

**Work Session Agenda
Staunton City Council
Rita S. Wilson Council Chambers
October 22, 2020
5:00 p.m.**

- | | | |
|------------------|-------------------|--|
| 5:00 p.m. | | Mayor's Introductory Remarks |
| 5:05 p.m. | 1. | Consideration of Work Session and Regular Meeting Agendas |
| 5:10 p.m. | 2. | Staunton Public Library Annual Report 2019-2020 |
| 5:25 p.m. | 3. | Review and Approval of FY2022 Budget Calendar |
| 5:35 p.m. | 4. & A | Discussion of Draft 2020 Greenways Plan |
| 5:50 p.m. | 5. & B | Discussion of Virginia Department of Forestry Emerald Ash Borer Removal and Replacement Cost Share Program Award |
| 6:00 p.m. | 6. & C | Discussion of Virginia Department of Emergency Management Building Resilient Infrastructure and Communities Grant |
| 6:10 p.m. | | Break |
| 6:30 p.m. | 7. | Discussion of 2021 Legislative Program |
| 6:45 p.m. | 8. | Closed Meeting for Discussion and Consideration of the Engagement of Candidates for Special Counsel to Advise City Council Concerning the Recruitment and Employment for the Position of City Attorney and for Consultant to Conduct Such Recruitment |
| 7:15 p.m. | | Break |

**Regular Meeting Agenda
Staunton City Council
Rita S. Wilson Council Chambers
October 22, 2020
7:30 p.m.**

Call to Order

Pledge of Allegiance

Invocation/Moment of Silence—Claffey

Mayor's Report

Additional Items by Members of Council

Approval of Minutes

Work Session and Regular Meeting of October 8, 2020

REGULAR MEETING

- A. Discussion and Public Hearing on Draft 2020 Greenways Plan***
- B. Consideration of Virginia Department of Forestry Emerald Ash Borer Removal and Replacement Cost Share Program Award**
- C. Consideration of Virginia Department of Emergency Management Building Resilient Infrastructure and Communities Grant**
- D. Update on Allocation of CARES Act Relief Funds**

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**

Through 5:00 p.m. on Friday, October 23, 2020, the public may also communicate comments for the public hearing and Matters from the Public to City Council by (i) emailing the Clerk of Council at simmonssf@ci.staunton.va.us.us, or (ii) calling the Clerk of Council at 540.332.3810. All comments received will become part of the public record for the particular meeting. Voice mail messages are acceptable.

CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	October 22, 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:	October 22, 2020	Staff Member: Sarah Skrobis
Item #	2	
Ordinance #		
Department:	Library	
Subject:	Staunton Public Library Annual Report 2019-2020	

Background: Sarah Skrobis, Library Director, has prepared the attached annual report of activities for the past fiscal year and will present a general update on the Staunton Public Library's activities.

City Manager's Recommendation: Not applicable.

Suggested Motion: Not applicable.

City Manager: Steven L. Rosenberg



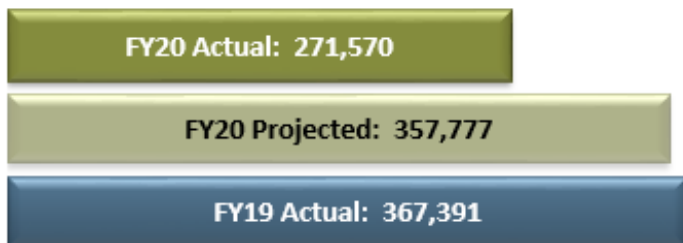
Fiscal Year 2020 Report



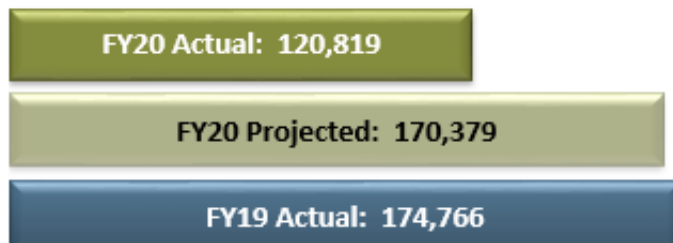
AT A GLANCE

Below are our key usage statistics. We also present what our statistics could have been had we continued normal operations through June 30, 2020, instead of closing due to COVID-19. These numbers are based on monthly averages through February 2020 that have been projected through the fiscal year to give an idea of what the full year's usage trends might have looked like.

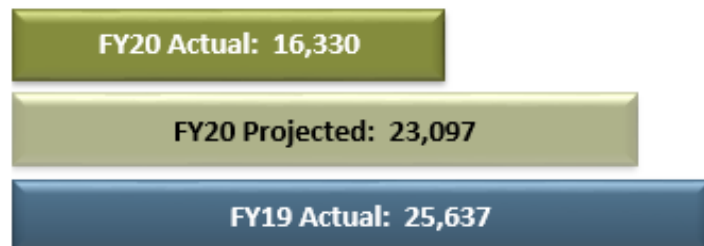
CIRCULATION



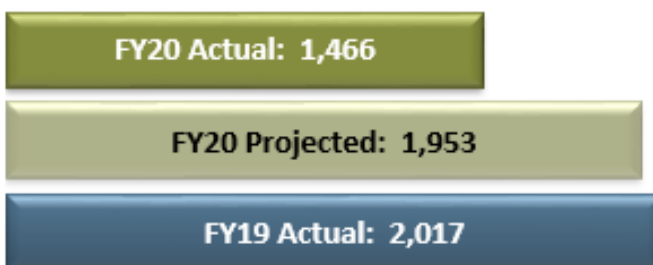
VISITORS



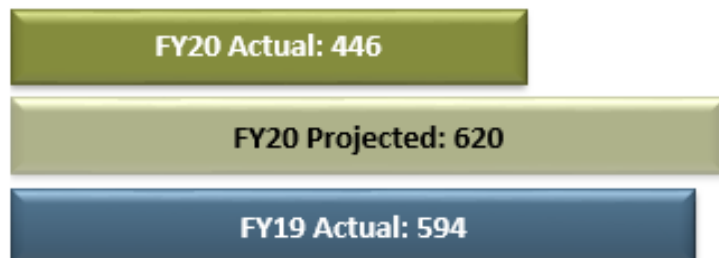
COMPUTER USERS



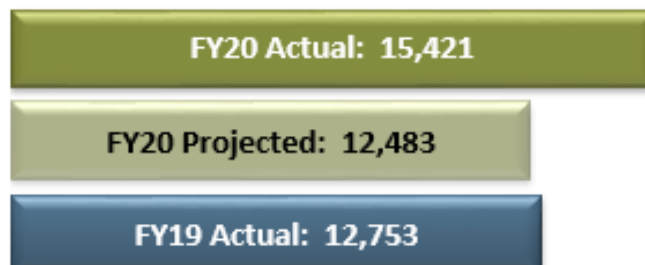
NEW CARD REGISTRATIONS



MEETING ROOM RESERVATIONS



TOTAL PROGRAM ATTENDANCE



FROM THE DIRECTOR

This fiscal year was off to a fabulous start: the library had received valuable grants, we were hosting dozens of engaging events, and we were pounding the pavement getting out in the community. Then we had to close the doors on March 16 due to the COVID-19 pandemic. We have long celebrated our role as a community hub, and then overnight we lost that core part of the library's identity. As librarians, we balked at the idea of restricting access, but ultimately we prioritized the safety of our staff and patrons.

I'm so proud of the creative ways that our staff members responded to this crisis. Our staff immediately developed a way to deliver materials via curbside pick-up. Our children's department began sharing stories on Instagram and gave out books at school meal distribution sites. We fielded dozens of calls and walked people through the process of checking out eBooks for the first time.

It boils down to this: the library isn't about the facility. It's about people. We're extraordinarily lucky to have a talented, dedicated staff and to serve a community that supported us through the duration of this pandemic. Now more than ever, we thank you.

Sarah Skrobis, Director of Library Services



1 Churchville Avenue
Staunton, Virginia 24401

540.332.3902

www.StauntonLibrary.org
library@ci.staunton.va.us



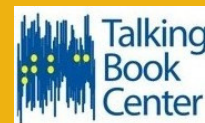
StauntonPublicLibrary



StauntonPublicLibrary

Library Advisory Board Members
serving during FY2020:

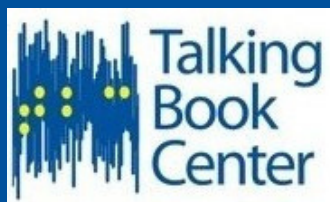
Randolph Bertin, Lisa Brooks,
Cass Cannon, Christy Davis,
Dr. Joshua Howard, Dr. Mark
Peterson, Daniel Swift, and
Virginia Trovato



540.885.6215

1.800.995.6215

www.TalkingBookCenter.org
talkingbooks@ci.staunton.va.us



The TBC did not shut down operations during the COVID closure and continued to serve their patrons via mail. In March - June, the TBC sent out 7,082 items, with March being the busiest month on record.

- FY20 circulation increased 11%.
- Participated in Queen City Mischief in Magic and presented a Braille 101 class for visitors.
- Partnered with the Virginia Department for the Blind and Visual Impaired to host White Cane Awareness Day and received a proclamation from Staunton City Council.
- Attended 10 outreach events including health fairs, civic club meetings, and senior centers.



TECHNOLOGY & TECHNICAL SERVICES

- Completed upgrade to Library.Solution 5.5.2, the newest version of our integrated library software. Technical Services staff spent most of fall 2019 preparing for the migration by fixing format issues to prepare for the actual installation over President's Day weekend.
- A digital media lab opened with equipment purchased with grant funds from the Community Foundation of the Central Blue Ridge awarded to the Friends of the Library. Special equipment allows users to digitize old home movies and photographs.
- A badge access door was installed to improve both staff access to the facility and security.
- Staff performed an inventory of the entire collection during the library's extended closure. Out of more than 120,000 only 412 items or 0.3% were unaccounted for indicating an extremely high level of stewardship.

THE COVID-19 EFFECT

TIMELINE

March 16: Library closed to the public; quarantine of all returned materials began

March 17 - 24: Curbside service in effect; phone and email assistance in effect

April: Story times moved online; staff gave away free books to children at school meal distribution sites; intensive marketing of and assistance provided for digital resources

April 24: 26 part-time employees involuntarily terminated

April - May: Staff conducted a full inventory of all collections

June 11: Curbside service resumed; began refilling part-time positions starting with seven circulation and page positions



Preparing to give away books at meal distributions sites



Stacks of returned materials in quarantine

SERVICES MAINTAINED

- Circulated physical 5,459 items to 794 unique borrowers through contactless curbside pick-up service.
- Digital circulation broke check-out records. From March - June, 13,538 digital items were checked out, a 44% increase over the same time period in 2019.
- Staff Posted 53 virtual story times and other programs that garnered 6,549 views.

PUBLIC SERVICES

- A renovated new books browsing and reading area on the first floor was completed in late summer 2019 with new furnishings purchased by the Staunton Library Foundation and the Friends of the Staunton Library.
- Librarian Melissa Davidson attended trainings and committee meetings to position the library as a partner for the 2020 Census. Census representatives held informational sessions and recruitment at the library.
- Three genealogy programs alone brought in almost 150 attendees. One genealogy program hosted Ulster Historical Society staff members on tour from Ireland.



TEEN SERVICES

- FY20 Teen program attendance increased 2%, despite ending all teen programming mid-March. The library hosted a slate of engaging programs: art attack, anime club, flipbook making, Greater Good Gaming nights, and more.
- Hosted the Finding Your Voice Great Stories Club from September through November. This bookclub discussed racial healing and justice and was aimed at underserved teens. It was funded by a grant from the American Library Association.



YOUTH SERVICES

- 13,462 people attended in-person programs such as Larsen's Lizards, a visit from the Staunton Fire Department, the newly launched Rock & Roll Saturday story times, and a unicorn birthday party along with virtual programs that moved online after COVID shut down events.
- Children's Department staff visited four low-income housing sites across the city: Farrier Court, Willow View, Frontier Ridge, & Elizabeth Miller Gardens. Staff members conducted outreach, led story time sessions, and distributed free books and other reading materials.
- Youth Services staff hosted a graduate-level library science intern as she undertook a survey of local homeschooling needs and received hands-on practical experience.



CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	October 22, 2020	Staff Member: Phil Trayer
Item #	3	
Ordinance #		
Department:	Finance	
Council Vision:	Responsible, Efficient Government	
Subject:	Review and Approval of FY2022 Budget Calendar	

Background: The FY2022 draft budget calendar is attached for your review. Council is asked to review the calendar and suggest changes that may better accommodate the schedules of Council members. Please consult your personal calendars for possible schedule conflicts.

Attachment: FY2022 Budget Calendar

City Manager's Recommendation: Recommend City Council review the draft budget calendar and direct staff to finalize a calendar that accommodates the needs of the Council.

Suggested Motion: Not applicable.

City Manager: Steven L. Rosenberg

CITY OF STAUNTON, VIRGINIA

FY 2022 BUDGET SCHEDULE

STAUNTON CITY SCHOOLS		CITY OF STAUNTON		
	School Budget Schedule		City Budget Schedule	
Budget Call/Notice	October 1, 2020	Budget Call/ Notice	October 9, 2020	
Budget Submission from Schools	November 4, 2020	Budget Submission from Departments	December 4, 2020	
Budget Discussions with Schools/Leadership Team Staff/ Principals	November- December, 2020	Budget Notice to Outside Agencies	December 11, 2020	
School Budget Online Survey	December 2020 - February 2021			
Governor's Budget Presentation	December 18, 2020	Governor's Budget Presentation	December 18, 2020	
Letters of Intent for Employment	January 6, 2021	Budget Submission Requests from Outside Agencies	January 8, 2021	
Preliminary Budget Discussion with School Board	January 11, 2021	Budget Discussions with Departments	December 2020- February 2021	
School Budget Public Forum #1 - City Council Chambers	January 11, 2021	City Manager / School Superintendent /Finance Review	February 4, 2021	
School Budget Public Forum #2- High School Gym Foyer	January 12, 2021	City Manager Review Advertisement - Public Hearing - Reassessment Proposed Tax Rate Increase	February 8-15, 2021	
School Budget Public Forum #3- High School Gym Foyer	January 15, 2021		February 8, 2021	
School Leadership Team Budget Discussion	January 27, 2021	City Council and School Board Joint Meeting	February 11, 2021	5:30 PM
School Superintendent/City Manager/ Finance Review	February 4, 2021	City Budget Complete	February 19, 2021	
School Board Meeting - Budget Update	February 8, 2021	Budget Presentation to City Council- Worksession	March 11, 2021	5:30 PM
School Board and City Council Joint Meeting	February 11, 2021	Public Hearing - Reassessment Proposed Tax Rate	March 11, 2021	7:30 PM
		Introduction of Total Budget Ordinance for City and Schools	March 11, 2021	7:30 PM
School Public Hearing Legal Notice	February 17, 2021			
School Budget Presentation to School Board and Public Hearing	March 1, 2021	Advertisement for Proposed Budget Ordinance - Public Hearing	March 18, 2021	
School Board Budget Adoption	March 8, 2021	City Council Budget Work session	March 18, 2021	5:30 PM
School Budget Submitted to Council	March 11, 2021	Budget Work session- School Board/ City Council- School Budget	March 25, 2021	5:30 PM
Budget Worksession - School Board/City Council- School Budget	March 25, 2021	Budget Public Hearing (all budget ordinances)	March 25, 2021	7:30 PM
School Board Meeting - Budget Update	April 8, 2021	City Council Budget Worksession	April 1, 2021	5:30 PM
		City Council Budget Worksession	April 8, 2021	5:30 PM
Adoption of School Budget	April 8, 2021	Adoption of City Budget	April 8, 2021	7:30 PM

CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	October 22, 2020	Staff Members: Rodney Rhodes Tim Hartless
Item #	4 & A	
Ordinance #		
Department:	Community Development — Planning and Zoning	
Council Vision:	Culture	
Subject:	Public Hearing of Draft 2020 Staunton Greenways Plan	

Background: In 2014, City Council directed the Planning Commission and the Recreation Advisory Commission to develop a *Staunton Greenways Plan* with a list of implementable priority greenway/trail projects. Council desired to identify a Capital Improvement Plan (CIP) project and dedicate funding for the construction of a keystone trail to be a part of an eventual greenways trail system throughout the City. Citizens have noted in various surveys their desire for additional and improved infrastructure for safe walking and bicycling in the City.

