this time.

Section 2: Given the uncertainty of the effects that the COVID-19 shutdowns will have on the City's budget, staff is asking for appropriation of 60% at this time. The budget will remain at $114 million, but the initial appropriation request would be $68,574,373. This is the amount that the City would be able to legally spend at this time. Plans are to return before Council in late fall after the full economic impact of the pandemic will become clear. Council could adjust upwards or downwards the balance of the budget in accordance to the economic conditions.

Section 9: This section of the ordinance states that the annual salary for each Council member will remain at its current level while providing an avenue to redirect a portion of their salary that is the equivalent of a 10-day furlough or 3.85% of their salary back to the City's General Fund. Each member of City Council requested such a reduction. This avenue allows for that to happen without permanently altering the established salary schedule.

Slide 4:

This showed a breakdown of the budget ordinance and the corresponding appropriation being proposed.

FY21 budget ordinance totals $114,290,621 and consists of the following:

- General Fund - $56.4 million
- Debt Service Fund - $4.8 million
- CIP Fund - $0
- Blue Ridge Court Services - $1.1 million
- Water Fund - $5 million
- Sewer Fund - $4.6 million
- Parking Fund - $540,000
- Stormwater Fund - $1.3 million
- Environmental Fund - $3.3 million
- Education Fund - $32.5 million
- Cafeteria Fund - $1.5 million
- Textbook Fund - $276,000
- School CIP - $0
- School state operated programs - $3 million

Slide 5:

This summarized the proposed tax and fees for FY21.

Real Estate Tax Rate remains unchanged at $0.95 / $100 of assessed value. Downtown Service District Tax remains unchanged at $0.15 / $100 of assessed value. Personal Property Tax remains unchanged at $2.90 / $100 of assessed value. Machinery and Tools Tax remains unchanged at $1.24 / $100 of assessed value.

Slide 6:

Water rates are proposed to increase by 5%. Sewer rates are proposed to remain unchanged. Refuse rates are proposed to increase by 10%. Stormwater fees are proposed to remain unchanged. Parking fees are proposed to remain unchanged.

Slide 7:

As part of the FY21 budget process, the Schools had elected to use upwards of $703,000 in Federal CARES Act monies to mitigate the economic impact on their FY21 budget. The CARES Act provides support to K-12 education in a variety of different ways. Staunton City Schools will be utilizing those funds to the fullest extent possible during FY21.

Slide 8:

School reductions in the FY21 budget included:

- Elimination of a proposed 2% salary increase
- Elimination of 6 out of 7 new positions
- Elimination of additional pre-K slots
- Elimination of proposed salary and stipend adjustments
- Elimination of numerous non-compensation line items

Slide 9:

- At the present time our total FY21 Budget equals $114,290,621.
- We will be asking Council to consider the total FY21 Budget of $114,290,621 during the Regular meeting.
- Our appropriation request will be at 60% of the approved budget or ($68,574,373).

  A 60% appropriation will allow for contractual obligations, which often are paid in full at the beginning of the year, while allowing for other lines items to funded through the first six months of the fiscal year.

- Staff will come back before Council in the Fall for additional appropriations. By then we hope to have a better sense on the full economic impact the pandemic is having on the City's Budget.

Slide 10:

On May 12, 2020, the City was notified by the Commonwealth of Virginia that they were the recipient of $2.1 million in CARES Act funding for costs which were necessary and incurred during the current public emergency, costs that were not accounted for in the budget as of March 27, 2020, and costs that were incurred during the period of March 1, 2020 through December 30, 2020. There are very specific uses for those funds and staff will be working on an expenditure plan to present to Council in the coming weeks. All monies not expended by December 30, 2020 must be returned to the Commonwealth of Virginia.

Mr. Rosenberg stated Mr. Trayer's presentation was available to the public on the City's website on the budget web page.

Mayor Dull asked Council members if they had questions or comments regarding the proposed budget.

Vice Mayor Kier stated he did not have any questions.

Dr. Curren stated he did not have any questions.

Ms. Mead asked Mr. Trayer to give examples of types of expenses that would be reimbursed for the CARES Act funding. Mr. Trayer stated examples included:

- expenses for acquisition and distribution of medical and protective supplies including sanitizing products

- personal protective equipment (PPE) for medical personnel, police officers, social workers, Child Protection Services, Child Welfare officers, direct service providers for older adults, and individuals with disabilities in community settings
- expenses to disinfect public areas in other facilities
- expenses to facilitate distant learning including technological improvements in connection with school closing to enable compliance with the Covid-19 precautions
- expenses to provide paid sick and family leave
- expenditures related to the provisions to the grants of small businesses to reimburse the cost of business interruption caused by required closures
- expenses for food delivery to residents – senior centers and other vulnerable populations to enable compliance with COVID-19

Mr. Trayer stated those funds would not be able to be used to reduce the number of furlough days or potential staff openings on the City’s side.

Examples on the School’s side included:

- allowed to provide principles and other school leaders with resources necessary to address school needs
- purchase supplies needed to sanitize and clean facilities
- planning for and coordinating how to provide meals and technology for online learning
- other activities that were necessary to maintain operations and continuity of services and continuing to employ existing staff

Ms. Oakes stated she did not have any questions.

Dr. Harrington stated he did not have any questions.

Mr. Holmes stated he did not have any questions.

Mayor Dull stated she appreciated all of the work from City staff.

This will be Item C on the Regular meeting agenda.

3. <u>Presentation of Community Action Partnership of Staunton, Augusta and Waynesboro FY 2019 Annual Report</u>

Anna Leavitt, Director of the Community Action Partnership of Staunton, Augusta, and Waynesboro (CAPSAW) presented an annual report for fiscal year 2019 to Council members.

Ms. Leavitt stated CAPSAW funds and supports program that provide services to low- and moderate-income families working towards improved self -sufficiency. Those funds are obtained through a combination of federal, state, and local dollars some of which are provided as matching funds by the cities of Staunton, Waynesboro, and Augusta County.

Ms. Leavitt stated during 2019 CAPSAW funded approximately two dozen programs. Some of the partner agencies include Blue Ridge Court Services, Blue Ridge Legal Services, Valley Mission, Staunton YMCA, and Valley Supportive Housing. Programs were reimbursed in FY 19 for $417,000 by CAPSAW funding which contributed to an estimated impact of approximately $3 million. Community members provided 17,000 volunteers hours. Ms. Leavitt stated 4,700 individuals were served and nearly 800 were children.

Ms. Leavitt stated community support grant recipients in FY 19 included Valley Career and Technical Center, Ride with Pride, Project Grows, and the Talking Book Center. In 2019, CAPSAW met all federal and state organizational standards. CAPSAW will continue to support collaborative programs. Ms. Leavitt stated CAPSAW will receive approximately $299,000 from the CARES Act to help alleviate Covid-19 concerns.

Ms. Leavitt closed her presentation with a community action promise and thanked Council for their continued support.

Mayor Dull stated CAPSAW had been a tremendous success under Ms. Leavitt's leadership. She appreciated all of the good work and the help that had gone out through the community.

4. <u>Presentation of Office on Youth FY 2019 Annual Report</u>

Ginny Newman, Executive Director of the Central Shenandoah Valley Office on Youth (OOY), presented the annual report for fiscal year 2019 and the OOY 2020-2023 Strategic Plan.

The Central Shenandoah Valley Office on Youth (OOY) was formed in 1978, with the purpose of crossing government and organizational boundaries to foster collaborative efforts to prevent juvenile delinquency and develop youth programs.

In 2018-2019, OOY staff served 5,083 youth or 31% of all school age youth in the region in a face-to-face encounter. The OOY provided parenting support to 266 parents/guardians and case management to149 juveniles involved with the courts. Ms. Newman stated services provided were expanded to local schools. She highlighted programs and services provided to area youth.

Ms. Newman reviewed the vision and mission of the Office on Youth as well as the strategic plan for 2020-2023. This included program and organizational goals.

Mayor Dull stated Council appreciated all of the work that Ms. Newman and OOY did for the community.

5. <u>Discussion of an Ordinance Repealing Chapter 5.15, Health Clubs and Massage Therapy – Tattoo Parlors, of Title 5, Business Licenses and Regulations, of the Staunton City Code</u>

Doug Guynn, City Attorney, stated the proposed ordinance would eliminate forty sections of the Staunton City Code. The ordinance included regulatory provisions in Chapter 5.15 regarding health clubs, massage therapy, and tattoo parlors. Upon review, it was confirmed that these subjects are already extensively regulated by the Virginia Code and by the Virginia Administrative Code. Mr. Guynn stated he recommended to Council that it consider adopting the ordinance which would accomplish an immediate repeal of those provisions. Mr. Guynn stated this was a housekeeping issue.

Council members did not have any questions.

This will be Item D on the Regular meeting agenda.

6. Update Concerning COVID-19 Recovery Planning

Mr. Rosenberg provided Council with an update concerning efforts to address the current conditions and the path forward as the state embarked upon its reopening. He noted on May 15, 2020, the phased reopening would begin from an order issued by Governor Northam. Mr. Rosenberg shared some of the introductory language from the executive order that formed the guidelines that were developed for Phase 1.

