

**Work Session Agenda
Staunton City Council
Rita S. Wilson Council Chambers
August 27, 2020
5:15 p.m.**

- | | | |
|------------------|-------------------|---|
| 5:15 p.m. | | Mayor's Introductory Remarks |
| 5:20 p.m. | 1. | Consideration of Work Session and Regular Meeting Agendas |
| 5:25 p.m. | 2. | Update from Staunton City Schools Regarding Reopening Plan |
| 5:55 p.m. | 3. & B | Discussion of Grant Application to Firehouse Subs Public Safety Foundation/Cochran Judicial Center Automated External Defibrillators |
| 6:05 p.m. | 4. & C | Discussion of Acceptance of Local Emergency Management Performance Grant from Virginia Department of Emergency Management |
| 6:10 p.m. | | Break |
| 6:30 p.m. | 5. | Presentation on My Brother's and Sister's Keeper Initiative and Marcus Alert |
| 6:50 p.m. | 6. & D | Discussion of an Ordinance to Amend the FY2021 Budget Ordinance for the City of Staunton by Adding Budget Amendment Number Two for CARES Act Funded Support for Small Businesses Impacted by the COVID-19 Pandemic Via the Staunton Economic Development Authority |
| 7:00 p.m. | 7. | Presentation of FY2020 Revenue Update |
| 7:15 p.m. | | Break |

REVISED

Regular Meeting Agenda Staunton City Council Rita S. Wilson Council Chambers August 27, 2020 7:30 p.m.

Call to Order

Mayor's Introductory Remarks

Pledge of Allegiance

Invocation/Moment of Silence—Holmes

Mayor's Report

Additional Items by Members of Council

Approval of Minutes

Work Session and Regular Meeting of August 13, 2020

REGULAR MEETING

- A. Public Hearing and Consideration of a Request by Enio Viera for a Special Use Permit for 430 N. New Street (PID# 5748) Under the Provisions of SCC 18.60.070, Uses Permitted on Review, of Chapter 18.60, B-2, General Business District, of Title 18, Zoning, of the Staunton City Code***
- B. Consideration of Grant Application to Firehouse Subs Public Safety Foundation/Cochran Center Automated External Defibrillators**
- C. Consideration of Acceptance of Local Emergency Management Performance Grant from Virginia Department of Emergency Management**
- D. Introduction and Consideration of an Ordinance to Amend the FY2021 Budget Ordinance for the City of Staunton by Adding Budget Amendment Number Two for CARES Act Funded Support for Small Businesses Impacted by the COVID-19 Pandemic Via the**

Staunton Economic Development Authority

Matters from the City Manager

Matters from the Public*

Adjournment

***To participate in the Public Hearing and Matters from the Public portions of the City Council meeting:**

- Dial toll free number: **(844) 854-2222**
- When prompted, enter the access code for the meeting: **619358#**
- You will hear 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 Public Hearing and Matters from the Public portions of the meeting are a time for Council simply to listen to your comments
- **While you are in the queue, mute the television, computer or other device on which you are listening to the meeting**

CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	August 27, 2020	City Council
Item #	1	
Ordinance #		
Department:	City Council	
Council Vision:	Responsive, Efficient Government	
Subject:	Work Session and Regular Meeting Agendas	

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

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

City Manager: Steven L. Rosenberg

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CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	August 27, 2020	Dr. Garrett Smith Division Superintendent Staunton City Schools
Item #	2	
Ordinance #		
Department:	Staunton City Schools	
Council Vision:	Education	
Subject:	Update from Staunton City Schools Regarding Reopening Plan	

Background: Dr. Garrett Smith, Division Superintendent of Staunton City Schools, and Brad Wegner, Budget Director, will attend Council's work session to provide an update on the school's reopening plan in consideration of the COVID-19 health pandemic.

City Manager's Recommendation: Not applicable.

Suggested Motion: Not applicable.

City Manager: Steven L. Rosenberg

CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	August 27, 2020	Sheriff Matt Robertson
Item #	3 & B	
Ordinance #		
Department:	Sheriff's Office	
Council Vision:	Responsive, Efficient Government	
Subject:	Grant Application to Firehouse Subs Public Safety Foundation/Cochran Judicial Center Automated External Defibrillators	

Background: The Sheriff's Office has applied to the Firehouse Subs Public Safety Foundation (Firehouse) for a grant to fund four automated external defibrillators (AEDs) for the Cochran Judicial Center. (The deadline for grant applications was reported as August 18, 2020.) Further information about the foundation and its programs can be found at <https://firehousesubsfoundation.org>. If the grant is approved, the Sheriff will coordinate the installation of the AEDs with the Public Works Department.

Fiscal Impact: None

Attachment:

Firehouse Subs Public Safety Foundation Grant Application

City Manager's Recommendation: Recommend that Council authorize application for and acceptance of a grant from the Firehouse Subs Public Safety Foundation.

Suggested Motion: I move that, to the extent required by law, City Council authorize application for and acceptance of a grant from the Firehouse Subs Public Safety Foundation to fund four automated external defibrillators for the Cochran Judicial Center, retroactively to August 18, 2020, as proposed.

City Manager: Steven L. Rosenberg



GRANT APPLICATION

APPLICANT AND DEPARTMENT INFORMATION

First Name

Last Name

Title/Position

Organization/Department (this must be your organization's official name)

Department Tax ID # (xx-xxxxxxx)

Mailing Address 1

Mailing Address 2

City

State

Zip

Same as above ☐

Shipping Address (Required even if same as above)

Shipping Address 2

Shipping City

Information

Please complete all fields on the form.

Shipping State

Shipping Zip

Organization Phone Number (xxx-xxx-xxxx)

Organization Phone Ext

Secondary Applicant* First and Last Name
(Must be different from main applicant first & last name)

Secondary Applicant* Phone Number (xxx-xxx-xxxx)
(Must be different from main applicant phone number)

Secondary Applicant* Ext

Secondary Applicant* Email Address
(Must be different from main applicant email)

* Contact information for **two separate individuals** must be included in order for your application to be considered.

Communities Served

Population

Number of Runs/Calls for Service Per Year
(for fire, EMS and police only)

Local Approval Pre-Qualifications
(Select the option that applies to your department/organization)

- ☒ As required by our community, this request has been presented and approved by our local government as part of our process when applying for external funding.
- ☐ Our jurisdiction requires approval from local officials once the award is granted.
- ☐ Our jurisdiction does not require pre-approval from local officials.

» NEXT



GRANT APPLICATION

REQUIRED DOCUMENTS

Attachments must be in the form of Word document, PDF, JPEG or Excel file (.doc, .pdf, .jpeg or .xlsx)

Background/History

Brief history of your department or organization, and how this grant will benefit your community. If there are multiple documents, they must be combined into one PDF document. Please note, file size cannot exceed 20 MB.

UPLOAD FILE

Firehouse Subs Grant SSO History.pdf

Vendor Equipment Quote/Bid

Online quotes will not be accepted.

NOTE: Our organization accepts one vendor quote per application, multiple quotes will not be accepted. You must provide an official vendor quote with the following information for your grant request to be considered. Submitted quotes **MUST** meet the requirements below, please read carefully

- Vendor sales representative first and last name must be included on quote
- Vendor email address must be included on quote
- The name & *physical* address of your organization must be included
- The first and last name of a contact person from your organization must be included
- Only one vendor quote can be submitted. Your application will be marked incomplete if more than one quote is submitted.
- Online quotes will not be accepted
- Must be dated within six months of the application deadline
- Must contain *only* the item(s) pertaining to your grant request
- The total dollar amount and equipment quantities in the vendor quote **MUST MATCH** the total that your department is requesting
- Sales tax and freight charges are included, if applicable
- The cost of maintenance plans and extended warranties are not permissible
- Firehouse Subs Public Safety Foundation will not be responsible for restocking fees or costs related to errors within your quote
- Firehouse Subs Public Safety Foundation will not be responsible for additional shipping costs or tax not included in the submitted quote

Information

The first four documents are required to complete the application.

If you need to replace an uploaded file, click the upload file button and choose the updated attachment you would like to upload. This will automatically delete the previous file and replace it with your new attachment.

Grant Applicant FAQs (/Home/FAQ)

NOTE: When requesting a quote from a vendor, we highly recommend sharing our quote requirements with the sales representative and making them aware the quote is for a Firehouse Subs Public Safety Foundation grant application.

UPLOAD FILE

Firehouse Subs grant quote for AED.pdf

Most recent financial information

If there are multiple documents, they must be combined into one PDF document. Please note, file size cannot exceed 20 MB.

Financials must show revenue and expenses and must include the name of your organization, city or county. One of the following options must be submitted:

- A recent - within one month - Balance Sheet which consists of Assets and Liabilities
- A recent - within one month - Profit & Loss Statement also called an Income Statement
- A current year annual budget showing projected income and expenses
- A previous year audit or 990

UPLOAD FILE

Firehouse Subs Budget info.pdf

Equipment Inventory

If there are multiple documents, they must be combined into one PDF document. Please note, file size cannot exceed 20 MB.

Please include a list of apparatus, vehicles and other specialized equipment. Submitted equipment inventory documentation must include the name of your organization. The lists we receive vary in length depending on the size and type of organization. (For example, include items such as vehicles, extrication equipment, breathing devices, and personal protective equipment/PPE)

UPLOAD FILE

Firehouse Subs Grant Inventory List.pdf

SAVE « BACK » NEXT

[Legal \(/Home/LegalStatement\)](#)

[Privacy Policy \(/Home/PrivacyPolicy\)](#)

[FAQ \(/Home/FAQ\)](#)

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[Grant Applicant FAQs \(/Home/FAQ\)](#)



SHERIFF'S OFFICE
CITY OF STAUNTON

113 E. Beverley St.
P.O. Box 64
Staunton, Virginia 24402-0064
(540) 332-3880
Fax: (540) 332-3970



MATTHEW H. ROBERTSON
SHERIFF

The Staunton Sheriff's Office, is responsible for providing security for the Staunton Courthouses, enforcing civil law and has been in existence since 1959. Our office consists of 9 people, the Sheriff, Chief Deputy, Captain, 4 full time Deputies, a part time Deputy, secretary and the only Explosive Detection K9 for over 1,000 square miles. We serve a city with a population of 23,746 within a 20 square mile radius located in the heart of the Shenandoah Valley. We handle all of the civil process for the city as well as perform evictions, repossessions and levies. We transport prisoners to 3 different courts and provide security for those courts. In 2019, our office served 20,479 civil papers, had 314 transports totaling 24, 316 miles traveled. The Staunton Courthouse facility that this office operates is a three storied structure located in the heart of our great small city, that welcomed 36,151 people in 2019 through its doors to conduct business; this number does not include courthouse staff. The Sheriff's Office duties also include investigating criminal offenses that arise from civil matters and assisting the Staunton Police Department, a separate law enforcement agency, when requested.

With the automated external defibrillator, A.E.D, that our agency is requesting through this generous grant it will greatly increase the safety and health of the thousands of people that we serve on a yearly basis in our courthouse facility. We currently have no units in our building and with current budgetary restraints to our local government, due to the COVID-19 pandemic our yearly budget has been cut to almost bare bones numbers. Three of the 4 units that we are requesting are going to be placed on each floor of our courthouse facility and the fourth unit will be placed in our back wing that houses 3 holding cells for inmates that come into our facility for their criminal proceedings. If a medical emergency were to occur at this current time in our facility, we would possibly have to wait 5 to 10 minutes; given on emergency personal availability to respond with whatever lifesaving equipment is required. When it comes to heart attacks or any heart related episode every minute counts. C.P.R is affective but there are certain cases where an A.E.D is needed to save a life by restoring the correct rhythm of one's heart. Our overall goal is to ensure the safety and health to the community that we swore an oath to protect and serve.



405 N.W. 10th Terrace
 Hallandale Beach, FL 33009
 Tel: 954.458.6618 | Fax: 954.241.5577

QUOTE / ProForma Invoice

DATE: June 30, 2020

PREPARED BY
Steve Jankowiak - Account Representative Direct line: 954-458-6618 stevej@americanaed.com

CUSTOMER
Ryan M. Insana Staunton Sheriff's Office insanarm@ci.staunton.va.us

SKU / PART #	ITEM / DESCRIPTION	QTY	PRICE EACH	EXTENDED PRICE
M5066A-WC280 	LIST PRICE: \$1,700.00 PHILIPS HEARTSTART ONSITE COMPLETE PACKAGE Includes: • 1 Brand New Philips HeartStart OnSite AED – M5066A • 8 Year Warranty • 1 Pair of Adult Smart Pads • 1 Battery w/ 4 Year Warranty • 1 User Manual • 1 Quick Use Guide • Philips HeartStart Review Express (available online) • 1 FREE Philips Carrying Case • 1 FREE Demonstration & Training video • 1 FREE Premium CPR Responder Kit (mask, gloves, scissors) • 1 FREE Inspection / Maintenance Tag • 2 FREE AED "Equipped Facility" Decal / Sticker • 1 AMERICAN AED INSTRUCTIONAL WALL AED POSTER • 1 AED Storage Wall Cabinet – ALARM & ALERT LIGHT • 1 Double Sided Flanged AED Sign • FREE UPS Shipping	4	\$1,295.00	\$5,180.00
M5072A 	HEARTSTART ONSITE INFANT/CHILD ELECTRODE PADS OnSite Infant/Child pediatric defibrillation pads for children under 8 years of age or under 55lbs.	4	\$108.00	\$432.00
M5071A 	PHILIPS HEARTSTART ONSITE ADULT PADS – M5071A	4	\$67.00	\$268.00
Due to the COVID-19 pandemic, the Accounting Department has put a hold on purchase orders until further notice. Only credit card & check orders will be accepted and processed. * LOWEST PRICE GUARANTEE * WE WILL BEAT OR MATCH ANY COMPETITOR'S PRICE - All major credit cards are gladly accepted. Call Steve at 1-800-884-6480 ext. 552 to place order by phone.  - To order by check or money order, Contact Steve at 1-800-884-6480 ext. 552			Subtotal	\$5,880.00
			Shipping	Free - \$0.00
			Sales Tax	Not Applicable
			Grand Total	\$5,880.00

American AED, Inc. is a corporation. | W-9 form available upon request. | Federal Tax EIN # 20-3440095
 Providing Life-Saving AED, Automated External Defibrillators to The Public Since 2002
 Visit our website at: <https://AmericanAED.com> | **Thank you for your business!**



PHILIPS

sense and simplicity



SHIPS WITH EVERYTHING YOU NEED TO SET-UP YOUR OWN AED STATION.



Medical Prescription & Medical Authorization

Includes a medical prescription & medical authorization. This prescription / authorization from STATPADS's team of board certified physicians, meets or exceeds the requirement of ownership by state and federal law.



Premium AED+CPR Responder Kit

The Premium AED+CPR Kit contains: (1) Zippered Carry Pouch, (1) CPR Clear Mouth-To-Mouth Barrier, (1) Pair of Nitrile Gloves, (1) Eye Splash Guard, (2) Antimicrobial Wipes, (1) Absorbent Towel, (1) Biohazard Bag, (1) Preparation Razor, (1) Pair Clothing Shears.



American AED+CPR Quick Reference Card

Our exclusive AED+CPR card illustrates the quick steps for AED and CPR rescue. It lists the warning signs and appropriate actions needed for a heart attack victim. It also serves as a helpful reminder for those who respond to a cardiac emergency. Measures 3"x5" inches.



Inspection / Maintenance Tag

Our specially designed Automated external defibrillator inspection / maintenance tag are like those commonly found with fire extinguishers. – Heavy duty 15 mil. vinyl. – Dirt, grease and moisture resistant. – 3/8" metal eyelet – Includes an 8" cable tie.



AED "Equipped Facility" Wall & Window Decal / Sticker

Let your guests and everyone on your premises know that you've secured your facility with an AED. These highly visible decals are printed on weather-proof vinyl and can be placed on any surface such as windows, walls, doors, etc. Measures 4"x5" inches.



Double Sided Flanged AED Sign

Double sided. Printed on both sides. This highly visible sign clearly marks the location of your AED. Impact-resistant, rounded corners. Measures: 8" x 11" inches.



AED Storage Wall Cabinet

Store, display, and quickly locate the AED when needed. Easily installs in minutes. Ships pre-assembled ready to mount on any wall surface. Durable, lightweight, impact-resistant, rounded corners, crystal clear acrylic window, full length stainless steel hinges. Measures: 14" x 13" x 7" inches.

CITY OF STAUNTON, VIRGINIA
FY 2021 COUNCIL ADOPTED EXPENDITURE BUDGET
ADOPTED MAY 14, 2020

6/17/2020

FUND: 110 - GENERAL FUND

11022170	SHERIFF	FY2019 REVISED BUDGET	FY2019 ACTUAL EXPENDITURES	FY2020 ORIGINAL BUDGET	FY2020 REVISED BUDGET	FY2021 COUNCIL ADOPTED	FY2021 - FY2020 REVISED
51007	CONSTITUTIONAL SALARIES	340,267	338,581	349,900	354,948	355,908	960
51510	PART-TIME HELP	12,000	13,180	12,000	13,368	12,000	(1,368)
52001	GROUP LIFE INSURANCE-VRS	4,457	4,455	4,584	5,818	4,796	(1,022)
52005	HEALTH INSURANCE	100,142	75,350	72,492	67,464	71,919	4,455
52010	SOCIAL SECURITY-FICA	27,178	26,086	27,685	27,569	28,145	576
52020	RETIREMENT-VRS	46,242	46,206	47,551	48,246	54,383	6,137
52030	UNEMPLOYMENT INSURANCE-VEC	198	84	288	116	238	122
52032	LINE OF DUTY ACT BENEFIT	5,112	5,112	5,125	6,553	6,750	197
53101	MAINT/REPAIR-OFFICE EQUIPMENT	565	415	1,300	582	1,300	718
53105	MAINT. REPAIR-VEHICLES & EQUIP	616	616	3,500	718	2,500	1,782
53120	MAINT/REPAIR-RADIO EQUIPMENT	3,368	3,367	4,000	3,591	4,000	409
55001	TELEPHONE	3,000	2,764	4,500	3,524	3,500	(24)
55002	DUES & SUBSCRIPTIONS	784	784	1,200	799	1,200	401
55005	TRAINING & TRAVEL	8,000	7,965	8,000	6,697	6,000	(697)
55205	SPECIAL EXPENSES	1,859	2,093	1,700	1,396	1,700	304
55210	TRAVEL	1,200	934	1,200	606	2,000	1,394
55305	MAINT/REPAIR-VEHICLES	3,578	2,374	4,300	2,049	4,300	2,251
55405	OFFICE SUPPLIES	812	897	1,200	3,131	1,500	(1,631)
55406	PHOTOCOPYING	-	-	500	302	-	(302)
55407	M&S-K-9	-	-	4,000	2,646	2,000	(646)
55410	POSTAGE OR SHIPPING	1,000	924	1,000	1,140	1,200	60
55479	COURTROOM SECURITY	11,262	7,412	-	3,850	4,000	150
55480	TIRES	567	567	2,000	1,032	1,250	218
55481	GAS & OIL	7,000	7,104	7,000	8,457	6,500	(1,957)
55486	NON-CAPITAL EQUIPMENT	3,322	3,129	-	440	-	(440)

CITY OF STAUNTON, VIRGINIA
FY 2021 COUNCIL ADOPTED EXPENDITURE BUDGET
ADOPTED MAY 14, 2020

6/17/2020

FUND: 110 - GENERAL FUND

11022170 SHERIFF	FY2019 REVISED BUDGET	FY2019 ACTUAL EXPENDITURES	FY2020 ORIGINAL BUDGET	FY2020 REVISED BUDGET	FY2021 COUNCIL ADOPTED	FY2021 - FY2020 REVISED
55487 WEARING APPAREL	1,519	-	6,000	4,680	4,000	(680)
55498 RENTAL OF SOFTWARE	300	300	300	300	-	(300)
58316 AUTO EQUIPMENT	300	-	-	-	-	-
Total Org: 11022170	\$584,648	\$550,700	\$571,325	\$570,023	\$581,089	\$11,066



**SHERIFF'S OFFICE
CITY OF STAUNTON**

113 E. Beverley St.
P.O. Box 64
Staunton, Virginia 24402-0064
(540) 332-3880
Fax: (540) 332-3970



MATTHEW H. ROBERTSON
SHERIFF

Equipment list for the Staunton Sheriff's Office

- 7 Point Blank level 3A ballistic vests with manufactures date of 5/14/2018
- 1 Point Blank Level 3A ballistic vest with manufactures date of 2/24/19
- 1 2006 Ford Prisoner Transport Van
- 1 2018 Ford (Civilian Model) Taurus Patrol Vehicle
- 1 2013 Ford Explorer (Civilian Model) K9/Patrol Vehicle
- 1 2016 Ford Explorer (Civilian Model) Patrol Vehicle
- 1 2007 Ford Crown Victoria Patrol Vehicle
- 1 2012 Chevrolet Suburban (Civilian Model) Sheriff/Patrol Vehicle
- 1 Blackhawk! Backpack Entry Kit (Maul Ax/Sledge Hammer, Bolt Cutters, Hallagan Tool)
- 1 Protech Tactical Entry Shield



GRANT APPLICATION

APPLICATION REQUEST INFORMATION

Please select the type of grant you are requesting:

☒ Equipment Donation/Prevention Education Items

☐ Scholarships/Continuing Education

- Please note, our Foundation only reviews scholarship/continuing education grants connected with accredited schools
- For all-terrain wheelchair grant applications, email foundation@firehousesubs.com (<mailto:foundation@firehousesubs.com>) to request a paper all-terrain wheelchair grant application, please title the email All-Terrain Wheelchair Grant Request

The Foundation will determine the procurement method if your grant is approved. The equipment purchase will be implemented in one of two ways:

1) The Foundation Team will purchase the requested equipment on your behalf, and the vendor will ship it directly to your organization. Upon delivery, you must email a signed & dated copy of the packing slip to the Foundation.

OR

2) You will receive a Memo of Understanding from the Foundation. Once it is signed by both parties, you will receive a check to make your purchase according to the vendor quote. After you receive your equipment, you must email signed and dated copies of all invoices to the Foundation within one week of delivery.

What Equipment are you requesting? Please include the quantity of each item.

4 PHILIPS HEARTSTART ONSITE COMPLETE PACKAGE AED
4 PHILIPS HEARTSTART ONSITE INFANT/CHILD ELECTRODE PADS
4 PHILIPS HEARTSTART ONSITE ADULT PADS

Limit 300 characters

Vendor company name

Information

Please answer the questions with as much detail as possible.

[Grant Applicant FAQs \(/Home/FAQ\)](#)

Sales representative first and last name

Sales representative email address

What is the TOTAL cost of the equipment? Include sales tax and shipping, where applicable. Requests exceeding \$50,000 will not be accepted.

☐ I understand that in order to be considered for funding, the total dollar amount and equipment quantities listed on the submitted quote/bid must match the total above.

Has your department applied for this specific request in the past and been denied?

☐ Yes ☒ No

If yes, how many times, prior to this application, has this request been submitted?

Briefly explain how the equipment will benefit your community and your department.