A draft plan was prepared, and on December 8, 2016, City Council, the Planning Commission and the Recreation Advisory Commission conducted a joint public hearing to receive comments on the plan. At the conclusion of the hearing, the commissions adjourned and reconvened jointly to consider the public comments. Each commission took action to formally recommend endorsement of the plan.

However, after the action by the commissions, at a regular meeting of the Bicycle and Pedestrian Advisory Committee (BPAC), members of the committee expressed continued concerns with the plan. It became apparent that the proposed plan could benefit from additional public review and comment. As a result, on April 13, 2017, City Council directed staff to reconsider the short-term priorities identified in the plan and explore other potential greenways. Such a process would involve informational meetings and likely a subsequent public hearing.

BPAC began reviewing the draft Staunton Greenways Plan and exploring other potential greenways once the Staunton Bicycle and Pedestrian Plan was completed in May of 2018. A representative of the Planning Commission worked with BPAC on the plan and updates were provided to the Parks and Recreation Department throughout the process. The committee received public input during this process through a public information meeting and an online survey.

On February 20, 2020, the Planning Commission, upon receiving an introduction to the draft Staunton Greenways Plan, directed staff to schedule and advertise a public hearing on the matter. An update on the draft Greenways Plan was provided to City Council on March 12, 2020, and a public hearing was conducted by the Planning Commission on July 16, 2020.

Review: The draft plan proposes four distinct greenways that would guide construction of additional dedicated paths and infrastructure. With public comments that were received, staff followed the hub and spoke concept with all of the paths originating from downtown. During drafting of the plan, a strong desire to provide connections to popular destinations—especially parks—became apparent, and that became a focal point of the plan.

The plan uses a combination of existing sidewalks, roads, and proposed off-road paths. This proposed plan is intended to be implemented over the long-term plan, in small stages. The four proposed routes include:

- North route to the city limits along Commerce Road
- West route to Gypsy Hill Park by way of Central Avenue and Churchville Avenue
- East route to city limits from downtown to Villages of Staunton and Betsy Bell Park, ending at the Frontier Culture Museum
- Southwest route to Montgomery Hall Park

BPAC recommends that all four routes should be adopted as proposed with the top priorities being the development of the North route along Commerce Road and the west route to Gypsy Hill Park.

Planning Commission Recommendation: At the Planning Commission meeting on July 16, 2020, the Planning Commission conducted a public hearing on the matter and considered the draft plan. During the public hearing, two individuals spoke in favor of the proposed plan and no one spoke in opposition. On a 4-0 vote, the Commission voted unanimously to recommend approval of the plan, concurring with staff's recommendation.

In order to obtain additional public input, an online survey was created. The results of the survey will be shared with Council at its meeting on October 22, 2020. Rodney Rhodes and Sara Hollberg, Chair of the BPAC, will attend Council's regular meeting to present the draft Greenways Plan. A public hearing is scheduled for the same meeting and has been properly noticed. Consideration of the plan is scheduled for Council's consideration at the regular meeting on November 12, 2020.

Attachment:

Staunton Greenways Plan, Draft 2/13/2020

Suggested Motion: Not applicable.

City Manager: Steven L. Rosenberg

"Greenways Draft 2 13 2020 (approved at 2/11/2020 BPAC meeting)"

STAUNTON GREENWAYS PLAN

Draft 2/13/2020

Acknowledgments

Bicycle and Pedestrian Advisory Committee

Sara Hollberg, Chair
Matt Bond, Vice Chair
Ben Brewer
Brian Brown
Trafford McRae
Dan Wright

Staff

Rodney Rhodes, Senior Planner/Zoning Administrator
Jessica Wright, GIS Coordinator

Planning Commission Liaison

Adam Campbell

February 13, 2020

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I. Vision

II. Greenways Plan

Design Concepts & Principles

Summary of Proposed Greenway Routes

Overview Map of Proposed Greenway Routes

Downtown Map (Routes Starting at the Wharf)

Detailed Route Descriptions

Route 1: North to City Limits

Map

Route 2: West to Gypsy Hill Park

Map

Route 3: East to City Limits

Map

Route 4: Southwest to Montgomery Hall Park

Map

III. Recommendations

IV. Appendix

A. Background

B. Definitions and Terms

C. Map of Destinations and Proposed Greenway Routes

D. Map of Bicycle Routes (SB&PP)

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I. VISION

The City of Staunton Bicycle and Pedestrian Advisory Committee (BPAC) has been working to assemble a greenways plan that will expand recreational opportunities and make more of the city accessible by foot or bike. The BPAC dedicated numerous meetings to the plan development, incorporating field trips, map information from the city's GIS staff, and feedback from representatives from the planning commission and parks and recreation. We also hosted a well-attended public forum soliciting feedback and suggestions, followed by an online questionnaire that received more than 130 responses. Public input pointed to a strong desire for safe places to walk and ride bicycles.

We propose four distinct greenways that would both enhance existing routes to important destinations and also guide the construction of additional dedicated paths and infrastructure. Framing our work has been the concept of an “urban hike” where visitors and residents can experience natural, cultural, and historical resources. While Staunton lacks the natural stream or rail corridor that might anchor a typical greenway, it *does* have extraordinary views from a variety of peaks and a concentration of pleasing historical and natural areas.

Our vision: residents and visitors can enjoy a scenic local journey as part of a day full of experiences, all within Staunton's city limits.

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II. GREENWAYS PLAN

DESIGN CONCEPTS & PRINCIPLES

- 1. Connect popular destinations, especially parks.**
 - 2. Follow “hub and spoke” concept.**
 - Rather than a signature greenway, this plan proposes strategic off-road sections within corridors. The objective is to help enable more walking and cycling throughout the city, especially to access the city’s parks and natural areas.
 - 3. Use a combination of existing sidewalks and roads plus new off-road paths.**
 - Some of these routes already exist and could be promoted both for tourists and residents.
 - These greenway routes include locations recommended for off-road infrastructure (“greenways”). The remainder of the routes follow streets; here walkers and cyclists will use existing or upgraded sidewalks and roadways.
 - The routes use existing public land and rights of way to the greatest extent practicable.
 - 4. Mesh with other city plans and goals.**
 - Routes were chosen to serve multiple purposes and to fit with existing and planned infrastructure. The plan reflects related efforts, particularly Staunton’s Bicycle and Pedestrian Plan (2018) and Comprehensive Plan (approved 2019).
 - 5. Build on Staunton’s unique attributes.**
 - A critical concept in the plan is the idea of an “urban hike” where visitors and residents can experience natural, cultural, and historical resources. Staunton does not have a flat stream or rail corridor available for a typical greenway. What it does have is extraordinary views from a variety of peaks and a concentration of pleasing historical and natural areas. Residents and tourists can enjoy an invigorating local outing while staying in the community.
- 1. Plan long term by designing for incremental implementation.**
 - This is a long-term plan. Projects may move forward in stages. The city might begin with existing routes and gradually add targeted safety upgrades and selectively extend infrastructure.
 - By laying out complete routes, the Greenway Plan should increase the potential for connections to be made and strengthened over time.
 - In identifying potential locations for shared use paths, the larger goal is to contribute to an overall transportation network that enables walkers and cyclists to safely travel to destinations.

See in Appendix: Trail Types, Map of Destinations & Routes, and Map of Bicycle Plan Routes

PROPOSED GREENWAY ROUTES

(all routes start Downtown from the Wharf at Byers Street)

1. North to City Limits (via Commerce Road)

(Blue) Estimated total distance: 4.4 miles

Summary: Cycling/walking path from downtown along Commerce Road to Green Hills Industrial Park and northern city limits, using existing sidewalks and new construction of a shared use path that also would provide a connection to locations in the northern portion of the City including Bells Lane and Augusta County facilities.

2. West to Gypsy Hill Park (with optional loop to Shelburne Middle School)

(Red) Estimated distance: 1.0 mile plus 1.3 mile park loop; Shelburne loop add 2+ plus miles)

Summary: Walking/cycling route from downtown to Gypsy Hill Park by way of Central Avenue and Churchville Avenue. A westward loop option connects to Shelburne Middle by way of Park Boulevard and W. Beverley Street to Grubert Avenue and from Grubert to Poplar Street and the west entrance of Gypsy Hill Park. Another option returns to downtown by way of W. Beverley Street.

3. East to City Limits (via Villages at Staunton/Betsy Bell Park/Frontier Culture Museum)

(Orange) Estimated distance: 5.0 miles

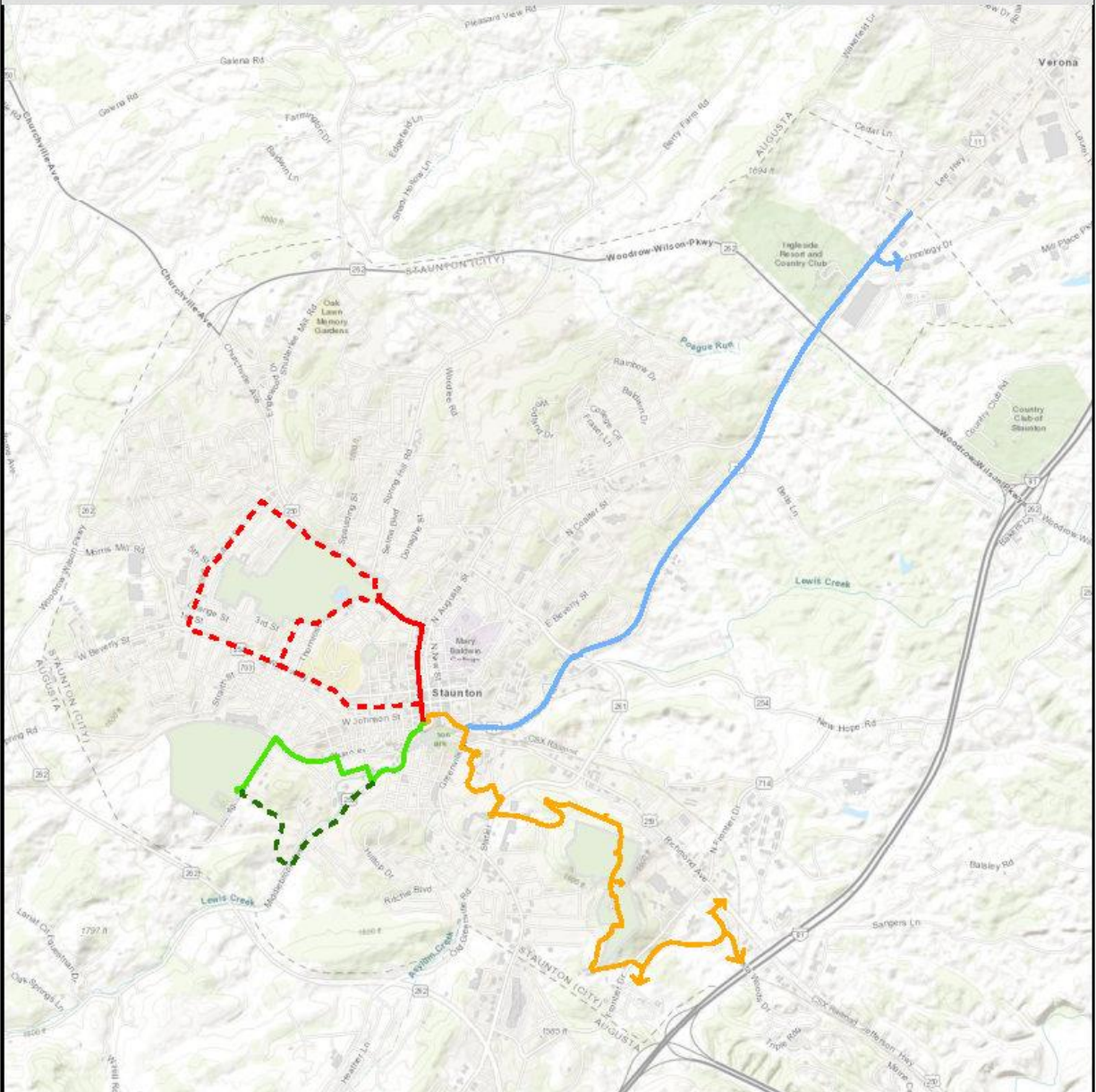
Summary: Walking/hiking/mountain biking route from downtown to the eastern city limits, passing through the Villages at Staunton development to Betsy Bell Park, skirting the mountain on the contour parallel to Richmond Road (with connections to adjacent apartment complexes and to the peak trail). The trail will continue eastward to join the existing Mary Gray path, descend near Red Oaks to Frontier Drive, cross into the Frontier Culture Museum property and ultimately join Route 250 and the eastern city limit.

4. Southwest to Montgomery Hall Park (with optional loop via Lacy B. King Way / Middlebrook Road)

(Green) Estimated distance: 1.6 miles (4.4 miles as full cycling loop)

Summary: Route using existing roads and sidewalks from downtown to Montgomery Hall Park. From Landes Park the route follows Middlebrook Road to Bridge Street, then Maple and Haile streets to Stuart Street, then left on Montgomery Avenue to Montgomery Hall Park. An optional loop uses a cycling route to return by way of Lacy B. King Way to Middlebrook Road to Landes Park.

Proposed Greenway Routes



Proposed Greenway Routes

- Route 1: North to City Limits (via Commerce Road)
- Route 2: West to Gypsy Hill Park - - - Optional Loop to Shelburne Middle School
- Route 3: East to City Limits (via Villages at Staunton/Betsy Bell Park/Frontier Culture Museum)
- Route 4: Southwest to Montgomery Hall Park - - - Optional Loop via Lacy B. King Way/Middlebrook Road

0 0.25 0.5 1 Miles



Draft 2.0
Updated: 01/31/2020

Data is for planning use only and is considered draft until formally adopted. Polygons depict the general location of facilities and are intended for general planning purposes only. The lines do not identify the actual location of existing or proposed facilities. Actual locations of proposed facilities would need to be determined at a future time.

DETAILED ROUTE DESCRIPTIONS

The four proposed Greenway routes are described below. Descriptions include the specific route, along with any options. Also noted are existing infrastructure and challenges; attractions, features, and value; and relationship to other plans. Next steps might include cost estimates.

The intent here is to identify potential places that could make attractive greenways. As possible, routes were chosen that would contribute to a functional pedestrian and cycling network and make the most of already planned capital investments. Routes were considered in relation to the Staunton Bicycle and Pedestrian Plan (SB&PP). The committee also tried to consider VDOT plans, development master plans, and other infrastructure projects when information was available. (This review could be only preliminary at this stage.)