Mr. Rosenberg reviewed a summary of the phased reopening plans with Council that were presented by the Governor last week. He stated he formed a COVID-19 Stabilization and Recovery Team to plan for the City's reopening. He noted the team was divided into four working groups:

- Business Recovery and Outreach – chaired by Tourism Director, Sheryl Wagner
- Facilities Programs and Services – chaired by Parks & Recreation Director, Chris Tuttle
- Employees – chaired by Chief Human Resource Officer, Jon Venn
- Communications – chaired by Lee Catlin

Mr. Rosenberg stated each working group was presently digesting the state guidance concerning Phase 1 and would be developing recommendations. He gave examples of the team's current efforts. He stated the team would develop a plan to complement the Governor's plan.

Mr. Rosenberg stated he appreciated the challenges faced by residents and businesses during these unprecedented times. He assured Council and the public that staff was working as diligently and promptly as possible on those difficult issues.

Mayor Dull asked Council members if they had any questions.

Mr. Holmes asked Mr. Rosenberg if businesses would be required to keep a log, as far as businesses went, of people that visited establishments. Mr. Rosenberg stated, in reviewing guidance issued by the State, had not seen any requirement along those lines. Mr. Rosenberg noted, it was his understanding, that the State was assembling a contact tracing program.

Dr. Harrington asked Mr. Rosenberg to review the four working groups on the COVID-19 Stabilization and Recovery Team. Dr. Harrington commented that the structure Mr. Rosenberg had created was a smart and forward-thinking way to organize for the transition. Dr. Harrington asked Mr. Rosenberg if the Business and Recovery Outreach group had already spoken with representatives from the commercial community. Mr. Rosenberg stated Ms. Wagner had a Zoom meeting that included a dozen individuals from the business community across the city. Dr. Harrington asked Mr. Rosenberg if he could give examples of issues that group was working on. Mr. Rosenberg stated the most prominent issue was whether and how the City might provide some additional outdoor seating for dining establishments in the city.

Ms. Oakes stated she did not have any questions.

Ms. Mead asked Mr. Rosenberg if he'd begun a process of reaching out to the terminated City employees and how many would be interested in coming back to work once facilities start the reopening process. Mr. Rosenberg stated, if and when, any of the 64 employees were brought back, it would not happen all at once. He noted he did not anticipate a change in the current operations of the city workforce during Phase 1. Mr. Rosenberg stated he had not received any complaints about the inaccessibility of City staff. He explained measures that would be taken before reopening City buildings and offices. Ms. Mead stated getting input from businesses was a good strategy. She asked if the other working groups were seeking input from citizens. Mr. Rosenberg noted that step would be addressed if it hadn't been already.

Dr. Curren asked Mr. Rosenberg if City employees who don't interact with the public, would they still be able to work from home. Mr. Rosenberg stated especially during Phase 1 every employee who was currently working at home would continue working from home. He explained he could envision a similarly gradual path back to full service and noted individual cases would be reviewed. Dr. Curren praised the City's approach with the four working groups, the issues being tackled, the guidance that Mr. Rosenberg was taking from the state and from public health authorities.

Vice Mayor Kier asked Mr. Rosenberg if the COVID-19 Stabilization and Recovery Team would be reaching out to all businesses to let them know the guidelines or procedures so that they would be operating properly. Mr. Rosenberg stated Greg Beam, Executive Director of Staunton Downtown Development Association (SDDA) was on the Business Recovery and Outreach working group and was taking a prominent position in engagement and communications with the constituency that the SDDA served. He noted the Communications working group would add value by ensuring that the City's messaging was cast as widely as possible throughout the city. Vice Mayor Kier asked Mr. Rosenberg for clarification on the possible opening of City playgrounds and pools. Mr. Rosenberg stated he wanted to be tempered in the expectations about the pools in particular. Presently, Camp Staunton and the pools at both parks were scheduled to open as of July 1, 2020, but staff is not certain that would occur and were among the highest priorities. Mr. Rosenberg explained the guidelines and timelines for Phase 1 and Phase 2 regarding pools.

Mayor Dull asked Mr. Rosenberg for clarification regarding 50% capacity and was it regulated by the Fire Marshall. Mr. Rosenberg stated for non-essential retail, the 50% was based on an occupancy load that was in the Certificate of Occupancy issued by the City. Mr. Rosenberg stated it was his understanding that outdoor dining areas did not have that sort of designation so expected guidance from the Virginia Department of Health would encourage consultation with the local government. Mayor Dull noted a lot of residents were eager to see businesses reopen or certain ideas come to fruition, but she appreciated the fact that Mr. Rosenberg had those working groups in place.

The work session adjourned at 6:52 p.m.

____

Suzanne F. Simmons
Clerk of Council

REGULAR MEETING OF STAUNTON CITY COUNCIL
Thursday, May 14, 2020
7:30 p.m.
Electronic Communications Meeting

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 Guynn, City Attorney
	Suzanne F. Simmons, Clerk of Council

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

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

<u>Mayor Dull called the meeting to order</u>: 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 lived 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 today's meeting.

<u>Clerk of Council Call the Roll of Council Members Present:</u>

Mayor Dull	aye	Dr. Harrington	aye
Vice Mayor Kier	aye	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 from his residence in Staunton. He noted there was no one else present with him at that location. Other City staff or officials participating on the Zoom platform in the meeting were:

Leslie Beauregard, Assistant City Manager
Doug Guynn, City Attorney
Phil Trayer, Chief Finance Officer
Faith Simmons, Clerk of Council

Mr. Rosenberg stated two representatives from Augusta Health, Sandra Buckland and Michael Day, were also joining the meeting on the Zoom platform.

Background Statement:

Mayor Dull stated "Please let me mention that notice, reasonable under the circumstances, of the electronic communications nature this meeting has been given to the public contemporaneously with the notice provided to members of City Council. This meeting has also been publicized over the course of the past week on the City's website and Facebook page. 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 the 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 when prompted enter the access code 619358 with the # sign. Callers will be recognized in order. The public is reminded that Matters from the Public is a time for Council simply to listen to your comments. 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.

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.

The Pledge of Allegiance was then conducted.

<u>MAYOR'S REPORT</u>

Mayor Dull read the following Proclamation for Mental Health Month, May 2020

WHEREAS, mental health is part of overall health; and

WHEREAS, mental health sustains individual's thought processes, relationships, productivity, and ability to adapt to change; and

WHEREAS, one in five adults experience a mental illness, and one in twenty-five adults live with a serious mental illness; and

WHEREAS, roughly one in five youth ages 13 to 18 live with a mental health condition – half develop the condition by age 14; and

WHEREAS, early identification and treatment can make a difference in successful management of mental illness and recovery; and

WHEREAS, it is important to maintain mental health and to recognize the symptoms of mental illness and seek help when it is needed; and

WHEREAS, every citizen and community can help end the silence and stigma surrounding mental illness; and

WHEREAS, through public education and civic activities, Virginia remains engaged in the promise to address the challenges facing people with mental illness; and

WHEREAS, Mental Health Awareness Month is an opportunity to increase public understanding of the importance of mental health and to promote the identification and treatment of mental illness.

NOW, THEREFORE, I, Carolyn W. Dull, Mayor of the City of Staunton, on behalf of Council of the City of Staunton, Virginia, do hereby proclaim May 2020 as Mental Health Month in the City of Staunton and call upon the citizens, government agencies, public and private institutions, businesses and schools to recommit our community to increasing awareness and understanding of mental health, the steps our citizens can take to protect their mental health, and the need for appropriate and accessible services.

Adopted this 14th day of May, 2020.

/s/ Carolyn W. Dull
CAROLYN W. DULL, MAYOR

ATTEST: /s/ Suzanne F. Simmons
CLERK OF COUNCIL

Mayor Dull virtually presented the Proclamation to the representatives from Augusta Health. Sandra Buckland, RN, and Michael Day, Director of Behavioral Health, thanked Council and staff.

Mayor Dull stated she had the opportunity to listen to three young men who were campaigning to run for Mayor. She hoped they would visit when Council resumed in-person meetings.

ADDITIONAL ITEMS BY MEMBERS OF COUNCIL

Ms. Mead stated she wanted to recognize West End citizen, Michele Edwards, who had launched a new online business. She also recognized 1st grade teacher, Amanda Smith, who had shown incredible creativity in her approach on working with her students during the current crisis. Ms. Smith had organized an online scavenger hunt as well as read a bedtime story to her class.

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

Tourism Advisory Board – To appoint Ross Williams to a three-year term beginning May 1, 2020 and expiring April 30, 2023.

To appoint Greg Beam to a three-year term retroactive to January 1, 2020 and expiring on December 31, 2023.

Planning Commission – To reappoint Judith Wiegand to a four-year term beginning June 1, 2020 and expiring May 31, 2024.

Central Shenandoah Planning District Commission – To reappoint Carolyn Dull to another three-year term beginning June 1, 2020 and expiring May 31, 2023.

The motion was seconded by Dr. Harrington.

Mayor Dull stated she would abstain from the vote.

The motion carried as follows:

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

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

<u>APPROVAL OF MINUTES</u>

Ms. Oakes moved to approve the budget work session minutes of April 16, 2020.

The motion was seconded by Dr. Curren.