The A.E.D devices will help the overall safety of our daily operations in our three story courthouse facility. Our courthouse, which contains our Sheriff's Office currently does not have any A.E.D devices, so the nearest life saving device would have to be brought to our facility from another agency, the Fire Department, Rescue Squad or the Police Department. Pending on call volume and location of emergency personnel it could take anywhere from 5-10 minutes to get that equipment.

Limit 500 characters

This would have a direct impact on more than children in our community.

(For prevention education items)

This would have a direct impact on more than senior citizens in our community.

(For prevention education items)

SAVE « **BACK** » **NEXT**

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[FAQ \(/Home/FAQ\)](#)

© 2020 Firehouse Subs Public Safety Foundation



GRANT APPLICATION

COMMUNITY IMPACT

Information

Please answer the questions with as much detail as possible.

Have you unsuccessfully reached out to the city for funds to purchase the equipment?

Any equipment that needs to be purchased for our office or courthouse, needs to come from our courthouse security budget line in our yearly budget. If we were to take it from that budget line, our office would not be able to operate at a safe and efficient level. Also, our city government takes money out of our courthouse security budget line to pay for two of our full time deputies. So in closing there are not enough funds to pay for the safety equipment with our limited budget.

Was there a particular instance where a life would have been positively impacted if you would have had the equipment available?

In the two years that I have been with the Staunton Sheriff's Office we have not needed an A.E.D for a medical emergency in our courthouse facility. That is not to say that we do not need these devices. A heart attack can strike anyone at anytime regardless of your age or sex. I was with the Staunton Police Department prior to my employment at the Sheriff's Office and I have used an A.E.D several times and it help save the citizens life that I used it on. Being law enforcement we are in location for several minutes rendering aid

What positive effects will the equipment specifically have? Please describe how the requested equipment or funding would benefit your local community. We ask that you do not cite national statistics.

Our Courthouse/Sheriff's Office had 36,151 people come through our doors in 2019. All ages come and conduct business within our facility. Heart disease and/or a heart attacks have no one demographic or age group that it effects; anyone at anytime is subject to a life threatening episode and it is our jobs as public safety servants to provide a safe and healthy location for people to conduct business in. If we as first responders do not have the right equipment/training to perform our jobs then we have the potential to get

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GRANT APPLICATION

FIREHOUSE SUBS RELATIONSHIP

Address of Firehouse Subs location nearest you:

1028 Richmond Ave #102
Staunton, VA 24401

How far is this location from your department? Miles

How did you hear about our organization?

The grant writing school that I attended at our local police academy.

Has your department received funding from Firehouse Subs Public Safety Foundation in the past two years? This information will be verified, if submitted incorrectly it will result in an automatic denial.

☐ Yes ☒ No

It is strongly recommended and greatly appreciated that your organization acknowledges the donation by displaying our Foundation logo on donated items/equipment whenever possible. Please note that the artwork will need to be approved by our Foundation team before being displayed.

If approved for funding we may facilitate a media presentation/press event at a local Firehouse Subs restaurant to demonstrate the equipment and acknowledge the donation. It may take up to a year depending on location and donation delivery time frame. In the meantime, we ask that any immediate media announcements regarding the grant award be approved by the Foundation.

Information

Please answer the questions with as much detail as possible.

By applying, you grant Firehouse Subs Public Safety Foundation (the "Foundation") permission to use your organization's name and identifying trademarks in connection with this application and in connection with the Foundation's solicitations for support.

RMI

Initial Acceptance

PIO (Public Information Officer) Name:

Ryan M. Insana

(If you do not have a PIO, please list a contact for event planning and publicity. This individual will need to be readily available by email and phone.)

PIO Email:

insanarm@ci.staunton.va.u

PIO Phone Number:

540-448-1095

(xxx-xxx-

xxxx)

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[Legal \(/Home/LegalStatement\)](#)

[Privacy Policy \(/Home/PrivacyPolicy\)](#)

[FAQ \(/Home/FAQ\)](#)

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Grant Applicant FAQs (/Home/FAQ)

CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	August 27, 2020	Staff Member: R. Scott Garber Fire Chief
Item #	4 & C	
Ordinance #		
Department:	Fire and Rescue Department	
Council Vision:	Responsive, Efficient Government	
Subject:	Acceptance of Local Emergency Management Performance Grant from Virginia Department of Emergency Management	

Background: The Virginia Department of Emergency Management (VDEM) announced the awarding of \$2.7 million in grant funding for the Local Emergency Management Performance Grant (LEMPG) program, including a grant to the City of Staunton in the amount of \$7,500. The LEMPG program is a federally funded, state distributed grant program. The grant focuses on funding planning, operations, equipment acquisitions, trainings, exercises, construction and renovation efforts at the local government level. LEMPG program funding is provided to every locality in the Commonwealth of Virginia.

The grant program supports efforts across the Commonwealth to build and sustain core capabilities through key mission areas including prevention, protection, mitigation, response and recovery. Federal grant funding is essential to the support of local emergency management programs.

Grant funding for the program is available to cities, counties and those towns recognized as emergency management jurisdictions under Title 44 of the Code of Virginia. The Fire and Rescue Department will utilize grant funds to acquire new public safety Unmanned Aerial Vehicle (UAV/drone) equipment. This new advanced equipment will be utilized for search and rescue missions, special events, and assessment of damages caused by natural disasters such as the severe flood event on August 8, 2020. UAV technology has advanced significantly in the

past few years, allowing public safety departments to evaluate situations in a much faster manner with minimal personnel. The equipment will be available for deployment on a regional and statewide basis, in response to requests for assistance from other localities.

Fiscal Impact: \$7,500 required local match to be funded using Aid to Localities (ATL) funding provided by the Virginia Department of Fire Programs.

Attachment:

Local Emergency Performance Management Performance Grant Award

City Manager's Recommendation: Recommend that Council approve acceptance of the award of a Local Emergency Management Performance Grant from the Virginia Department of Emergency Management and authorize the City Manager or his designee to complete any actions necessary in connection with such grant.

Suggested Motion: I move that City Council approve acceptance of the award to the City of Staunton of a Local Emergency Management Performance Grant, in the amount of \$7,500, from the Virginia Department of Emergency Management and authorize the City Manager or his designee to complete any actions necessary in connection with such grant, as proposed.

City Manager: Steven L. Rosenberg



VIRGINIA DEPARTMENT OF EMERGENCY MANAGEMENT

Local Emergency Management Performance Grant (LEMPG)

FY2020 Work Elements

Please sign back page and submit with your grant application

To be eligible to receive funds from this program, locality must meet NIMS compliance requirements as established by the federal government and document NIMS compliance via LCAR.

Planning

1. **Local Emergency Operations Plan (EOP):** Locality must have a current Emergency Operations Plan. A current plan is defined by §44-146.19 (E) of the Code of Virginia as undergoing a comprehensive review and revision, and being adopted by the locality's governing body every four years. Grant awards will not be made to localities that do not have a current EOP as of August 1, 2019.
2. **College and University Coordination:** Each locality that has within its borders a public college or university, including community colleges, is required to coordinate planning with the institution, which includes collaboration with the designated emergency management point of contact. Each locality that has within its borders a private college or university is encouraged to coordinate planning with the institution.

Training and Exercises

1. Required FEMA Training:

- Coordinators and/or Deputy Coordinator and any EMPG funded personnel new to their positions after October 1st will complete at least the following courses and keep on file.
 - a) Fundamentals of Emergency Management (FEMA IS-230.d)
 - b) Emergency Planning (FEMA IS-235.c)
 - c) IS-100.c, IS-200.c, IS-700.b, IS-800.c

2. **Exercise Workshop:** Localities will attend the annual Regional Training Exercise Planning Workshop (TEPW) sponsored by VDEM.
 - **Exercise Participation:** All EMPG Program funded localities shall participate in at least one exercise during the program year.
 - a) Localities actively engaged in the regional exercise program for the current year either as hosts or participants will be deemed to have met this local exercise program requirement.
 - b) Emergency Planning Zone localities actively engaged in the VOPEX exercises as jurisdictional participants for the current year will be deemed to have met this local exercise program requirement.
3. **Local Exercise Program:** All localities are to submit to their Chief Regional Coordinator by June 30th a multi-year exercise program in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP) principles. HSEEP information and a multi-year plan template can be found at <https://www.llis.dhs.gov/hseep>
 - Exercises are to use components of the local EOP as the basis for development, and exercises planned in a three year period are to be progressively more complex and challenging.
 - Funded localities are to prepare a post-exercise After Action Review (AAR) that documents performance in terms of areas of strength and areas requiring improvement. In addition, an Improvement Plan matrix must be completed and used to update plans and procedures.

Crisis Management System

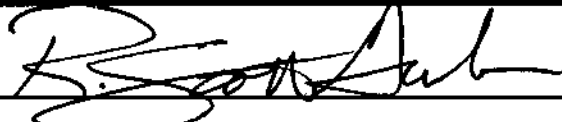
- **Trained Personnel:** Locality shall maintain personnel who are trained in, and have account access to, the state's online crisis management system (WebEOC).

Capability Reporting

- **Submit Updated Local Capability Assessment for Readiness (LCAR).**
§44-146.19 (F) of the Code of Virginia requires all political subdivisions to provide an annually updated emergency management assessment to the State Coordinator of Emergency Management on or before July 1st of each year. Locality will submit an updated LCAR no later than June 30th.

We agree to complete all Work Elements by June 30th and submit the required

Final Progress Report by July 31st for City of Staunton : Locality/ Town

 _____ Coordinator of Emergency Management	<u>8/19/2020</u> _____ Date
_____ Chief Administrative Officer	_____ Date
_____ VDEM Chief Regional Coordinator	_____ Date

Commonwealth of Virginia Subaward Application Points of Contact



Virginia Department of Emergency Management

Grants Management Office

9711 Farrar Court - Suite 200

Tel: 804-267-7600

Richmond, VA 23236-3713

Fax: 804-272-2046

Grant Year: 2020

Federal Program

and CFDA #:

97.042

Sub-Grantee

Organization Type (Check Applicable Box)

Subgrantee (Jurisdiction Legal Name):

City of Staunton

State Agency ☐

City/County ☒

College ☐

Airport ☐

Authority ☐

Planning District ☐

Other: (Please specify) ☐

Sub-recipient (Agency Name):

Legal Address:

500 North Augusta Street

Staunton, Virginia

EIN #:

546001631

DUNS #:

05-793-1552

Project Title:

LEMPG 2020

Total Dollar Amount Requested: \$

\$7,500.00

Please Provide all Signatures (as applicable)

By signing this application, I certify (1) to the statements contained in the list of certifications; (2) that the statements herein are true, complete and accurate to the best of my knowledge; and (3) that if awarded I will not undergo any obligations until I have received approval or clearance for any Environmental Historical Preservation (EHP) requirements. (4) that the below representatives are authorized to submit grant management requirements both paper and electronic to VDEM and VDEM's grant management system. I also provide the required assurances and agree to comply with any resulting terms if I obtain an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties.

*City Manager, County Administrator, State Agency Head, Executive Director or their authorized designee.

Contact Details:

Chief Administrative Officer *

Name:

Steven L. Rosenberg

Title:

City Manager

Email:

rosenbergsl@ci.staunton.va.us

Telephone:

540-332-3812

Address:

116 West Beverley Street

Staunton, Virginia 24401

* Chief Administrative Officer [signature]

Date

ENTER PRIMARY & SECONDARY CONTACT INFORMATION ON THE FOLLOWING PAGES

Commonwealth of Virginia Subaward Application Points of Contact



Virginia Department of Emergency Management

Grants Management Office
9711 Farrar Court - Suite 200
Richmond, VA 23236-3713

Tel: 804-267-7600
Fax: 804-272-2046

ENTER PRIMARY CONTACT INFORMATION FOR YOUR SUBAWARD

PROGRAM/PROJECT MANAGER	
PRIMARY CONTACT	
Name:	Scott Garber
Title:	Fire Chief/Emergency Management Coordinator
E-mail:	garberrs@ci.staunton.va.us
Telephone:	540-332-3884
Address:	500 North Augusta Street
	Staunton, Virginia 24401
FINANCE OFFICER	
PRIMARY CONTACT	
Name:	Phil M. Trayer
Title:	Chief Financial Officer
Organization:	City of Staunton
E-mail:	trayerpm@ci.staunton.va.us
Telephone:	540-332-3809
Fax:	
Address:	116 West Beverley Street
	Staunton, Virginia 24401

Commonwealth of Virginia Subaward Application Points of Contact



Virginia Department of Emergency Management

Grants Management Office

9711 Farrar Court - Suite 200

Tel: 804-267-7600

Richmond, VA 23236-3713

Fax: 804-272-2046

ENTER SECONDARY CONTACT INFORMATION FOR YOUR SUBAWARD

PROGRAM/PROJECT MANAGER

SECONDARY CONTACT

Name: Colten Lotts
Title: Deputy Emergency Management Coordinator
E-mail: lottscr@ci.staunton.va.us
Telephone: 540-332-3884
Address: 500 North Augusta Street
 Staunton, Virginia 24401

FINANCE OFFICER

SECONDARY CONTACT

Name: Cindy Fitzgerald
Title: Assistant Director of Finance
Organization: City of Staunton
E-mail: fitzgeraldcb@ci.staunton.va.us
Telephone: 540-332-3803
Fax:
Address: 116 West Beverley Street
 Staunton, Virginia 24401

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL		TITLE	
		City Manager	
APPLICANT ORGANIZATION		DATE SUBMITTED	
City of Staunton		August 17, 2020	

CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	August 27, 2020	Councilwoman Brenda Mead
Item #	5	
Ordinance #		
Department:	City Council	
Council Vision:	Inclusiveness	
Subject:	Presentation on My Brother's and Sister's Keeper Initiative and Marcus Alert	

Background: At the request Councilwoman Brenda Mead, representatives of the Staunton Equity Coalition—Jazmine Brooks and Meghan Kramer—will attend Council's work session to present the My Brother's and Sister's Keeper and Marcus Alert initiatives. The presentation, provided by Ms. Kramer on behalf of the Coalition, and relevant emails are attached to this briefing.

City Manager's Recommendation: Not applicable.

Suggested Motion: Not applicable.

City Manager: Steven L. Rosenberg

My Brothers and Sisters Keeper Initiative





MB&SK Overview

- Started in 2014 to ensure that young Black men had the same opportunities to succeed
 - We all want to close demonstrable education and opportunity gaps between young Black men and their White counterparts.
- Program grew changed into the MBK Alliance.
 - Charlottesville is our closest local MBK Community.
- What happens if we join the Alliance?
 - We pledge to make local changes and have access to expertise, resources, and grant opportunities as they arise.
 - We would like to serve both young men and women and think we could find the resources to do so, since we are such a small, close knit community.

Goals/Objectives of MBSK Alliance Communities

1. Ensure that all children enter school cognitively, physically, socially and emotionally ready
2. Ensure that all children read at grade level by 3rd grade
3. Ensure that all youth graduate from high school
4. Ensure that all youth complete post-secondary education or training
5. Ensure that all youth out of school are employed
6. Ensure that all youth remain safe from violent crime



Data sets are reflective of the following:

- Housing inequities
- Employment inequities
- Arrest inequities
- Equity gaps in City employment
- Equity gaps as evidenced by racial makeup of City management
- Opportunity gaps in education

Studies demonstrate that these inequities shape a student's ability to excel academically.



Inequity in City Hiring

Black Employees in Staunton City Schools: **5%**

Black Population of Staunton City: **11.67%**

Black Employees in City Management/Other City Positions: **5%**

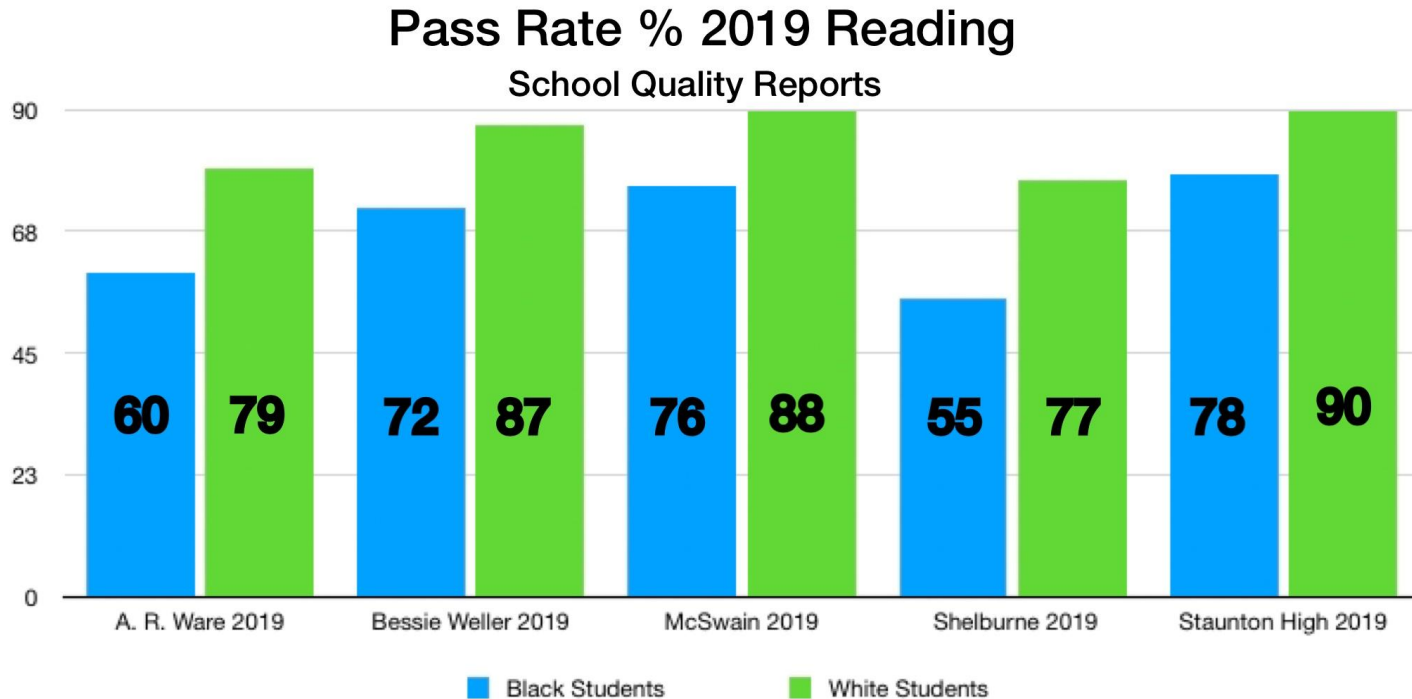
Black Population of Staunton City: **11.67%**

The city of Staunton has 690 white employees and 37 black employees, despite black citizens making up more than 1/10th of the population of Staunton.

Staunton City and Constitutional Officer Data on Employment by Race (X City Schools)

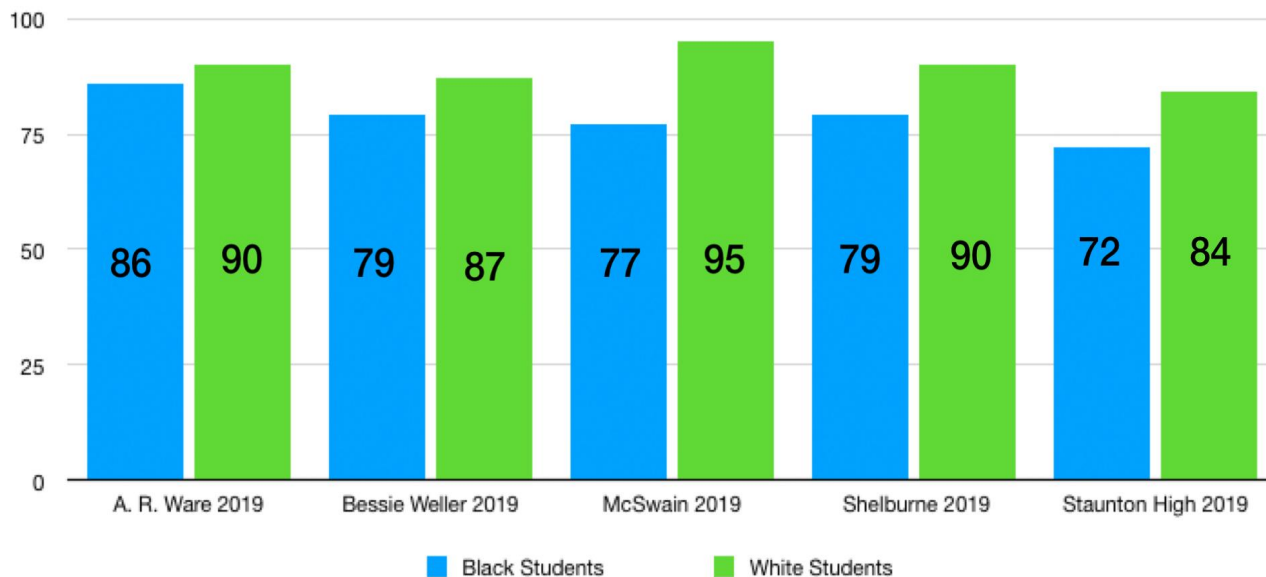
	Hourly Pay		Part Time or Full Time	Total	White	% White	Black	% Black	Other Non-White	% Other Non-White
	Min	Max								
Grades 1-5	8.3164	19.7817	PT	11	10	91%	0	0%	1	9%
Grades 6-12	12.5107	25.3351	PT	36	33	92%	3	8%	0	0%
Grades 6-10	12.5107	25.3351	FT	82	71	87%	9	11%	2	2%
Grades 11-15	16.0161	32.4304	FT	123	118	96%	4	3%	1	1%
Grades 16-20	20.5054	52.0892	FT	66	66	100%	0	0%	0	0%
Grades 21-25	41.3815	86.0466	FT	19	18	95%	1	5%	0	0%
				337	316	94%	17	5%	4	1%
City Attorney		57.6923	Contract	1	1	100%	0	0%	0	0%
City Manager		57.6923	Contract	1	1	100%	0	0%	0	0%
Gypsy Hill Golf Pro		19.2308	Contract	1	1	100%	0	0%	0	0%
Umpires/Referees		Unk	Contract	8	8	100%	0	0%	0	0%
Part time Firefighters		Unk	Contract	16	16	100%	0	0%	0	0%
BRCs -Management Intern/Mental Health Diversion		Unk	Contract	2	2	100%	0	0%	0	0%
Electoral Board			Appointed	5	4	80%	1	20%	0	0%
City Council/Clerk of Council	4.81	5.77	Elected/Contract	8	8	100%	0	0%	0	0%
Sheriff		Unk	Elected/Employed	9	8	89%	1	11%	0	0%
Clerk of the Circuit Court		Unk	Elected/Employed	7	6	86%	1	14%	0	0%
Commissioner of Revenue		Unk	Elected/Employed	3	3	100%	0	0%	0	0%
				61	58	95%	3	5%	0	0%
				398	374	94%	20	5%	4	1%
Treasurer		Unk	Elected/Employed	4	TBD					
Commonwealth's Attorney		Unk	Elected/Employed	10	TBD					

Equity Gaps in Reading Benchmark Achievement- Staunton City Schools



Equity Gaps in Math Benchmark Achievement- Staunton City Schools

Pass Rate % 2019 Math
School Quality Reports



HARD **TRUTHS:**

Benchmark Score Highlights

- **Highlights:**
 - **Black students are teetering just at or above the benchmark percentage for reading and math**
 - **There is no single category where Black students achieve at or above the level of their white counterparts**
 - **Though Black students are graduating at higher rates than their white counterparts, they are not excelling academically throughout their grade-school tenure**

SCS Short Term Suspension Disparities

2016-2017

Black Students made up **15.9%** of student population and **36.1%** of short term suspensions. **Disparity of 22.2%**

2017-2018

Black Students made up **15.7%** of student population and **22.4%** of short term suspensions. **Disparity of 6.7%**

2018-2019

Black Students made up **15.8%** of student population and **24.3%** of short term suspensions. **Disparity of 8.5%**

Conclusion: Discipline disparities remain consistently present in local schools.