Following the “hub and spoke” principle, all routes begin downtown. The starting point is the Wharf parking lot on Byers Street.

From the Wharf walkers and cyclists have options for beginning the routes:

- Walk to Greenville Avenue, by way of the Depot, to Mill Street, to Johnson Street
- Cycle to Greenville Avenue along Byers Street to Johnson Street, then
- Walk to Woodrow Wilson Park (WWP) scenic overlook, using the Sears Hill pedestrian bridge
- Cycle to WWP scenic overlook from Middlebrook Avenue, using the ramp beside the railroad bridge
- From WWP scenic overlook, walk or cycle down Garber Street to Greenville Avenue or follow Crowle and Baltimore streets to Hampton Street.

All of the Greenway routes incorporate parts of bicycle routes proposed in the Staunton Bicycle & Pedestrian Plan. (Note that the route colors do not correlate.)

Relationship to Planned Bicycle Routes in SB&PP:

Route 1: North to City Limits – entire Yellow Bike Route plus final third of Red Bike Route

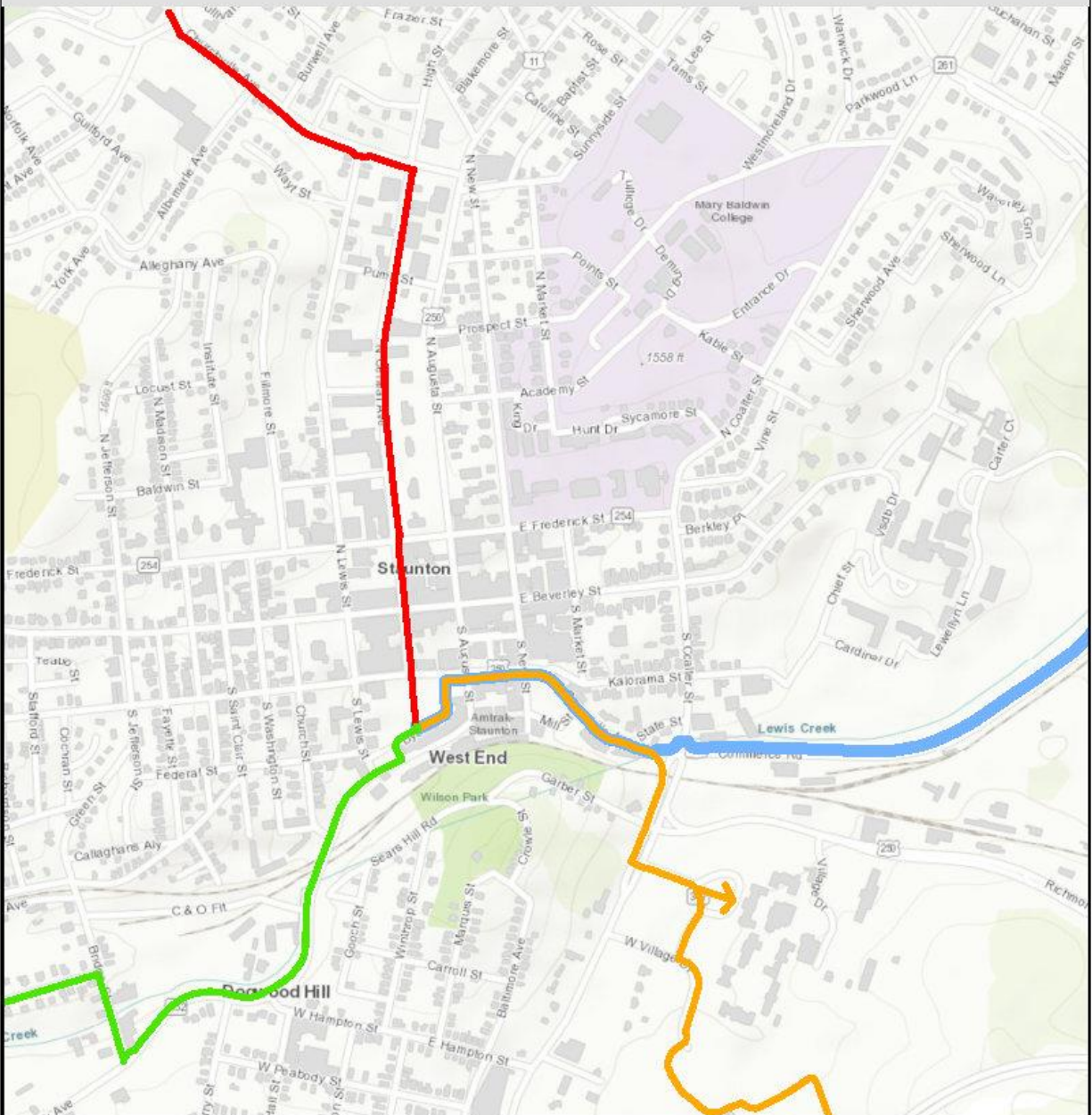
Route 2: 2 West to Gypsy Hill Park – middle leg of Blue Bike Route

Route 3: East to City Limits – final two-thirds of the Green Bike Route

Route 4: Southwest to Montgomery Hall Park – loop option is first leg of Blue Bike Route

See Downtown Inset Map (next page) and Staunton Bicycle Routes map (Appendix)

Proposed Greenway Routes (Downtown Inset)



Proposed Greenway Routes

- Route 1: North to City Limits (via Commerce Road)
- Route 2: West to Gypsy Hill Park
- Route 3: East to City Limits (via Villages at Staunton/Betsy Bell Park/Frontier Culture Museum)
- Route 4: Southwest to Montgomery Hall Park

0 350 700 1,400 Feet



Draft 2.0
Updated: 02/03/2020

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1. North to City Limits (via Commerce Road)

Blue Route estimated total distance: 4.4 miles

Summary: Cycling/walking path from the heart of downtown along Commerce Road to the northern city corporate limit, using city streets and sidewalks and the construction of a new shared use path that would also provide a connection to Bells Lane.

Route: Starting at the Wharf, follow sidewalk or road along Johnson Street/Greenville Ave east to Coalter Street. Cross to the north side in order to use a (new) crosswalk at Coalter Street above the main intersection, or work with other possible intersection improvements. Go north beside Commerce Road on a new shared use path. At Statler Boulevard, the shared use path moves to the east side of Commerce Road and stays on that side, crossing Route 262, passing Technology Drive, and continuing to the northern city limit.

Section I – Downtown to Statler Boulevard:

- Road Diet for Section I: Using a road diet on Commerce Road from Greenville Avenue to Statler Boulevard would provide the buffer for a shared use path between the creek and the road. (Based on existing road characteristics, this section of Commerce Road is an ideal candidate for repurposing some of the roadway for non-motorized users.) The Pedestrian Plan already calls for adding sidewalk /path along Statler Boulevard from E. Beverley Street to Coalter Street which would give many more residents and commuters access to the planned path and fill in a missing link to complete the grid and extend the walkable area from downtown. Together these stretches could be very successful first steps to build momentum for the plan.

Section II – Statler Boulevard to City Limit:

- Side Path for Section II: Improvements to the intersection of Commerce Road and Statler Boulevard would serve pedestrians and cyclists. From here the greenway route would pick up on the east side of Commerce Road, as a sidepath between it and the railroad.

Existing Infrastructure: Sidewalks exist on Johnson Street and Greenville Avenue plus 500 feet of sidewalk on northbound Commerce Road. Otherwise, there are no bicycle or pedestrian facilities on the route. Double lanes on Commerce Road in both directions from Greenville Avenue to Statler Boulevard provide ample width.

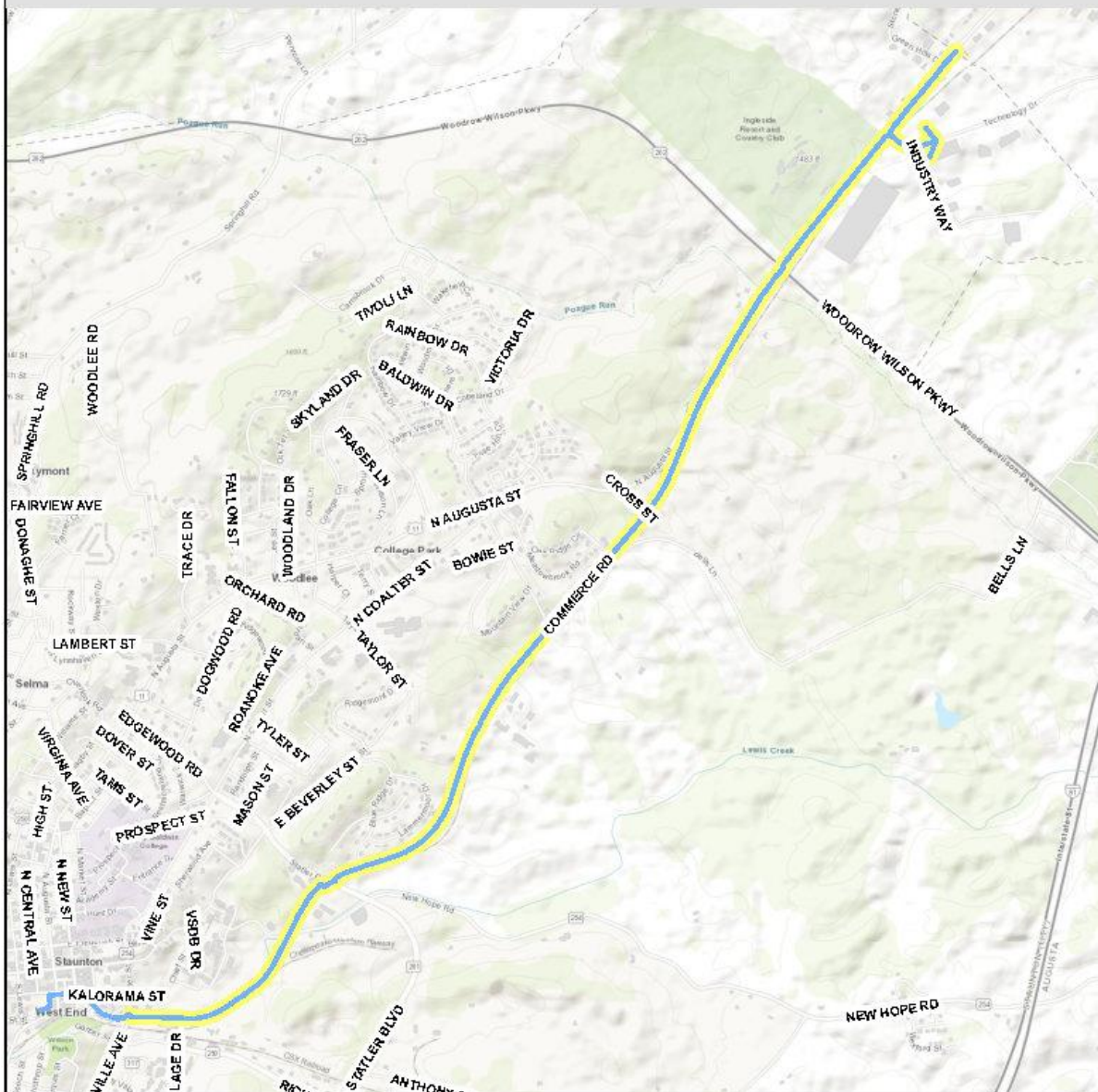
Challenges: North of the Statler Boulevard intersection, potential roadway width is limited due to rock outcroppings, creeks, and the railroad. Right of way issues are a possibility. Crossings would have to be designed at Coalter, Statler, and Route 262. Most of the route has a posted speed limit of 45 mph.

Attractions/Features: This route offers a natural setting following Lewis Creek and passing through a pastoral area. It links to Bells Lane, an exceptionally scenic and popular two-mile rural road frequented by bicyclists, joggers, walkers, and birdwatchers. The route also provides important connections: from downtown Staunton to central Verona; to the Virginia School for the Deaf and Blind (VSDB), to the Virginia Department of Transportation (VDOT) office, and to Green Hills Industrial Park and Augusta County offices. If the sidewalk network is also extended along Statler Boulevard, this route links to schools, neighborhoods, and destinations on Coalter Street.

Value: This route has very high value. It provides a complete corridor connecting downtown to Verona safely for both recreational and commuting cyclists. As a central location, along a primary route, and fairly level, it can be anticipated to attract high usage. The route increases the attractiveness of living in the city, by enhancing commuter infrastructure and enabling safe access to Bells Lane for recreational cyclists and walkers.

Other Plans: In the SB&PP, this route is part of the yellow bicycle route and intersects with the planned Pedestrian Network noted above.

Proposed Route 1: North to City Limits



Greenway Routes

- Route 1: North to City Limits (via Commerce Road)
- Shared Use Path

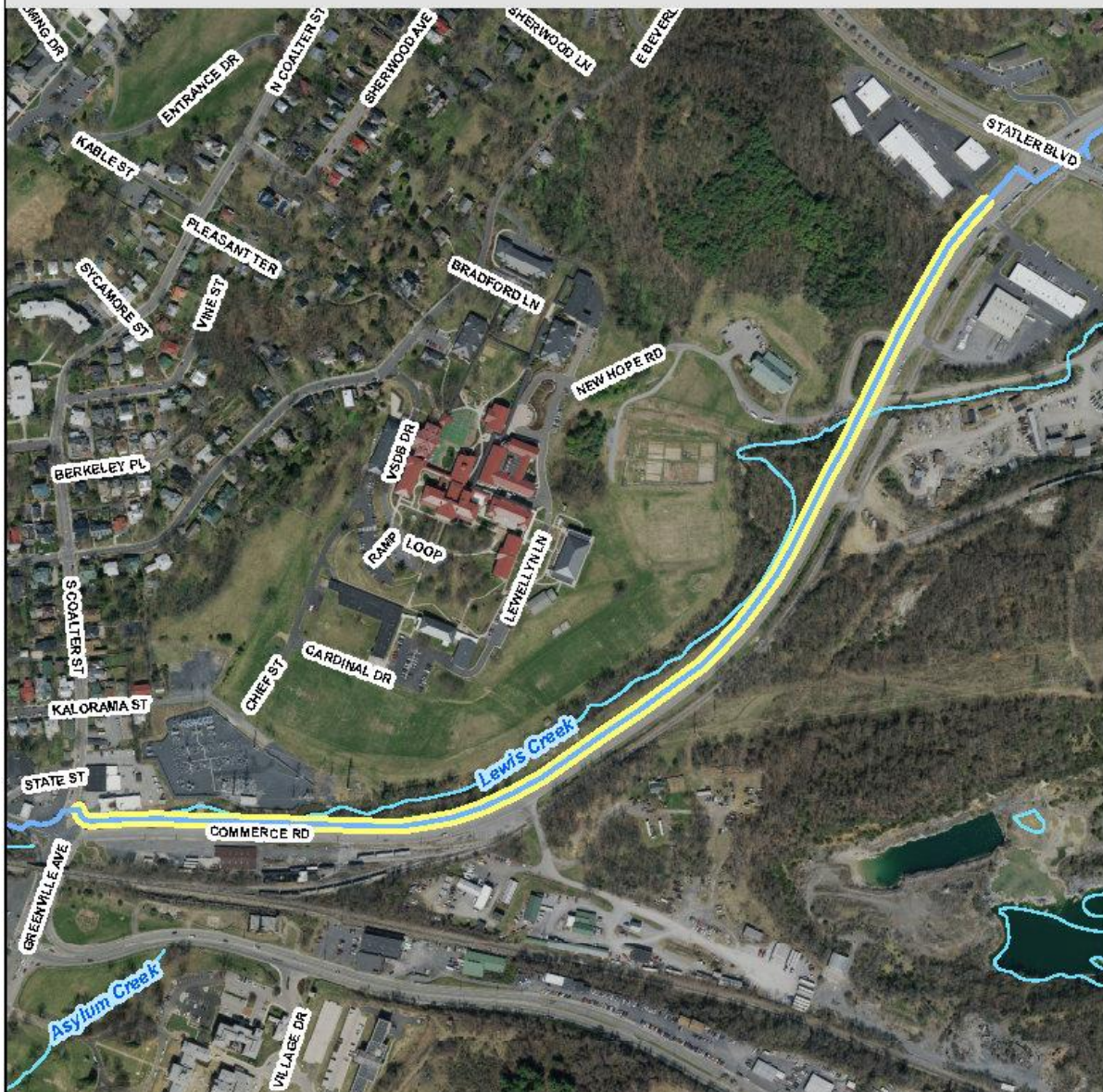
0 1,100 2,200 4,400 Feet



Draft 2.0
Updated: 02/08/2020

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Proposed Route 1: North to City Limits (Inset)



Greenway Routes

- Route 1: North to City Limits (via Commerce Road)
- Shared Use Path (Section 1)
- Water

0 225 450 900 Feet



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Updated: 02/12/2020

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2. West to Gypsy Hill Park (with optional loop to Shelburne Middle School)

Red Route estimated distance: 1.0 mile, plus 1.3 mile loop in park; (addition to Shelburne: 2+ miles)

Summary: Walking/cycling route from downtown to Gypsy Hill Park (GHP) by way of Central Avenue and Churchville Avenue with option to continue west to Shelburne Middle School on a loop including W. Beverley, Grubert, and Poplar streets.