Ms. Mead stated she had reviewed City Council minutes from the past decade and realized how important they are as a record of the community and Council. She referred to lines 252-257 of the Work Session meeting of April 16, 2020. She noted there seemed to be confusion in the community regarding the timing of work that had been done on the budget. “Mr. Rosenberg noted Mr. Trayer had reviewed with Council a calendar and the plan was to revise the budget based on what was presented at tonight’s meeting. He noted staff would move forward in preparation of a revised budget with an assumption that there would be no increase in the Real Estate Tax. Mr. Rosenberg stated staff would be looking for another $250,000 worth of savings that could be achieved and that there would be an equal reduction in funds to the School Board”. Ms. Mead clarified that statement occurred on April 16, 2020.

The motion carried as follows:

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

Ms. Oakes moved to approve the work session and regular meeting minutes of April 23, 2020.

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

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

Ms. Oakes moved to approve the budget work session minutes of April 30, 2020.

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

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

<u>REGULAR MEETING</u>

A. Consideration of an Ordinance to Increase Water User Fee

Phil Trayer, Chief Finance Officer, stated the agenda item was for Council to consider an ordinance to increase the FY 2021 water user fee by 5%, effective July 1, 2020. Under the proposed ordinance, residential water fees would increase from $3.68 to $3.86/100 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 additional funds would go towards major CIP projects which are scheduled over the next four years, including the $6.9 million Gardner Spring pumphouse project in FY 2022 and phase 1 of the North River Pipeline replacement project of $6.5 million in FY 2024. Both projects are deemed critical for the City's water infrastructure.

Mr. Trayer stated the proposed ordinance was introduced at Council's regular meeting on March 26, 2020 and a properly advertised public hearing was conducted at Council's regular meeting on April 23, 2020 with budget work sessions held on April 9, April 16, April 23, April 30, May 7, and May 14, 2020. Mr. Trayer stated the City Manager had recommended approval of the proposed ordinance.

Dr. Harrington moved that Council adopt an ordinance amending, restating, and reordaining section 13.20.020, Rates generally, of Staunton City Code to increase the water user fee from $3.68 to $3.86 per 100 cubic feet, increase the minimum charge each two months by each regular user of city water from $18.40 to $19.30, increase the bulk water rate from $9.20 to $10.00 per 750 gallons, and increase the minimum charge for bulk water purchases during a month of less than 1,500 gallons from $18.40 to 19.30, effective July 1, 2020, as presented.

The motion was seconded by Mr. Holmes.

Ms. Oakes stated in good conscience during a pandemic crisis and economic hardship vote to increase fees.

The motion carried as follows:

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

Ordinance No. 2020 - 06

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: March 26, 2020
Adopted: May 14, 2020
Effective: July 1, 2020

/s/ Carolyn W. Dull
Carolyn W. Dull, Mayor

ATTEST: /s/ Suzanne F. Simmons
Suzanne F. Simmons
Clerk of Council

B. Consideration of an Ordinance to Increase Refuse and Recycling Rates

Mr. Trayer stated 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. This increase follows the plan Council approved during the FY2020 budget process.

Mr. Trayer stated the increase would increase the monthly residential fee from $18.98 to $20.88. This equates to $1.90 per month or $22.80 per year. The rates will primarily go towards retaining the recycling program and scheduled CIP projects both at the Augusta Regional Landfill and to the City of Staunton.

Mr. Trayer stated the proposed ordinance to increase refuse and recycling fees, effective July 1, 2020, was introduced as Council's regular meeting on March 26, 2020, and a properly noticed public hearing was conducted at Council's regular meeting on April 23, 2020 with budget work sessions on April 9, April 16, April 23, April 30, May 7, and May 14, 2020. The City Manager has recommended approval of the proposed ordinance.

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

Mr. Holmes moved that Council adopt an ordinance amending, restating and reordaining Section 8.30.110, Fees—Prescribed, of Staunton City Code to increase the refuse and recycling fees 10%, effective July 1, 2020, as presented.

The motion was seconded by Dr. Curren.

Dr. Curren stated, like Ms. Oakes on the previous item, he was originally opposed to raising any fees in sympathy with citizens who are currently suffering a great deal of financial hardship. He noted he felt the City had done many things work with citizens on fees and taxes charged and felt sure the city could continue to be flexible. He stated the amount of the monthly fee increases in each case were small per household, but would help to pay for necessary improvements and would be irresponsible to put those improvements off. Dr. Curren stated he had changed his mind and did support the fee increases.

Ms. Oakes stated in good conscience during a pandemic crisis and economic hardship vote to increase fees.

Ms. Mead stated she wanted to note that in 2011 City Council voted to increase the refuse and recycling fee and was the first time it had been done since 1994. She noted as the fee increases had been postponed over the years, the rate at which the City had been able to cover the costs of the Environmental Fund and depreciation of equipment, improvements were made, but now needed to accomplish what was needed in order to provide services to citizens.

Mr. Holmes stated the increase was approximately $3-4 per month for the average household. He noted the money was needed to continue to provide services.

The motion carried as follows:

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

Ordinance No. 2020-07

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 $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 $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 $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 $127.41 and $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 $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 $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

Introduced: March 23, 2020

Adopted: May 14, 2020

Effective Date: July 1, 2020

/s/ Carolyn W. Dull
Carolyn W. Dull, Mayor

ATTEST: /s/ Suzanne F. Simmons
Suzanne F. Simmons
Clerk of Council

C. Consideration of an Ordinance to Establish a Budget and Appropriation for Fiscal Year 2021, July 1, 2020 – June 30, 2021

Mr. Trayer stated this agenda item was to consider the budget ordinance for FY 2021. The proposed FY 2021 Budget Ordinance totals $114,290,621 and consisted of the following:

General Fund - $56.4 million
Debt Service - $4.8 million
CIP - $0.0
Blue Ridge Court Services - $1.1 million
Water Fund - $5 million
Sewer Fund - $5.6 million
Parking Fund - $540,000
Stormwater Fund - $1.3 million
Environmental Fund - $3.3 million
Education - $32.5 million
Cafeteria Fund - $1.5 million
Textbook Fund - $276,000
School CIP - $0.0
School State Operated Programs - $3 million.

Mr. Trayer stated there were six sections of the proposed ordinance that he would like to point out:

Recitals A-M provides background information to citizens to review in order to gain an understanding of what occurred during this year's budget process, the reason for the year-on-year reduction, and why staff is asking for a partial appropriation of the budget.

Section 1 of the ordinance quantifies the total budget of $114,290,621 for FY 2021 which begins on July 1, 2020 and ends on June 30, 2021.

Section 2 of the ordinance appropriates 60% of the approved budget. The budget would remain at $114 million, but the original appropriation request would equal $68,574,373. That was the amount that the City would be able to legally spend at this time. Mr. Trayer stated it was the plan to return before Council in late Fall after the full economic impact of the Covid-19 crisis would have become clearer and Council could adjust upwards or downwards the balance of the budget in accordance of economic conditions.

Section 3 establishes the real estate tax rate of $0.95 / $100 of assessed value and establishes the downtown service district tax of $0.15 / $100 of assessed value. Mr. Trayer stated both taxes would remain unchanged.

Section 4 establishes property tax of $2.90 / $100 of assessed value and business and machinery tax of $1.24 / $100 of assessed value. Both taxes would remain unchanged.

Section 9 states that the annual salary for each Council member would remain at its current level while providing an avenue to redirect a portion of their salary that was the equivalent of a 10-day furlough or 3.85% of Council member's salary back to the General Fund. Mr. Trayer stated each member of Council had requested such reduction. He noted that avenue allowed for that to happen without permanently altering the established salary schedule.

Mr. Trayer stated the proposed ordinance was introduced on March 26, 2020 and a properly advertised public hearing was held on April 23, 2020 with work sessions held on April 9, April 16, April 23, April 30, May 7, and May 14, 2020. Mr. Trayer stated the City Manager had recommended approval of the ordinance.

Mr. Holmes asked Mr. Trayer if staff was expecting any of the assessments to increase. Mr. Trayer stated that was a complication question in given that the economic downturn he though the City was in positive territory three months earlier, but did not know where things currently stood.

Dr. Curren moved to adopt an ordinance establishing and approving a budget for the City of Staunton for fiscal year 2021, totaling $114,290,621, and an appropriation of 60% of the approved budget, or $68,574,373, including an appropriation of a General Fund Transfer to the Education Fund totaling $7,226,646, and fixing other tax rates and fees as proposed, advertised and considered for public hearing.

The motion was seconded by Dr. Harrington.

Ms. Mead stated while the budget numbers were large, it represented for the past 10 years an annual growth rate of less than 2.5% of the City's budget. Considering the current crisis, Ms. Mead stated she felt the City had done an excellent job of maintaining a budget that was reasonable, rational, and accomplished what was needed.

Dr. Curren seconded what Ms. Mead said. He said the consumer price index was approximately the same at 2.5% a year on average and that the City's budget had more or less kept up with inflation while many cities' budgets had exceeded the rate of inflation. He felt Staunton should be applauded for its fiscal responsibility.

Vice Mayor Kier stated, from the budget's conception, it troubled him that pay increases had to be taken away for City and School staff in order to not increase real estate taxes. He stated it made him proud that staff had been able to come up with such a budget and thanked Mr. Trayer, Ms. Beauregard, Mr. Rosenberg, and the entire City staff.

Ms. Oakes stated she could not in good conscience during a pandemic crisis and economic hardship vote for a budget that includes fee increases.