Staunton City Per Capita Disparities in Arrests

Arrests for 2018

Race	Number	Percentage
White	2,053	77.6
African-American	569	21.5
American Indian	1	<.1
Asian	4	.1
Unknown	19	.7
TOTAL	2,646	99.9

21.5%

Arrests for 2020 -year to date

Race	Number	Percentage
White	1,064	77.1
African-American	312	22.6
American Indian	0	0
Asian	3	.2
Unknown	2	.1
TOTAL	1,381	100

22.6%

Arrests for 2019

Race	Number	Percentage
White	2,084	77.8
African-American	577	21.5
American Indian	0	0
Asian	6	.2
Unknown	13	.5
TOTAL	2,680	100

21.5%

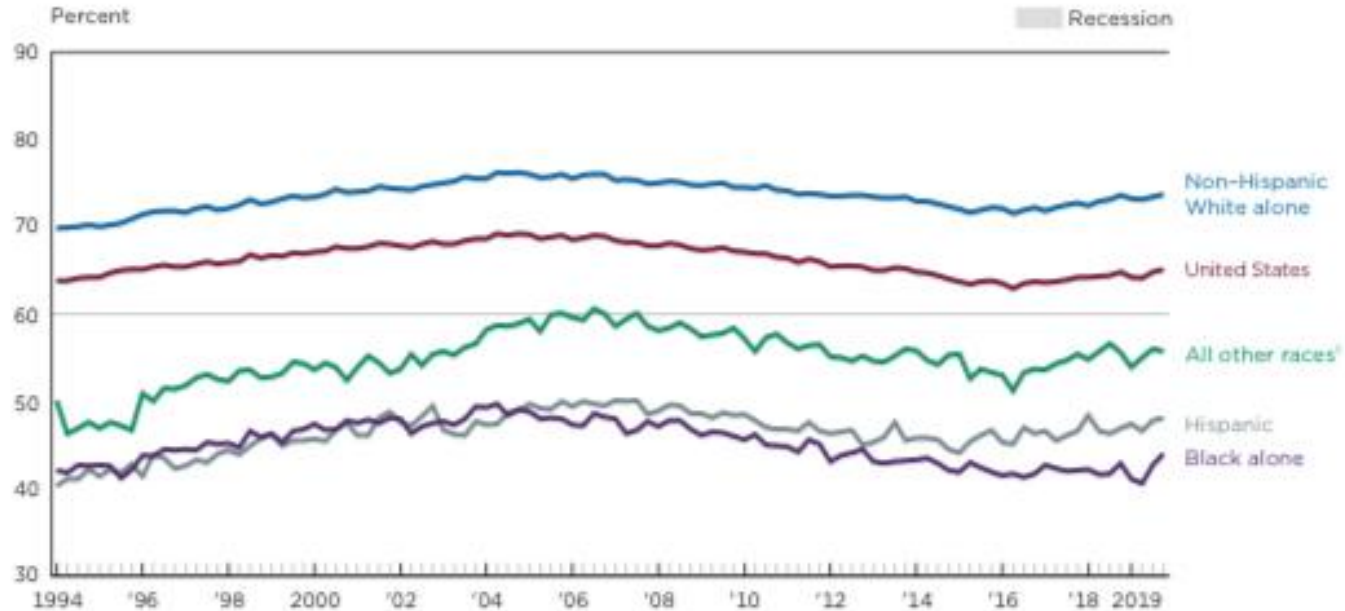
As of the most recent census, the Black/African American population of Staunton is 11.67%

This shows a disparity of 10-11%.

National Homeownership Inequity:

Figure 8.

Quarterly Homeownership Rates by Race and Ethnicity of Householder for the United States: 1994-2019



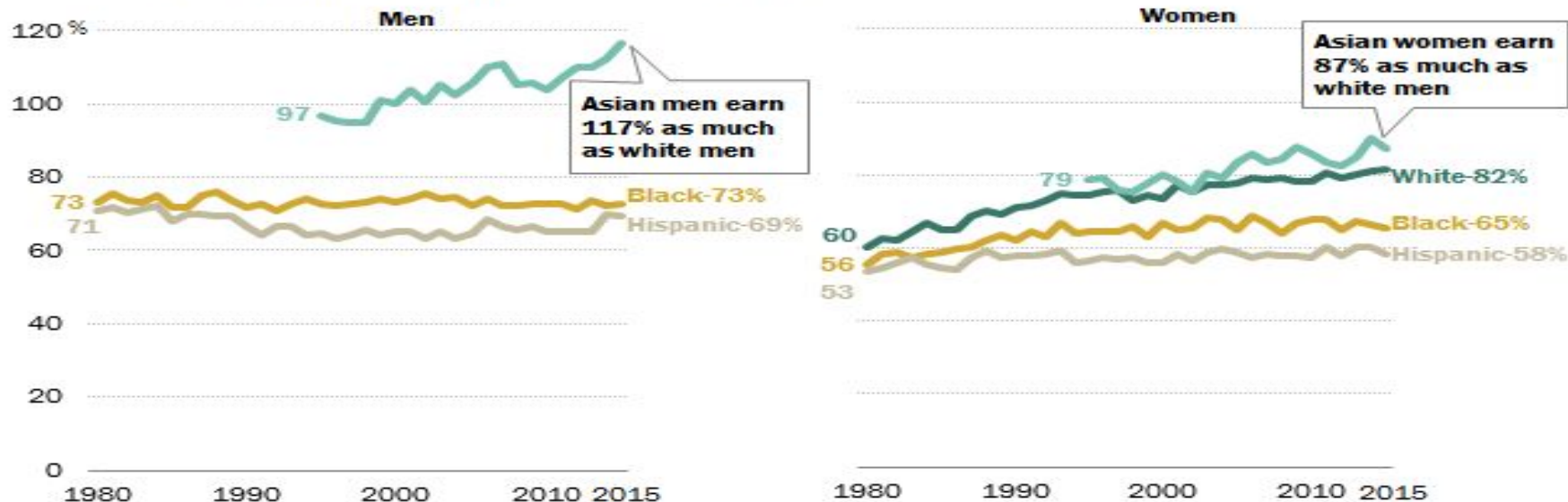
¹Includes Asian, Native Hawaiian and Other Pacific Islander, American Indian and Alaska Native, and Two or More Races.

Source: U.S. Census Bureau, Current Population Survey/Housing Vacancy Survey, March 10, 2020; recession data from the National Bureau of Economic Research, <www.nber.org>.

National Racial Wage Gap:

White men out-earn black and Hispanic men and all groups of women

Median hourly earnings as a percent of white men's earnings



Note: Estimates are for all civilian, non-institutionalized, full- or part-time workers ages 16 and older with positive earnings. Self-employed workers are excluded. Hispanics are of any race. Whites, blacks and Asians include only non-Hispanics. Asians include Native Hawaiian and Pacific Islanders.

Source: Pew Research Center tabulations of Current Population Survey data.

PEW RESEARCH CENTER

Summary:

- There is no academic category where Black students are on par or exceeding their white counterparts
- Black students are experiencing more disciplinary actions than their white counterparts
- Black adults are arrested at a higher rate than white counterparts, continuing a trend begun in school discipline
- Racial makeup of city and school leadership is not equal to the city population
- National Data shows that unaddressed, inequity is present in housing, poverty rates, and wages. An equity officer would be appropriate to address these things locally.



Directed Ask From Council

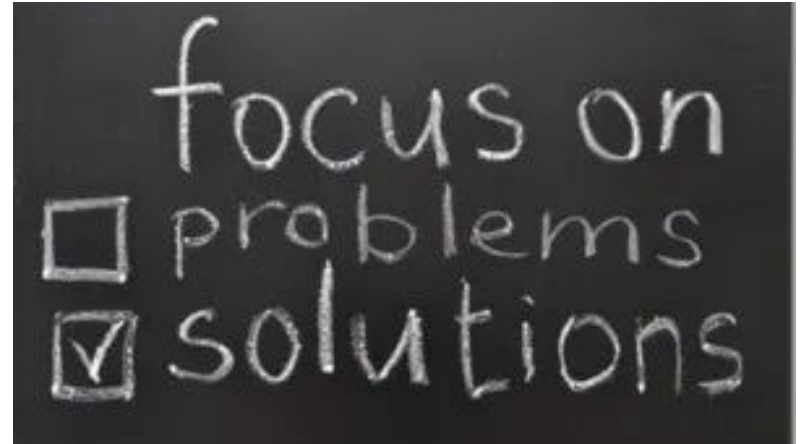
1. Sanction a Committee on Equity, Achievement, and Opportunity
 - a. Necessary to meet the commitment made by city council to address racial disparity
 - b. We will implement the components of the MBSK initiative.



How We are Committed to Contribute:

The Committee would establish data-based benchmarks to establish the current status in the following areas:

- Ethnic minority representation on City staff
- Ethnic minority representation on City Boards and Commissions\
- Home Ownership gaps between white and minority households
- Wealth gaps between white and minority households
- Academic Achievement gaps between white and minority children
- Access to health care
- Access to childcare
- Inequities in Policing and Community Safety
- Inequities in incarceration rates
- Business ownership gaps.



Steve Rosenberg

From: Steve Rosenberg
Sent: Tuesday, July 28, 2020 4:35 PM
To: CityCouncil
Cc: Leslie M. Beauregard; Jim Williams; Douglas L. Gwynn
Subject: FW: Staunton Equity Coalition - Request For Allyship

Mayor and Members of Council:

Chief Williams made me aware of the request each of you has received to support the concept of the "Marcus Alert." Below he offers his thoughts concerning the concept.

Steve

Steve Rosenberg
City Manager
City of Staunton, VA

Office: 540.332.3812
Web: www.staunton.va.us
Facebook: [City of Staunton](#)
Twitter: [@StauntonCityVA](#)

From: Jim Williams <WilliamsJE@ci.staunton.va.us>
Sent: Tuesday, July 28, 2020 3:30 PM
To: Steve Rosenberg <rosenbergsl@ci.staunton.va.us>
Subject: RE: Staunton Equity Coalition - Request For Allyship

Steve,

I have to admit that I very recently heard about the "Marcus Alert." I was initially under the impression that the program had started in Richmond, but it seems that it is more of a concept at the present time rather than a program. There are certainly some concerns on our behalf in reference to the information provided below.

To say that "a mental health crisis should not be a death sentence or result in incarceration", we could not agree more. We have worked very hard over the past several years at establishing local and regional Crisis Intervention Teams (CIT) in order to effectively respond to these types of emergencies. These CIT Teams seem to be very similar in concept to what is being proposed here.

While we often use the term CIT, let me expand a bit on what it means:

The CIT program is a community partnership made up of law enforcement, mental health and addiction professionals, individuals who live with mental illness and/or addiction disorders, their families and other advocates. It is an innovative first-responder model of police-based crisis intervention training to help persons with mental disorders and/or addictions access medical treatment.

CIT is a program that provides the foundation necessary to promote community and statewide solutions to assist individuals with a mental illness and/or addiction. The CIT Model reduces both stigma and the need for further involvement with the criminal justice system. CIT provides a forum for effective problem solving regarding the interaction between the criminal justice and mental health care system and creates the context for sustainable change.

The basic goals of CIT are to improve officer and consumer safety and to help persons with mental disorders and/or addictions access medical treatment rather than place them in the criminal justice system due to illness-related behaviors.

As you can see, it works much like the proposed new plan, only our police officers serve as the first responders. I think that this makes sense, as we are out there and available in a moment's notice. If you put together a team of clinicians, it is certainly going to take them some time to arrive on a scene to handle a situation. And, you will still need law enforcement personnel there to ensure everyone's safety.

Our regional CIT program includes all of our local law enforcement agencies as well as Valley Community Services Board. We have currently trained nearly all of our officers in CIT; only the newest trainees have yet to receive this valuable training.

To put in to perspective how often we deal with persons in mental health crisis, there were 807 separate incidents last year. So, we are dealing with close to three such instances per day and they generally have very positive outcomes.

I believe that I mentioned a few of these incidents the last time that I briefed City Council in May.

Here are a few examples:

On May 22, we received a call from a citizen who had come into town from another jurisdiction with the intent of committing suicide. He had taken a firearm from a family member and had purchased the ammunition shortly before arriving in Staunton. Before he pulled the trigger, he called 911 and his call was answered by Dispatcher Jena Wolfe. Dispatcher Wolfe calmly responded and was quickly able to establish a rapport with the subject in crisis. She was able to determine the subject's exact location while keeping officers updated of his movements and statements. While trying to avoid a confrontation that might lead the subject to confronting an officer that could end in a "suicide by cop" situation, Dispatcher Wolfe ultimately convinced the subject to put down the rifle and walk away from it in order to surrender to officers on the scene. The subject was taken into custody and subsequently received the needed mental health treatment. Dispatcher Wolfe handled the situation calmly, safely and professionally so that the outcome was positive for all involved. I have nominated Jena for the regional CIT Dispatcher of the Year award for her heroic actions in this case.

On May 27, Officer Kara Butler was the first to arrive at a call for self-inflicted knife injury; she was able to apply a tourniquet to the victim's arm while dealing with an intoxicated victim in crisis, as well as a disruptive family and chaotic scene. The victim survived her wounds and received the necessary mental health evaluation. Officer Butler received the Department's Lifesaving Award as a result of her actions.

On July 5, our officers were dispatched to the area of Churchville Avenue and Grubert Street where an individual was in the roadway brandishing a 30-inch sword. The individual, who was in mental health crisis, was taken into custody without incident. He subsequently received treatment for his illness.

As you can see, we deal with these events on a daily basis and our personnel do an exceptional job. If we can improve in our responses, then we are happy to do so. I will tell you that after doing this job for the past 36 years, I personally have a difficult time envisioning social workers, psychologists, or others who are similarly trained responding to many of these incidents.

I am happy to answer any questions if you have any. Thanks.

Jim

----- Original message -----

From: Meghan Kramer <mcquigg713@gmail.com>

Date: 7/27/20 1:04 PM (GMT-05:00)

To: "Andrea W. Oakes" <oakesaw@ci.staunton.va.us>, "Mark A. Robertson" <robertsonma@ci.staunton.va.us>, "Stephen W. Claffey" <claffeysw@ci.staunton.va.us>, "Amy G. Darby" <darbyag@ci.staunton.va.us>, "Carolyn W. Dull" <DullCW@ci.staunton.va.us>, Terry Holmes <holmesrt@ci.staunton.va.us>, "Brenda O. Mead" <meadbo@ci.staunton.va.us>

Subject: Staunton Equity Coalition - Request For Allyship

Dear Council,

Firstly, I would like to welcome the new council members and introduce myself. My name is Meghan Kramer, and I am one of the leaders of the Staunton Equity Coalition, a local group of 350 constituents. We are writing to ask for your commitment to the Marcus Alert. We do not consider this a partisan issue, but rather, a common sense solution to a nationwide problem that we can all support together, and that benefits law enforcement and citizens alike. According to the Treatment Advocacy Center, people with severe untreated mental health issues are 16 times more likely to be killed in an encounter with law enforcement than the average citizen. This is a solution.

The Marcus Alert is named for Marcus David Peters, a young teacher killed in a 2018 police encounter while experiencing a mental health crisis. His sister, Princess Blanding, started Justice and Reformation to demand the Marcus Alert be enacted. It now has widespread support at the state level and the council and mayor of the City of Richmond have committed to it.

The Marcus Alert would call for the creation of a Community Care Team within the police department, composed of mental health professionals, a Care Recovery Specialist with lived experience in mental health recovery, and one police officer. This Care Team would respond to mental health calls and wellness checks, and the police officer would be on site as backup only if non-lethal force was needed. This team would be created by re-allocation of police budget. For too long, we have asked police officers to act simultaneously as social workers without putting them through similar hours of training, putting both them and the community in danger.

A hybrid system for calling the Care Team would be created— Dispatch at 911 would be trained to hear words describing a mental health issue and know to dispatch the team, and a separate number would also be created to assist with the fact that many people are afraid to call 911 for wellness checks. Part of the goal of the team is to decrease mental health crises in the community, so when not taking calls they would be working on community outreach and engagement and building trust.

A mental health crisis should not be a death sentence or result in incarceration. Mental Health professionals are uniquely trained to handle these situations, and often seeing police lights and officers can be escalating for someone experiencing a mental health episode. This system benefits citizens and officers alike.

We are asking that you commit to the Marcus alert at a local level (for the city of Staunton) and also help advocate for it at state level by putting it on the City of Staunton's legislative agenda.

Looking forward to hearing from each of you and working alongside you,
Meghan Kramer
Staunton Equity Coalition

Sent from my iPhone

CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	August 27, 2020	Staff Member: Phil Trayer
Item #	6 & D	
Ordinance #		
Department:	Finance	
Council Vision:	Responsive, Efficient Government	
Subject:	Ordinance to Amend the FY2021 Budget Ordinance for the City of Staunton by Adding Budget Amendment Number Two for CARES Act Funded Support for Small Businesses Impacted by the COVID-19 Pandemic Via the Staunton Economic Development Authority	

Background: On March 27, 2020 the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) was signed into law. Under the act, funds have been allocated to local governments, based upon population, to support communities' responses to the global pandemic in the following areas:

- Medical expenses
- Public health expenses
- Payroll expenses for public safety officials
- Expenses to facilitate compliance with COVID-19 public health measures
- Economic support for local businesses
- Other COVID-19 related expense that is reasonably necessary to the function of government

Staunton City Council, in conjunction with the Staunton Economic Development Authority (EDA), has determined to set aside \$500,000 of CARES Act funds to support Staunton small businesses adversely impact by the economic shutdown.

To be eligible, a local business must have incurred business interruption due to the COVID-19 pandemic and meet the following eligibility criteria developed by the City's economic

development staff:

- Has suffered a qualified business interruption due to COVID-19
- Has a physical location within the corporate limits of Staunton
- Taxes and fees to City of Staunton current
- Locally owned and operated (Staunton business license)
- Had between one and 20 (Full Time Equivalent*) W-2 employees as of March 13, 2020
*Full Time Equivalent (FTE) means the number of employees required to achieve one week (40 hours) of work—for example, one full time (40 hours) employee and two part time (20 hours each) employees would be 2 FTE
- Have received or been approved for an SBA-backed Paycheck Protection Program (PPP) loan or an Economic Injury Disaster Loan or Grant, and still in need of funding
- Did not receive and have not been awarded reimbursement under any other federal program for the expenses that will be reimbursed by this grant
- Did not receive compensation from an insurance company for the covered business interruption due to COVID-19 or received less than \$10,000 in insurance compensation
- The business is not a subsidiary of a business with more than 50 employees, is not part of a larger business enterprise with more than 50 employees and is not owned by a business with more than 50 employees

To facilitate this program, the second budget amendment for fiscal year 2021 has been prepared for your review, discussion and consideration. The total budget amendment equals \$500,000. The introduction and consideration of this ordinance is scheduled for this meeting. No public hearing is required or advertised because the amendment is less than one percent of the total adopted FY2021 budget.

City Budget Amendment—\$500,000

The General Fund amendment approves a transfer in the amount of \$500,000 of previously appropriated CARES Act funds to the EDA, to fund the Staunton Cares Business Grant Program.

Attachments:

Attachment 1—Budget Amendment Number Two

Attachment 2—Staunton Cares Business Grant Program and Application

City Manager's Recommendation: Recommend that City Council adopt the ordinance, as presented.

Suggested Motion: I move to adopt an ordinance amending the fiscal year 2021 budget by adding Budget Amendment Number Two, to transfer \$500,000 to the Staunton Economic Development Authority to fund the Staunton Cares Business Grant Program.

City Manager: Steven L. Rosenberg

Ordinance No. 2020-
AN ORDINANCE TO AMEND
THE FY 2021 BUDGET ORDINANCE
FOR THE CITY OF STAUNTON
BY ADDING BUDGET AMENDMENT NUMBER TWO

BE IT ORDAINED, by the City Council of the City of Staunton, Virginia, that the FY2021 Budget is amended as follows:

GENERAL FUND		
<u>Anticipated Revenue</u>		
Miscellaneous Revenue - CARES Act Funding	\$	500,000
Total Revenue	\$	500,000
<u>Appropriations</u>		
Community Development		500,000
Total Appropriations	\$	500,000
GRAND TOTAL BUDGET AMENDMENT NO 2.	\$	500,000

INTRODUCED: August 27, 2020

Approved this _____ day of _____ 2020

Effective Date: _____

CERTIFIED: _____

ATTEST: _____

Suzanne F. Simmons
Clerk of Council

Andrea W. Oakes
Mayor of Council

FY 2021 BUDGET AMENDMENT NO. 2

GENERAL FUND		AMOUNT	
	LEDGER CODE	REVENUE	EXPENDITURE
COMMUNITY DEVELOPMENT			
<u>ECONOMIC DEVELOPMENT</u>			
Miscellaneous Federal Revenue	11001-46250-COVID	\$ 500,000	
Transfer to the EDA	11088150-59371		\$ 500,000
TOTAL GENERAL FUND		\$ 500,000	\$ 500,000

FY 2021 BUDGET AMENDMENT NO. 2

GENERAL FUND		AMOUNT	
	LEDGER CODE	REVENUE	EXPENDITURE

BUDGET AMENDMENT NO. 2 GENERAL FUND SUMMARY

GENERAL FUND EXPENDITURE SUMMARY

Community Development	500,000
Total General Fund Expenditures	\$ 500,000

FY 2021 BUDGET AMENDMENT NO. 2

CITY GOVERNMENT FUNDS	
GENERAL FUND	\$ 500,000
TOTAL CITY GOVERNMENT FUNDS	\$ 500,000
FY 2021 BUDGET AMENDMENT NO. 2	\$ 500,000



Small businesses are a key component in having a thriving local economy. The results represent a steadfast commitment by business owners to provide quality goods and services, and employment opportunities to citizens and area residents. However, an effort to control the spread of the pandemic has resulted in revenue losses, increased unemployment, and threatens the livelihood and future of many small businesses.

FUNDING SOURCES

The U.S. Treasury guidance allows states to use Coronavirus Relief Fund (CRF) dollars for expenditures “related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closure.” The Commonwealth of Virginia has elected to disperse a portion of its allocation to local governments. The Staunton City Council, in conjunction with the Staunton Economic Development Authority, has elected to use part of the City’s allocation to help preserve small business in Staunton by providing grants to eligible businesses.

The ***Staunton Cares Business Grant Program*** will provide cash grants up to **\$12,500**.