Route: Starting at the Wharf, follow Central Avenue north to Churchville Avenue; then left (west) along the creek to the main entrance of Gypsy Hill Park.

Route Options:

- An optional loop continues west to Shelburne Middle School. Instead of entering the main park entrance, flank its south side along Thornrose Avenue, turn left on Park Boulevard, then follow W. Beverley Street to Grubert Avenue and the entrance to Shelburne Middle School. Continuing north on Grubert, turn right on Poplar Street and follow it to the back entrance of the park.
- An additional leg returns to downtown on W. Beverley Street, which offers a scenic route beside Thornrose Cemetery and connects to Newtown neighborhood.
- The upcoming stream restoration project in GHP will create an excellent greenway setting and should possibly be considered as a permanent route or “spur.”

Existing infrastructure: With the upcoming improvements on Central Avenue, excellent sidewalks will exist most of the way from downtown to GHP except for the stretch of narrow, obstructed sidewalk in front of Gypsy Hill Place. W. Beverley Street lacks sidewalks on the south side but there is opportunity on the north side for wide sidewalks and potentially a shared use path on the last block before Grubert Avenue. There are no bicycling markings or infrastructure.

Challenges: Dangerous intersection at GHP entrance; from the Wharf, confusing and inadequate passage north on the first block of Central Avenue; very limited road width and narrow sidewalks with utility poles on Grubert Avenue; incomplete and inadequate sidewalks on W. Beverley Street.

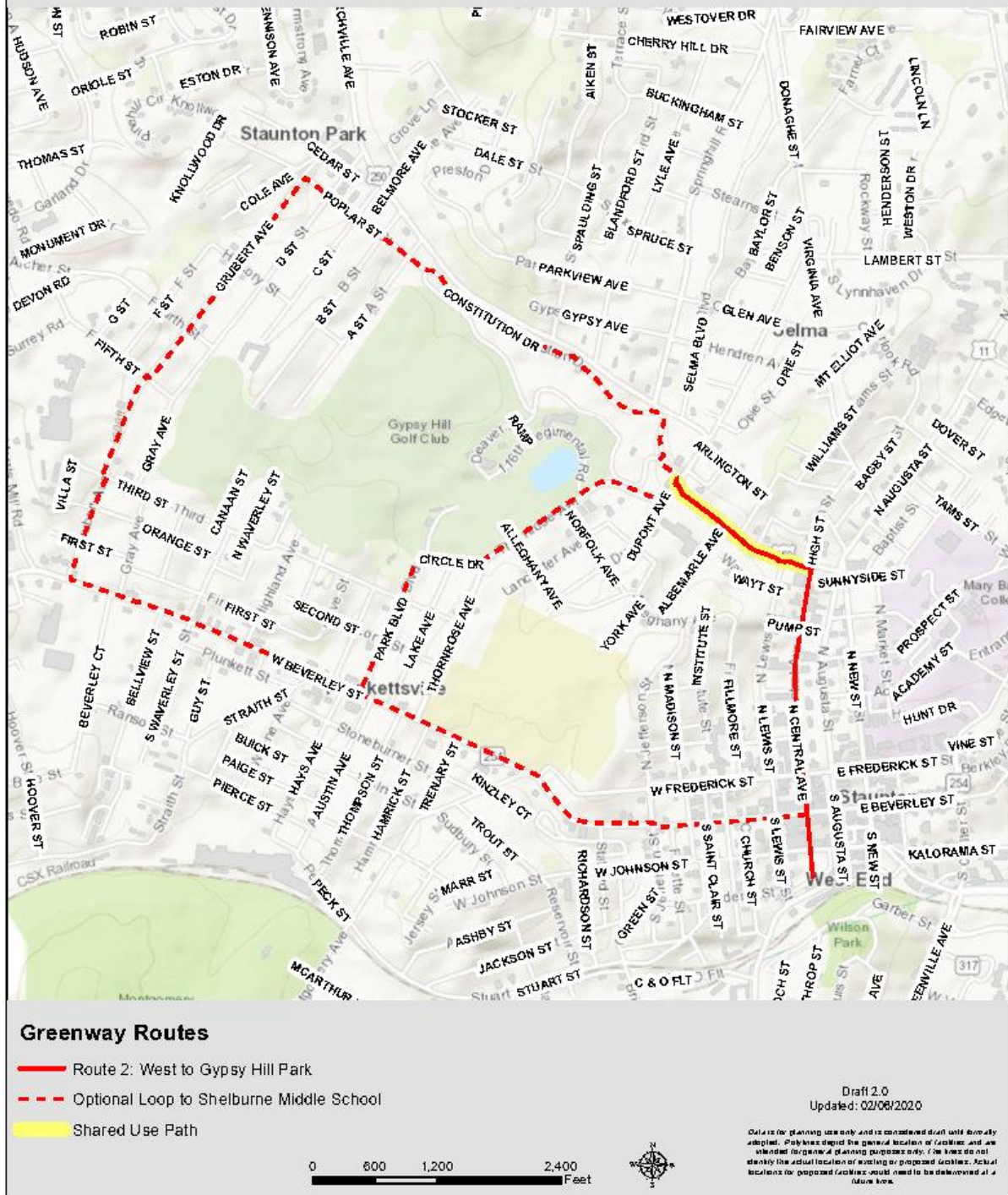
Attractions/Features: Much of the route is attractively designed for pedestrians. It makes use of water features, passing beside Gum Spring Branch in two places and the creekside vista beside City Hall.

Connections: This centrally located route connects major community destinations — downtown, the library, and GHP— and serves the Reservoir Hill trail, the Lewis Street public transportation hub, businesses along Central Avenue and Lewis Street, and adjoining neighborhoods. GHP is the venue for high school sports and community events. The loop to Shelburne connects the park to key west-end locations and emphasizes the importance of making schools more accessible by walking and biking.

Value: The route from downtown to GHP already exists and with marking and promotion could be a highly visible, cost-effective first project. This short connector serves tourists, families, the elderly, commuters, and neighborhoods. The extension to Grubert Avenue could increase the potential for students and others to walk or cycle to destinations. Wide sidewalks the length of W. Beverley Street could improve the streetscape, walkability, and cycling safety in this important, under-served corridor.

Other Plans: in the SB&PP, all sections except Poplar Street are on the proposed pedestrian network; W. Beverley is part of two bike routes and Grubert Avenue is a connector.

Proposed Route 2: West to Gypsy Hill Park



3. East to City Limits (via Villages at Staunton/Betsy Bell Park/Frontier Culture Museum)

Orange Route estimated distance: 5.0 miles

Summary: Walking/hiking/mountain biking route from downtown to the eastern city limits, passing through the Villages at Staunton (“Villages”) to Betsy Bell Park, skirting the mountain on the contour (with connections to the apartment complexes) and continuing eastward to join existing Mary Gray path, descend to Frontier Drive near Red Oaks, cross into Frontier Culture Museum (“Frontier Museum”) property and find eastward route (possibly along entrance road) to Route 250 and city limit.

Route: Starting from the Wharf, reach Greenville Avenue by way of Johnson Street or Mill Street. Cross Greenville Avenue to enter the Villages at Staunton. Follow Villages roads and (new) trails eastward to Statler Boulevard, emerging near Statler Crossing and crossing at Hampton Street extended. From there, use a newly constructed entrance into Betsy Bell Park. A new path would follow the contour higher on the slope and parallel Richmond Road, passing near and connecting to the major apartment complexes, then swinging south to meet the Mary Gray Trail and descending on a new trail to Red Oaks Drive to reach Frontier Drive. From there the route would cross into the Frontier Museum property and provide a route back to Richmond Road, likely using or paralleling the entrance road and meeting up with the planned pedestrian facilities for the Richmond Road area.

Existing Infrastructure: Sidewalks from downtown to Villages; hiking and mountain biking trails and two observation decks in Betsy Bell Park; informal path to the apartments; trail heads at Betsy Bell Road and Mary Gray Lane. Roads existing and planned in Villages and Frontier Museum.

Challenges: Crossings at Greenville Avenue, Statler Boulevard, and Frontier Drive; coordinating with property owners; steep terrain in parts; designing and constructing a variety of paths.

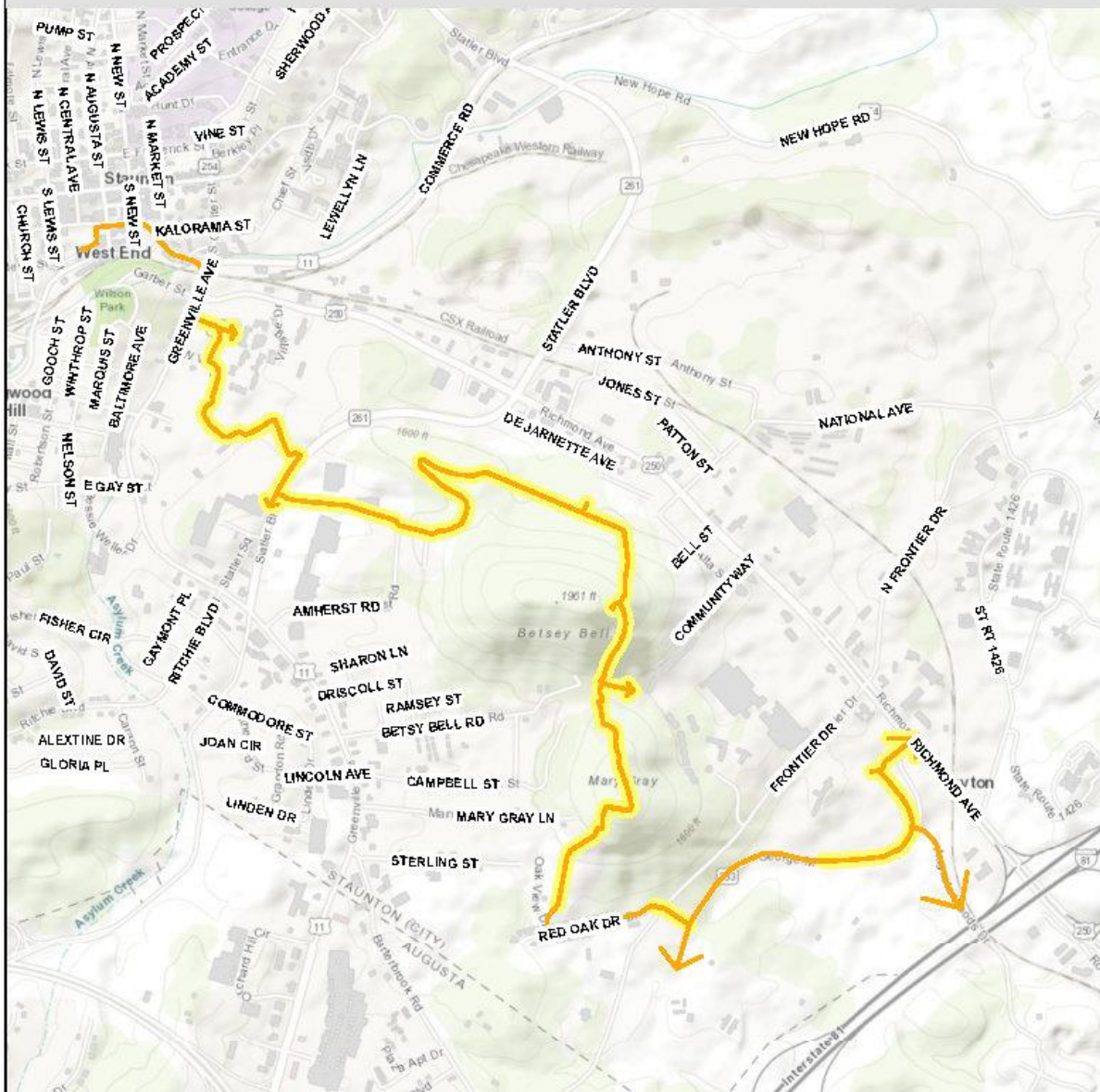
Attractions/Features: This route excels in natural and cultural interest, passing through the historic Villages campus, traveling on fully forested trails, and connecting the Frontier Museum to the rest of the city. It offers the best views in the city. It starts from the Sears Hill overlook and takes in the city’s signature physical landmark, Betsy Bell peak, which can be seen from most parts of the city and surrounding areas. It would enable hikers, walkers, and cyclists to cover distances off road, to access trails to the summit of Betsy Bell, and to reach the Frontier Museum and the city limits.

Value: Very high value for the distance covered and the diverse populations and purposes that would be served. Betsy Bell offers distinctive Staunton hiking and viewing opportunities for tourists and residents. The trail connects to all of the major destinations from downtown to the eastern city limits.

There could be significant economic development potential as the route passes through areas of private and public investments such as Statler Square, Statler Crossing, Blackburn Inn, Frontier Museum, and interstate businesses. It notably provides walking options for recreation and daily activities for residents in newly developing areas of the city. A high number of people would be served by these trails that give access to underserved neighborhoods and populations while offering unique hiking experiences for visitors.

Other Plans: This route is the centerpiece of the 2005 Frontier Trail (not adopted). The SB&PP Pedestrian Plan recognizes all the destinations and includes the leg from Red Oaks through the Museum to Richmond Ave; Richmond Ave VDOT plan and Frontier Museum development plans include sidewalks.