Mayor Dull stated all of the staff had done an excellent job in creating a budget that was usable and doable even in the face of the crisis.

The motion carried as follows:

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

(SEE ATTACHMENT A – BUDGET ORDINANCE 2020-08)

D. Consideration of an Ordinance Repealing Chapter 5.15, Health Clubs and Massage Therapy – Tattoo Parlors, of Title 5, Business Licenses and Regulations, of the Staunton City Code

Doug Guynn, City Attorney, stated that agenda item involved a recommendation by him that Council actually repeal what amounted to 40 sections of the Staunton City Code. He noted in this particular instance, particularly when questions get prompted, the City's Code provisions can be duplicate or overlapping with already existing state regulation of various matters. Mr. Guynn stated in this particular instance there was an opportunity to look at the Staunton City Code at it related to the regulation of health clubs, massage therapy, and tattoo parlors. Upon review, it was confirmed that these subjects are already extensively regulated by the Virginia Code and by the Virginia Administrative Code. Mr. Guynn stated it was his recommendation that City Council consider and actually adopt the proposed ordinance which would repeal that chapter of the City Code.

Dr. Harrington moved that, upon recommendation of the City Attorney, City Council adopt the proposed ordinance that repeals Chapter 5.15, Health Clubs and Massage Therapy – Tattoo Parlors, of Title 5, Business Licenses and Regulations, of the Staunton City Code.

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

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

Ordinance No. 2020 - 09

AN ORDINANCE REPEALING
CHAPTER 5.15 HEALTH CLUBS AND MASSAGE THERAPY – TATTOO PARLORS,
OF TITLE 5, BUSINESS LICENSES AND REGULATIONS,
OF THE STAUNTON CITY CODE

<u>Recitals</u>

A. The provisions of Chapter 5.15 of the Staunton City Code purport to regulate health clubs, massage therapy and tattoo parlors within the City;

B. Health clubs already are regulated under the provisions of Sections 59.1-294 *et seq*. of the Virginia Health Club Act of the Code of Virginia;

C. Massage therapists already are regulated under the provisions of Sections 54.1-3000 *et seq*. of the Code of Virginia; Article 5 of Chapter 30 of Title 54.1 of the Code of Virginia; and Sections 90-50-10 *et seq*. of Title 18 of the Virginia Administrative Code;

D. Tattooers and tattoo parlors already are regulated under the provisions of Sections 54.1-700 *et seq*. of the Code of Virginia, and Sections 41-50-10 *et seq*. of Title 18 of the Virginia Administrative Code;

E. The Staunton City Council finds that it is in the interest of the City and its citizens to repeal Chapter 5.15 of the City Code provisions relating to the regulation of health clubs, massage therapy and tattoo parlors, given the already existing state regulatory requirements;

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

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

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Staunton, Virginia, that Chapter 5.15 of the Staunton City Code is hereby repealed.

In all other respects, the provisions of Title 5, Business Licenses and Regulations, of the Staunton City Code remain the same and are hereby restated, confirmed and reordained.

Introduced: May 14, 2020
Adopted: May 14, 2020
Effective Date: May 14, 2020

/s/ Carolyn W. Dull
Carolyn W. Dull, Mayor

ATTEST:/s/ Suzanne F. Simmons
Suzanne F. Simmons, Clerk of Council

MATTERS FROM THE CITY MANAGER

Mr. Rosenberg noted the next item on the agenda was Matters from the Public and that it would be an appropriate time for members of the public who were interested in addressing Council to call and be placed in the queue to do so. He stated the instructions to do so were on the agenda for the meeting. He again repeated the phone number of (844) 854-2222 with instructions to enter access code 619358#.

Mr. Rosenberg stated he wanted to express his own thanks and appreciation to Ms. Beauregard, Mr. Trayer, and all of the members of the Management Team and City employees who did the difficult work of revising the proposed budget in an extremely condensed period of time.

Mr. Rosenberg stated during the Work Session meeting earlier he had briefed Council on the Forward Virginia Reopening Plan and the first phase of that plan. He noted he shared the City's own team approach. He stated announcements could be expected in the days ahead concerning City facilities, programs, and services. Mr. Rosenberg stated there would be an anticipated change in the Farmer's Market format. He noted that the current format would remain unchanged for May 16, 2020. He stated he was in discussions with the Market Manager and anticipated a change would be made consistent with guidelines out of the Governor's office concerning the conduct of farmer's markets.

MATTERS FROM THE PUBLIC

Mayor Dull stated if anyone wished to communicate, they would need to follow the instructions presented earlier.

Mark Robertson, 239 Thornrose Avenue, thanked Council for the opportunity to speak. He stated he wanted to speak in opposition to raising fees on water, refuse collection, and recycling due to the current economic crisis.

Baldwin Jennings, 332 Sharon Lane, stated he was calling in regards to Ms. Mead's April 29, 2020 Letter to the Editor and felt it was uncalled for.

Steve Claffey, 1618 Dogwood Road, stated he wanted to reiterate his previous comments from the April 9, 2020 Council meeting where he urged Council to publish meeting minutes on a more-timely basis. He noted the original proposed budget presented by the City Manager in March included a 2% real estate tax increase, but that he believed that it took a major disaster to get Council to not raise taxes. He referred to water fee increases and questioned when the Gardner Spring project would begin or be completed.

Amy Darby, 1824 D Springhill Road, spoke in opposition against Council voting to increase fees at tonight's meeting. She acknowledged the City's water infrastructure system was in need of repair, but questioned why there had not been planning done and money put aside.

Richard Bolstein, 113 Oak Terrace, stated he wanted to thank Council for taking pay cuts from their salary. He noted he sympathized that it was difficult to raise fees during the pandemic; however, it would be catastrophic if there was a disruption of water and sewer supplies as well as trash and recycling pickup. Mr. Bolstein stated he would be willing to help start a fund to help citizens having difficulty paying their utility bills if need be. He referred to the upcoming Council election and candidates' comments criticizing Council.

ADJOURNMENT

There being no further business to come before Council, the meeting adjourned at 8:38 p.m.

____

Suzanne F. Simmons
Clerk of Council

ATTCH A
CC Meeting 05.14.20

Ordinance No. 2020-08

AN ORDINANCE ESTABLISHING AND APPROVING A BUDGET FOR THE SCHOOL BOARD OF THE CITY OF STAUNTON, AND FOR THE CITY OF STAUNTON, VIRGINIA, BOTH SEPARATELY AND COLLECTIVELY FOR THE FISCAL YEAR BEGINNING JULY 1, 2020 AND ENDING JUNE 30, 2021, APPROPRIATING FUNDS AT SIXTY PERCENT (60%) OF SUCH APPROVED BUDGETED AMOUNTS FOR PUBLIC PURPOSES FOR SUCH FISCAL YEAR, SUBJECT TO FUTURE APPROPRIATION AMENDMENT(S); 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

Recitals

A. Beginning as early as the fall of the previous year, future budget year fiscal planning involves an extensive process that includes departmental and other reviews and funding requests and individual meetings with representatives of the departments and of other public bodies and public officials funded by or through the City of Staunton.

B. As the budget planning process for fiscal year 2021 was well under way, to such an extent that the City Manager had already formulated a recommended fiscal year 2021 budget, the emergency and disaster circumstances of the global COVID-19 pandemic hit. That pandemic has led to shelter-at-home and business closure orders of the Governor of Virginia, having an unprecedented impact on individuals, businesses, and non-profit organizations, and on state and local government financial and operational aspects.

C. When the City Manager initially presented the recommended fiscal year 2021 budget to Council on March 26, 2020, the City Manager emphasized that the recommended budget would require significant review and changes, given the predicted significant impact that the global COVID-19 pandemic emergency and disaster would have on City revenues, with businesses having to close and individuals sheltering at home, consistent with federal guidelines and actions of the Governor of Virginia.

D. Circumstances were such that Council took various emergency-disaster actions related to the COVID-19 pandemic circumstances, including those reflected in ordinances 2020-04 and 2020-05.

E. In the meantime, the City Manager implemented prudential measures that included hiring and spending freezes and capital project expenditures review, and other measures such as termination of certain part-time employees, to protect the City's fiscal condition in light of evolving circumstances.

F. On April 23, 2020, City Council conducted a public hearing on the budget ordinance based on the City Manager's initial recommended budget and first introduced on March 26, 2020, which public hearing was advertised in *The News Leader*. City Council also encouraged other input on the proposed budget and its members have remained receptive to citizen input even as the process or review and discussion has continued.

G. The City Manager, with the leadership of the chief finance officer of the City, developed further data, and Council has conducted several budget work sessions as part of a careful, systemic review of City finances to position the City to responsibly manage the fiscal and budgetary challenges currently and in the year ahead.

H. The City Manager now has briefed Council several additional times, and Council members have discussed at length the budget implications.

I. In light of all of the considerations and discussions, the City Manager has proposed a fundamentally altered budget recommendation for fiscal year 2021, reflecting reductions from his originally formulated budget of as much as $7,862,905 that, among other things, includes a plan for mandated employee furlough.

J. Council, recognizing the challenging realities created by the consequences of the global COVID-19 pandemic emergency and disaster, concurs with the City Manager and even has committed to reflect in its own future net salary the pay adjustments that align with the furlough that employees will experience.