ELIGIBLE BUSINESS

Any **For-Profit** Staunton based business that meets the following eligibility criteria:

- Has suffered a qualified business interruption due to COVID-19
- Has a physical location within the corporate limits of Staunton
- Taxes and fees to City of Staunton current
- Locally owned and operated (Staunton Business License)
- Had between one and 20 (Full Time Equivalent*) W2 employees as of March 13, 2020. Full Time Equivalent (FTE) means the number of employees required to achieve one week (40 hours) of work. For example, one full time (40 hours) employee and two part time (20 hours each) employees would be 2 FTE.
- Have received or been approved for an SBA-backed Paycheck Protection Program (PPP) loan or an Economic Injury Disaster Loan or Grant, and still in need of funding.
- Did not receive and have not been awarded reimbursement under any other federal program for the expenses that will be reimbursed by this grant
- Did not receive compensation from an insurance company for the covered business interruption due to COVID-19 or received less than \$10,000 in insurance compensation

- Your business is not a subsidiary of a business with more than 50 employees, is not part of a larger business enterprise with more than 50 employees and is not owned by a business with more than 50 employees

QUALIFIED BUSINESS INTERRUPTION

The business must have suffered business interruption due to COVID-19 required closures as measured by a reduction in gross revenue (Year-to -Date 2020/2019), which may include but is not limited to:

- Reduced sales or suspended operations
- Increased costs related to COVID-19 prevention measures
- Disrupted supply network leading to shortage of critical inventory or materials

ELIGIBLE USES

Grant funds must be used to reimburse the costs of business interruption due to COVID-19 required closures, which may include:

- Personal Protective Equipment (PPE)
- Other equipment and supplies to promote health and safety
- Technology to facilitate e-commerce and or virtual business operations
- Professional services related to the design and construction/alteration of the built environment necessary to promote physical and social distancing, as well as the actual costs for alterations
- Initial cleaning and disinfection services prior to reopening
- Inventory
- Equipment
- Rent or mortgage costs
- Utilities (Gas, Electric, Communication)
- Funds must be expended in compliance with state and federal law

HOW TO APPLY

The application form will be available August 10, 2020. Businesses may request an application form by sending an email to EconomicDevelopment@ci.staunton.va.us or download the form at the following link: <https://www.stauntonbusiness.com/business-resources/covid-19-resources>.

The deadline for submission is August 21, 2020 at 5:00PM. Grantees will be notified by noon on August 28, 2020 with disbursements beginning immediately. All applications and required attachments must be submitted electronically.

FOR MORE INFORMATION

Please contact the Staunton Economic Development Office at EconomicDevelopment@ci.staunton.va.us or (540) 332-3869.



STAUNTON CARES

BUSINESS GRANT PROGRAM

Cash Grants for Small Business

APPLICATION PROCESS

- Applications are due on August 21, 2020 by 5:00PM, and only electronically submitted applications will be accepted.
- Applications should be emailed to economicdevelopment@ci.staunton.va.us
- Applications should be signed. If you do not have the technology to physically sign the document, type your name in the signature block and we will make arrangements for you to sign the completed document.
- Incomplete applications will be rejected.
- Applications will be reviewed by the Staunton Cares Business Grant Review Committee
- Should the application pool be larger than the grant funds available, the Staunton Cares Business Grant Review Committee will score applications based on the severity of impact that COVID-19 has had on a business.
- Grantees will be notified of grant awards no later than August 28, 2020.
- Grantees will be required to furnish additional information, including, but not limited to a W9, documentation of expenses (in the form of invoices, check copies, etc.) to support disbursement of grant funds, and certify that the funds will be used as described in the application.
- In lieu of a notary, business owners will be required to furnish a copy of their driver's license.
- Disbursement of grant funds will begin no later than September 1, 2020, and continue until grant funds are fully disbursed.
- Grantees will be reported to the U.S. Treasury Department as part of the City of Staunton required reporting and any other public document as may be required by the CARES Act. Information provided, except for confidential financial statements as allowed by Sections 2.2-3705.6 and 58.1-3 of the Code of Virginia, are subject to Freedom of Information Act (FOIA) regulations.

Eligibility Checklist

Please verify that you are eligible to receive these grant funds by reviewing these eligibility criteria.

- ☐ Have suffered a qualified business interruption due to COVID-19
- ☐ Has a physical location within the corporate limits of Staunton
- ☐ Are a for profit business
- ☐ Taxes and fees to City of Staunton are current
- ☐ Locally owned and operated
- ☐ Had between one and twenty (Full Time Equivalent¹) W2 employees as of March 13, 2020
- ☐ Have received or been approved for an SBA-backed Paycheck Protection Program (PPP) loan or an Economic Injury Disaster Loan (EIDL), and still in need of funding.
- ☐ Did not receive and have not been awarded reimbursement under any other federal program for the expenses that will be reimbursed by this grant
- ☐ Did not receive compensation from an insurance company for the covered business interruption due to COVID-19 or received less than \$10,000 in insurance compensation
- ☐ Your business is not a subsidiary of a business with more than 50 employees, is not part of a larger business enterprise with more than 50 employees and is not owned by a business with more than 50 employees



STAUNTON CARES

BUSINESS GRANT PROGRAM

Cash Grants for Small Business

Section 1 – Basic Business Information

1. Business Trade Name _____ Address _____
2. Full legal name of business, if different _____
3. Owner name _____ phone _____
4. Email _____
5. Mailing address, if different _____
6. Communication preference
Email _____ Mail _____ Phone _____ Text _____
7. FEIN number _____
8. Staunton Business License number _____
9. Is your business located within the City limits of Staunton? Yes _____ No _____
10. Is the physical business address a location that receives customers? Yes _____ No _____
11. Are your City of Staunton taxes and fees current? Yes _____ No _____
12. Is your business locally owned and operated? Yes _____ No _____
13. When was your business established? _____
14. How long have you been the owner? _____
15. Is your business SWAMⁱⁱ certified? Yes _____
a. If no, are you SWAMⁱⁱⁱ eligible? _____
16. How is your business organized?
Sole proprietorship _____ S-Corp _____
Partnership _____ LLC _____
C-Corp _____ Other _____
17. What is your primary industry sector?
Agriculture _____ Finance and insurance _____
Construction _____ Real estate rental and leasing _____
Manufacturing _____ Professional & technical services (medical) _____
Wholesale trade _____ Personal Services (salon, dry cleaner) _____
Retail _____ Arts, entertainment, and recreation _____
Transportation and warehousing _____ Hospitality (restaurant, catering, hotels) _____
Information Technology _____ Other _____
18. If your business is in leased space, on what date does the current lease expire? _____
19. What is the gross square footage of your location? _____



STAUNTON CARES

BUSINESS GRANT PROGRAM

Cash Grants for Small Business

Section 2 – Business Eligibility

20. How many W2 employees do you currently have?

☐ Full time

☐ Part time (30 hours per week or less)

21. How many W2 employees did you have on March 1, 2020

_____ Full time

_____ Part time

22. If you have not done so already, what are your plans for hiring or recalling employees from furlough?

23. How was your business impacted by COVID-19? _____

24. How did you adapt your business practice during the state of emergency/stay at home order? ____

25. Is your business open now? Yes __ No ____

a. If no, what are your plans for reopening? _____

26. What was your YTD January – May Gross Revenue in 2019? _____

27. What is your YTD January – May Gross Revenue in 2020? _____

28. If your business was not active on January 1, 2019, please provide details on your first year of operation. _____

29. Is your business currently in bankruptcy proceedings? _____

30. Did you receive an SBA-backed Paycheck Protection Program (PPP) loan? Yes __ No ____

a. If yes, what was the amount? _____

b. Please explain why additional funding is necessary: _____



STAUNTON CARES

BUSINESS GRANT PROGRAM

Cash Grants for Small Business

31. Did you receive Economic Injury Disaster Loan (EIDL) loan or grant? Yes _____ No _____

a. If yes, what was the amount? _____

b. Please explain why additional funding is necessary: _____

32. Have you been awarded reimbursement under any other federal program for the expenses that will be reimbursed by this grant? Yes _____ No _____

a. If yes, please describe including dollar amount: _____

33. Have you received compensation from an insurance company for the covered business interruption due to COVID-19? _____

a. If yes, please describe including dollar amount: _____

34. Have you received any other local grants or loans (EDA, SCCF, Community Foundation, etc.)?

Yes _____ No _____

a. If yes, please describe including dollar amount: _____

Section 3 – Use of Funds

Staunton Cares Business Grant funds must be used to reimburse the costs of business interruption caused by required closure and/or costs related to reopen. Acceptable uses of grant funds include:

- Personal Protective Equipment (PPE)
- Other equipment and supplies to promote health and safety
- Technology to facilitate e-commerce and or virtual business operations
- Professional services related to the design and construction/alteration of the built environment necessary to promote physical and social distancing, as well as the actual costs for alterations
- Initial cleaning and disinfection services prior to reopening
- Inventory
- Equipment
- Rent or mortgage costs
- Utilities (Gas, Electric, Communication)



35. Please provide a line item list including dollar amount of how you will use the grant funds if awarded.

[illegible]

(Page 6 - SIGNATURE PAGE)



STAUNTON CARES

BUSINESS GRANT PROGRAM

Cash Grants for Small Business

SIGNATURE PAGE

I certify that I am the owner or authorized agent of the above business and that the information included in this application is accurate. Further, if awarded, grant funds will be used as described herein and in accordance with the CARES Act, and that I will provide any additional information as needed as requested by the Staunton Cares Business Grant Review Committee.

Printed Name: _____

Signature: _____

Date: _____

Staunton Cares Business Grant Review Committee Recommendation:

Approved _____

Amount: _____

Denied _____

Date: _____

Signature: _____

Phil Trayer, Staunton Economic Development Authority, Treasurer

ⁱ Full Time Equivalent (FTE) – the number of employees required to achieve one week (40 hours) of work. For example, one full time (40 hours) employee and two part time (20 hours each) employees would be 2FTE.

ⁱⁱ Small, Women-owned, and Minority-owned Business

ⁱⁱⁱ Full definition can be found at: <https://www.sbsd.virginia.gov/certification-division/swam/>. Small - 250 or fewer employees, or average annual gross receipts of \$10 million; least 51 percent of the equity ownership interest is held by a Women or Minority; Service Disabled Veteran-owned may also qualify

CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	August 27, 2020	Staff Member: Phil Trayer
Item #	7	
Ordinance #		
Department:	Finance	
Council Vision:	Responsive, Efficient Government	
Subject:	Presentation of FY2020 Revenue Update	

Background: Phil Trayer, Chief Finance Officer, will present a financial report updating Council on FY2020's preliminary revenue postings. Sales, meals and lodging tax revenue reports are attached, as well as a report on all preliminary revenues.

Attachments:

Attachment 1—Sales, Meals and Lodging Tax Reports

Attachment 2—Preliminary Revenue Report

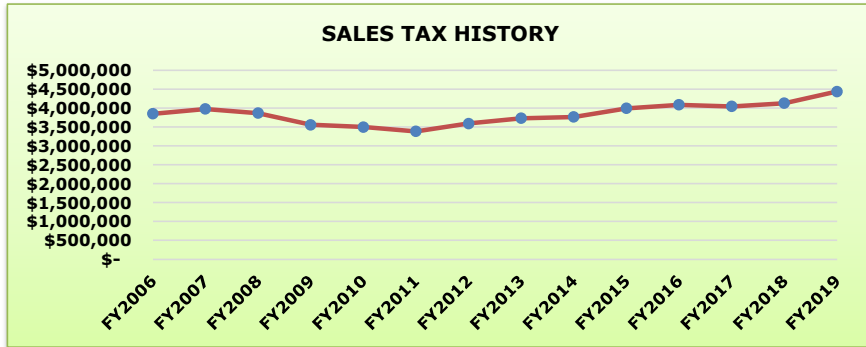
City Manager's Recommendation: Not applicable.

Suggested Motion: Not applicable.

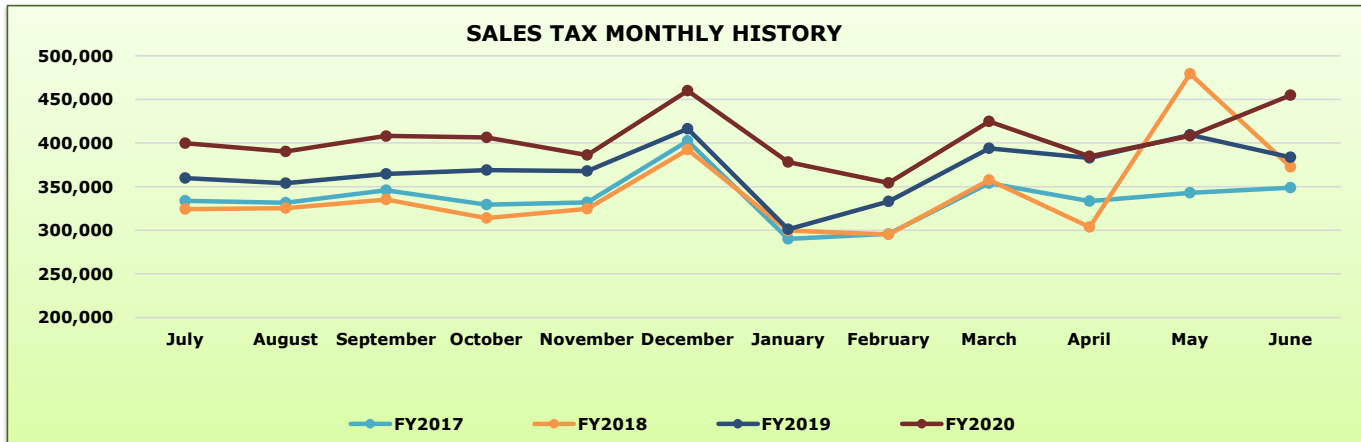
City Manager: Steven L. Rosenberg

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	11.1%	\$ 39,988.18
August	342,818.18	331,429.16	325,420.04	353,757.54	390,364.99	10.3%	\$ 36,607.45
September	334,364.25	345,905.68	335,270.60	364,511.12	408,012.82	11.9%	\$ 43,501.70
October	355,170.69	329,371.48	314,014.94	368,778.54	406,308.21	10.2%	\$ 37,529.67
November	353,379.01	331,907.37	324,549.36	367,724.17	386,214.42	5.0%	\$ 18,490.25
December	405,213.36	402,206.55	392,310.26	416,329.42	459,870.92	10.5%	\$ 43,541.50
January	287,573.87	290,166.67	299,703.49	301,088.06	378,159.00	25.6%	\$ 77,070.94
February	294,123.26	295,776.24	295,141.63	333,109.54	354,448.27	6.4%	\$ 21,338.73
March	349,737.11	353,757.64	357,635.60	393,767.00	424,727.00	7.9%	\$ 30,960.00
April	336,522.60	333,521.23	303,519.77	382,962.51	384,623.98	0.5%	\$ 1,661.47
May	333,614.68	343,047.36	479,377.67	409,438.98	408,067.89	-0.3%	\$ (1,371.09)
June	350,418.62	348,854.14	372,636.24	383,654.21	454,691.58	19.1%	\$ 71,037.37
Totals	\$ 4,079,918.96	\$ 4,039,658.41	\$ 4,123,862.13	\$ 4,434,974.37	\$ 4,855,330.54		\$ 420,356.17
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	\$ 555,330.54		
% OF BUDGET	105%	99.7%	100.6%	110.5%	112.9%		
% CHANGE- YEAR	2.3%	-1.0%	2.1%	7.5%	9.5%		

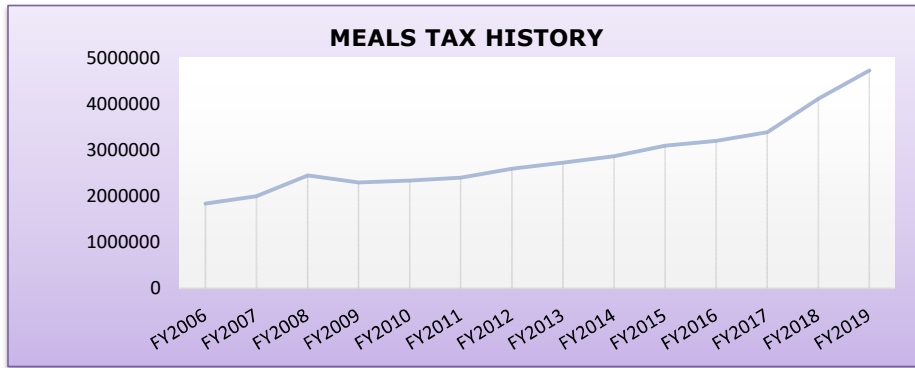


FY2006	\$ 3,847,115	
FY2007	\$ 3,975,958	3.3%
FY2008	\$ 3,862,575	-2.9%
FY2009	\$ 3,554,096	-8.0%
FY2010	\$ 3,495,905	-1.6%
FY2011	\$ 3,381,018	-3.3%
FY2012	\$ 3,588,737	6.1%
FY2013	\$ 3,729,201	3.9%
FY2014	\$ 3,760,505	0.8%
FY2015	\$ 3,988,839	6.1%
FY2016	\$ 4,079,919	2.3%
FY2017	\$ 4,039,658	-1.0%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

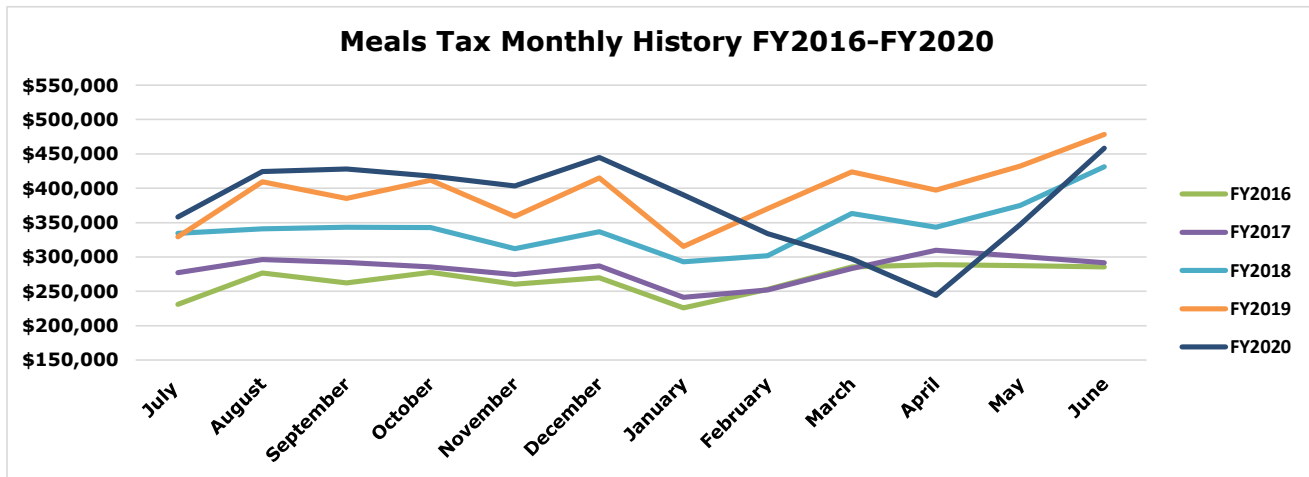


FY 2020 MEALS TAX - 7% Tax Rate

	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	8.7%	28,639.19
August	276,759.09	296,419.00	341,094.46	409,425.39	424,089.70	3.6%	14,664.31
September	262,272.64	292,135.16	343,277.21	385,385.11	427,994.74	11.1%	42,609.63
October	277,731.42	285,660.12	342,809.63	411,876.40	417,689.65	1.4%	5,813.25
November	260,344.43	274,337.57	312,114.40	359,315.82	403,285.45	12.2%	43,969.63
December	269,727.57	286,909.42	336,803.99	415,029.83	444,990.45	7.2%	29,960.62
January	225,700.89	240,970.03	293,064.10	315,163.07	390,332.83	23.9%	75,169.76
February	253,068.03	251,855.24	301,835.99	370,264.93	334,123.44	-9.8%	(36,141.49)
March	285,566.17	283,281.51	363,206.78	423,831.12	297,411.19	-29.8%	(126,419.93)
April	288,491.69	309,789.07	343,386.30	397,109.84	244,201.14	-38.5%	(152,908.70)
May	287,234.01	300,966.20	374,830.10	432,042.64	347,244.34	-22.6%	(84,798.30)
June	285,467.00	291,868.85	431,265.13	478,306.06	458,277.82	-4.6%	(20,028.24)
Actuals	\$ 3,203,638.43	\$ 3,391,336.92	\$ 4,118,266.79	\$ 4,727,322.91	\$ 4,547,852.64		\$ (179,470.27)
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	(52,147)		
% of BUDGET	107.1%	106.0%	107.0%	115.0%	98.9%		



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%

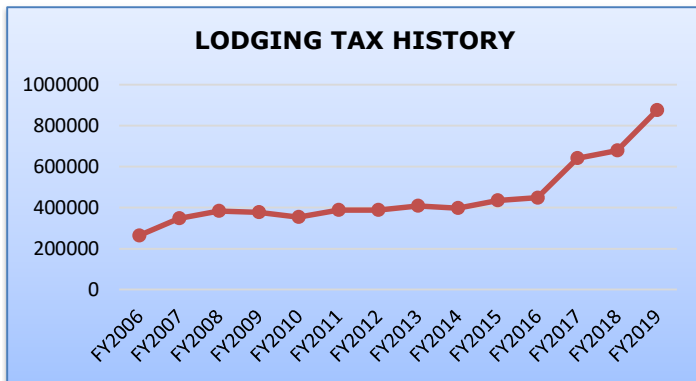


MEALS TAX HISTORY- RATE INCREASES

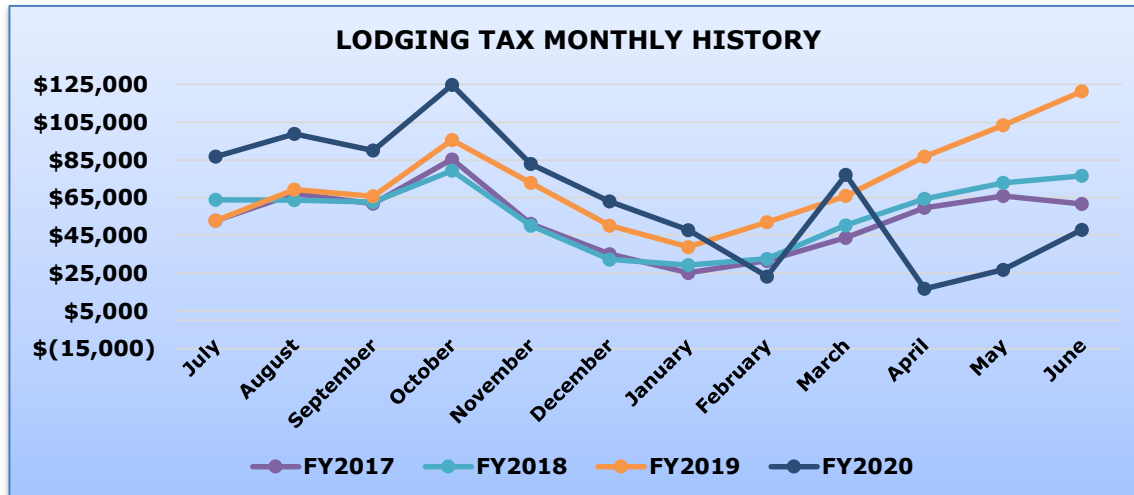
JULY 1, 1986	3%	
JULY 1, 1994	4%	
SEPTEMBER 1, 1	5%	NEW STREET PARKING GARAGE FUNDING
JULY 1, 2007	6%	CIP/ SCHOOL PROJECTS
JULY 1, 2017	7%	SCHOOL PROJECT - LEE HIGH RENOVATION