Proposed Route 3: East to City Limits



Greenway Routes

- Route 3: East to City Limits (via Villages at Staunton/Betsy Bell Park/Frontier Culture Museum)
- Shared Use Path/Trail

Draft 2.0
Updated: 02/12/2020

0 750 1,500 3,000 Feet



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4. Southwest to Montgomery Hall Park (optional loop via Lacy B. King Way/Middlebrook Avenue)

Green Route estimated total distance: 1.6 miles (with loop 4.4 miles)

Summary: Cycling route using enhanced infrastructure to travel from downtown to Montgomery Hall Park, starting from Landes Park and going by way of Middlebrook Avenue, Bridge Street, Maple Street, and Stuart Street to Montgomery Avenue. An optional loop returns by way of Lacy B. King Way and Middlebrook Avenue.

Route: From the Wharf follow Lewis Street to Middlebrook Road. Pass through Landes Park and travel along the stream to Bridge Street; turn right on Bridge then left on Maple and right on Haile Street to cross the railroad tracks and turn left on Stuart Street. Continue on Stuart Street until turning left on Montgomery Avenue. Relatively minor upgrades to the path along Stuart Street could provide a more greenway-like experience as one travels to the park. Riders cross the railroad tracks and can use the Montgomery Hall Park entrance road or stay on Montgomery Avenue on a new shared-used path proposed along the full length of the park, from the track crossing to the top of the hill. A new cycling/pedestrian entrance to the park is proposed at the top across from Lacy B. King Way.

Route Options:

- To make a longer loop, cyclists can then ride down Lacy B. King Way to Middlebrook Road and turn left to return to Landes Park. The route is recommended in this direction because Stuart Street, King Way, and Middlebrook Road all have curbs and limited lane width that make them less suited for cycling in the other direction.

Existing Infrastructure: Most of the needed infrastructure is already in place. However, Montgomery Avenue is narrow and lacks sidewalk or shoulder on the park side. Bridge Street has only narrow sidewalk on one side.

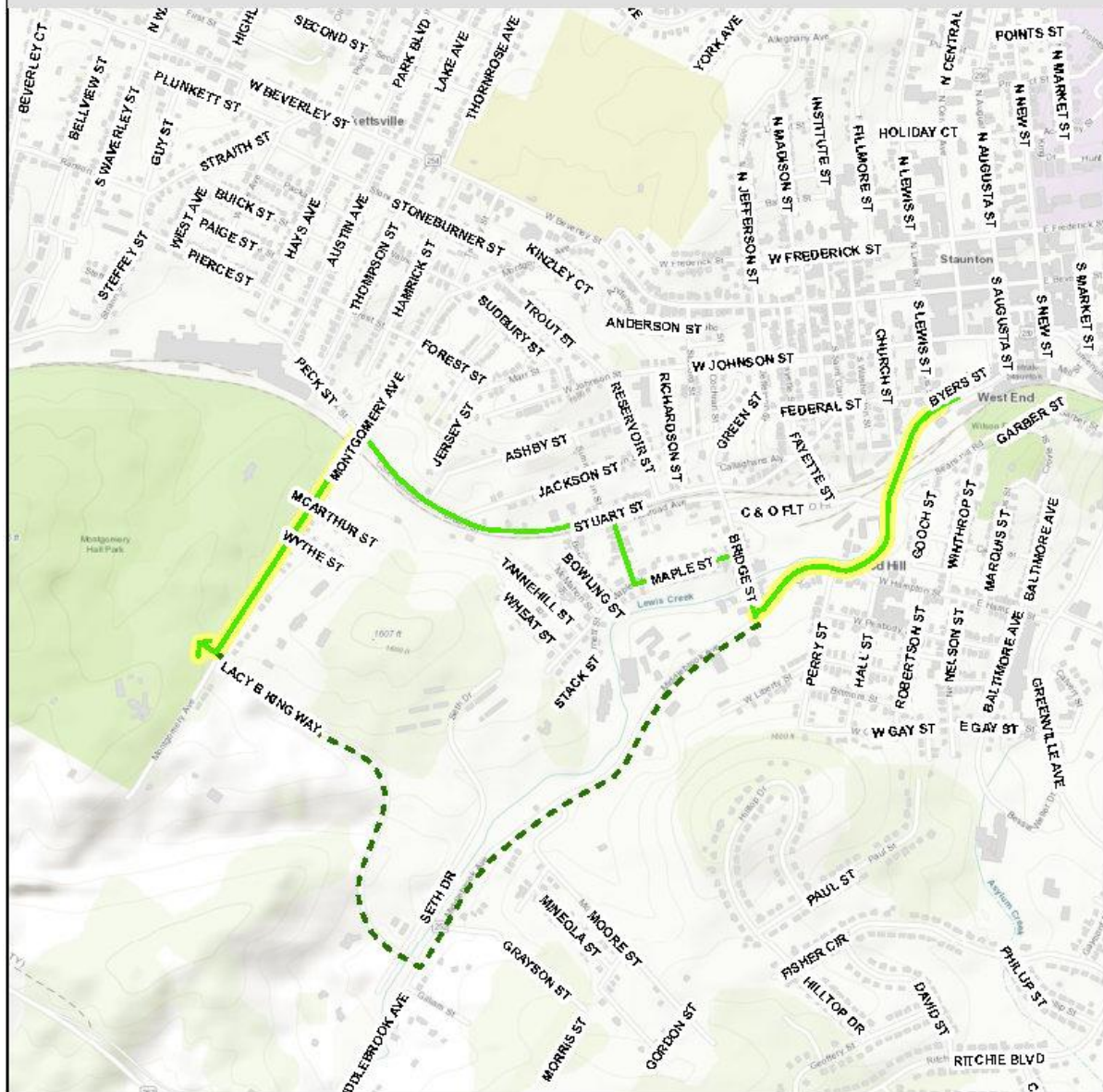
Challenges: Narrow road width on Montgomery Avenue; safety concerns for mix of pedestrians, cyclists, two-way traffic, and on-street parking on that section. Upgrades are needed at a few points, particularly to widen the shoulder or add a path along Montgomery Avenue, to provide a shoulder missing on one stretch of Lacy B. King Way, and possibly improve the sidewalk on Bridge Street.

Attractions/Features: The user would experience scenic views along Lewis Creek and a portion of Staunton's railway system. This route would expand the use of Montgomery Hall Park, which offers a variety of experiences to enjoy. The recommended greenway path along City-owned property on Montgomery Avenue and the new park entrance would improve safety and access. The route connects the growing residential and commercial development along Middlebrook Road to a major park and to downtown.

Value: This route has most of the infrastructure already in place and its relatively level elevation would appeal to a large portion of the population.

Other Plans: SB&P includes essentially the entire route in the Pedestrian Network, even Lacy B. King Way and Middlebrook Road. The Middlebrook Road section is also part of the cycling Blue Route.

Proposed Route 4: Southwest to Montgomery Hall Park



Greenway Routes

- Route 4: Southwest to Montgomery Hall Park
- - - Optional Loop via Lacy B. King Way/Middlebrook Road
- Shared Use Path

0 500 1,000 2,000 Feet



Draft 2.0
Updated: 02/08/2020

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III. RECOMMENDATIONS

The BPAC recommends adopting a Greenways Vision that includes all four proposed greenway routes. All of these routes, and the greenways concept generally, received positive public input. The routes together would bring safe walk and cycle access to most parts of the city, connecting major destinations and offering recreational experiences for residents and tourists.

Top priority would be developing Route 1 (north to city limits) and Route 2 (west to Gypsy Hill Park) first. These two routes attracted the strongest public interest and comment. Route 1 was particularly supported at the in-person public input session and Route 2 was overwhelmingly supported in the surveys. Both routes offer immediate opportunities for quick progress through wayfinding signage and other relatively low-cost first steps. They also, as very different projects, could possibly be pursued simultaneously from different funding sources.

General Implementation Recommendations

- Use incremental implementation
 - Phase projects.
 - Use low cost temporary alternatives to establish routes and raise momentum for pursuing proposed projects.
 - Focus on strategic safety improvements.
- Integrate Greenways planning in all city processes
 - Seek opportunities for potential greenways and pedestrian and cycling connections in all infrastructure plans.
 - Build partnerships and awareness throughout city departments and with other agencies of Staunton’s walkable/bikeable goals and the potential for greenways.
 - Develop designs for the proposed routes and develop policies around further greenways development.
 - Develop policies for collaborating with property owners.

Action Items

- Designate safety improvements along routes, especially those that also are in the SB&PP. Seek funding through VDOT for any “systemic upgrades” that would be eligible for Highway Safety Improvement Program funding.
- Design Section 1 of Route 1 (Commerce Road) and seek funding for implementation. Secure council resolution for Smart Scale funding application in 2020.
- Install Route 2 wayfinding signage and road striping from the Wharf trailhead to GHP.
- Install a map at the Wharf parking lot trailhead showing future routes.
- Consider establishing a Friends of Staunton Greenways group.

IV. APPENDIX

A. Background

B. Definitions and Terms

C. Map of Destinations and Proposed Greenway Routes

D. Map of Bicycle Routes (SB&PP)

A. BACKGROUND

CONTEXT

The City has been exploring Greenway options (paths for cyclists and walkers safe from automobile traffic) for many years. Efforts have included participation in the 2004 Central Shenandoah Planning District Commission's Regional Greenways Plan; the detailed Frontier Trail Plan, produced by a graduate student in 2005; a Greenways Financing Plan received in 2008; and the Green Lands Study produced in 2009 by graduate students. The ideas in these plans resonated with the public but no plans were adopted.

City Council did, however, support the greenways concept and since 2016 has been setting aside funding specifically for greenways. In 2016, a greenways plan was drafted internally to propose projects that could be built quickly. It was of limited scope and was not adopted. In 2017, the Staunton City Council charged staff with reviewing the previous plans and drafting a Greenways Plan that the City could begin to implement.

Staff worked with the Bicycle and Pedestrian Advisory Committee (BPAC) to develop this plan. The City had formed BPAC in 2015 and in 2018 adopted the first Staunton Bicycle and Pedestrian Plan (SB&PP). That plan was produced by consultants and is included as a chapter in the 2018-2040 Comprehensive Plan.

This timing allowed BPAC to coordinate the Greenways Plan process with the updated Comprehensive Plan and the implementation of the SB&PP. With these related plans in place, the City is in a position to adopt a long-range Greenways plan that fits the overall vision for the city and its infrastructure plans and resources. The proposed priority projects are intended to be feasible and sensible to develop and of immediate high value for users.

Correlation to Comprehensive Plan

The recently adopted *City of Staunton, Virginia, Comprehensive Plan 2018-2040* supports the development of greenways through the following Priority Initiatives:

Open Space/Environment:

Support development of greenways in the City (especially along streams and creeks)

Support efforts to preserve Betsy Bell and Mary Gray mountains. Enhance use of the public area at Betsy Bell and look into the feasibility of conservation easements for both Betsy Bell and Mary Grey.

Encourage and/or provide incentives for useable open space to be included in all existing and new developments.

Economic Development/Tourism:

Encourage development and redevelopment that stimulates increased pedestrian activity in the downtown and adjoining transitional areas.

Transportation

Provide for a variety of transportation options and designs that balance pedestrian, bicycle, auto, and public transportation within the City and among key destinations.

SUMMARY OF PUBLIC INPUT

The Bicycle and Pedestrian Advisory Committee conducted a public information meeting on November 18, 2019, at the Staunton Public Library. The meeting was well attended, with 40-50 citizens providing input on the Staunton Greenways Vision (the document presented on the next page). The committee also received over 130 responses to an online survey. The respondents were enthusiastic on the development of greenways where they could walk or ride safely on paths separated from vehicles. Over 67% of the survey respondents noted that safety from cars was the most important feature of greenways. The most popular destinations to link with a greenway were the parks and downtown. The most frequently mentioned local attractions that should be accessible via a greenway:

Attraction	Survey Respondents (multiple responses permitted)
Parks	91
Downtown/Wharf	57
Shopping	16
Bells Lane	13
Schools	12

The most preferred routes noted were, west to Gypsy Hill Park at 51% and north to City limits (via Commerce Road) at 20%. The proposed southern route to Green Springs Valley was the preferred route of less than 8% of the respondents and was therefore removed from the final draft plan. Future pedestrian and bicycle infrastructure improvements along the Greenville Corridor should help to address the needs along this route.

Staunton Greenways Vision

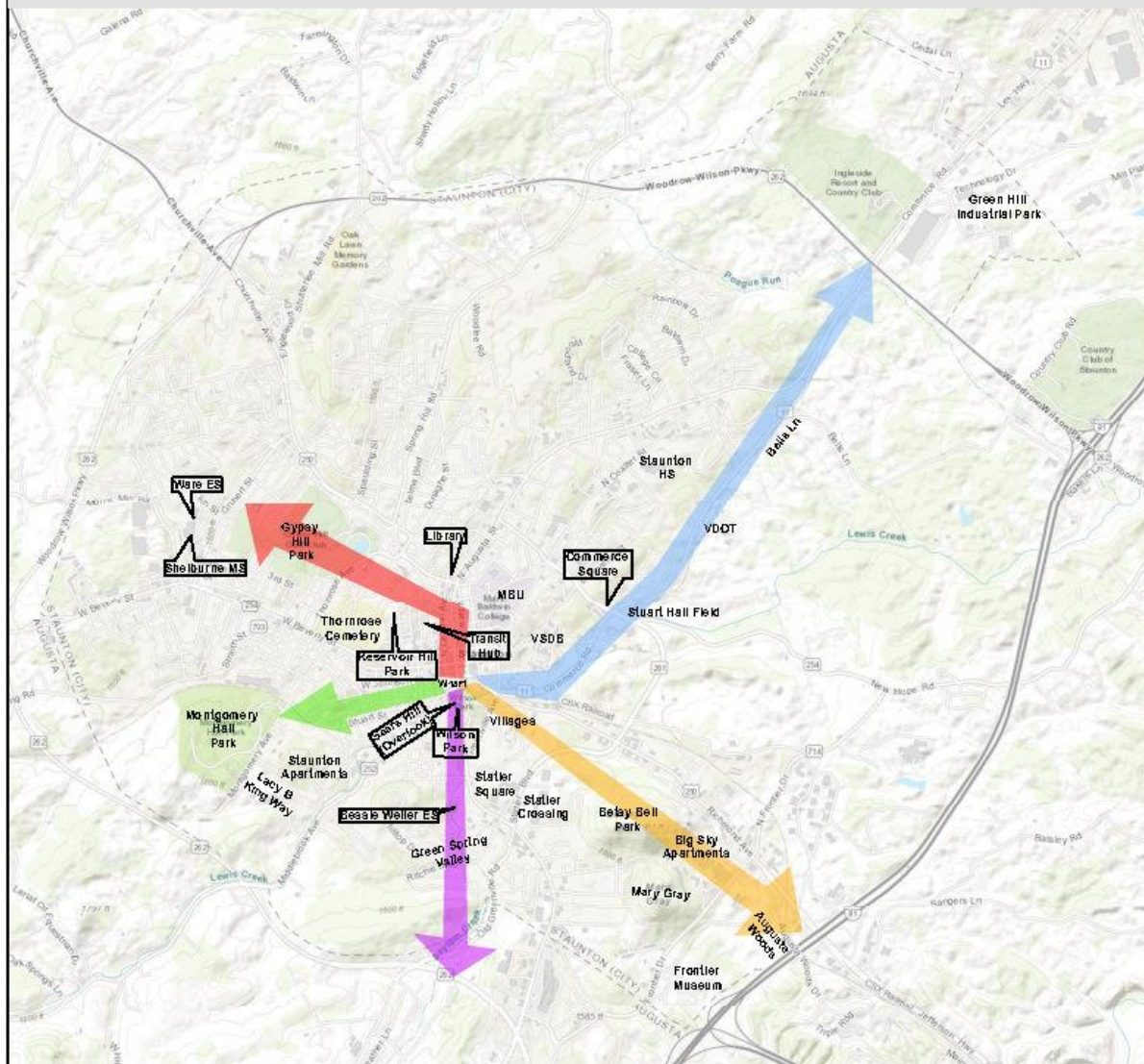
The City of Staunton Bicycle and Pedestrian Advisory Committee (BPAC) has been working to assemble a greenways plan, the goal of which is to make more of the city easily reachable by foot or bike. This plan will begin by connecting and enhancing routes to important destinations. In addition, it will set strategies to tackle the long-term goal of building more paths and dedicated infrastructure to make the greenways network more robust and accessible.