K. Even with all of these actions, the City Manager and Council believe that unlike in any other years, it is prudent to approve annual budgets for the School Board and for the City yet authorize in this ordinance an appropriation that is a percentage of the annual budgets approved, appreciating that only the act of appropriation authorizes the expenditure of funds and that the City Manager will continue to review further developments and bring to the City Council one or more appropriation ordinances that would amend the appropriation authorized by this ordinance.

L. This matter has been properly advertised, heard, and considered.

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

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

SECTION 1. The following budget of the School Board of the City of Staunton and of the City of Staunton, separately and collectively, as annexed and reflected and incorporated by reference, totaling **$114,290,621** 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(S), 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, at **sixty percent (60%)** thereof as set forth in the appropriate Section of such budget, with the recognition and stipulation that budget approval is not an appropriation of funds and only those funds as appropriated at such percentage and no more are set aside and may be spent, subject to future appropriation amendment(s) by ordinance as may be adopted by City Council.

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 $0.95 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. 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 a rate of $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.

3.3. 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 $0.48 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 Sections 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 they 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

The following respective annual amounts, however, shall be voluntarily returned pro rata bimonthly as to each such salary by an amount equal to 3.85% of the salary, as already requested by each individual member of Council, to a contra account which then periodically shall be credited to the general fund of the City, with the stipulation that this action does not alter the salaries above as established in this ordinance: Mayor $424; Vice-Mayor $385; and Council Members, $385.

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:	May 14, 2020
EFFECTIVE DATE:	July 1, 2020

Carolyn W. Dull

Carolyn W. Dull, Mayor

ATTEST: Suzanne F. Simmons

Suzanne F. Simmons
Clerk of Council

CITY COUNCIL **AGENDA BRIEFING**

Staunton, VA

Meeting Date:	**May 28, 2020**	**Staff Member:** **Phil Trayer**
Item #	**D**	
Ordinance #		
Department:	**Finance**	
Council Vision:	**Responsive, Efficient Government**	
Subject:	**Presentation of Quarterly Financial Report**	

Background: Phil Trayer, Chief Finance Officer, will present a financial report for the third quarter of fiscal year 2020. The quarterly financial report and the sales, meals and lodging tax history reports are attached.

Attachments: Financial Report; Sales, Meals and Lodging Tax Reports

City Manager's Recommendation: Not applicable.

Suggested Motion: Not applicable.

City Manager: Steven L. Rosenberg

FY 2020 FINANCIAL REPORT

MARCH 31, 2020

GENERAL FUND REVENUES	REVISED BUDGET	ACTUAL YTD		AVAILABLE BUDGET	% RECEIVED	Comment
PROPERTY TAXES						
Real Estate Taxes 2019 (75%) & 2020 (25%)	$ 18,350,000	$ 4,984,443		$ 13,365,557	27%	75% of 2020 Taxes due June 20, 2020 25% of 2019 Taxes due Dec 5, 2019
Real Estate Taxes 2018-…	800,000	312,132		487,868	39%	Delinquent Taxes
Real Estate - Public Service	900,000	952,761		(52,761)	106%	100% of 2019 Taxes due Dec 5, 2019
Real Estate - Interest	175,000	121,723		53,277	70%	
Real Estate- Penalty	130,000	98,525		31,475	76%	
Real Estate Tax -Downtown Serv District	125,000	49,282		75,718	39%	25% due Dec 5; 75% due June 20
Personal Property Taxes 2019-…	5,050,000	5,419,057		(369,057)	107%	100% of 2019 PP Tax due December 5, 2019
Personal Property Taxes 2018-…	225,000	110,104		114,896	49%	Delinquent Taxes due prior to December 5, 2019
Personal Property Taxes- Public Service	4,000	3,563		437	89%	
Personal Property -Interest	55,000	60,332		(5,332)	110%	
Personal Property - Penalty	85,000	73,510		11,490	86%	
Machinery & Tools Tax	491,500	508,973		(17,473)	104%	100% Tax Due December 5, 2019
TOTAL PROPERTY TAXES	**$ 26,390,500**	**$ 12,694,405**		**$ 13,696,095**	**48%**	
OTHER LOCAL TAXES						
Business & Occupational Licenses	$ 2,200,000	$ 2,249,875		$ (49,875)	102%	BPOL License due March 1, 2020
Water Utility Tax	280,000	184,919		95,081	66%	Paid Monthly w/ 1-2 months delay in collection
Gas Utility	300,000	195,440		104,560	65%	Paid Monthly w/ 1-2 months delay in collection
Electric Utility	585,000	396,032		188,968	68%	Paid Monthly w/ 1-2 months delay in collection
Local Sales Tax	4,300,000	2,828,772		1,471,228	66%	Paid Monthly w/ 2 months delay in payment from State
Bank Stock	475,000	1,158		473,842	0%	Paid in June
Recordation	200,000	146,487		53,513	73%	Paid Monthly w/ 1 month delay in collection
Cigarette Tax	395,000	328,986		66,014	83%	Paid at sale date, no delay in collection
Lodging Tax	890,000	617,178		272,822	69%	Paid Monthly w/ 1 month delay in collection
Meals Tax	4,600,000	3,200,718		1,399,282	70%	Paid Monthly w/ 1 month delay in collection
Probate Tax on Wills	7,000	5,319		1,681	76%	
Short Term Rental Tax	25,000	15,184		9,816	61%	
Local Communications Tax	1,250,000	679,142		570,858	54%	Paid Monthly w/ 1-2 months delay in collection
TOTAL OTHER LOCAL TAXES	**$ 15,507,000**	**$ 10,849,210**		**$ 4,657,790**	**70%**	
PERMITS						
Short Term Rental Registration/Precious Metal	$ -	$ 1,300		$ (1,300)	#DIV/0!	Airbnb Fees
Judicial Charges for Services	900	536		364	60%	
Public Safety Charges for Services	268,000	154,514		113,486	58%	
Planning and Development Charges for Services	12,000	8,325		3,675	69%	
TOTAL PERMITS	**$ 280,900**	**$ 164,676**	**$ -**	**$ 116,224**	**59%**	

MARCH 31, 2020

GENERAL FUND REVENUES	REVISED BUDGET	ACTUAL YTD	AVAILABLE BUDGET	% RECEIVED	
FINES & FORFEITURES					
Circuit Court Fines	$ 167,054	$ 108,958	$ 58,096	65%	
Court Recorder Fees	$ 45,000	$ 32,925	$ 12,075		
Courthouse Maintenance Fee	10,000	8,583	1,417	86%	
Animal Control Fines	5,500	6,125	(625)	111%	
TOTAL FINES & FORFEITURES	**$ 227,554**	**$ 156,592**	**$ 70,962**	**69%**	
REVENUE FROM USE OF PROPERTY					
Interest Revenue	$ 200,000	$ 225,505	$ (25,505)	113%	
Rental of Real Property	41,100	41,135	(35)	100%	
Rental of Real Property-Recreation	5,000	3,715	1,285	74%	
TOTAL REVENUE FROM USE OF PROPERTY	**$ 246,100**	**$ 270,355**	**$ (24,255)**	**110%**	
CHARGES FOR SERVICES					
Property Clean Up Fees	$ 2,000	$ 1,385	$ 615	69%	
Payment in Lieu of Tax from Proprietary Funds	1,233,959	1,137,510	96,449	92%	
DMV Stop Fees	5,000	5,596	(596)	112%	
Administrative Fees	23,000	16,029	6,971	70%	
Judicial Operations Charges for Services	58,617	49,664	8,953	85%	
Public Safety Tax Exempt Service Charge	4,790	6,358	(1,568)	133%	
Recreation Charges for Services	$ 495,000	372,475	122,525	75%	
TOTAL CHARGES FOR SERVICES	**$ 1,822,366**	**$ 1,589,017**	**$ 233,349**	**87.20%**	
MISCELLANEOUS					
Sale of Salvage & Surplus	$ 15,000	$ 20,142	$ (5,142)	134%	
Payment in Lieu of Taxes SRHA	13,500	14,023	(523)	104%	
Donations	9,855	99,783	(89,928)	1013%	
Miscellaneous	-	16,302	(16,302)	#DIV/0!	
TOTAL MISCELLANEOUS	**$ 38,355**	**$ 150,249**	**$ (111,894)**	**392%**	
RECOVERED COSTS					
Wellness Program Reimbursement	$ 10,000	$ 9,354	$ 646	94%	
Recovered Costs - General Govt	278,390	-	$ 278,390	0%	
Recovered Costs - Courts	58,000	-	58,000	0%	
Recovered Costs- Public Safety	589,874	619,295	(29,421)	105%	Buy-In from Harrisonburg/Rockingham for Regional Jail
Recovered Costs- Police Security	45,000	28,631	16,369	64%	
Recovered Costs- Insurance Recovery	33,855	41,642	(7,787)	123%	
Recovered Costs- Public Works	25,000	30,330	(5,330)	121%	
Recovered Costs- Education	89,600	-	89,600	0%	Software Annual Costs and Bus Mechanic Services
Recovered Costs- Recreation/ Library	50,400	50,757	(357)	101%	Talking Book Center Reimbursement
TOTAL RECOVERED COSTS	**$ 1,180,119**	**$ 780,009**	**$ 400,110**	**66%**	