FY 2020 LODGING TAX - 6.7% Tax Rate

TAX RATE	6.70%					
	FY2017	FY2018	FY2019	FY2020	% CHANGE	\$ Change
July	\$ 52,799	\$ 63,907	\$ 52,798	\$ 86,792	64.4%	33,993.50
August	\$ 67,072	\$ 63,738	\$ 69,287	\$ 98,765	42.5%	29,477.38
September	\$ 61,866	\$ 62,756	\$ 65,785	\$ 89,978	36.8%	24,192.55
October	\$ 85,289	\$ 79,262	\$ 95,600	\$ 124,738	30.5%	29,137.73
November	\$ 51,208	\$ 50,187	\$ 72,869	\$ 82,915	13.8%	10,045.64
December	\$ 35,136	\$ 32,225	\$ 50,208	\$ 63,057	25.6%	12,849.35
January	\$ 25,091	\$ 29,239	\$ 38,856	\$ 47,730	22.8%	8,873.87
February	\$ 31,475	\$ 32,490	\$ 52,085	\$ 23,204	-55.5%	(28,881.38)
March	\$ 43,728	\$ 50,304	\$ 65,973	\$ 77,152	16.9%	11,179.58
April	\$ 59,636	\$ 64,326	\$ 86,719	\$ 16,730	-80.7%	(69,989.13)
May	\$ 65,931	\$ 72,905	\$ 103,399	\$ 26,667	-74.2%	(76,732.01)
June	\$ 61,612	\$ 76,577	\$ 121,369	\$ 47,878	-60.6%	(73,490.90)
Actuals	\$ 640,843	\$ 677,917	\$ 874,948	\$ 785,605		\$ (89,343.82)
Budget Totals	\$ 540,000	\$ 575,000	\$ 890,000	\$ 890,000		
Budget Variance	\$ 100,843	\$ 102,917	\$ (15,052)	\$ (104,395)		
% of BUDGET	119%	118%	98%	88%		
% 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%



FY 2020 FINANCIAL REPORT - UNAUDITED

JUNE 30, 2020

GENERAL FUND REVENUES	REVISED BUDGET	ACTUAL YTD	AVAILABLE BUDGET	% RECEIVED	Comment
PROPERTY TAXES					
Real Estate Taxes 2019 (75%) & 2020 (25%)	\$ 18,350,000	\$ 18,809,404	\$ (459,404)	103%	75% of 2020 Taxes due June 20, 2020 25% of 2019 Taxes due Dec 5, 2019
Real Estate Taxes 2018-...	800,000	480,768	319,232	60%	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	157,287	17,713	90%	
Real Estate- Penalty	130,000	115,827	14,173	89%	
Real Estate Tax -Downtown Serv District	125,000	142,581	(17,581)	114%	25% due Dec 5; 75% due June 20
Personal Property Taxes 2019-...	5,050,000	5,499,578	(449,578)	109%	100% of 2019 PP Tax due December 5, 2019
Personal Property Taxes 2018-...	225,000	367,080	(142,080)	163%	Delinquent Taxes due prior to December 5, 2019
Personal Property Taxes- Public Service	4,000	3,563	437	89%	
Personal Property -Interest	55,000	85,811	(30,811)	156%	
Personal Property - Penalty	85,000	103,610	(18,610)	122%	
Machinery & Tools Tax	491,500	508,983	(17,483)	104%	100% Tax Due December 5, 2019
TOTAL PROPERTY TAXES	\$ 26,390,500	\$ 27,227,252	\$ (836,752)	103%	
OTHER LOCAL TAXES					
Business & Occupational Licenses	\$ 2,200,000	\$ 2,444,937	\$ (244,937)	111%	BPOL License due March 1, 2020
Water Utility Tax	280,000	254,430	25,570	91%	Paid Monthly w/ 1-2 months delay in collection
Gas Utility	300,000	297,254	2,746	99%	Paid Monthly w/ 1-2 months delay in collection
Electric Utility	585,000	585,315	(315)	100%	Paid Monthly w/ 1-2 months delay in collection
Local Sales Tax	4,300,000	4,855,331	(555,331)	113%	Paid Monthly w/ 2 months delay in payment from State
Bank Stock	475,000	521,731	(46,731)	110%	Paid in June
Recordation	200,000	230,187	(30,187)	115%	Paid Monthly w/ 1 month delay in collection
Cigarette Tax	395,000	410,211	(15,211)	104%	Paid at sale date, no delay in collection
Lodging Tax	890,000	785,605	104,395	88%	Paid Monthly w/ 1 month delay in collection
Meals Tax	4,600,000	4,547,853	52,147	99%	Paid Monthly w/ 1 month delay in collection
Probate Tax on Wills	7,000	8,728	(1,728)	125%	
Short Term Rental Tax	25,000	26,588	(1,588)	106%	
Local Communications Tax	1,250,000	1,158,936	91,064	93%	Paid Monthly w/ 1-2 months delay in collection
TOTAL OTHER LOCAL TAXES	\$ 15,507,000	\$ 16,127,104	\$ (620,104)	104%	
PERMITS					
Short Term Rental Registration/Precious Metal	\$ -	\$ 1,350	\$ (1,350)	#DIV/0!	Airbnb Fees
Judicial Charges for Services	900	832	68	92%	
Public Safety Charges for Services	268,000	196,028	71,972	73%	
Planning and Development Charges for Services	12,000	11,800	200	98%	
TOTAL PERMITS	\$ 280,900	\$ 210,011	\$ -	\$ 70,889	75%

JUNE 30, 2020

GENERAL FUND REVENUES	REVISED BUDGET	ACTUAL YTD	AVAILABLE BUDGET	% RECEIVED	
FINES & FORFEITURES					
Circuit Court Fines	\$ 167,054	\$ 144,784	\$ 22,270	87%	
Court Recorder Fees	\$ 45,000	\$ 38,775	\$ 6,225		
Courthouse Maintenance Fee	10,000	10,675	(675)	107%	
Animal Control Fines	5,500	6,965	(1,465)	127%	
TOTAL FINES & FORFEITURES	\$ 227,554	\$ 201,199	\$ 26,355	88%	
REVENUE FROM USE OF PROPERTY					
Interest Revenue	\$ 200,000	\$ 242,014	\$ (42,014)	121%	
Rental of Real Property	41,100	41,613	(513)	101%	
Rental of Real Property-Recreation	5,000	3,305	1,695	66%	
TOTAL REVENUE FROM USE OF PROPERTY	\$ 246,100	\$ 286,932	\$ (40,832)	117%	
CHARGES FOR SERVICES					
Property Clean Up Fees	\$ 2,000	\$ 2,025	\$ (25)	101%	
Payment in Lieu of Tax from Proprietary Funds	1,233,959	1,137,510	96,449	92%	Allocation transfers from Enterprise Funds
DMV Stop Fees	5,000	7,211	(2,211)	144%	
Administrative Fees	23,000	37,656	(14,656)	164%	
Judicial Operations Charges for Services	58,617	66,034	(7,417)	113%	
Public Safety Tax Exempt Service Charge	4,790	6,358	(1,568)	133%	
Recreation Charges for Services	\$ 495,000	340,888	154,112	69%	
TOTAL CHARGES FOR SERVICES	\$ 1,822,366	\$ 1,597,682	\$ 224,684	87.67%	
MISCELLANEOUS					
Sale of Salvage & Surplus	\$ 15,000	\$ 20,718	\$ (5,718)	138%	
Payment in Lieu of Taxes SRHA	13,500	14,023	(523)	104%	
Donations	24,653	122,820	(98,167)	498%	
Miscellaneous	-	19,994	(19,994)	#DIV/0!	
TOTAL MISCELLANEOUS	\$ 53,153	\$ 177,555	\$ (124,402)	334%	
RECOVERED COSTS					
Wellness Program Reimbursement	\$ 10,000	\$ 15,984	\$ (5,984)	160%	
Recovered Costs - Courts	58,000	16,397	41,603	28%	
Recovered Costs- Public Safety	589,874	619,825	(29,951)	105%	Buy-In from Harrisonburg/Rockingham for Regional Jail
Recovered Costs- Police Security	45,000	45,055	(55)	100%	
Recovered Costs- Insurance Recovery	41,313	41,861	(548)	101%	
Recovered Costs- Public Works	25,000	30,780	(5,780)	123%	
Recovered Costs- Education	367,990	368,297	(307)	100%	Software Annual Costs and Bus Mechanic Services
Recovered Costs- Recreation/ Library	50,400	65,656	(15,256)	130%	Talking Book Center Reimbursement
TOTAL RECOVERED COSTS	\$ 1,187,577	\$ 1,203,855	\$ (16,278)	101%	

JUNE 30, 2020

GENERAL FUND REVENUES	REVISED BUDGET	ACTUAL YTD	AVAILABLE BUDGET	% RECEIVED	
COMMONWEALTH OF VIRGINIA REVENUE					
Public Facilities Tax	\$ 120,000	\$ 80,483	\$ 39,517	67%	State sales tax revenue from Stonewall Jackson Hotel
Recordation	70,000	44,176	25,824	63%	
Rolling Stock Taxes	14,000	9,793	4,207	70%	
Motor Vehicle Rental Tax	80,000	94,620	(14,620)	118%	
HB599 Law Enforcement	919,044	954,888	(35,844)	104%	Quarterly Payments from State
Personal Property Tax Relief Act (PPTRA)	1,652,200	1,652,200	(0)	100%	
Recordation - Grantor's Tax	50,000	59,567	(9,567)	119%	
Juror/Witness Fees	10,000	5,974	4,026	60%	
State Crime Forfeited Assets-Commonwealth Attorney	0	-	0	0%	
DCJS- Victim Witness Grant	28,137	19,202	8,935	68%	
DMV Four for Life Funds	48,539	-	48,539	0%	
DMV Animal License Plates	750	1,157	(407)	154%	
State Crime Forfeited Assets- Police	92,891	33,276	59,615	36%	Revenue based on criminal drug activity
Fire Programs Fund	162,124	86,487	75,637	53%	
E911 Wireless Funds	76,000	103,355	(27,355)	136%	Grants from the Wireless Board of Virginia
Street & Highway Maintenance	4,214,683	4,014,682	200,001	95%	Quarterly Payments from State
Miscellaneous State Aid	28,575	1,800	26,775	6%	
Public Assistance	1,354,510	1,364,477	(9,967)	101%	
CSA Administrative Fees	11,793	10,787	1,006	91%	
Comprehensive Services Act (CSA)	2,174,000	2,092,140	81,860	96%	
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	123,801	2,364	98%	
Treasurer	124,858	121,740	3,118	98%	
Electoral Board & Registrar	38,525	49,006	(10,481)	127%	
Commonwealth Attorney	544,152	538,603	5,549	99%	
Sheriff	302,800	340,914	(38,114)	113%	
Circuit Court Clerk	323,076	318,984	4,092	99%	
Circuit Court Technology Grant	-	16,671	(16,671)	#DIV/0!	
TOTAL COMMONWEALTH OF VIRGINIA	\$ 12,726,482	\$ 12,298,444	\$ 428,038	96.64%	
FEDERAL REVENUES					
Victim Witness Federal Grant	\$ 84,411	\$ 57,607	\$ 26,804	68%	
FEMA Disaster Payment	-	1,092	\$ (1,092)	#DIV/0!	
Federal DMV Grant	14,455	6,323	\$ 8,132	44%	
U S Marshall Forfeited Asset	22,000	11,163	\$ 10,837	51%	
FEMA Fire SAFER Grant	177,786	177,170	616	100%	
CARES Act Funding	92,352	92,532	(180)	100%	
Welfare Public Assistance	1,030,721	1,221,549	(190,828)	119%	
Federal Forfeited Assets	13,636	-	13,636	0%	
TOTAL FEDERAL REVENUE	\$ 1,435,361	\$ 1,567,436	\$ (132,075)	109.20%	
TOTAL GENERAL FUND REVENUES	\$ 59,876,993	\$ 60,897,468	\$ (1,020,475)	101.70%	

City Council
WORK SESSION
August 13, 2020
5:00 p.m.

Council Members Present: Mayor Oakes, Vice Mayor Robertson, Council Members Holmes, Claffey, and Darby. Participating by Zoom platform were Council Members Dull and Mead.

Mayor Oakes requested citizens to wear a mask while in City Hall and Council Chambers. She stated masks could be removed when speaking at the microphone, if necessary, and hand sanitizer and sanitizing wipes were available.

Mayor Oakes called the meeting to order: As Mayor, I call this meeting of Staunton City Council to order. I note that this meeting is being 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 Oakes 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 Oakes	aye	Ms. Darby	aye
Vice Mayor Robertson	aye	Ms. Mead	aye
Ms. Dull	aye	Mr. Claffey	aye
Mr. Holmes	aye		

Vice Mayor Robertson arrived at 5:03 pm, after the Clerk had called the roll.

Vice Mayor Robertson moved that Kim Cormier be appointed as Acting Clerk of Council for the recordation of the proceedings of Council in its work session and regular meeting of August 13, 2020, and that she be authorized and directed to sign and execute such documents as are necessary and proper regarding the presence of Council members, a quorum, consideration and voting.

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

Mayor Oakes	aye	Ms. Darby	aye
Vice Mayor Robertson	aye	Ms. Mead	aye
Ms. Dull	aye	Mr. Claffey	aye
Mr. Holmes	aye		

City Manager Identifies City Officials Present:

Mayor Oakes asked City Manager, Steve Rosenberg, to note the participation of any City officials or colleagues, or anyone else, during today's meeting by Zoom or telephone.

Mr. Rosenberg stated Maggie Ragon would be participating via Zoom, and all other City employees and officials participating in today's meeting would do so in Council chambers. He

noted there would be some participants, both during the Work Session and the Regular meeting, representing themselves or various organizations and would introduce themselves as the items appeared on the agenda.

Background Statement:

Mayor Oakes stated “Please let me mention that notice, reasonable under the circumstances, of this meeting has been given to the public contemporaneously with the notice provided to members of City Council. In addition to limited public seating in city hall, 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 by telephone can be found on 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, although being conducted in person, is also being conducted by Zoom, with virtual participation by certain members of City Council, 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 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.”

1. Consideration of Work Session and Regular Meeting Agendas

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

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

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

Mr. Claffey	aye	Ms. Mead	aye
Mr. Holmes	aye	Vice Mayor Robertson	aye
Ms. Darby	aye	Ms. Dull	aye
Mayor Oakes	aye		

2. Discussion of Refund of Bank Franchise Tax to Branch Banking and Trust Company (now Truist) and Related Ordinance)

Maggie Ragon explained for tax years 2012-2014, Branch Banking and Trust Company (BB&T) filed what it asserted was a timely appeal of the assessment of certain bank franchise taxes with the Virginia Department of Taxation. The bank reported a significant increase in its deduction for retained earnings and surplus of subsidiaries and requested refunds. The Department of Taxation requested additional information and determined the deductions to be less than reported. After considering all information submitted, the Department of Taxation allowed certain adjustments as reported on a schedule of overpayments reported to localities. The Department of Taxation has notified the City of Staunton to refund the amounts of \$9,941 for 2012, \$9,020 for 2013, and

\$10,393 for 2014, totaling a refund due to BB&T of \$29,354 (shown as \$29,355 in the *Summary of Refunds* table of the Tax Commissioner’s determination letter dated October 1, 2019.)

No provision for interest is included in the directive from the Department of Taxation. As there is no precedent for charging interest should a bank franchise tax payment be made past the due date established by the Treasurer, the Commissioner of Revenue and the Treasurer have deemed it unnecessary to consider interest on the refunds.

Virginia Code § 58.1-3990 provides that the governing body of any city or county may provide by ordinance for the refund of any local taxes erroneously paid.

Mayor Oakes asked Council members if they had any questions.

Ms. Darby asked if this has ever happened before, to which Ms. Ragon replied no. Ms. Ragon believes the bank simply overstated their assets, and although we don’t expect it to happen again, she does not know if it will. Ms. Ragon added it was not the fault of the locality. Mr. Claffey was concerned about setting a precedent. Mr. Robertson asked if we had the option to say no to the refund, to which Ms. Ragon replied she did not think we had that option. It is an issue that would have to be taken up with the Department of Taxation. Ms. Ragon said she had been in touch with attorneys from other localities, and she believes refunding the money is unavoidable.

Council members did not have any further questions.

This will be Item B on the Regular meeting agenda.

3. Update on Central Avenue Streetscape Project

Mr. Nickie Mills stated the City continues its work on the Central Avenue Streetscape Project through the Virginia Department of Transportation (VDOT) Transportation Enhancement Program. The project, designed by Draper Aden Associates, will enhance the portion of Central Avenue from Frederick Street to Pump Street, and include underground utilities, brick sidewalks, brick crosswalks, historic-style light poles, and landscaping.

After experiencing challenges with the acquisition of easements for underground electric service distribution lines, the City was required to redesign the project. It was rebid on June 25, 2020, and the lowest responsive bidder was Messer Contracting, LLC, of Glen Allen, Virginia, with a bid of \$1,937,099.75. The bid was 21% higher than the engineer’s estimate of the cost of construction, likely due to market conditions.

Recently, Dominion Energy finalized its design of the underground electric service distribution lines, and provided to the City a final cost estimate for its portion of the electrical work for the project. City staff have been working with VDOT to finalize the funding allocations based on the recent bid and the revised estimate from Dominion Energy. The revisions resulted in an overall estimated project cost of \$2,434,942. A portion of the increase in the project cost will be covered by crediting the City’s Engineering Division’s staff time on the project toward the local funding requirement.

As required by VDOT to advance the project to its construction phase, a letter dated July 15, 2020, was sent by City Manager Steve Rosenberg to VDOT’s Program Manager Michael Fulcher,

confirming the City's commitment to fully fund the 100% local funding requirement of \$339,057. The letter is attached to this agenda briefing. Further local matching funds from the City, required in connection with other funding vehicles, total \$184,838. Chief Finance Officer Phil Trayer confirms that all local funds are budgeted and appropriated.

Staff will engage with interested parties in the coming weeks to apprise them of the project's status. Once VDOT provides the necessary authorization, staff will award a contract to Messer Contracting, LLC and issue a notice to proceed with construction. The project is estimated for completion in the summer of 2022.

Mr. Mills stated he had worked on this project in the four years he had been with the City, and we are ready for VDOT to pull the trigger on the project.

Ms. Darby asked why there were delays within the four years, and Mr. Mills replied primarily easement acquisition, as well as other factors. Mr. Trayer confirmed these funds are fully reserved in the CIP from prior years. Mr. Holmes asked if the amount budgeted included the 21% increase, and Mr. Trayer said it did. Mr. Robertson asked if the total amount needed was \$339,057, and Mr. Trayer confirmed that it was. Mr. Claffey asked if there were any realizations that brick sidewalks are not the easiest or cheapest to deal with, in light of some of the brick sidewalks destroyed in last weekend's flooding of downtown. Mr. Mills said engineering is looking at stormwater solutions on a limited budget. Discussion ensued. Mr. Mills said the utilities would be underneath brick, so utility repair would be easier than with concrete. Mr. Mills said COVID-19 should not affect costs as long as contract is awarded before the bid expires. There will always be unforeseen issues. The contractor is required to use disadvantaged businesses and enterprises. Vice Mayor Robertson stated they make concrete that looks a lot like brick. Mr. Mills said concrete is an option, and an addendum has been issued. Ms. Darby asked what would happen if we say we are not ready to proceed. Mr. Mills said it was a VDOT initiative to get the money spent on projects in the Project Dashboard. Further discussion about bricks and permeable pavers resulted. Mr. Mills said the pavers in the Wharf area were covered in mud after the flood. Mayor Oakes asked if Dark Skies (or low lighting) was included in this project, and Mr. Mills confirmed that it was. Mayor Oakes questioned whether the \$339,057 was the entire amount required, or if the \$184,838 was an additional amount. Mr. Trayer said the \$184,838 was primarily the staff time invested.

Mayor Oakes asked Council members if they had any questions.

Council members did not have any further questions.

4. Update on the Staunton Crossing Economic Development Business Plan

Mr. Billy Vaughn and Mr. Tim Davey from Timmons Group provided an update on the City's recent efforts to implement the recommendations in the Staunton Crossing Economic Development Business Plan.

Mr. Davey distributed a Power Point and outlined the business planning timeline, which went from a kickoff meeting in November 2018 to their final presentation in February 2019. He discussed the business planning process, who the stakeholders were, and noted this 1.9 million sf of quality economic development space could potentially provide up to 3,250 quality jobs with over \$4 million in annual tax revenue to the City of Staunton. The property is unique in that it is at a crossroads of two interstates and has rail as well. The size of the property could land advanced

manufacturing. It is one of the largest contiguous sites west of Charlottesville, and in the entire Commonwealth of Virginia. Uses could be advanced manufacturing, light industrial manufacturing, data centers, some level of retail and some level of office space. Mr. Davey explained the process of the stakeholders using various model arrangements to determine best use and market conditions at the time, for the master plan. Demolishing the existing buildings, having the VDOT road in place, and using the Brownfields grant were things planned and in place that would move the project along. Having the site Tier 4 Ready through the state would add marketability. Mr. Davey stated that what we see in the marketplace today would lead us to make the same recommendations. There are bidding wars now on available sites that are ready, as Virginia is running out of real estate. Mr. Davey continued with other possible recommendations for this site, to include medical marijuana, logistics and distribution, aerospace and institutional, among others.

- Site Preparation – In 2019, to facilitate the redevelopment of the site, City Council and the Economic Development Authority committed to the demolition of all structures at Staunton Crossing. The project involves the razing of 19 buildings, the abatement of hazardous materials, the removal and disposal of 18 above and underground storage tanks, and the salvage of equipment and building materials. Site preparation efforts also include the construction of a road to access the entire site. As a result of the current pandemic and budget reduction attributable to the projected loss of city revenues, the demolition component was placed on hold.

- Brownfields Grant – On March 29, 2019, the Virginia Economic Development Partnership Authority (VEDP) awarded the City a brownfields matching grant totaling \$432,000 to facilitate the redevelopment of the site by undertaking remediation activities, including (a) safe removal and disposal of hazardous materials within existing structures, and (b) removal and disposal of existing above and underground storage tanks, including soil restoration. According to the performance agreement between VDEP and the City, these activities must be completed by November 30, 2020. As part of the project, the city agreed to contribute \$1,360,000 for non-hazardous building demolition.

Given the deferral of the demolition project, staff requested an extension of the completion date to allow additional time for the City to consider resumption of the project. On May 21, 2020, the City received confirmation of an extension until August 31, 2021. Staff will continue to engage with VEDP concerning the status of the demolition.