This plan is built around these key concepts:

- Staunton has many great destinations, and some good ways to reach them on foot or by bike.
- Many of the routes to these destinations are not obvious to tourists or novice non-automotive travelers.
- We want to use existing sidewalks and lower-traffic roads as much as possible — especially for early project phases — and add shared-use paths.
- Downtown Staunton provides a fantastic jumping-off point for exploring town and can be the hub of this new route network.
- The plan should work in harmony with other city plans and goals, such as the 2017 Bicycle and Pedestrian Plan.
- The greenways will promote active lifestyles and connect people to parks and other green spaces.

One of our motivating concepts is that of an “urban hike” where visitors and residents can experience natural, cultural, and historical resources. Staunton does not have a flat stream or rail corridor available for a typical greenway. What it *does* have is extraordinary views from a variety of peaks and a concentration of pleasing historical and natural areas. Our vision: residents and tourists can enjoy a scenic local hike as part of a day full of experiences without having a long drive to a trailhead, or easily get to one of our city parks on foot or by bike.

Greenway Potential Routes



Greenway Potential Routes

- █ North to Green Hills Industrial Park
- █ West to Gypsy Hill Park
- █ East to City Units
- █ Southwest to Montgomery Hall Park
- █ South to Green Springs Valley



0 0.5 1 2 Miles

Outlines for planning use only and are considered draft until formally adopted. Policies depict the general location of facilities and are intended for general planning purposes only. The lines do not identify the actual location of existing or proposed facilities. Actual locations for proposed facilities would need to be determined at a future date.

B. DEFINITIONS AND TERMS

Greenway – A corridor of land that is reserved for recreational use or environmental preservation. (The American Heritage Dictionary) Greenways typically connect populated areas to parks, nature reserves, cultural features, or historic sites and often take the form of a shared use path for pedestrians and cyclists.

Shared Use Path – Facilities on exclusive right-of-way and with minimal cross flow by motor vehicles. Users are non-motorized and may include bicyclists, inline skaters, roller skaters, wheelchair users (both motorized and nonmotorized) and pedestrians including walkers, runners, and people with baby strollers and people walking dogs. Shared use paths are most commonly designed for two-way travel. (VDOT Road Design Manual)

Sidepath – A road adjacent path shared by people walking and riding bicycles. The path is separated from the road by a curb and ideally includes a planted buffer strip between the path and roadway. (2018 Staunton Bicycle and Pedestrian Plan)

Trail – A pedestrian route developed primarily for outdoor recreational purposes. (Draft Final Accessibility GLs for Outdoor Developed Areas) (36 in wide – 32 in for short distances)

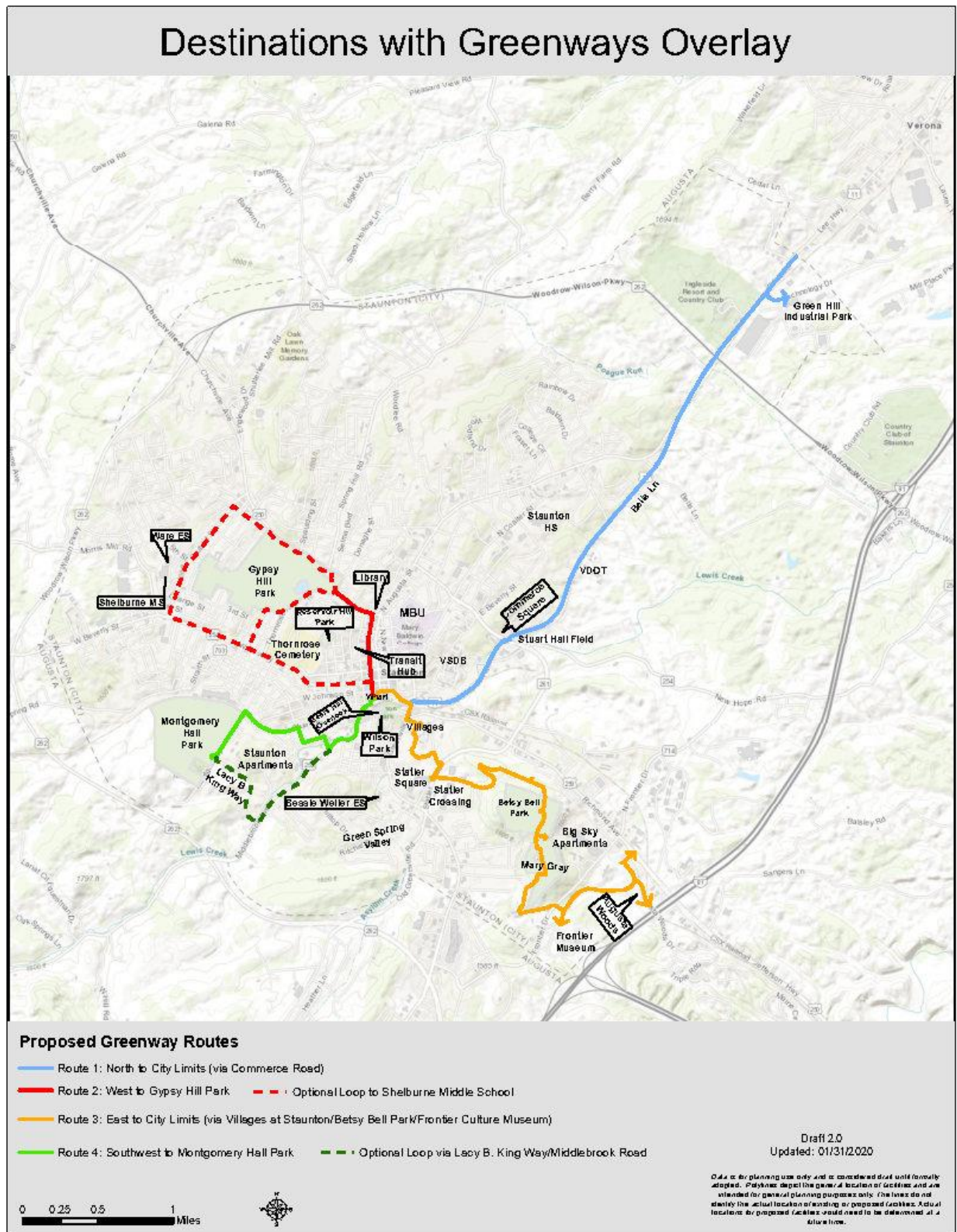
Unpaved Path – Path not surfaced with a hard, durable surface such as asphalt or Portland cement. (2010 DRAFT AASHTO Guide)

Bicycle Lane – On-road striping intended to delineate the right of way assigned to bicyclists and motorists and to provide for more predictable movements by each. (2018 Staunton Bicycle and Pedestrian Plan)

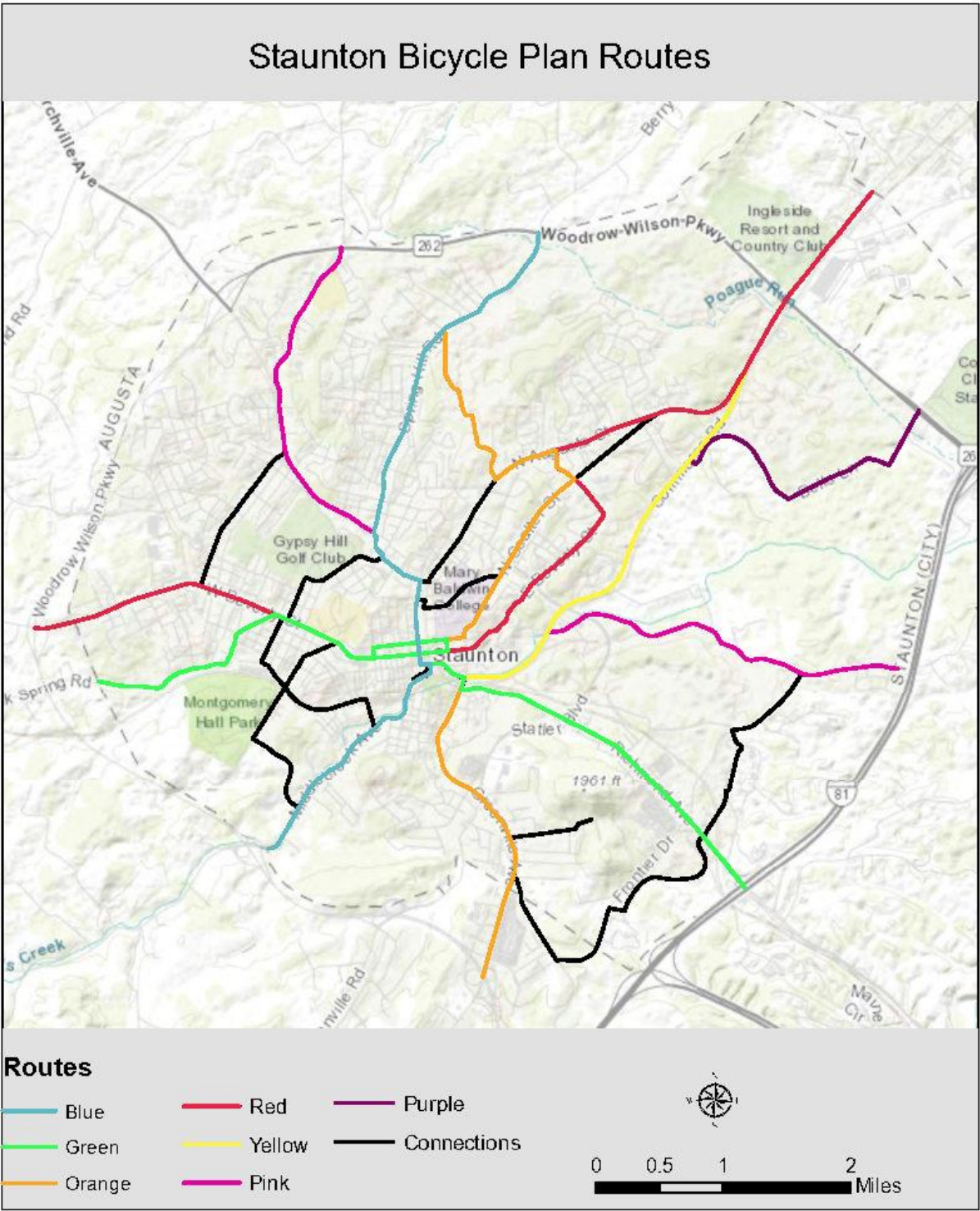
Shared Lane – On-road markings reinforce that the roadway is shared by people riding bicycle and driving. (2018 Staunton Bicycle and Pedestrian Plan)

Road Diet – The removal of travel lanes from a roadway and utilizing the space for other uses and travel modes. (FHWA Road Diet Informational Guide)

C. Map of Destinations



D. Map of Bicycle Routes



CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	October 22, 2020	Staff Member: Matthew Sensabaugh
Item #	5 & B	
Ordinance #		
Department:	Parks and Recreation — Horticulture	
Council Vision:	Resilience Culture	
Subject:	Virginia Department of Forestry Emerald Ash Borer Removal and Replacement Cost Share Program Award	

Background: The Virginia Department of Forestry (VDOF) has approved \$3,429.75 in cost share funding to assist Staunton with the removal and replacement of four large ash trees located in Gypsy Hill Park. The cost share program reimburses the City for 50% of the costs of removal of the trees and \$200.00 per tree to purchase replacement trees. The four trees for which funding is approved were already scheduled for removal in winter of 2020/2021, due to infestation by the emerald ash borer.

Emerald ash borer is an exotic, introduced pest of ash trees, well established in Virginia. The pest is a wood boring insect that kills the trees it infests. While preventive chemical treatments are effective at managing the pest, it is not cost effective to treat all ash trees. Removal and replacement with an alternate tree species is often the best option. Prompt removal of infested trees is crucial. The damage done by emerald ash borer leads to structural problems in the tree which can lead to tree failure. Over the past several years, Parks and Recreation staff have gradually removed ash trees from the parks as they become infested and begin to ail.

The project costs are broken down into three portions. The contractor cost to take down four large ash trees and remove the logs totals \$2,500.00, with VDOF reimbursing \$1,250.00. The estimated cost for City crews to complete cleanup of the four trees and grind out the stumps totals \$2,759.50, with VDOF reimbursing \$1,379.75. Finally, funding to purchase replacement trees would total \$800.00, which does not require a local match.

Based on the cost share proposal, costs would be shared as follows:

	City Share	VDOF Share	Due Dates	Total Expense
Contractor expenses- take down of 4 Ash trees, removal of logs	\$1,250.00	\$1,250.00	December 31, 2020	\$2,500.00
Estimated in house expenses for city crews- Chip brush & remove debris, grind stumps and remove shavings	\$1,379.75	\$1,379.75	December 31, 2020	\$2,759.50
Purchase of replacement trees- 4 trees @ \$200.00	\$0	\$800.00	May 31, 2021	\$800.00
Grand Total	\$2,679.75	\$3,429.75		\$6,059.50

Fiscal Impact: \$2,679.75 City share

Attachments:

1. Ash Removal and Replacement Cost-Share Program Application
2. Estimate of In House Expenses—VDOF Ash Reimbursement Cost Share
3. Award letter dated October 1, 2020, from Virginia Department of Forestry to City of Staunton

City Manager's Recommendation: Recommend that Council authorize staff to apply for the Virginia Department of Forestry Emerald Ash Borer Removal and Replacement Cost Share Program award to support removal of four Ash trees.

Suggested Motion: I move that City Council authorize staff to apply for the Virginia Department of Forestry Emerald Ash Borer Removal and Replacement Cost Share Program award, retroactively to September 3, 2020, as proposed.

City Manager: Steven L. Rosenberg

VIRGINIA DEPARTMENT OF FORESTRY
ASH REMOVAL AND REPLACEMENT COST-SHARE PROGRAM
APPLICATION



Application Deadline – September 10, 2020

Application Number: _____

(VDOF USE ONLY)

SECTION 1 – Applicant Information

Organization Legal Name: CITY OF STAUNTON

Mailing Address: P.O. BOX 58, STAUNTON VA 24402

Contact: Name: MATTHEW SENSABAUGH

Phone: 540 490 1133

Email: sensabaughm@ci.staunton.va.us

Estimated Total Cost: \$ 3,300.00

Note: In order to process this application, a removal quote or bid must be attached.

SECTION 2 – Description of Work

Explain your organization's need for support, location of trees to be removed, and proposed replacement species.