MARCH 31, 2020

GENERAL FUND REVENUES	REVISED BUDGET	ACTUAL YTD	AVAILABLE BUDGET	% RECEIVED	
COMMONWEALTH OF VIRGINIA REVENUE					
Public Facilities Tax	$ 120,000	$ 58,044	$ 61,956	48%	State sales tax revenue from Stonewall Jackson Hotel
Recordation	70,000	29,808	40,192	43%	
Rolling Stock Taxes	14,000	9,793	4,207	70%	
Motor Vehicle Rental Tax	80,000	75,122	4,878	94%	
HB599 Law Enforcement	919,044	716,166	202,878	78%	Quarterly Payments from State
Personal Property Tax Relief Act (PPTRA)	1,652,200	1,569,590	82,610	95%	
Recordation - Grantor's Tax	50,000	39,728	10,272	79%	
Juror/Witness Fees	10,000	4,684	5,316	47%	
State Crime Forfeited Assets-Commonwealth Attorney	0	-	0	0%	
DCJS- Victim Witness Grant	28,137	9,000	19,137	32%	
DMV Four for Life Funds	25,250	-	25,250	0%	
DMV Animal License Plates	750	1,157	(407)	154%	
State Crime Forfeited Assets- Police	-	26,648	(26,648)	#DIV/0!	Revenue based on criminal drug activity
Fire Programs Fund	75,000	86,487	(11,487)	115%	
E911 Wireless Funds	76,000	79,617	(3,617)	105%	Grants from the Wireless Board of Virginia
Street & Highway Maintenance	4,214,683	3,161,012	1,053,671	75%	Quarterly Payments from State
Public Assistance	1,354,510	912,198	442,312	67%	
CSA Administrative Fees	11,793	10,787	1,006	91%	
Comprehensive Services Act (CSA)	2,174,000	1,236,280	937,720	57%	
VA Comm for the Arts	4,500	4,500	-	100%	
Library	155,160	155,160	-	100%	Quarterly Payments from State
Commissioner of Revenue	126,165	81,342	44,823	64%	
Treasurer	124,858	80,582	44,276	65%	
Electoral Board & Registrar	38,525	-	38,525	0%	
Commonwealth Attorney	544,152	348,107	196,045	64%	
Sheriff	302,800	202,148	100,652	67%	
Circuit Court Clerk	323,076	223,626	99,450	69%	
TOTAL COMMONWEALTH OF VIRGINIA	**$ 12,494,603**	**$ 9,121,587**	**$ 3,373,016**	**73.00%**	
FEDERAL REVENUES					
Victim Witness Federal Grant	$ 84,411	$ 26,000	$ 58,411	31%	
FEMA Disaster Payment	$ -	$ 1,092		#DIV/0!	
Federal DMV Grant	$ 14,455	$ -		0%	
FEMA Fire SAFER Grant	177,786	125,360	52,426	71%	
Welfare Public Assistance	1,030,721	758,458	272,263	74%	
TOTAL FEDERAL REVENUE	**$ 1,307,373**	**$ 910,910**	**$ 383,100**	**69.67%**	
PRIOR YEAR APPROPRIATIONS					
Appropriation for Prior Year Encumbrances	$ 691,890	$ -	$ 691,890	0%	Outstanding Encumbrances at June 30, 2019
Appropriation of Prior Year Fund Balance	2,974,906	-	$ 2,974,906		
TOTAL PRIOR YEAR APPROPRIATIONS	**$ 3,666,796**	**$ -**	**$ 3,666,796**	**0%**	
TOTAL GENERAL FUND REVENUES	**$ 63,161,666**	**$ 36,687,008**	**$ 26,461,295**	**58%**	

FY 2020 FINANCIAL REPORT
MARCH 31, 2020

GENERAL FUND EXPENDITURES	REVISED BUDGET	ACTUAL YTD	ENCUMBRANCES	AVAILABLE BUDGET	% EXPENDED
GENERAL GOVERNMENT ADMINISTRATION					
CITY COUNCIL	$ 157,328	$ 113,655	$ -	$ 43,673	72%
CLERK OF COUNCIL	53,842	27,666	5,044	21,132	61%
CITY MANAGER	578,678	350,539	-	228,139	61%
HUMAN RESOURCES	648,584	448,755	6,697	193,132	70%
CITY ATTORNEY	387,265	225,165	31,706	130,394	66%
COMMUNICATIONS MANAGER	108,187	69,263	-	38,924	64%
PROFESSIONAL CONSULTANTS	70,000	57,200	-	12,800	82%
CITY MEMBERSHIPS	28,197	27,884	-	313	99%
FINANCE	1,413,835	876,345	85,399	452,091	68%
ASSESSOR	277,217	203,754	10	73,453	74%
COMMISSIONER OF REVENUE	335,807	249,339	333	86,135	74%
TREASURER	452,504	311,211	780	140,513	69%
REGISTRAR	142,182	98,273	85	43,824	69%
INFORMATION TECHNOLOGY	1,287,080	848,173	36,767	402,140	69%
RISK MANAGEMENT	795,000	484,314	-	310,686	61%
TOTAL GENERAL GOV'T ADMINISTRATION	**$ 6,735,706**	**$ 4,391,536**	**$ 166,821**	**$ 2,177,349**	**68%**
JUDICIAL ADMINISTRATION					
CIRCUIT COURT	$ 161,021	$ 107,381	$ -	$ 53,640	67%
GENERAL DISTRICT COURT	10,900	4,069	-	6,831	37%
MAGISTRATES	2,000	116	-	1,884	6%
JUVENILE DOMESTIC RELATIONS COURT	75,092	-	-	75,092	0%
CLERK OF THE CIRCUIT COURT	587,946	435,217	643	152,086	74%
SHERIFF	577,283	424,670	505	152,108	74%
VICTIM/WITNESS GRANT	99,435	65,556	-	33,879	66%
COMMONWEALTH ATTORNEY	796,217	520,670	281	275,266	65%
TOTAL JUDICIAL ADMINISTRATION	**$ 2,309,894**	**$ 1,557,679**	**$ 1,429**	**$ 750,786**	**67%**
PUBLIC SAFETY					
POLICE	$ 5,349,247	$ 3,797,585	$ 97,101	$ 1,454,561	73%
E911 CENTER	923,448	565,890	19,875	337,683	63%
FIRE	3,153,237	2,428,159	8,796	716,282	77%
COMMUNITY PUBLIC SAFETY	228,126	68,959	21,340	137,827	40%
JUVENILE DETENTION HOME	100,053	75,039	-	25,014	75%
JAIL	1,967,160	1,582,262	-	384,898	80%
OFFICE ON YOUTH	151,534	68,732	1,714	81,088	46%
INSPECTIONS	386,494	272,533	39	113,922	71%
ANIMAL CONTROL	75,000	47,061	-	27,939	63%
MEDICAL EXAMINER	250	200	-	50	80%
TOTAL PUBLIC SAFETY	**$ 12,334,549**	**$ 8,906,420**	**$ 148,865**	**$ 3,279,264**	**73%**

MARCH 31, 2020

GENERAL FUND EXPENDITURES	REVISED BUDGET	ACTUAL YTD	NCUMBRANCES	AVAILABLE BUDGET	% EXPENDED	
PUBLIC WORKS						
ENGINEERING	$ 339,704	$ 233,788	$ -	$ 105,916	69%	
PUBLIC WORKS ADMINISTRATION	278,810	196,513	872	81,425	71%	
STREETS	3,302,251	1,142,259	1,125,037	1,034,955	69%	
TRAFFIC ENGINEERING	264,393	161,570	7,631	95,192	64%	
TRAFFIC SIGNALS	382,533	303,023	1,326	78,184	80%	
BUILDING MAINTENANCE	1,332,835	926,413	43,117	363,305	73%	
EQUIPMENT MAINTENANCE	468,141	352,363	162	115,616	75%	
TOTAL PUBLIC WORKS	**$ 6,368,667**	**$ 3,315,929**	**$ 1,178,145**	**$ 1,874,593**	**71%**	
HEALTH AND WELFARE						
PUBLIC HEALTH	$ 305,390	$ 305,391	$ -	$ (1)	100%	
VALLEY COMM SERVICES BOARD	184,139	184,139	-	-	100%	Quarterly Payments
COMMUNITY POLICY MGMNT TEAM (CSA)	3,100,000	1,962,171	-	1,137,829	63%	
DEPT OF SOCIAL SERVICES	3,193,805	2,350,754	-	843,051	74%	
TAX RELIEF FOR THE ELDERLY	205,000	-	-	205,000	0%	Real Estate Tax Relief- processed May each year
COMMUNITY WELFARE ASSISTANCE	99,692	86,042	-	13,650	86%	Outside Agency Contributions
TOTAL HEALTH AND WELFARE	**$ 7,088,026**	**$ 4,888,497**	**$ -**	**$ 2,199,529**	**69%**	
EDUCATION -OTHER						
EDUCATIONAL CONTRIBUTIONS-BRCC	$ 8,000	$ 8,000	$ -	$ -	100%	Contribution to Blue Ridge Community College
TOTAL EDUCATION-OTHER	**$ 8,000**	**$ 8,000**	**$ -**	**$ -**	**100%**	
PARKS, RECREATION, LIBRARY, CULTURAL						
PARKS AND RECREATION ADMIN	$ 1,219,310	$ 830,708	$ 66,682	$ 321,920	74%	
HORTICULTURE	171,487	115,791	4,000	51,696	70%	
GOLF COURSE	113,137	79,511	-	33,626	70%	
COMMUNITY RECREATION ASSISTANCE	20,000	20,000	-	-	100%	Boys and Girls Club
PARK MAINTENANCE	1,322,439	859,533	59,131	403,775	69%	
COMMUNITY CULTURAL CONTRIBUTIONS	14,000	14,000	-	-	100%	Outside Agency Contributions
LIBRARY	1,211,403	870,273	3,968	337,162	72%	
TOTAL PARKS, RECREATION, LIBRARY, CULTURAL	**$ 4,071,776**	**$ 2,789,816**	**$ 133,781**	**$ 1,148,179**	**72%**	
PLANNING AND COMMUNITY DEVELOPMENT						
PLANNING	$ 368,617	$ 223,931	$ 19	$ 144,667	61%	
COMMUNITY DEVELOPMENT ASSISTANCE	337,505	262,837	-	74,668	78%	Outside Agency Contributions
ECONOMIC DEVELOPMENT	642,061	271,413	2,894	367,754	43%	
TOURISM	497,511	364,600	10,553	122,358	75%	
STAUNTON WELCOME CENTER	56,296	40,076	-	16,220	71%	
TRANSPORTATION-CSPDC	63,000	63,000	-	-	100%	
TOTAL PLANNING AND COMMUNITY DEVELOPMENT	**$ 1,964,990**	**$ 1,225,857**	**$ 13,466**	**$ 725,667**	**63%**	