- Crossing Way Extension – The project, funded by Virginia Department of Transportation (VDOT) under its SMART SCALE program, involves the design and construction of a new 4,000 linear-foot spine road connecting Richmond Avenue to Valley Center Drive. When completed, the \$8.78 million road project will make the property fully accessible and provide another step towards being ready for development. To advance the project, right-of-way must be dedicated to VDOT for the construction of the new road. A draft plat to affect the dedication has been prepared and is attached to this agenda briefing. As shown on the plat, a portion of Building 127 (outlined in red), is located within the temporary construction easement and the proposed permanent right-of-way. This 3-story building, which is included in the deferred demolition component, must be demolished prior to commencement of site work and construction. According to VDOT, construction is scheduled to begin in the second quarter of 2021. Staff will continue to engage with VDOT until authorization is provided to resume the demolition project and address the right-of-way conflict.

- 242
- 243 • Phase I Development – Construction is underway of a 7-Eleven convenience store and market
- 244 at 101 Crossing Way. The facility, developed and owned by Holtzman Oil, will include a
- 245 6,000-square foot building with a 5,800-square foot fuel canopy. Currently, no date has been
- 246 provided for the store's opening.
- 247

248 A site plan was submitted for review for a 5,800-square foot 3-tenant commercial building.

249 Proposed to be located in front of the two existing hotels, the building would include a drive-

250 thru and 540 square foot outdoor patio. Tenants are unknown at the present time.

251

252 Mayor Oakes asked Council members if they had any questions.

253

254 Mr. Claffey asked if the Brownfields grant expires, to which Mr. Vaughn replied we have been

255 granted an extension until August 2021 to expend the grant dollars for environmental issues to be

256 addressed before demolition. The demolition was put on hold due the pandemic. Mr. Claffey asked

257 what we pay the Timmons Group. Mr. Vaughn said the Timmons Group was paid \$48,000 to

258 prepare the business plan. Mr. Claffey asked about future payments to the Timmons Group. Mr.

259 Davey said any future payments for services rendered from Timmons would be an investment, but

260 the Timmons Group is not the only firm that could render these services. Mr. Vaughn explained

261 the state has committed \$9.2 million to the site between the VDOT road and the Brownfields grant.

262 They are waiting for the city to begin demolition. The last bid on the demolition was \$2.4 million.

263 Mr. Rosenberg stated the funds are in the CIP for demolition, but did not go through due to

264 technical issues with the apparent low bidder. Just when we were ready to rebid, the pandemic hit

265 and there was a decision to place this on hold until we knew the fiscal consequences. Mr.

266 Rosenberg suggested if Council is interested in moving forward, he would ask there be a review

267 and a recommendation to move forward. Mr. Claffey asked how much the city had paid the

268 Timmons Group total. Mr. Davey stated \$48,000 for the business plan and \$15,000 for assistance

269 with the bidding process. Mr. Vaughn stated VDOT had scheduled to advertise for the project in

270 the 4th quarter of this year, and that has since moved about 8 months. That gives the City time to

271 deal with the demo. Mr. Rosenberg clarified that only one building needed to be demolished to

272 clear the path for the VDOT road. Mr. Vaughn agreed, but added the Brownfields grant could not

273 be used to demolish just one building. Mr. Vaughn said the cost to demolish the former CHIRP

274 building was \$200,000, for comparison. Mr. Holmes asked if there were a few buildings that were

275 wanted for a project, and Mr. Vaughn said we are still negotiating with that entity. Mr. Vaughn

276 asked if Council would agree to putting the bid back out for demolition, to see what prices we are

277 dealing with. There is a potential for bids coming in low, with the current market conditions. Ms.

278 Dull asked if the road was built and then demolition occurred, would heavy trucks destroy the

279 road. Mr. Vaughn said not necessarily, as the entrance for demolition would be off of N. Frontier

280 Rd.

281

282 Mayor Oakes asked Council members if they had any additional questions. Mayor Oakes asked if

283 there was interest from Council to put this out for bid. Mr. Holmes believes we should. There was

284 discussion. Mr. Rosenberg stated he had the authority administratively give permission for the

285 demolition project be re-bid without a formal motion. There was consensus among Council

286 members to rebid. There was further conversation of possible uses of the site once complete.

287

288 Council members did not have any further questions.

289

290

5. **Presentation on My Brother's and Sister's Keeper Initiative – Rescheduled to August 27, 2020**

BREAK

6. **Discussion Concerning Council Meeting Security**

At the request of Mayor Oakes and Vice Mayor Robertson, this item has been added to Council's work session agenda for discussion. Ms. Oakes deferred to Vice Mayor Robertson.

Vice Mayor Robertson stated he and Mayor Oakes had met with Mr. Rosenberg about the need for security on a short term basis during City Council meetings. They are hoping the City will cover the cost for this in the short term until things "settle down." They would like both the Sheriff's office and the Staunton Police Department, either sharing the job, one each at each meeting, or one entity one week, and the other the next week.

Mayor Oakes asked if there were any other Council members who wished to have security present at Council meetings.

Ms. Darby said she believes with the current intense political climate we are in, security is something we should be concerned about. Having worked in a court setting for years, Ms. Darby believes you can stop things from getting out of hand by having a uniformed officer present. Ms. Darby said since assuming her seat on Council, there has been a citizen to come into the meeting and make a threatening statement, regarding protesting at Council members' homes. She also mentioned people coming into the meetings with bags and backpacks that should be checked, for the safety of Council, staff and the public. Mr. Robertson noted his car has been sideswiped twice sitting in the alleyway behind his house, where an officer did come take a report. There was also a window smashed by a rock being thrown into a local business that posted his campaign sign, and a threatening phone call that followed threatening death. The business owner decided not to report to the police out of fear of escalation. The business owner is an immigrant and a friend of Mr. Robertson, and has lived here for 8 years, but has also lived in Northern Virginia as well as other states 40+ years, and has never been threatened before. Mr. Holmes stated he has never felt threatened in his 6 years on Council, and has even had people call his business. Mr. Holmes does not understand why all Council members weren't made aware that security was placed in City Council meetings. He added that if a Council member was threatened, they all should be made aware. Mr. Holmes believes the Sheriff's office should handle the courthouse, warrants, subpoenas, etc. and it crosses the chain of command to ask them to provide security when we have our own Police Department, even in the building. It will also cost less. He also questioned whether the Sheriff's Department had de-escalation and sensitivity training. Mr. Holmes believes it could be intimidating to citizens. He further questioned if the Sheriff did not have enough coverage at the courthouse, why does he need to be here. Mr. Robertson said the deputies have had sensitivity training, and two-thirds of them came from the Staunton Police Department. Mr. Holmes attended Building Bridges, organized by Ophie Kier, where Mr. Kier commented on what a great job our city Police Department does. Vice Mayor Robertson believes both police bodies have agreed to work together and should work together. Mr. Rosenberg stated he received an email requesting payment for overtime for the deputies for two meetings in July, and he noted there are deputies here tonight as well. Mr. Rosenberg added it is only recently that an overtime budget was established for the Sheriff's Department, and that was based on the increase in courthouse fees. Those additional fees have not yet been collected. The State code dictates that funding be used for

courthouse security personnel. There is a question here on use of funds outside the courthouse. Mr. Rosenberg believes there would need to be another budget amendment to pay the Sheriff's office security fees, should Council decide to go this route. There would also need to be some understanding what the arrangement is, i.e. frequency and cost, chain of command, etc. via a MOU.

Ms. Mead understands the bill was just presented last week regarding the meeting in July. Ms. Mead would like to know how the Sheriff came to understand that he was authorized to provide security at City Council meetings, and that they would be paid for that. Mayor Oakes asked Sheriff Robertson if he wished to speak. Sheriff Robertson stated he was approached individually by a couple of Council members, and asked to provide security. He expected the newly created overtime budget would have paid for that security. Ms. Mead asked if he normally would decide to provide security when asked by just one or two Council members, and Sheriff Robertson said he would have if Ms. Mead had asked him. Mr. Holmes said again, this is something that all Council members should have known about, and said this doesn't seem right or even legal. Ms. Mead agreed, this is after the fact and so irregular. She said this should have been a full Council decision, and not after the fact. Discussion ensued. Ms. Dull asked which individuals approached Sheriff Robertson, and Vice Mayor Robertson and Ms. Darby both said they had. Ms. Dull asked Sheriff Robertson how much the City has been billed for, and the Sheriff said less than \$500 for the meetings on July 9 and July 23. Mr. Rosenberg said it was not in the form of an invoice, for a total of 18 hours in the aggregate. Ms. Dull asked Mr. Rosenberg if he was aware why the deputies were there. Mr. Rosenberg said he was aware the Sheriff and his deputies were there and providing security, but as the practice continued, he had questions about it, and thought it was a subject to be discussed among Council members. Ms. Dull asked Mr. Guynn who is the chief law enforcement officer is the city. Mr. Guynn stated the Chief of Police is. Mayor Oakes asked if Council would like Mr. Rosenberg to arrange security for City Council meetings. Discussion ensued, and it was decided Mr. Rosenberg would first look into the financial aspect of it, alternating between the Sheriff's Department and the Staunton Police Department. Ms. Dull believes this security, if needed, should be provided by the Staunton Police Department. This item will be placed on the agenda for August 27, 2020.

Mayor Oakes said in the interest of time, she is moving forward in the agenda.

7. Discussion of Establishment of Ad Hoc Advisory Committee to Study and Report on Gypsy Hill Golf Course

At City Council's meeting on July 23, 2020, Council discussed establishment of a citizen group to study and report on the operations of Gypsy Hill Golf Course. Mr. Rosenberg stated the resolution, if adopted at a future date, provides for the establishment of an ad hoc advisory committee, members to be appointed by Council and to report directly to Council. He added this is consistent with other advisory boards and commissions of the City. Staffing would be by the Parks & Recreation Department and other City staff as necessary. Details are in Section 5 of the Resolution.

The item is included on Council's work session agenda for discussion. Among items to be addressed are the number of members of the committee and the deadline for completion of the committee's work.

Mr. Rosenberg stated the resolution will be included for consideration on a subsequent regular meeting agenda. After adoption of the resolution, Council may commence recruitment of members of the committee.

Mayor Oakes asked Council members if they had any questions.

Mr. Claffey said he intended for this to be a Citizen Advisory Board to improve Gypsy Hill Golf Course, have more rounds of golf played, and to possibly include a First Tee Program. He was trying to avoid a lengthy draft, especially item #5 regarding financials, which he believes should be removed. He is not in favor of this at all. Mr. Robertson agreed. Ms. Dull said she believes the financial part should be included, as that is part of what could make the golf course successful. Mr. Claffey believes the resolution needs to be re-drafted, and have the committee report to Chris Tuttle, Director of Parks & Recreation. Discussion ensued. Ms. Mead stated she regularly posts suggestions on the golf course Facebook page. Ms. Darby feels confident a group reporting to Parks and Recreation could turn out great results. Ms. Mead stated we already have a Recreation Advisory Committee. Mr. Rosenberg said we were quite broad in the resolution, so you all could decide what you may want included. Ms. Darby also suggested the group report to the Recreation Advisory Board. Mr. Rosenberg said we will provide a revised resolution for the Council's next work session.

Council members did not have any further questions.

8. Closed Meeting for Consultation and Discussion with Legal Counsel Requiring the Provision of Legal Advice by such Counsel Regarding Contractual-Related Aspects Pertaining to 24 North Lewis Street, Staunton, VA

Ms. Darby moved that Council enter a closed meeting for consultation and discussion with legal counsel for necessary legal advice regarding contractual-related aspects pertaining to 240 North Lewis Street, Staunton, VA, pursuant to Virginia Code Section 2.2-3711(A)(8);

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

Mr. Holmes	aye	Vice Mayor Robertson	aye
Ms. Darby	aye	Ms. Dull	aye
Mayor Oakes	aye	Mr. Claffey	aye
Ms. Mead	aye		

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

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

Ms. Darby	aye	Ms. Dull	aye
Mayor Oakes	aye	Mr. Claffey	aye
Ms. Mead	aye	Mr. Holmes	aye
Vice Mayor Robertson	aye		

The work session adjourned at 7:23p.m.

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Kim Cormier
Acting Clerk of Council

DRAFT

REGULAR MEETING OF STAUNTON CITY COUNCIL**Thursday, August 13, 2020****7:30 p.m.****Rita S. Wilson Council Chambers**

PRESENT: **Mayor Andrea Oakes**
 Mark Robertson, Vice Mayor
 Carolyn W. Dull
 R. Terry Holmes
 Brenda O. Mead
 Stephen W. Claffey
 Amy G. Darby

ALSO PRESENT: **Steven Rosenberg, City Manager**
 Leslie Beauregard, Assistant City Manager
 Douglas Guynn, City Attorney
 Kim Cormier, Acting Clerk of Council

Mayor Oakes called the meeting to order: As Mayor, I call this meeting of Staunton City Council to order. I note that this meeting is being 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 Oakes 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 Oakes	aye	Vice Mayor Robertson	aye
Ms. Darby	aye	Ms. Dull	aye
Mr. Holmes	aye	Ms. Mead	aye
Mr. Claffey	aye		

Mayor Oakes asked that City Manager Steve Rosenberg note the participation of any City officials or colleagues, or anyone else, during today's meeting by Zoom or telephone.

Mr. Rosenberg stated Maggie Ragon would be participating via Zoom, and all other City employees and officials participating in today's meeting are present in Council chambers. He stated we also have Beth Reeder on the Zoom platform and she will be participating when we discuss the appeal of Historic Preservation Commission when we get to that item on the agenda.

Background Statement:

Mayor Oakes stated "Please let me mention that notice, reasonable under the circumstances, of this meeting has been given to the public contemporaneously with the notice provided to members of City Council. In addition to limited public seating in city hall, 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 public hearings, toward the beginning of the meeting, and Matters from the Public on Council's agenda, toward the end of the meeting, public comments will be taken, in person and by telephone.

Members of the public who wish to participate in such matters by telephone, at the appropriate time, may call (844) 854-2222 and, when prompted enter the access code 619358#. Callers will be recognized in order. The public is reminded that public hearings and Matters from the Public are times for Council simply to listen to your comments. Each speaker will be limited to five minutes. Detailed instructions for public participation by telephone 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, although being conducted in person, is also being conducted by Zoom, with virtual participation of certain members of City Council, 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 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.

Mayor Oakes requested citizens to wear a mask while in City Hall and Council Chambers. She stated masks could be removed when speaking at the microphone, if necessary, and hand sanitizer and sanitizing wipes were available.

Mayor Oaks addressed the City Council, and asked that if they wished to speak, please address her and she will recognize you to speak.

The Pledge of Allegiance was recited in unison.

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

MAYOR'S REPORT

Mayor Oakes said the City has worked very hard on water restoration and mitigating any further damage in the light of two recent floods, with the possibility of more flooding rain on the way. She stated that City workers have worked tirelessly to clean up and help citizens. The landfill was opened on the Sunday after, additional trash pickup was scheduled, sand bag pickup was offered as well as extended free parking. The City has also worked on a comprehensive report in hopes of receiving federal funding. The SDDA and Greg Beam organized volunteer efforts, and Mayor Oakes would like it to be noted on record that we thank Greg Beam for all of his efforts and dedication to the City as a whole. Mayor Oakes encouraged citizens to keep their ideas coming, as opening the landfill on a Sunday was a citizen suggestion. Mayor Oakes thanked all citizens for coming together in the City's time of need. She talked about other localities such as Waynesboro, had reached and extending offers of help. She said many donations had been received, and there is assistance being organized by the Staunton Creative Community Fund, the Community Foundation and the Central Shenandoah Planning District Commission. The Mayor said she is incredibly proud to live in the Shenandoah Valley.

ADDITIONAL ITEMS BY MEMBERS OF COUNCIL

Mr. Holmes attended Building Bridges with Mr. Ophie Kier. There was a great turnout with a lot of prayers expressed for everything that has happened in the City.

Ms. Darby expressed her personal gratitude to the Staunton Police, Staunton Fire and Rescue, City Sheriff's office, and Parks & Recreation as well as public works employees for all of their assistance during the flooding. She also commended all of the volunteers and agencies that have assisted.

Ms. Darby and Mayor Oakes attended the opening of a new business, Salon Platinum, here in Staunton.

Ms. Darby had a tour of Staunton High school. She said it is fabulous and she can't wait for it to open.

Ms. Darby had the opportunity to meet the VFW Commander in Chief here in City Hall.

Vice Mayor Robertson echoed his gratitude for the Police Department, Sheriff's Office, public works employees, and the citizens of Staunton.

Mayor Oakes stated the City Manager would further cover this matter in Item D.

Mayor Oakes recognized School Board member Bob Boyle in attendance.

APPROVAL OF MINUTES

Mr. Holmes moved to approve the work session and regular meeting minutes of July 23, 2020 as presented.

The motion was seconded by Mr. Claffey. Mayor Oakes asked if there was any further discussion. Ms. Mead stated she would like to add to the minutes line 429, a quote from the draft minutes from the City Council meeting on June 12.

Ms. Meade read aloud "While we do not have all the answers right at this moment, we will immediately consider specific initiatives that will help the City insure fair and equitable treatment of all Staunton residents and visitors including in interactions with law enforcement."

Mr. Holmes moved to approve the work session and regular meeting minutes of July 23, 2020 as amended with the inclusion of line 429 as stated.

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

Mr. Holmes	aye	Ms. Mead	aye
Ms. Darby	aye	Mr. Claffey	aye
Ms. Dull	aye	Vice Mayor Robertson	aye
Mayor Oakes	aye		

REGULAR MEETING

A. Report of Nominations Committee and Consideration of Nominations of Council Liaisons to Boards and Commissions and to Committees of the Virginia Municipal League

Mr. Claffey stated the Nominations Committee met on July 30. Out of 28 boards or commissions, last year 12 were assigned liaisons from City Council. Sixteen other boards do not need a Council liaison. Mr. Rosenberg pointed out that three additional boards could be assigned Council liaisons, and they were the Landscape Advisory Board, Recreational Advisory Commission and the Library Advisory Board, so we have assigned those.

Mr. Claffey moved that we approved the Nominations Committee Report which consists of the following appointments:

Agricultural-Forestal Advisory Committee	Vice Mayor Robertson
Cable Television Commission	Mayor Oakes
Central Shenandoah Planning District Commission (prior appointment)	Councilwoman Dull
Economic Development Authority	Councilman Claffey
Historic Preservation Commission	Councilman Holmes
Landscape Advisory Board	Vice Mayor Robertson
Lewis Creek Watershed Advisory Committee	Councilwoman Mead
Library Advisory Board	Councilman Claffey
Nominations Committee (prior appointments)	Vice Mayor Robertson Councilman Claffey Councilwoman Darby
Planning Commission	Councilwoman Darby
Recreational Advisory Commission	Councilwoman Darby
Redevelopment and Housing Authority	Councilwoman Mead
Tourism Advisory Board	Councilman Holmes
Youth Commission	Vice Mayor Robertson
SAW MPO (prior appointment)	Councilwoman Dull
Staunton Downtown Development Association	Mayor Oakes

Staunton School Board	Councilwoman Darby
Virginia First Cities (prior appointment)	Councilwoman Mead

Virginia Municipal League committees	
Community and Economic Development	Councilwoman Dull
Environmental Quality	Vice Mayor Robertson
Finance	Councilman Claffey
General Law	Mayor Oakes
Human Development and Education	Councilwoman Darby
Transportation	Councilman Holmes

Mayor Oakes said since this motion came from a Committee, it does not need a second, and she asked Council members if they had any questions.

Mr. Holmes asked if Ms. Mead would consider taking his place on the Virginia Municipal League Transportation Board. Mr. Holmes stated he is really busy and would appreciate that. Ms. Mead stated she is not currently serving on a VML committee, and would be happy to do that.

Mr. Claffey moved that we amend the Nominations Committee Report which consists of the following appointments, with Ms. Mead replacing Mr. Holmes under Transportation:

Virginia Municipal League committees	
Community and Economic Development	Councilwoman Dull
Environmental Quality	Vice Mayor Robertson
Finance	Councilman Claffey
General Law	Mayor Oakes
Human Development and Education	Councilwoman Darby
Transportation	Councilwoman Mead

Council members did not have any further questions.

The clerk called the roll and the amended motion carried as follows:

Ms. Dull	aye	Mr. Claffey	aye
Mayor Oakes	aye	Mr. Holmes	aye
Mr. Holmes	aye	Vice Mayor Robertson	aye
Ms. Mead	aye		

B. Consideration of Refund of Bank Franchise Tax to Branch Banking and Trust Company (now Truist) and Related Ordinance

Maggie Ragon explained for tax years 2012-2014, Branch Banking and Trust Company (BB&T) filed what it asserted was a timely appeal of the assessment of certain bank franchise taxes with the Virginia Department of Taxation. The bank reported a significant increase in its deduction for

retained earnings and surplus of subsidiaries and requested refunds. The Department of Taxation requested additional information and determined the deductions to be less than reported. After considering all information submitted, the Department of Taxation allowed certain adjustments as reported on a schedule of overpayments reported to localities. The Department of Taxation has notified the City of Staunton to refund the amounts of \$9,941 for 2012, \$9,020 for 2013, and \$10,393 for 2014, totaling a refund due to BB&T of \$29,354 (shown as \$29,355 in the *Summary of Refunds* table of the Tax Commissioner's determination letter dated October 1, 2019.) Ms. Ragon added it was not the fault of the locality

No provision for interest is included in the directive from the Department of Taxation. As there is no precedent for charging interest should a bank franchise tax payment be made past the due date established by the Treasurer, the Commissioner of Revenue and the Treasurer have deemed it unnecessary to consider interest on the refunds.

Virginia Code § 58.1-3990 provides that the governing body of any city or county may provide by ordinance for the refund of any local taxes erroneously paid. A draft ordinance authorizing the refund to Truist is presented for Council's consideration.

Mayor Oakes asked Council members if they had any questions.

Mayor Oakes asked Ms. Ragon if she foresees this matter happening again in the future, to which Ms. Ragon she has asked this of the Department of Taxation, due to the fact that it took so long, she was assured there were no appeals in the process right now, and that they did not expect any additional appeals from this organization.

Councilmembers did not have any further questions.

Mr. Holmes moved that Council adopt the ordinance authorizing and directing the Treasurer of the City of Staunton to refund a total excess assessment of bank franchise taxes, in the amount of \$29,355, to Truist Bank, the successor in interest to Branch Banking & Trust Company.