WE ARE REQUESTING COST SHARE FUNDS TO REMOVE AND REPLACE 4 ASH TREES
THIS WILL BE A BIG HELP TO US AS OUR TREE CARE AND PLANTING BUDGETS HAVE BEEN
CUT BY 50%. THE TREES TO BE REMOVED INCLUDE 1 ASH IN GYPSY HILL PARK NEAR
LAKE TAMS, 1 ASH IN GYPSY HILL PARK ON THE GOLF COURSE, AND 2 ASH LOCATED

SECTION 3 – Organization Agreement

I request funding under the Ash Removal and Replacement Cost-Share Program for the indicated project. I agree:

1. Assistance shall be 50% reimbursement of direct project costs for removal of select ash tree(s) on public lands, not to exceed \$6,150 per organization (tax identification entity) or \$30 per diameter inch; plus an incentive payment for the purchasing and planting of replacement tree(s), not to exceed \$200 per removed ash tree, or a total of \$1,200 per municipality, government agency, non-profit entity, university or tribal community per federal fiscal year (10/01-09/30).
2. To notify VDOF as soon as possible if the project is cancelled.
3. To refund any incentive payments if the healthy, living replacement tree(s) are removed within three years.
4. To designate and assume responsibility for boundaries of the parcel where service work is to be performed; and to give VDOF employees the right to enter the property for the purpose of inspecting the progress and maintenance of the project.
5. To provide removal quotes/bids from an ISA-certified arborist with the initial application and to provide removal receipts upon completion.
6. To report each tree planting on VDOF's Trees Count Tracking application.
7. To complete the project within the time frame of September 2020 to June 1, 2021. Otherwise, the project will be cancelled.
8. To ensure the removal is done by an ISA-certified arborist.
9. Failure to meet any of the standards described will result in forfeiture of these cost-share funds.

MATTHEW SENSABAUGH

Organization Agent Name (Print)

Matthew G. Sensabaugh

Organization Agent Signature

9-2-2020

Date

SECTION 4 – VDOF Approval (for additional space, use optional supplement form)

Tree #	Species	DBH (in.)	Live Crown (Percent)	Latitude	Longitude	Comments
1	ASH	34"	40%	79.082	38.158	GHP TAMS
2	ASH	37.5"	60%	79.090	38.157	GHP GOLF
3	ASH	29"	40%	79.071	38.148	WHITE STAR

Comments:

I certify that the above project is needed and, if properly carried out according to the above agreements, qualifies for removal and replacement incentive payment under the Ash Removal and Replacement Cost-Share Program.

Urban and Community Forestry Budget Manager Name (Print)

Urban and Community Forestry Budget Manager Signature

Date

This optional supplement form may be used to document additional details to submit in support of a Form 17.6 Ash Removal and Replacement Program Cost-Share Application.

AT THE WHITE STAR PARKING LOT IN DOWNTOWN STANTON. THE QUOTE FROM OUR CONTRACTOR INCLUDES TAKING DOWN THE FOUR TREES AND REMOVING THE LOGS. CITY CREWS WILL CHIP THE BRUSH, GRIND STUMPS, AND COMPLETE CLEAN UP WORK. WITH THE \$800.00 CITY CREWS WILL OBTAIN, PLANT, AND ESTABLISH REPLACEMENT TREES. REPLACEMENT TREE SPECIES WILL BE 2 AMERICAN HORNBEAM AT THE WHITE STAR LOT, 1 AMERICAN ELM AT GHP LAKE TAMS, AND 1 BUR OAK AT GHP GOLF. IF THE ABOVE TREES ARE NOT AVAILABLE CITY REPRESENTATIVE WILL CONTACT UDOF FOR APPROVAL OF A SUBSTITUTE TREE.

[illegible]



Post Office Box 748
Crozet, VA 22932
Telephone 434-823-4021
Fax 434-823-1239
Staunton: 540-885-5566
Waynesboro: 540-949-5566

September 2, 2020

City of Staunton

c/o Matt Sensabaugh

PO Box 58

via e-mail sensabaughmg@ci.staunton.va.us

Staunton VA 22402

540-490-1133 cell

Species description, location on site - Arboricultural recommendations & work specifications

Cost estimates

- 1) Ash tree on GHP Golf course, 37.5" DBH – take down
- 2) Ash tree at GHP Lake Tams, 34" DBH – take down
- 3) Ash tree at White Star parking lot, 25" DBH – take down
- 4) Ash tree at White Star parking lot, 26" DBH – take down

Remove logs/ large wood from the above trees

All other cleanup and stump grinding by city staff

Total price \$2,500.00

Notes:

- Cost estimates include brush removal and cleanup (unless otherwise specified.)
- Trees being taken down will be cut down as close to grade as is practicable with a chain saw.
- Please see Page 2 of this agreement for terms and conditions.
- All work will be completed by personnel on site in a safe & professional manner, in conformance with the standards & specifications set out by O.S.H.A., A.N.S.I., the International Society of Arboriculture & the Tree Care Industry Association.
- Certificate of insurance available upon request.

Please feel free to call with any questions you may have. We look forward to assisting you with the health care and maintenance of your trees.

Roger Baber

Certified Arborist MA-4044

agreement between them and that this instrument constitutes their entire agreement.

INSURANCE OF CONTRACTOR

ArborLife Professional Tree Care, Inc. warrants that it is presently insured for liability resulting from injury to persons or property and that all employees are covered by Workmen's Compensation. Certificates of insurance are available upon request.

WORKMANSHIP BY ARBORLIFE PROFESSIONAL TREE CARE, INC.

ArborLife Professional Tree care, Inc. warrants that all work will be completed in a safe & professional manner, in conformance with the standards and specifications set out by O.S.H.A., A.N.S.I., the International Society of Arboriculture and the National Arborist Association by experienced personnel outfitted with the necessary tools and equipment to do the job properly.

TREE OWNERSHIP BY CUSTOMER

The customer warrants that all trees upon which work is to be performed either belong to him or that permission to work on them has been obtained from the owner; and that in the event of mistake ArborLife Professional Tree Care, Inc. is to be held harmless.

COST ESTIMATES

Unless otherwise stated here-on; estimates are computed on a cost-not-to-exceed basis. Final price will not exceed cost estimates (except in cases where unforeseen circumstances such as hidden concrete, metal, or bees occur.) In general, cost estimates are valid for 90 days after which adjustments may be necessary.

FOREIGN MATTER IN THE TREE

The customer agrees to pay ArborLife Professional Tree Care, Inc. on a time, equipment, and materials basis for any additional time required to complete the job occasioned by unforeseen circumstances such as bees, concrete, or other foreign matter in the trunk or branches, the amount and extent of which may not be determined until the work is completed.

DISPOSAL OF TREE MATERIAL

Unless otherwise indicated here-on; the wood, brush, and debris incidental to the work will be removed from the premises of the Customer by ArborLife Professional Tree Care, Inc.

APPLICATION RATES FOR DORMANT FERTILIZATION

4.3 lbs. available nitrogen (1/3 immediately - 2/3 slow release) + .9 lbs. Potassium + trace elements/1000 square feet of absorbing root area (unless otherwise specified.) Dormant Fertilization completed during the months of November through April.

LOST TIME FEES TO CUSTOMER

Your cancellation of the accepted proposal must be prior to our starting your job and prior to the arrival of our work crews; otherwise you will be subject to lost time fees. These charges are computed on a time, equipment, and materials basis.

TERMS OF PAYMENT

Unless otherwise agreed to and indicated hereon, the Customer agrees to settle his account with ArborLife Professional Tree Care, as follows:

Net amount of contract is due upon job completion.

Past due accounts are subject to 1 1/2% per month service charge.

Estimate of in house expenses- VDOF Ash Reimbursement Cost Share

Clean up/ chip brush	Cost/ hour	Hours estimated total	
Clean up crew per our, 3 man	\$ 58.84	12	\$ 706.08
Truck, 5 Ton Dump	\$ 21.12	12	\$ 253.44
Truck, 1 Ton Dump	\$ 10.07	8	\$ 80.56
Truck, 1 Ton Pick up	\$ 6.15	8	\$ 49.20
Chipper	\$ 10.70	12	\$ 128.40
			\$ 1,217.68

Grind Stumps/ remove shavings			
Tractor w/ Grinder	\$ 77.80	12	\$ 933.60
Operator	\$ 16.23	12	\$ 194.76
Truck, 1 Ton Dump	\$ 10.07	6	\$ 60.42
Clean up crew per our, 3 man	\$ 58.84	6	\$ 353.04
			\$ 1,541.82

Grand Total \$ 2,759.50

Rob Farrell
State Forester



COMMONWEALTH of VIRGINIA

Department of Forestry

900 Natural Resources Drive, Suite 800 • Charlottesville, Virginia 22903
(434) 977-6555 • Fax: (434) 296-2369 • www.dof.virginia.gov

October 1, 2020

City of Staunton
PO Box 58
Staunton, VA 24402
Attn: Matthew Sensabaugh

Dear Mr. Sensabaugh,

We received your Emerald Ash Borer Removal/Replacement Cost-Share application and are pleased to announce that your project has been approved. Funding for this cost-share comes from a USDA Forest Service grant received by the Virginia Department of Forestry. The cost-share window officially begins upon receiving this letter and runs until **May 31, 2021**. Your cost-share has been assigned number **20ARR06** which should be used in any future correspondence.

We have allocated and approved **\$2,629.75**, which is 50% of the approved total project cost for your application up to \$30.00 per DBH inch. If your final bill exceeds your projected project cost, you will be solely responsible for the remaining portion and the VDOF will not adjust your payment. In addition to the cost-share funding, you have indicated that you will remove and replace **4** ash trees. You will receive a one-time incentive payment of **\$800.00**, which is a \$200.00/tree flat fee (up to \$1,200.00) to go towards replacement costs. Both your cost-share funding and incentive payment will be reimbursed to you in the form of a single check of **\$3,429.75**. Failure to meet any of the agreed upon standards will result in forfeiture of these cost-share funds.

Important Deadlines–

- Due to potential risk, all removals must be completed by **December 31, 2020**.
- The deadline to plant replacement trees is **May 31, 2021**. Please submit photos of your planted replacement trees to me via email and record them on the ‘My Tree Counts’ app. The app can be accessed via the following link: <https://arccg.is/WryDG>

Both the incentive payment and approved cost-share amount is combined in a one-time payment following removal. In order to receive payment, return Section 5 of the cost-share application completed and signed, a completed State W-9 Form, as well as your receipt/invoice with a balance of \$0.00 showing clearly that it has been paid. Please submit all documentation via email to molly.oliddy@dof.virginia.gov .

Thank you for your participation in the Virginia Department of Forestry’s Emerald Ash Removal/Replacement Cost-Share program. Your sound forest management practices help promote healthy forests in Virginia.

Sincerely,

Molly O’Liddy

*U&CF Partnership Coordinator
(434)-220-9041
Molly.oliddy@dof.virginia.gov*

CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	October 22, 2020	Staff Member: John Glover
Item #	6 & C	
Ordinance #		
Department:	Community Development	
Council Vision:	Responsible, Efficient Government Resilience	
Subject:	Application for Resilient Infrastructure and Communities Grant	

Background: On August 8, 2020, the City of Staunton experienced a flash flood within Gypsy Hill Park extending into the downtown and Wharf areas of the City. Two weeks later, the City experienced a second flood which also impacted the Wharf. As a result of these events, the City has determined to undertake a hydrologic and hydraulic study to inform the City as it considers various flood management measures. To fund the study, staff proposes to apply for a grant, in an amount not to exceed \$100,000, from the Federal Emergency Management Agency's Building Resilient Infrastructure and Communities (BRIC) grant program. Applications to the program are made through the Virginia Department of Emergency Management. The BRIC grant program requires a 25% local match, which can be satisfied with "in kind" contributions such as staff labor. Grant applications are due on November 10, 2020. Awards are expected to be made next June.

Attachment:

FEMA Fact Sheet – Notice of Funding Opportunity for FY 2020 Building Resilient Infrastructure and Communities

City Manager's Recommendation: Recommend that Council authorize staff to apply for a Building Resilient Infrastructure and Communities grant, in an amount not to exceed \$100,000, through the Virginia Department of Emergency Management, to fund a hydrologic and hydraulic study.

Suggested Motion: I move that City Council authorize staff to apply for a Building Resilient Infrastructure and Communities Grant, in an amount not to exceed \$100,000, through the Virginia Department of Emergency Management, to fund a hydrologic and hydraulic study, as proposed.

City Manager: Steven L. Rosenberg

Notice of Funding Opportunity for Hazard Mitigation Assistance Grants

Fiscal Year 2020 Building Resilient Infrastructure and Communities

The Federal Emergency Management Agency (FEMA) makes federal funds available through the new Building Resilient Infrastructures and Communities (BRIC) grant program to states, local communities, tribes and territories (SLTTs) for pre-disaster mitigation activities. BRIC is a new FEMA pre-disaster hazard mitigation program that replaces the existing Pre-Disaster Mitigation (PDM) program. The Disaster Recovery Reform Act, Section 1234; amended Section 203 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act) and authorizes BRIC. The BRIC priorities are to:

- incentivize public infrastructure projects;
- incentivize projects that mitigate risk to one or more lifelines;
- incentivize projects that incorporate nature-based solutions; and,
- incentivize adoption and enforcement of modern building codes.

FEMA has published a Notice of Funding Opportunity (NOFO) for the BRIC grant program. The Fiscal Year 2020 (FY20) BRIC NOFO can be accessed at www.Grants.gov. FEMA encourages reviewing the BRIC NOFO before applying, as it provides detailed program information and other grant application and administration requirements.

Available Funding

For FY20, FEMA will distribute up to \$500 million through the BRIC grant program in the following manner:

- **State/Territory Allocation:** \$33.6 million (up to \$600,000 per Applicant). All 50 states, the District of Columbia, and U.S. territories may apply under the State/Territory Allocation.
- **Tribal Set-Aside:** \$20 million. All Indian tribal governments (federally recognized) may apply under the Tribal Set-Aside.
- **National Competition for Mitigation Projects:** \$446.4 million (estimated). Remaining funds which are not awarded from the State/Territory Allocation or Tribal Set-Aside will be included in the national competition.

Total Available BRIC FUNDING \$500 Million			
Uses of Assistance	33.6 M State/Territory Allocations	\$20M Tribal Set-Aside	\$446.4M National Competition for Mitigation Projects
Management Costs.	✓	✓	✓
Capability and Capacity Building Activities.	✓	✓	
Mitigation Projects.	✓	✓	✓



FEMA

Funding Caps

The funding caps (federal share) for the BRIC program are as follows:

- **State/Territory Maximum Allocation and Activity Caps:** \$600,000
 - Up to \$300,000 may be used for mitigation planning and planning-related activities per applicant
- **Tribal Set-Aside Activity Caps:** The combined cost of the applicant's capability- and- capacity building activities under the Tribal Set-Aside must not exceed \$600,000 per applicant.
- **National Competition Cap:** \$50 million per subapplication

For additional information on funding caps, visit [FEMA.gov](https://www.fema.gov).

Cost Share

A cost share is required for all subapplications funded under this program. The non-federal cost share may consist of cash, donated or third-party in-kind services, materials, or any combination thereof. FEMA will provide 100 percent federal funding for management costs. The cost share for BRIC is as follows:

- Generally, the cost share for this program is 75 percent federal/25 percent non-federal.
- Small impoverished communities¹ are eligible for an increase in cost share up to 90 percent federal/10 percent non-federal.
- For insular areas, including American Samoa, Guam, the Northern Mariana Islands, and the U.S. Virgin Islands, FEMA automatically waives the non-federal cost share for the Recipient when the non-federal cost share for the entire award is under \$200,000. The Recipient may request the waiver in its application.