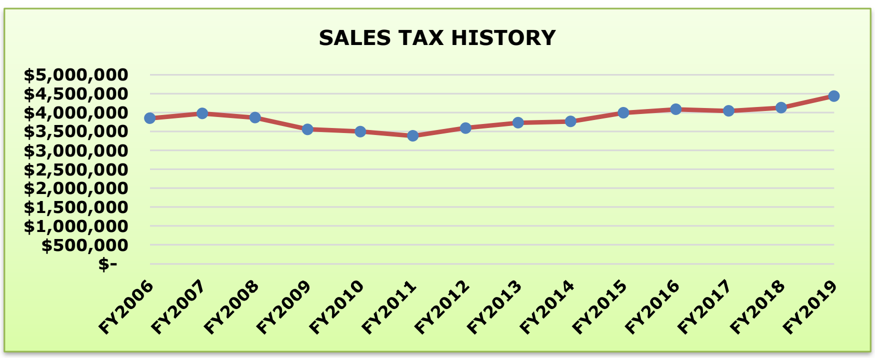
MARCH 31, 2018

GENERAL FUND EXPENDITURES	**REVISED BUDGET**	**ACTUAL YTD**	**NCUMBRANCES**	**AVAILABLE BUDGET**	**% EXPENDED**	
TRANSFERS TO OTHER FUNDS/NON-DEPARTMENTAL						
TRANSFER TO DEBT SERVICE FUND	$ 5,244,415	$ 4,844,415	$ -	$ 400,000	92%	Annual Debt Payments
TRANSFER TO CIP FUND	3,185,643	841,050	-	2,344,593	26%	
TRANSFER TO EDUCATION FUND	13,850,000	6,925,000	-	6,925,000	50%	Education Transfer/ Second half to occur in June
NON-DEPARTMENTAL EXPENDITURES	-	4,695		(4,695)	#DIV/0!	Distribution account-equal to zero at year end
TOTAL TRANSFERS AND NON-DEPARTMENTAL	**$ 22,280,058**	**$ 12,615,160**	**$ -**	**$ 9,664,898**	**57%**	
TOTAL GENERAL FUND EXPENDITURES	**$ 63,161,666**	**$ 39,698,894**	**$ 1,642,507**	**$ 21,820,266**	**65%**	

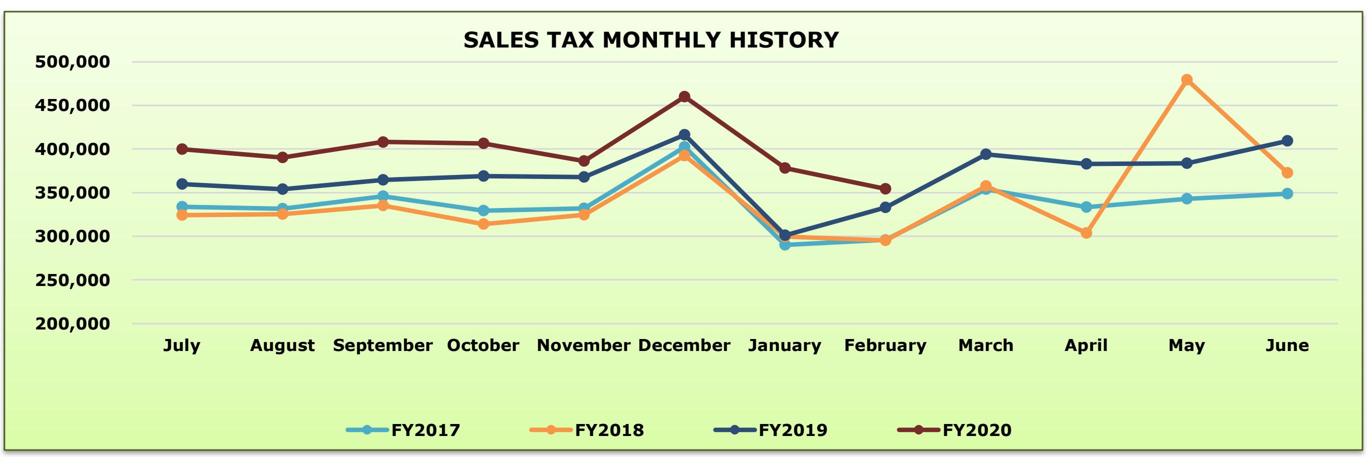
FY2020 GENERAL FUND BUDGET		
ADOPTED BUDGET	$ 59,275,000	JULY 1, 2019
ENCUMBRANCE CARRY FORWARDS	691,890	JULY 1, 2019
FY2020 BUDGET AMENDMENT NO. 1	224,500	July 11, 2019
FY2020 BUDGET AMENDMENT NO. 2	2,970,276	January 23. 2020
FY2020 REVISED BUDGET	$ 63,161,666	
FY2020 REVENUES	$ 36,687,008	
FY2020 EXPENDITURES	$ (39,698,894)	
FY2020 NET YTD	$ (3,011,886)	

LOCAL SALES TAX - FY2020 - 1% Tax Rate

	FY2016	FY2017	FY2018	FY2019	FY2020	% Change	YTD Change
July	336,983.33	333,714.89	324,282.53	359,853.28	399,841.46	12.3%	$ 39,988.18
August	342,818.18	331,429.16	325,420.04	353,757.54	390,364.99	11.2%	$ 36,607.45
September	334,364.25	345,905.68	335,270.60	364,511.12	408,012.82	13.0%	$ 43,501.70
October	355,170.69	329,371.48	314,014.94	368,778.54	406,308.21	12.0%	$ 37,529.67
November	353,379.01	331,907.37	324,549.36	367,724.17	386,214.42	5.7%	$ 18,490.25
December	405,213.36	402,206.55	392,310.26	416,329.42	459,870.92	11.1%	$ 43,541.50
January	287,573.87	290,166.67	299,703.49	301,088.06	378,159.00	25.7%	$ 77,070.94
February	294,123.26	295,776.24	295,141.63	333,109.54	354,448.27	7.2%	$ 21,338.73
March	349,737.11	353,757.64	357,635.60	393,767.00	-	0.0%	$ -
April	336,522.60	333,521.23	303,519.77	382,962.51	-	0.0%	$ -
May	333,614.68	343,047.36	479,377.67	383,654.21	-	0.0%	$ -
June	350,418.62	348,854.14	372,636.24	409,438.98	-	0.0%	$ -
Totals	$ 4,079,918.96	$ 4,039,658.41	$ 4,123,862.13	$ 4,434,974.37	$ 3,183,220.09		$ 318,068.42
Budget	$ 3,900,000.00	$ 4,050,000.00	$ 4,100,400.00	$ 4,015,000.00	$ 4,300,000.00		
Budget Variance	$ 179,918.96	$ (10,341.59)	$ 23,462.13	$ 419,974.37	$ (1,116,779.91)		
% OF BUDGET	105%	99.7%	100.6%	110.5%	74.0%		
% CHANGE- YEAR	2.3%	-1.0%	2.1%	7.5%	-28.2%		