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

Ms. Darby	aye	Mr. Claffey	aye
Ms. Dull	aye	Vice Mayor Robertson	aye
Mayor Oakes	aye	Mr. Holmes	aye
Ms. Mead	aye		

Ordinance No. 2020 - 21

AN UNCODIFIED ORDINANCE TO DIRECT THE TREASURER OF THE CITY OF STAUNTON, VIRGINIA, TO REFUND THE AMOUNT OF EXCESS ASSESSMENTS OF BANK FRANCHISE TAX, AS DETERMINED BY THE VIRGINIA TAX COMMISSIONER

Recitals

A. Virginia law provides and allows for what is known as state and local bank franchise tax under the provisions of Chapter 12 of Title 58.1 of the Virginia Code, and the City

of Staunton has had an uncodified bank franchise tax ordinance, a copy of which is annexed and incorporated by reference as **Exhibit A**;

B. The City of Staunton realizes receipt of such a local tax under the provisions of Virginia Code §§ 58.1-1208 and 58.1-1211;

C. The bank franchise tax assessment is actually determined and controlled essentially by the Virginia Department of Taxation, with the local commissioners of revenue having the role of receiving a duplicate copy of the bank's tax return as filed with the Virginia Department of Taxation, under the provisions of Virginia Code § 58.1-1207;

D. By letter determination dated October 1, 2019, the Virginia Tax Commissioner concluded as follows with regard to Bank Branching and Trust Company, as it was then known for the tax years in question:

In accordance with this determination, the adjustment to increase equity capital for the 2014 tax year by including noncontrolling (minority) interests in consolidated subsidiaries is reversed. In addition, the Department will allow a deduction for both retained earnings and surplus of the Bank's subsidiaries to the extent included in gross capital. Finally, the Credit carryovers must be corrected to show the amounts that should have been claimed for the 2012 through 2014 tax years. The enclosed schedules display the adjustments (including mathematical errors) to be made as a result of this determination. The overpayments of state BFT, including applicable interest, will be refunded shortly. The Department will notify the affected localities and refunds of the local portion of the BFT will be issued by those localities.

E. A copy of the Virginia Tax Commissioner's determination letter dated October 1, 2019 is annexed to this ordinance and incorporated by reference as **Exhibit B**, and since issuance of the determination letter, the Staunton Commissioner of Revenue has undertaken a review, as have other locality revenue or financial officers, given the unique circumstances;

F. The Staunton Commissioner of Revenue, upon further review, consistent with the Virginia Tax Commissioner's October 1, 2019 determination, now has concluded that although there may be legal procedural issues that the City of Staunton might raise to decline any refund, deference should be given under the unique circumstances to the Virginia Tax Commissioner's determination letter, occasioning a local certification by the Commissioner of Revenue that the assessments as determined were erroneous;

G. The Staunton Commissioner of Revenue now files with the Staunton City Council, the governing body of the City of Staunton, Virginia, a certificate consistent with the provisions of Virginia Code § 58.1-3981, which certificate is annexed as a part of this ordinance and

incorporated by reference as **Exhibit C** as a condition, along with the consent of the Staunton City Attorney, to permit City Council to direct a refund;

H. The Staunton Commissioner of Revenue has consulted with the Chief Finance Officer of the City of Staunton, the City Manager of the City of Staunton, and the Treasurer of the City of Staunton, who do not disagree with the Staunton Commissioner of the Revenue's certification under these unique circumstances;

I. The Staunton Commissioner of Revenue also has consulted with the Staunton City Attorney, who gives his consent; and

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

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Staunton, Virginia, that it **AUTHORIZES AND DIRECTS** the Treasurer of the City of Staunton to refund the total excess assessments of \$29,355.00, as determined by the Virginia Tax Commissioner in the October 1, 2019 letter, to Truist Bank, the successor in interest to Branch Banking and Trust Company, on the condition that acceptance of such refund constitutes a binding waiver by Truist Bank for itself and its predecessor in interest, Branch Banking and Trust Company, of any claim of interest or any other amounts related to tax assessments embraced within the October 1, 2019 letter determination of the Virginia Tax Commissioner.

Introduced:

Adopted:

Andrea W. Oakes, Mayor

ATTEST:

Kim Cormier, Acting Clerk of Council

C. Appeal of Historic Preservation Commission Denial of a Certificate of Appropriateness (COA) for 208 Fayette Street (Newtown Historic District) – Side Addition

Rodney Rhodes, City Planner, stated this item is an appeal from a decision of the Staunton Historic Preservation Commission (Commission). Under Section 18.85.050(7)(m) of the City Code, an appeal may be taken to City Council to challenge a decision of the Commission. City Council has the prerogative to reverse or affirm the Commission's decision in whole or in part, essentially having all the same powers of the Commission. In this instance, property owners, Kim and Bill Woodwell, appeal to City Council the Commission's July 28, 2020 action to deny a Certificate of Appropriateness for the construction of an addition at 208 Fayette Street

Background: The subject of this appeal is a single-family structure located at 208 Fayette Street, in the Newtown Historic District, and constructed between 1850 and 1870. In May of 2020, the owners applied for a COA for a side addition. The Commission considered the request at its May 26, 2020 meeting. During the discussion, Commissioners noted that the proposed addition deviated significantly from the Historic Design Guidelines. The Commission specifically noted

that the proposed addition was close to the front edge of the house and competed with the massing of the current house, throwing off the symmetry and obscuring the entire north face of the building, hiding every current detail. The application was therefore tabled until the June meeting in order for the applicant to address the Commission's concerns.

Prior to the Commission's meeting on June 23, 2020, the applicants provided revised plans. The applicants noted the proposed addition was now set back from the front of the house by more than three feet and that the height of the addition had been reduced so that it did not obscure the bracketed cornice of the original roof. The applicants further noted the reduction in the width and depth of the addition to limit its overall size while still trying to give it the functionality that they needed. The applicants also provided alternative designs utilizing a "hyphen" to connect and physically and visually separate the addition from the existing structure per the suggestion of Commission members. Commissioners noted their appreciation of the efforts to scale back the design and provide alternative views of suggestions made at the previous month's meeting; however, they still took issue with the massing and height of the addition. Commissioners noted their preference for a two-story addition. The applicants stated it would not be worth it for them to take the addition down to two stories given what they felt they needed to make the house work for them. They noted their willingness to bring back additional details for the three-story addition. The application was therefore tabled until the July meeting.

At the Commission's meeting on July 28, 2020, the applicants noted the focus of the most recent changes was to soften and reduce the massing of the addition. The applicants also reminded the Commissioners that the lot was unique and that was why they were proposing the addition to the north side of the house. They stated their proposed addition would still be more than 80 feet from both Fayette Street and Federal Street.

At its meeting on July 28, 2020, upon consideration of the information presented, including the Historic Staunton Foundation's recommendation below, the Commission acted to deny the requested Certificate of Appropriateness on a 4/1 vote for the proposed addition.

Mr. Frank Strassler, an expert in historic preservation with the Historic Staunton Foundation (HSF), as part of the established process, analyzes and submits a written briefing and recommendation on all such applications to the Commission. After reading portions of the City Code that related to this appeal and offering an overview concerning the addition, Mr. Strassler stated HSF recommends to City Council to uphold the decision reached by the Historic Preservation Commission. He stated the Commission reviewed the existing conditions and considered the proposed changes in relation to the adopted guidelines in reaching their decision.

Mayor Oakes asked if there were any questions.

Mr. Rhodes stated the applicants, Kim and Bill Woodwell, are in attendance tonight if they would like to address the Council.

Kim Woodwell thanked City Council and the staff for their work and rapid response with flooding. Bill Woodwell gave a quick overview of their reasons for renovation and on their appeal. He stated Beth Reeder and Chuck Swartz are standing by on the Zoom platform if needed. Mr. Woodwell said their intent is to protect the design and characteristics of this historic home. Mr. Woodwell further stated they believe their request being denied goes against Staunton Historic Preservation guidelines. He further stated he believes there are three reasons they should consider their appeal:

They believe the decision should be based on historic guidelines, based on precedent, and based on the interests of the city. They believe they are asking for approval to do what the sister property two doors down (both former wings of a school) previously did. They believe the default position for the City should not be to deny appeals, instead to support homeowners in preserving, improving and maintaining their homes, while protecting the historic character.

Ms. Oakes asked if there were any questions.

Mr. Holmes stated the Historic Preservation Committee is not looking for reasons to deny you, they have to go by the guidelines they are given.

Ms. Dull welcomed the Woodwells to Staunton. There was conversation on details such as brick, windows and wood.

Vice Mayor Robertson confirmed that the Woodwells had made the changes requested by the Historic Preservation Committee, and they explained the changes.

Mr. Claffey stated we want to encourage growth in Staunton and added values to homes.

Mayor Oaks asked Mr. Rhodes about the 4/1 vote. She asked what the reason was behind the one vote. Mr. Rhodes stated that member thought the applicant had made persuasive argument for the proposal meeting the guidelines.

Mayor Oaks stated the issue before Council tonight is:

Whether to reverse or affirm, wholly or partly, the decision of the Staunton Historic Preservation Commission, denying a Certificate of Appropriateness for an addition.

1. affirm the decision of the Commission, denying the Certificate of Appropriateness;
2. reverse the decision of the Commission and approve the Certificate of Appropriateness as requested by the applicants, permitting the addition as presented;
3. modify the decision of the Commission; or remand the matter back to the Commission to consider any new information presented at the City Council meeting.

Mayor Oaks asked Council members if they had any questions.

Mr. Claffey moved that Council reverse the decision of the Historic Preservation Commission and approve the Certificate of Appropriateness as requested by the applicant, permitting the addition as presented.

Ms. Mead agrees the Woodwells have made every effort to conform to the guidelines of the Historic Preservation Commission and still retain the architectural elements. She is concerned that others may see this as a signal that appeals to City Council might become the easy route to getting approval to inappropriate modifications.

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

Mayor Oaks

aye

Mr. Holmes

aye

436	Ms. Mead	aye	Ms. Darby	aye
437	Mr. Claffey	aye	Ms. Dull	aye
438	Vice Mayor Robertson	aye		

439
440

441 **D. Consideration of Resolution Consenting to and Confirming Declaration of**
442 **Local Emergency**
443

444 Mr. Rosenberg stated in response to a significant weather event that occurred on Saturday, August
445 8, 2020, and the effects from it, involving sudden, sustained torrential rainfall and flooding, and
446 real and personal property damage suffered by businesses and individuals, the City Manager, in
447 his capacity as Director of Local Emergency Management, retroactively declared a local
448 emergency effective as of August 8, 2020.

449

450 By such a declaration, the City positioned itself to undertake measures in response to the significant
451 weather event. Under state law, the City Council must consent to and confirm such a declaration.

452

453 Council is requested to consider and adopt the attached resolution (to which a copy of the
454 declaration of local emergency will be attached) that recites the circumstances and declaration of
455 the local emergency and consents to and confirms the declaration and authorizes waiver of fees
456 under Staunton City Code Section 15.10.120.

457

458 Mayor Oakes asked Council members if they had any questions.

459

460 Council members did not have any questions.

461

462 Ms. Darby moved to adopt the resolution consenting to and confirming the declaration of a local
463 emergency beginning August 8, 2020, in the City of Staunton.

464

465 The motion was seconded Mr. Claffey, and carried as follows:

466

467	Ms. Mead	aye	Ms. Darby	aye
468	Mr. Claffey	aye	Ms. Dull	aye
469	Vice Mayor Robertson	aye	Mayor Oakes	aye
470	Mr. Holmes	aye		

471

472 Mr. Rosenberg said a lot had been addressed by Mayor Oaks and other Council members, and
473 commended the exceptional public service response highlighted by Lt. Berbes' memo, which he
474 encouraged others to read. We have also seen a tremendous volunteer effort, with literally hundreds
475 of individuals responding. An initial damage assessment has been completed and submitted to the
476 Virginia Department of Emergency Management, where we reported damage amounts of
477 approximately \$3.1 million. That includes \$1.5 million in residential damage, \$750,000 in
478 commercial damage, and damage to public property totally \$890,000. These are preliminary
479 figures, and we continue to accept damage reports. We now wait for VDEM, but also want to
480 remind all that Staunton Creative Community Fund has a Go Fund Me platform to assist
481 businesses. The Community Foundation also has a flood relief fund to provide assistance to
482 residents and homeowners. Shenandoah Valley Social Services has identified emergency
483 assistance to lower income individuals with children in the household, and also replacement SNAP
484 benefits if food was damaged in the flood. SDDA has been a clearinghouse for community
485 resources and volunteer opportunities. Staunton Public Library has assisted SDDA, and Mr.

Rosenberg commended Sarah Skrobis for her and her staff's efforts. Mr. Rosenberg authorized SDDA to use the vacant retail space at 35A S. New Street, next to the Visitor Center for supply storage and use as a point of distribution. Mr. Rosenberg commended Greg Beam for all of his efforts as well. The CSPDC has also stepped forward as a source of information, and Rebecca Joyce is a resource for residents and business owners. The Virginia Disaster Relief Fund may be available as a final effort to those needing assistance. There are four residences in the City that have suffered basement wall collapses, and the Building Inspector's office has been providing assistance and guidance to these properties. They are making daily visits. Residents have been advised that these homes can be occupied again once utilities have been checked and repaired. The office has also assisted a senior citizen by connecting her to the appropriate agencies. Public Works has shown up and assisted since the beginning. Mr. Rosenberg reiterated earlier acts of the landfill opening, extra trash collecting, sidewalk cleaning, etc. Many thanks to Greg Thomasson and staff at the landfill and to Mike Hamp and the City of Waynesboro for their offers of assistance and their help with street cleaning. Public Works has repaired the entrance to the Johnson Street garage as well as sidewalks that were damaged. There was a retaining wall in a historic district on Berkeley Place that will need to be repaired. Repairs to the Johnson Street Garage interior have been estimated at \$100,000. We have had issues in the parks, with potential damage to both pools as well as damage to fencing and foot bridges. Public works has distributed 26 tons of sand/600 sandbags and today took delivery of another 18 tons of sand donated by Acres Sand & Stone. My thanks to that business for donating, as well as the owner of Vinyl Asylum who played a key role in having that donated. Parking fees resuming have been deferred until August 17th. Thanks to our Communications Team consisting of Lee Catlin, Morgan Smith and Katie Campbell, as well as Leslie Beauregard in keeping our community informed. To all, I extend my deep appreciation for the efforts of all who have assisted.

**RESOLUTION
OF THE
COUNCIL OF THE CITY OF STAUNTON, VIRGINIA
CONSENTING TO AND CONFIRMING DECLARATION OF A LOCAL
EMERGENCY BEGINNING AUGUST 8, 2020**

Recitals

- A. Virginia Code § 44-146.21 authorizes the declaration of a local emergency;
- B. Section 11 of the Charter of the City of Staunton also grants broad powers to City Council;
- C. Retroactive to August 8, 2020, Steven L. Rosenberg, City Manager and Emergency Management Director of the City of Staunton, Virginia did find and declare:

C.1. That due to a significant weather event (and necessarily the effects from it), involving sudden, sustained torrential rainfall and flooding, and real and personal property damage suffered by businesses and individuals, the City of Staunton, Virginia faced dangerous conditions of sufficient scope, severity and magnitude to merit coordinated local government emergency management action to prevent or alleviate the damage, loss, hardship or suffering threatened or caused, especially given the continued existence also of the COVID-19 crisis, emergency and disaster, most recently reaffirmed by City Council in Ordinance No. 2020-04; and

535 **C.2.** That due to the significant weather event a condition of extreme peril to life and
536 property necessitated and merited such declaration or proclamation of the existence of a local
537 emergency beginning August 8, 2020 and such circumstances continue, with some citizens and
538 local business owners reportedly dealing with continuing conditions of sufficient severity and
539 magnitude to merit coordinated local government emergency management action to prevent or
540 alleviate the damage, loss, hardship or suffering threatened or caused or being caused; and

541
542 **D.** These recitals are an integral part of this resolution.

543
544 **NOW, THEREFORE,** the Council of the City of Staunton, Virginia:

545
546 **1. CONFIRMS, RESOLVES, AND DECLARES,** pursuant to Virginia Code § 44-
547 146.21 and such other applicable laws, including, but not limited to, the powers granted by the
548 Charter of the City of Staunton, Virginia, that on August 8, 2020, the Council of the City of
549 Staunton, Virginia, could not and did not convene due to the exigent circumstances and that a local
550 emergency did exist throughout the City of Staunton, Virginia, and continues; and

551
552 **2. CONFIRMS, RESOLVES, DECLARES AND ORDERS** that during the
553 existence of such emergency, the powers, functions, and duties of the Local Emergency
554 Management Director and local emergency services planning organization or committee and City
555 staff shall be those prescribed by Virginia law and the ordinances, resolutions, and approved plans
556 of the City of Staunton in order to mitigate and otherwise address the effects of such emergency;
557 and

558
559 **3. RESOLVES** that now and retroactively to and including August 8, 2020, Council
560 **CONSENTS** to and **CONFIRMS** such declaration of local emergency, and **RATIFIES** and
561 **AFFIRMS** that all City officials are granted such authority, pursuant to extant law, in such
562 circumstances to take all actions, to the fullest extent permitted by law, to prevent or alleviate the
563 damage, loss, hardship or suffering threatened or caused or being caused by such local emergency;
564 and

565
566 **4. RESOLVES** that, under the unique circumstances, to the extent necessary, the City
567 Manager or designee is authorized to waive any building permit fees under Staunton City Code
568 Section 15.10.120 as to any construction and demolition for property damaged as a result of the
569 August 8, 2020 weather event and necessarily the effects from it for any person, including a
570 corporate entity, current with payment of all obligations otherwise to the City.

571
572 Introduced: August 13, 2020

573 Adopted: August 13, 2020

574 Effective: Retroactively as provided

575
576
577
578 _____
579 Andrea W. Oakes, Mayor

580
581 Attest: _____
582 Kim Cormier, Acting Clerk of Council
583
584

MATTERS FROM THE CITY MANAGER

Mr. Rosenberg has nothing else he wishes to report.

MATTERS FROM THE PUBLIC

Mayor Oakes said City Council will take callers from Zoom first.

Nitch Narduzzi, 130 S. Jefferson Street, spoke about Council security that was discussed in the work session. She was concerned about using tax payer dollars to pay security fees to the Sheriff's Office, and the lack of transparency, as well as the nepotism exhibited.

Alison Profetta, 402 Farrier Court, reaffirmed everything the previous caller spoke about and suggested sending out a survey to citizens regarding the golf course, and also look at the financials.

Richard (last name inaudible) 115 Oak Terrace, spoke about Council security, and how it is either illegal or unethical for the Sheriff's brother to hire the Sheriff for security, without all Council members knowing about it.

Baldwin Jennings, 332 Sharon Lane, thanked Mayor Oaks for her leadership and thanked the City staff for the outstanding job they did with the flood cleanup.

Raymond Shaner, 300 Cardinal Street, commented on the name change of the Stonewall Jackson Hotel, and how history doesn't change with a name change. He felt an individual attending a previous City Council meeting was insulting and threatening to the Council. He further stated he stands with the police, as they have an impossible job.

There was no one else wishing to speak.

ADJOURNMENT

There being no further business to come before Council, the meeting adjourned at 9:03 p.m.

Kim Cormier
Acting Clerk of Council

CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	August 27, 2020	Staff Members: Rodney Rhodes Tim Hartless
Item #	A	
Ordinance #		
Department:	Community Development — Planning and Zoning	
Council Vision:	Built Environment	
Subject:	Public Hearing and Consideration of a Request by Enio Viera for a Special Use Permit for 430 N. New Street (PID# 5748) Under the Provisions of SCC 18.60.070, Uses Permitted on Review, of Chapter 18.60, B-2, General District, of Title 18, Zoning, of the Staunton City Code	

Background: Enio Viera, owner of 430 N. New Street, has requested a Special Use Permit to add two additional dwelling units on the ground floor. The property is a multi-family dwelling located at the southwest corner of the intersection of N. New Street and Points Street. The property is zoned B-2, General Business District. In the B-2, General Business District, residential use is permitted on the ground level with a Special Use Permit. The structure located on the property currently contains four dwelling units with a total of 5,084 square feet. The structure was built prior to 1921 (appears on City maps starting in 1921). According to the City Assessor's records, the property contained five apartments in the 1960s and 1970s. The first floor of the building contained various businesses over the years, including a radio station in the 1980s.

Mr. Viera purchased the property in January of 2020, and would like to add two additional dwelling units to the ground floor level. If approved, this multi-family structure would contain a total of six units.

Review: Staff reviewed the request and raised some concerns regarding off-street parking. For multi-family uses, off-street parking must be provided at a rate of two spaces per dwelling unit. The zoning code requires all parking for residential uses to be provided on the same lot as the

residences that the parking serves. If the Special Use Permit is approved, parking must be provided for all existing units as well as the two new units – a total of 12 parking spaces. Some of the existing parking is located on adjoining lots owned by Mr. Viera. Prior to approval of the Special Use Permit, a minor subdivision plat, vacating interior property lines, needs to be submitted for review. Once the plat is approved by staff, the applicant must record the plat at the Office of the Clerk of the Circuit Court prior to the Special Use Permit taking effect.

As illustrated on the attached map (Attachment 3), zoning to the north, south, and west is B-2, General Business District, while zoning to the east is R-4, High Density Residential District.

The *City of Staunton, Virginia, Comprehensive Plan 2018-2040*, Future Land Use Map, designates this area as Neighborhood Residential.

Neighborhood Residential - This type of land use highlights those neighborhoods in which existing conditions dictate the need for careful consideration of the types and densities of future residential development. These are older neighborhoods which can be characterized by large housing units on small lots.

Policies

- Provide flexibility in the use of a dwelling while protecting the single-family character of the area.

An attached map (Attachment 5) illustrates the adjacent uses. These include two churches and four single-family dwellings. Uses within a block of the subject parcel include many more single-family dwellings and four multi-family dwellings.

Generally, staff is reluctant to support Special Use Permit requests for residential uses on the ground floor in a business district; however, N. New Street is primarily a residential street containing a mix of single-family and multi-family uses and a general business use of the property is not desirable. Although the entire west side of N. New Street is zoned B-2, General Business District, nearly all properties are used for residential purposes. 430 N. New Street is already used as a multi-family use. Parking for the existing four units, as well as the additional two units, would be provided onsite once the minor subdivision plat is approved and recorded. The additional impacts on the neighborhood would be minimal, if any. For these reasons, staff supports the requested Special Use Permit.

Planning Commission Recommendation: At its meeting of July 16, 2020, the Planning Commission conducted a public hearing and considered the request. During the public hearing, no one spoke in opposition. On a 4-0 vote, the Commission unanimously voted to recommend approval of the Special Use Permit with the following conditions:

1. A plat must be submitted, reviewed, approved, and recorded prior to this Special Use Permit taking effect.
2. A scale drawing of the parking lot plan shall be submitted to City staff for review.

The applicant has submitted a minor subdivision plat (vacating interior property lines) and a parking plan (Attachment 6) for staff's review.

Attachments:

Attachment 1—Application for Special Use Permit and Documents Supplied by the Applicant

Attachment 2—Vicinity Map – 430 N New Street

Attachment 3—Current Zoning – 430 N New Street

Attachment 4—Future Land Use – 430 N New Street

Attachment 5—Surrounding Uses

Attachment 6—Exhibit for the Old Firehouse Properties, LLC (Parking Plan)

Suggested Motions (to be made after the public hearing is conducted): I move that Council approve the Special Use Permit for 430 N. New Street, as recommended by the Planning Commission.

City Manager: Steven L. Rosenberg



DEPARTMENT OF PLANNING &
INSPECTIONS
116 W. BEVERLEY STREET | P.O. BOX
58 | STAUNTON, VA 24402
540.332.3862 (OFFICE)
540.332.3807 (FAX)

APPLICATION FOR SPECIAL USE PERMIT

DATE: 5/13/20

NAME OF APPLICANT: Enio Viera

ADDRESS OF APPLICANT: 1323 meadowlark Dr

PHONE #: 540 810 1450

E-MAIL ADDRESS: Viera enio 2 yahoo.com

IF APPLICANT IS **NOT** THE OWNER OF THE PROPERTY IN QUESTION, EXPLAIN. A COPY OF A PENDING CONTRACT OR OPTION AGREEMENT MUST BE ATTACHED HERETO AND MADE A PART OF THIS APPLICATION.

LOCATION OF PROPERTY: 430 n new st staunton

MAP PROVIDED: YES ☒ NO ☐

SITE PLAN PROVIDED: YES ☐ NO ☒

FEE PAID: YES ☒ NO ☐ *check or cash only

PRESENT ZONING OF THE PROPERTY: B2

APPLICABLE SECTION OF ZONING CODE STATING USE IS PERMITTED ON REVIEW:

ARE PUBLIC UTILITIES AVAILABLE AND ADEQUATE FOR PROPOSED USE? IF **NO**, EXPLAIN HOW UTILITIES WILL BE PROVIDED:

yes

LEGAL DESCRIPTION OF PROPERTY: (portion Lot 6, Lot 7 & Lot 8 BLK n)

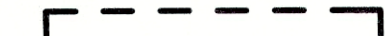
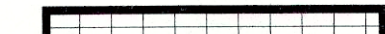
DETAILED DESCRIPTION OF PROPOSED USE (DRAWINGS MUST BE INCLUDED IF NEW CONSTRUCTION, ADDITIONS, OR CHANGES TO THE EXTERIOR OF THE PROPERTY ARE PROPOSED).

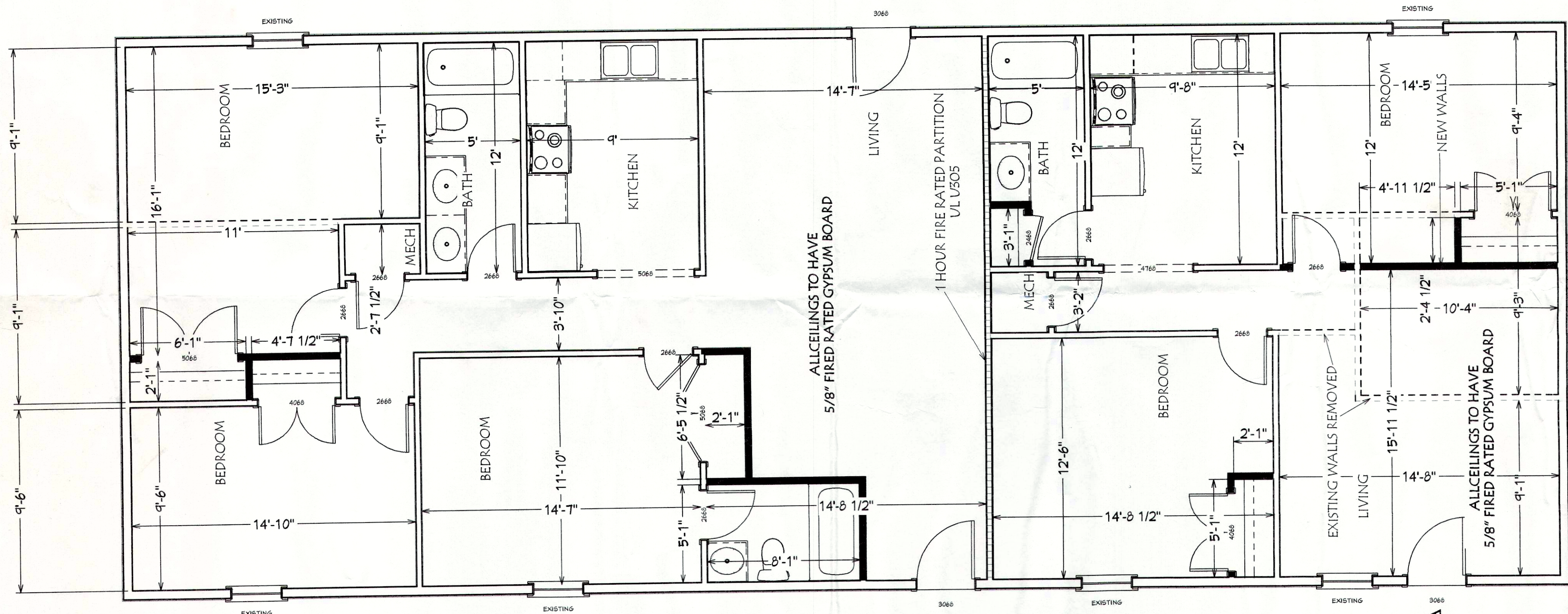
currently The upstairs is Built out with 4 Apt, I would like to put 2 Apt on the main Floor

SIGNATURE: [Signature]

EXISTING PARKING LOT

UNIT B

-  EXISTING INTERIOR WALL - NO CHANGE
-  EXISTING INTERIOR WALL - REMOVED
-  NEW INTERIOR WALL - 2x4 STUDS 16" oc 1/2" GYPSUM BOARD EACH SIDE
-  NEW 1 HOUR FIRE RATED PARTITION - UL #U305 2x4 STUDS 16" oc 5/8" FIRED RATED GYPSUM BOARD EACH SIDE
-  EXISTING EXTERIOR WALL - NO CHANGE



NORTH NEW STREET

FIRST FLOOR PLAN - 2 UNITS

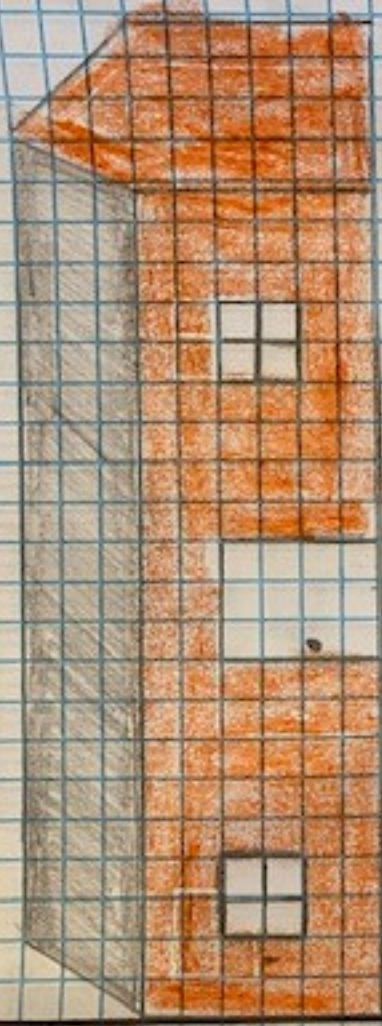
Scale 1/4" = 1'-0"

P M KATZ - ARCHITECT
P O BOX 823
STUARTS DRAFT - VIRGINIA
540-448-0589 pmkarch@yahoo.com
Comm. No. 22017 Date: March 31, 2020

APARTMENT LAYOUT
430 NORTH NEW STREET
STAUNTON - VIRGINIA



NORTH NEW ST.



PARKING LOT 85' LONG

1 2 3 4 5 6 7 8 9

PARKING

→ → → → → → → → →

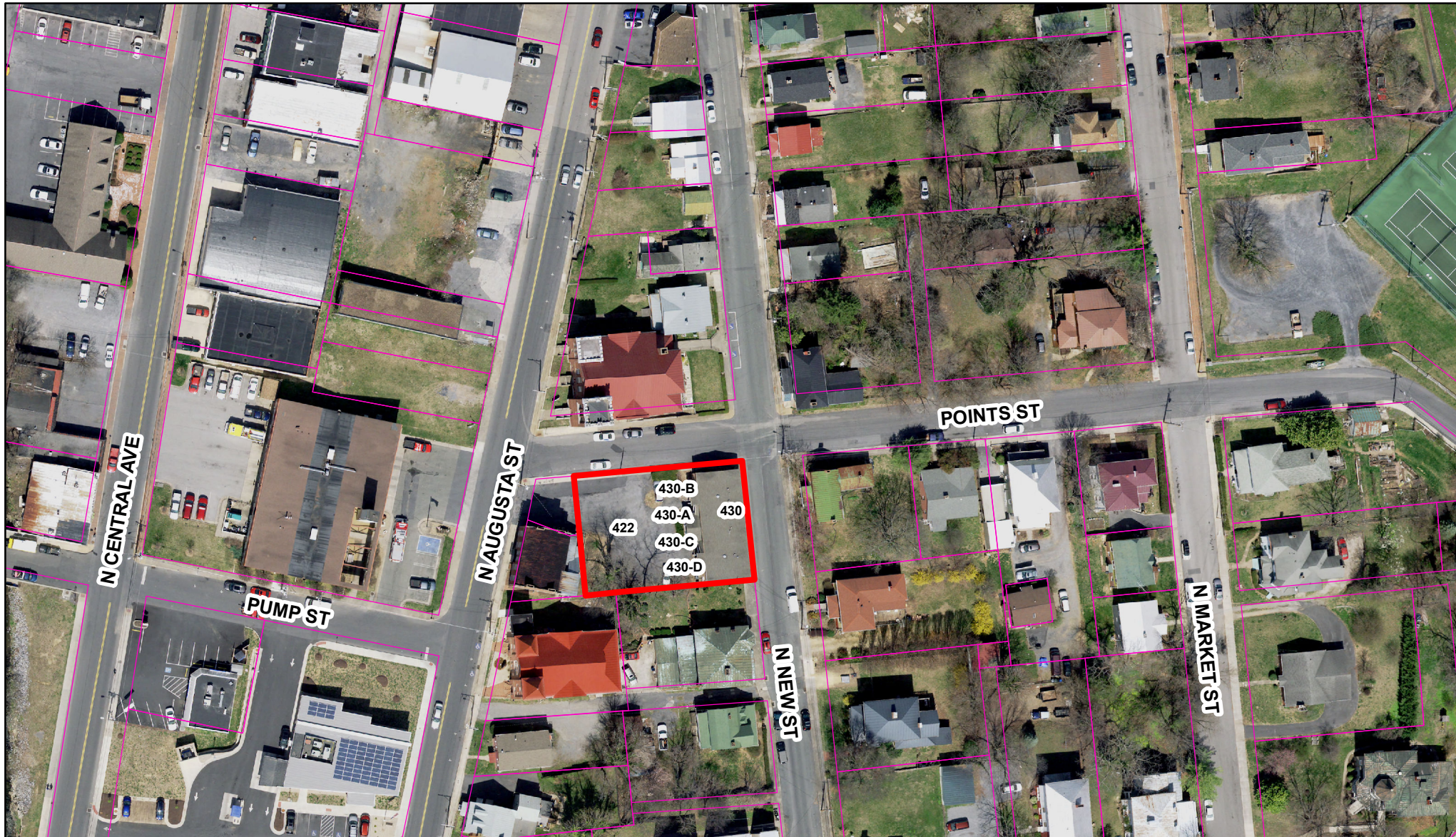
10 11 12 13 14

PARKING LOT 65' WIDE

POINTS ST

NORTH AUGUSTA

Vicinity Map – 430 N New Street



0 50 100 200 ft

Additional Layers

-  Selected Property
-  Parcels

Current Zoning – 430 N New Street

Attachment 3



0 50 100 200 ft

Zoning

- B-1
- B-1(conditional)
- B-2
- B-2(conditional)

- B-3
- HE-1
- I-1
- I-1(conditional)
- I-2

- I-2(conditional)
- I-3(conditional)
- P-1
- P-1(conditional)
- R-1

- R-2
- R-2(conditional)
- R-3
- R-3(conditional)
- R-4

Additional Layers

- Selected Property
- Parcels

Future Land Use – 430 N New Street



Future Land Use

- CONSERVATION/RECREATION/OPEN SPACE
- PLANNED FARM DEVELOPMENT
- PUBLIC/SEMI-PUBLIC

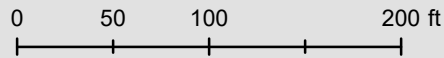
- LOW DENSITY RESIDENTIAL
- MEDIUM DENSITY RESIDENTIAL
- MEDIUM DENSITY PLANNED RESIDENTIAL
- HIGH DENSITY RESIDENTIAL

- TRADITIONAL NEIGHBORHOOD DEVELOPMENT
- LOW DENSITY PLANNED RESIDENTIAL
- NEIGHBORHOOD RESIDENTIAL
- PROFESSIONAL

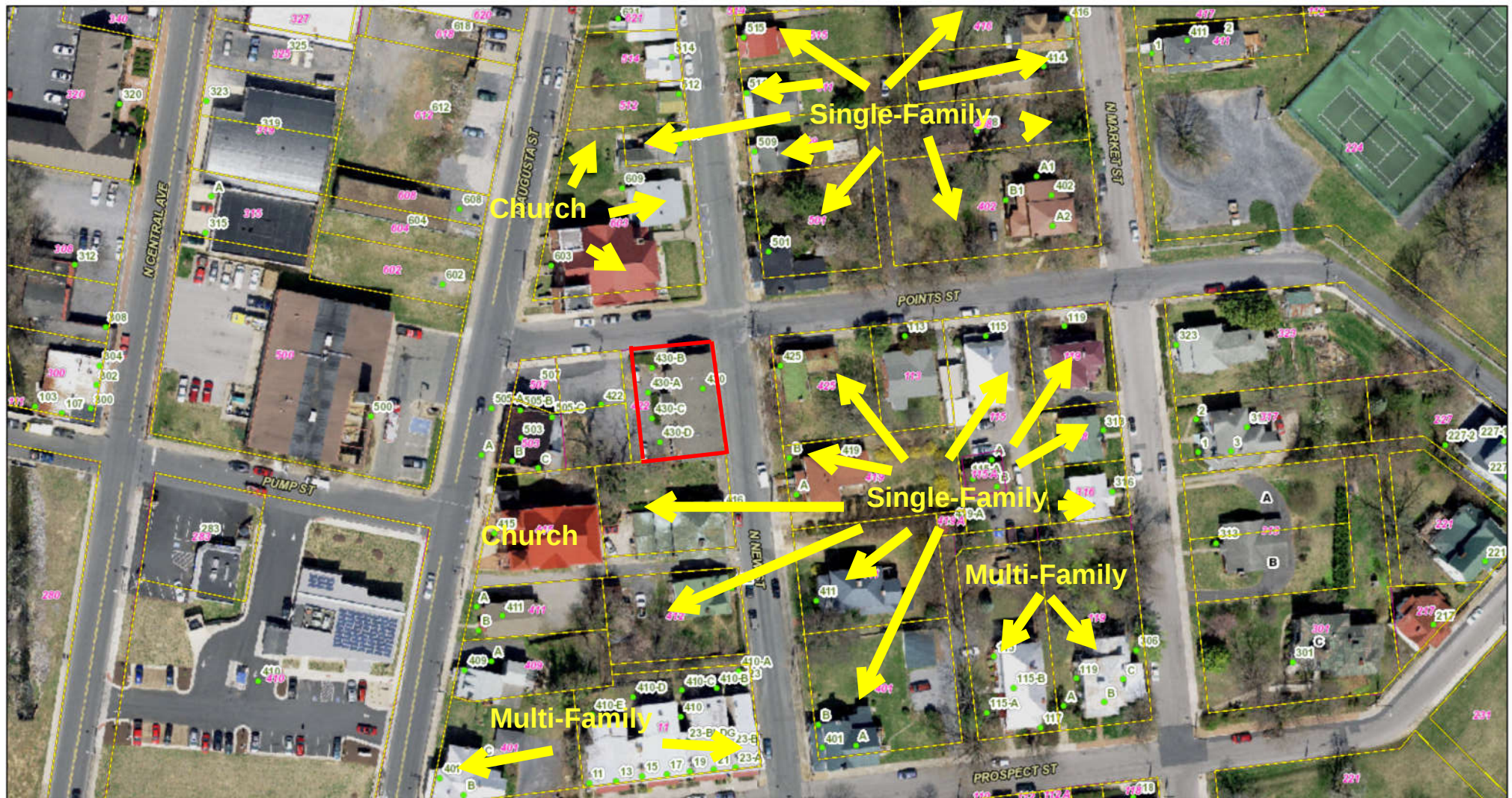
- PLANNED BUSINESS
- BUSINESS
- PLANNED INDUSTRIAL
- LIGHT INDUSTRIAL
- HEAVY INDUSTRIAL

Additional Layers

- Selected Property
- Parcels



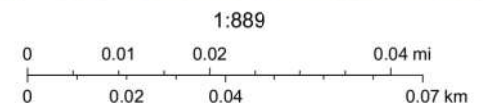
Surrounding Uses



7/9/2020 3:37:50 PM

- Lot_Lines
- Parcels
- Road Centerline
- Lot_Numbers
- Address Points
- City Limits
- Point_of_Interests

NOTE: Anything property unlabeled should be assumed to be commercial

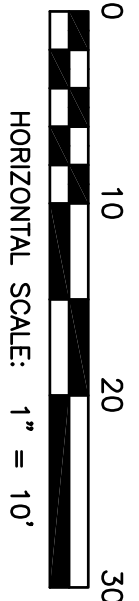
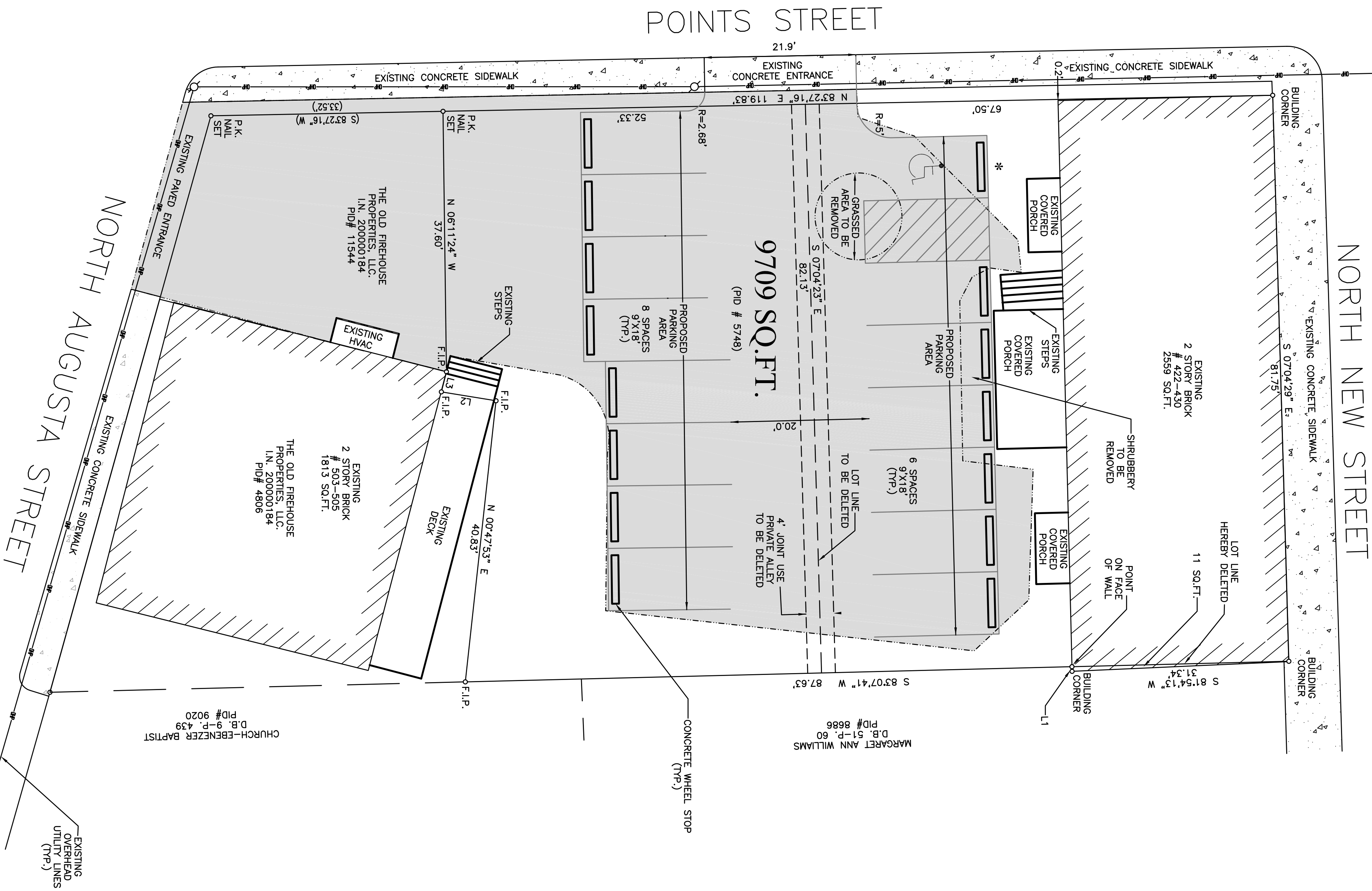


Source: Esri, Maxar, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community

LINE	BEARING	DISTANCE
L1	N 06°50'48" W	0.67'
L2	N 86°12'43" W	8.00'
L3	N 08°44'33" E	3.00'



- [Solid gray box] = EXISTING PAVED PARKING AREA WITH PROPOSED PAVED AREA
- [Box with 'x' marks] = EXISTING CONCRETE AREA
- [Box with diagonal lines] = OUTLINE EXISTING BUILDINGS
- [Dashed line] = OUTLINE EXISTING PAVED AREA



SITE INFORMATION

OWNER:
THE OLD FIREHOUSE PROPERTIES, LLC.
I.N. 200000184
PID# 5748

PROPERTY ADDRESS:
422-430 NORTH NEW STREET
STAUNTON, VA. 24401

ZONED: B2

AREA AFTER LOT LINE DELETION: 9709 SQ.FT. (0.223 ACRES)

THE SURVEY PREMISES IS LOCATED IN ZONE X (OTHER AREAS, DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOOD PLAIN) ACCORDING TO THE FLOOD HAZARD MAP OF THE CITY OF STAUNTON, VIRGINIA, COMMUNITY #310155, MAP NUMBER 5101500339E, EFFECTIVE DATE JANUARY 6, 2010.

F.I.P. = FOUND IRON PIN

PARKING REQUIREMENTS

REQUIRED PARKING: 2 SPACES PER UNIT
6 UNITS = 12 SPACES NEEDED

SPACES SHOWN: 15 SPACES INCLUDING 1 HANDICAPPED SPACE

* DENOTES STANDARD HANDICAPPED PARKING SIGN IS REQUIRED

ALL HEIGHT SPACES ARE FROM THE GROUND LEVEL. HANDICAPPED SPACE IS FROM THE GROUND LEVEL. HANDICAPPED SPACE AND HATCHED AREA ALONG WITH ACCESS TO BUILDING SHALL BE PAVED WITH 2" THICKNESS OF ASPHALT.

STANDARD PARKING SPACES ARE 9'X18'.

AREAS THAT ARE NOT CURRENTLY PAVED SHALL BE 8" STONE AGGREGATE BASE (TYPE 1, 21A) WITH 2" ASPHALT SURFACE (SM-9.5A).

EXISTING ASPHALT PARKING LOT TO REMAIN IN PLACE WITH NEW STRIPING PER PLANS.

EXHIBIT FOR
THE OLD FIREHOUSE PROPERTIES, LLC.
STAUNTON, VA



EGS & Assoc., Inc.
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REVISIONS		COMMENTS
DATE		

DATE: AUGUST 18, 2020
SCALE 1" = 10'
JOB# A36310720