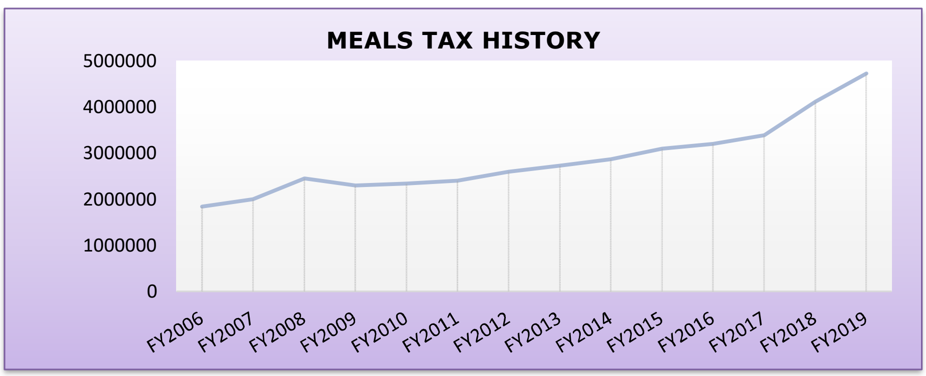


FY2006	$ 3,847,115	
FY2007	$ 3,975,958	3.3%
FY2008	$ 3,862,575	-2.9%
FY2009	$ 3,554,096	-8.0%
FY2010	$ 3,495,905	-1.6%
FY2011	$ 3,381,018	-3.3%
FY2012	$ 3,588,737	6.1%
FY2013	$ 3,729,201	3.9%
FY2014	$ 3,760,505	0.8%
FY2015	$ 3,988,839	6.1%
FY2016	$ 4,079,919	2.3%
FY2017	$ 4,039,658	-1.0%
FY2018	$ 4,123,862	2.1%
FY2019	$ 4,434,974	7.5%

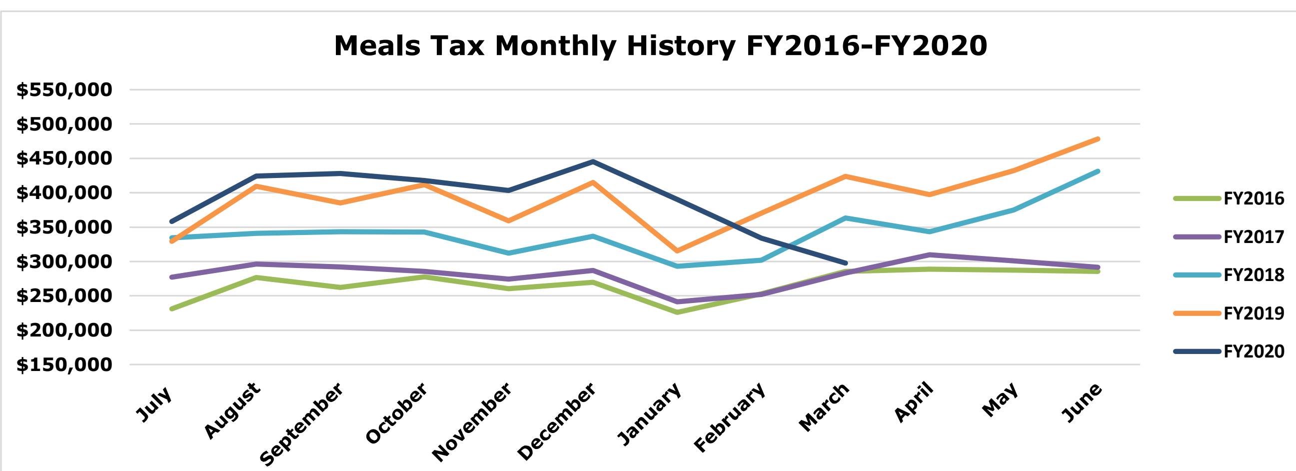


FY 2020 MEALS TAX - 7% Tax Rate

	6% TAX RATE	6% TAX RATE	7% TAX RATE	7% TAX RATE	7% TAX RATE		
	FY2016	**FY2017**	**FY2018**	**FY2019**	**FY2020**	**% Change**	**$ Change**
July	231,275.49	277,144.75	334,578.70	329,572.70	358,211.89	8.6%	28,639.19
August	276,759.09	296,419.00	341,094.46	409,425.39	424,089.70	4.3%	14,664.31
September	262,272.64	292,135.16	343,277.21	385,385.11	427,994.74	12.4%	42,609.63
October	277,731.42	285,660.12	342,809.63	411,876.40	417,689.65	1.7%	5,813.25
November	260,344.43	274,337.57	312,114.40	359,315.82	403,285.45	14.1%	43,969.63
December	269,727.57	286,909.42	336,803.99	415,029.83	444,990.45	8.9%	29,960.62
January	225,700.89	240,970.03	293,064.10	315,163.07	390,332.83	25.6%	75,169.76
February	253,068.03	251,855.24	301,835.99	370,264.93	334,123.44	-12.0%	(36,141.49)
March	285,566.17	283,281.51	363,206.78	423,831.12	297,411.19	-34.8%	(126,419.93)
April	288,491.69	309,789.07	343,386.30	397,109.84	-	0.0%	-
May	287,234.01	300,966.20	374,830.10	432,042.64	-	0.0%	-
June	285,467.00	291,868.85	431,265.13	478,306.06	-	0.0%	-
Actuals	$ 3,203,638.43	$ 3,391,336.92	$ 4,118,266.79	$ 4,727,322.91	$ 3,498,129.34		$ 78,264.97
Budget	2,990,000.00	3,200,000.00	3,850,000.00	4,112,500.00	4,600,000.00		
Budget Variance	213,638	191,337	268,267	614,823	(1,101,871)		
% of BUDGET	107.1%	106.0%	107.0%	115.0%	76.0%		



FY2006	$	1,841,936	
FY2007	$	2,004,839	8.8%
FY2008	$	2,456,629	22.5%
FY2009	$	2,304,448	-6.2%
FY2010	$	2,344,698	1.7%
FY2011	$	2,406,577	2.6%
FY2012	$	2,599,776	8.0%
FY2013	$	2,732,598	5.1%
FY2014	$	2,868,910	5.0%
FY2015	$	3,099,130	8.0%
FY2016	$	3,203,638	3.4%
FY2017	$	3,391,337	5.9%
FY2018	$	4,118,267	21.4%
FY2019	$	4,727,323	14.8%

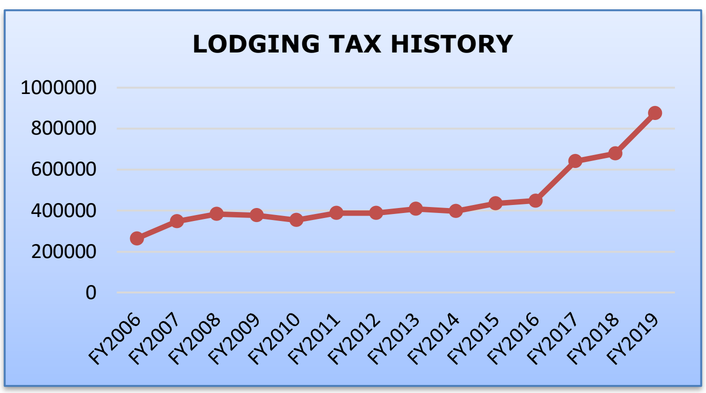


MEALS TAX HISTORY- RATE INCREASES

JULY 1, 1986	3%	
JULY 1, 1994	4%	
SEPTEMBER 1, 1	5%	NEW STREET PARKING GARAGE FUNDING
JULY 1, 2007	6%	CIP/ SCHOOL PROJECTS
JULY 1, 2017	7%	SCHOOL PROJECT - LEE HIGH RENOVATION

FY 2020 LODGING TAX - 6.7% Tax Rate

TAX RATE		6.70%		6.70%		6.70%		6.70%		
		FY2017		**FY2018**		**FY2019**		**FY2020**	**% CHANGE**	**$ Change**
July	$	52,799	$	63,907	$	52,798	$	86,792	53.2%	33,993.50
August	$	67,072	$	63,738	$	69,287	$	98,765	46.2%	29,477.38
September	$	61,866	$	62,756	$	65,785	$	89,978	38.6%	24,192.55
October	$	85,289	$	79,262	$	95,600	$	124,738	36.8%	29,137.73
November	$	51,208	$	50,187	$	72,869	$	82,915	20.0%	10,045.64
December	$	35,136	$	32,225	$	50,208	$	63,057	39.9%	12,849.35
January	$	25,091	$	29,239	$	38,856	$	47,730	30.3%	8,873.87
February	$	31,475	$	32,490	$	52,085	$	23,203	-88.9%	(28,882.00)
March	$	43,728	$	50,304	$	65,973	$	77,152	22.2%	11,179.58
April	$	59,636	$	64,326	$	86,719	$	-	0.0%	-
May	$	65,931	$	72,905	$	103,399	$	-	0.0%	-
June	$	61,612	$	76,577	$	121,369	$	-	0.0%	-
Actuals	$	640,843	$	677,917	$	874,948	$	694,329		$ 130,867.60
Budget Totals	$	540,000	$	575,000	$	890,000	$	890,000		
Budget Variance	$	100,843	$	102,917	$	(15,052)	$	(195,671)		
% of BUDGET		119%		118%		98%		78%		
% CHANGE-YEAR		43.0%		5.8%		29.1%				



		TOTAL REVENUE	% CHANGE
FY2006	$	263,920	
FY2007	$	348,115	31.9%
FY2008	$	383,716	10.2%
FY2009	$	376,829	-1.8%
FY2010	$	354,239	-6.0%
FY2011	$	388,022	9.5%
FY2012	$	388,721	0.2%
FY2013	$	408,906	5.2%
FY2014	$	397,786	-2.7%
FY2015	$	447,792	9.4%
FY2016	$	448,175	3.0%
FY2017	$	640,843	43.0%
FY2018	$	677,917	5.8%
FY2019	$	874,948	29.1%