Application and Funding Deadlines

To apply for funding made available for FY20 through the BRIC program, Applicants must adhere to the following Application and funding deadlines:

Application Opening: **September 30, 2020**

- Eligible Applicants must apply for funding using the new FEMA Grants Outcome (FEMA GO), which is now the management system for BRIC. The development of FEMA GO was a multi-year effort to modernize and transform the way FEMA conducts grants management. FEMA GO will streamline the process to apply for, track, and manage FEMA grants.
- To apply, please visit <https://go.fema.gov/>.

Application Deadline: **January 29, 2021 (3:00 p.m. Eastern Standard Time)**

¹ A small impoverished community is a community of 3,000 or fewer individuals identified by the Applicant that is economically disadvantaged, with residents having an average per capita annual income not exceeding 80 percent of the national per capita income, based on best available data.

New system-related issues addressed until **January 27, 2021 (3:00 p.m. Eastern Standard Time)**. Applicants experiencing technical problems outside of their control must notify FEMA by this deadline.

Pre-Award Selection Notice: **June 2021**

Period of Performance (POP): **Start Date:** Date of the Recipient's federal Award
End Date: **36 months** from start date for all other subapplications

Any subsequent amendments to the federal award will not extend the POP unless explicitly stated.

For highly complex projects, the Applicants may submit a request for a longer POP in the Application for FEMA to review and approve.

Eligibility Information

To be eligible for BRIC funding, FEMA will require the applicants and subapplicants listed below to have a current FEMA-approved Hazard Mitigation Plan at time of application and award. Further, Section 203 of the Stafford Act requires the applicant meet the following criteria:

- **State or territory:** Must have received a major disaster declaration under the Stafford Act in the seven years prior to the annual grant application period start date.
- **Federally recognized tribe:** Must have received a major disaster declaration under the Stafford Act in the seven years prior to the annual grant application period start date or be entirely or partially located in a state that received a major disaster declaration in the seven years prior to the annual grant application period start date. A Federally recognized tribe is eligible to apply for a grant either as an applicant or subapplicant. If a tribe requests to apply through the state, the state must meet the "seven year" declaration criteria.
- FEMA must apply this seven-year requirement for each BRIC grant cycle. As of **January 1, 2020**, all states, federally recognized tribes, and territories satisfy these criteria.

FEMA will fund the following uses of assistance through BRIC:

- **Capability- and Capacity-Building Activities** can be submitted under the State/Territory Allocation and Tribal Set-Aside. These are activities that enhance the knowledge, skills, and expertise of the current workforce to expand or improve the administration of mitigation assistance.
- **Mitigation Projects** can be submitted under the State/Territory Allocation, Tribal Set-Aside, and the national competition. Mitigation projects are cost-effective projects designed to increase resilience and public safety; reduce injuries and loss of life; and reduce damage and destruction to property, critical services, facilities, and infrastructure.
- **Management Costs** can be submitted under the State/Territory Allocation, Tribal Set-Aside, and national competition. Management costs allow FEMA to provide financial assistance to reimburse the recipient and subrecipient for eligible and reasonable indirect costs, direct administrative costs, and other administrative expenses associated with a specific mitigation project or C&CB activity.

FEMA will provide the following assistance through BRIC:

- **Non-Financial Direct Technical Assistance** to communities to build a community's capacity and capability to improve its resiliency to natural hazards and to ensure stakeholders are capable of building and sustaining successful mitigation programs, submitting high-quality applications, and implementing new and innovative projects that reduce risk from a wide range of natural hazards.

For additional information on eligibility, view the full FY20 BRIC NOFO, accessible at www.Grants.gov.

Additional Resources

The resources below provide additional information about the BRIC program and can be found at the [BRIC webpage](#) on FEMA.gov:

- BRIC Infographic
- Mitigation Action Portfolio
- BRIC Building Codes Activities Program Support Material
- BRIC Partnership Activities Program Support Material
- BRIC Project Scoping Activities Program Support Material
- BRIC Mitigation Planning Activities Program Support Material
- BRIC Direct Technical Assistance Program Support Material
- BRIC Technical Criteria Program Support Material
- BRIC Qualitative Criteria Program Support Material
- FY20 BRIC Notice of Funding Opportunity (fema.gov)

For general questions about the BRIC program can be directed to the appropriate [State Hazard Mitigation Officer \(SHMO\)](#) or [FEMA Regional Office](#) on FEMA.gov. The HMA Helpline is available by telephone at (866) 222-3580.

CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	October 22, 2020	Steven L. Rosenberg City Manager Leslie Beauregard Assistant City Manager
Item #	7	
Ordinance #		
Department:	City Manager	
Council Vision:	Responsive, Efficient Government	
Subject:	Discussion of 2021 Legislative Program	

Background: Each year, City Council adopts a legislative program which is transmitted to the Governor, local General Assembly members, the Virginia Municipal League (VML), and Virginia First Cities. During Council's work session, there will be a discussion of the City's legislative program for 2021. Last year's resolution, adopted by Council, is attached for Council's reference.

City Manager's Recommendation: Discuss and provide input on the 2021 Legislative Program so that it may be prepared and adopted at City Council's meeting in November or December.

City Manager: Steven L. Rosenberg

**RESOLUTION ESTABLISHING THE
CITY OF STAUNTON'S
2020 LEGISLATIVE PROGRAM**

The Mayor and City Council of the City of Staunton, Virginia, governing from a position closest to the City's citizens and desiring to make City government more responsive to Staunton citizens, believe it is important to advise the City's representatives in the Virginia General Assembly of the City's legislative positions.

THEREFORE, BE IT RESOLVED by the Council of the City of Staunton that the legislative principles adopted by the Virginia Municipal League (VML) are hereby endorsed:

The Governor and General Assembly should not:

- Restrict further local revenue authority or sources.
- Impose new funding requirements or expand existing ones on services delivered by local governments.
- Shift state funding responsibilities onto local governments.
- Impose state fees, taxes or surcharges on local government services.
- Place additional unfunded mandates and other administrative burdens on local governments.

BE IT FURTHER RESOLVED that City Council respectfully requests that the General Assembly **support** legislation regarding the following issues:

A. Education

1. The General Assembly should fully fund public education—funding all mandated programs and services of education on the basis of realistic costs; increasing Standards of Quality funding, coming from general fund revenues, appropriated to elementary and secondary education; providing for flexibility in the use of those funds to meet unique local needs; and supporting specialized training, professional development and extended contracts for staff in challenged schools.
2. The General Assembly should fully fund the Virginia Preschool Initiative.
3. The General Assembly should continue to support the revisions of the system of accountability to encompass balanced assessments and expand the implementation of problem-based assessments for greater validity and more cost-effective sampling techniques, and continue the implementation of expedited test retakes to more accurately reflect student achievement, sense of inquiry, and love of learning.

4. The General Assembly should enact legislation to double the sales and use tax revenue distribution statewide to provide funding for capital for new or renovated school building projects, using the same formula for sales and use tax distribution as is used currently for distribution for Standards of Quality funding.
5. The General Assembly should provide new avenues for funding public school construction and renovation costs, including the creation of a pilot program of competitive grants using funds from the Virginia Public Building Authority to offset new construction costs for publicly owned and operated K-12 schools.

B. Pediatric Cancer Research

City Council is appalled by the lack of cancer research coordination, the glacially slow FDA new treatment approval process, and the totally inadequate level of federal funding for pediatric cancer research. Less than 4% of all cancer research spending is for pediatric cancer and only two treatments are currently approved by the FDA. Council requests that the Virginia General Assembly petition the federal government to make pediatric cancer a real priority in order to save the lives of countless children who cannot speak for themselves or vote.

C. Certificates of Public Need

Council supports Virginia's Certificate of Public Need (COPN) program as an important component of the Commonwealth's health care system and encourages the General Assembly to retain COPN in its current form.

D. Chesapeake Bay Water Quality

City Council requests that the Commonwealth increase Stormwater Legal Assistance Fund (SLAF) funding to at least \$80 million and Agricultural BMP Cost-Share Program funding to at least \$100 million.

E. Transportation

1. City Council supports improvements to railroad infrastructure to increase freight shipment capacity and reduce truck traffic and impacts on Interstate 81.
2. City Council supports a Primary Seatbelt Law.
3. City Council supports a generally applicable ban on handheld cell phone use by operators of moving motor vehicles, not limited to construction zones.

4. City Council supports the use of non-motorized transportation, including trails, pathways and green corridors, for health, energy conservation and cost reasons for all Virginians.
5. City Council supports increased federal and state funding for public transit; policies that allow for the equitable distribution of such funding; and dedicated sources for such funding.

F. Libraries

City Council supports efforts to maintain and increase State Aid to Public Libraries as mandated by the Code of Virginia to strengthen funding for public library materials and programs that target childhood literacy and STEM instruction.

G. Virginia State Parks

City Council encourages the Governor and General Assembly to support additional land acquisition for state parks, outdoor recreation and natural areas.

H. Broadband Expansion

City Council supports the expansion of broadband to all areas of the Commonwealth.

I. Solar Tax Incentives

City Council supports state tax incentives for private homeowners, businesses and the solar energy industry to incentivize an increase in the use of clean solar energy systems, to reduce dependence on extractive fossil fuels and emissions and increase energy independence.

J. Predatory Lending

City Council continues its nine-year long fight against predatory lending. Council supports:

1. A return to the usury law (36% interest rate cap inclusive of all fees) that Virginia had prior to 2002.
2. Vigorous enforcement by the Attorney General of the ban on illegal internet loans.
3. If the Senate and the House refuse to act, swift approval by the General Assembly of a statewide referendum on an interest rate cap.

K. Equal Rights Amendment

City Council supports passage of the Equal Rights Amendment (ERA) and urges the General Assembly to take the necessary steps to put this matter before the citizens of the Commonwealth of Virginia.

L. Opioids

City Council supports any efforts to curb opioid use and abuse, including state programs that partner with local governments to deal with the effects of this continuing epidemic.

M. Fair Elections

Like many of our citizens, members of City Council regard with concern the reports received from other states and regions of apparent attempts on the part of government officials to suppress voter turnout. Reductions in voting locations, malfunctioning voting machines, preemptory removal of citizens' names from voting rolls, and other such strategies for unfairly influencing the outcome of an election reflect an abandonment of the democratic principles upon which our nation and commonwealth were founded.

Council urges our representatives in the General Assembly to make every effort to ensure that Virginia elections are fair, secure, accurate, accessible, and transparent. Further, Council urges the General Assembly to explore and implement additional strategies for encouraging voter turn-out, including:

- automatic registration
- expanded voting hours
- establishment of election day as a state holiday

N. Public Notice, Public Hearing and Public Procurement

The General Assembly should support legislation to reduce required, expensive newspaper advertising for public notices, public hearings and public procurement including legislation to give localities the option to use electronic or other forms of notification as an alternative to newspaper advertising.

O. Behavioral Health and Development Disability

1. The General Assembly should provide full funding for the System Transformation Excellence and Performance (STEP-VA) initiative of the Virginia Department of Behavioral Health & Developmental Services during the 2020-2022 biennial budget.

2. The General Assembly should increase the Medicaid Early Intervention case management reimbursement rate to its data-determined adequacy.
3. The General Assembly should fund 800 additional Family and Individual Supports (FIS) Waivers and 250 Community Living (CL) Waivers.
4. The Valley Community Services Board has proposed a community crisis center that will offer both detox and crisis intervention services. And while the needs of our citizens are great, the closest center is 29 miles away in Harrisonburg. For instance, the suicide rate in our area is higher than both the Virginia and national averages and drug induced deaths are 16.6 per 100,000 as compared to 10.6 statewide. The General Assembly should provide the necessary funding and support this new center that will better serve our City and region.

P. State Aid to Localities for Law Enforcement - HB599

The City of Staunton requests the General Assembly fully fund HB599 for law enforcement as mandated by the Code of Virginia.

Q. Jail Staffing/Compensation Board

The City of Staunton requests the General Assembly fund required staffing positions for the Middle River Regional Jail (MRRJ). In 2018, the Virginia Department of Corrections published a staffing analysis for MRRJ based on an average daily population (ADP) for 2017 of 775 member jurisdiction inmates. This resulted in a recommendation for an additional 76 jail officer positions and 17 support positions. The member jurisdiction ADP for 2018 was 857, exceeding the 2017 ADP that resulted in the recommendation of additional fully-funded staff positions and demonstrating the continued need.

R. Local Option Regulation of Disposable Plastic Bags

The City of Staunton supports legislation to allow local option authority to develop incentives or regulations to decrease or otherwise regulate the distribution, sale, or offer of disposable plastic bags.

S. Mental Health of First Responders

In 2018, the Code of Virginia was amended to require mental health awareness programs for fire and EMS personnel, prescribing specific actions and training that must occur. Trauma and PTSD are realities in the lives of all first responders, yet vital funding to implement the required programs did not follow the mandates. City Council requests that the

General Assembly add funding that can be accessed by localities in order to better offer vital services, including access to providers who specialize in the needs of first responders and much needed training.

T. Economic Development

1. Because site readiness, characterization and development are key to Virginia's and the City of Staunton's economic development efforts, City Council supports increased funding for the Virginia Business Ready Sites Program (VBRSP).
2. City Council supports maintenance of funding for GO Virginia that will encourage collaboration among Virginia's localities in order to spur economic growth, diversification and higher paying jobs.

U. Plastics Recycling Facility

On April 1, 2019, the City stopped collection of plastic of any sort for recycling. Because of a stressed recycling market and a processing capacity that has become very limited in the past year, plastic is now ending up in the landfill as trash. This is very undesirable for the environment, our citizens and our economy. Therefore, City Council requests that the General Assembly provide funding or offer incentives so a plastic recycling facility can be located in the Valley.

BE IT ALSO RESOLVED that City Council respectfully requests that the General Assembly **oppose** the following legislation and mandated regulations:

A. Eminent Domain by Private Utilities for Surveying

City Council opposes the eminent domain rights extended to Dominion Energy and other private utilities to enter onto private property without the consent of the landowner for the purpose of surveying for proposed projects before agreements have been reached with such property owners.

B. Stormwater Utility Exemptions

City Council opposes legislation which would exempt any property owner from the payment of local stormwater utility fees.

C. Water Quality Funding

The Commonwealth's Final Chesapeake Bay TMDL Phase III Watershed Implementation Plan (August 2019) includes language imposing a new "floating" wasteload allocation on larger wastewater treatment plants. This new requirement would cut the total wasteload allocation to Augusta County Service

Authority (with which the City of Staunton contracts for wastewater treatment) by more than 45% (based on 2018 flow data), possibly requiring expensive upgrades which would significantly impact ratepayers with minimal additional benefit. Accordingly, City Council asks that the General Assembly reconsider its mandate of the new wastewater treatment wasteload allocation regulation set forth in the recently adopted Phase III Watershed Implementation Plan. City Council further requests, to facilitate continued successful local water quality improvement projects, full capitalization by the Commonwealth of the Water Quality Improvement Fund and provision for the necessary appropriations for local government water quality improvement projects, to continue the substantial progress made in the restoration of the Chesapeake Bay.

The Clerk of Council shall mail or deliver a copy of this Resolution to the Governor, the City's representatives in the General Assembly, other selected members of the General Assembly and area local governments; to the Virginia Municipal League, Virginia Association of Counties and Virginia First Cities and to other interested persons, as appropriate.

Adopted this 14th day of November, 2019.

Carolyn W. Dull
Carolyn W. Dull, Mayor

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

CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	October 22, 2020	City Council
Item #	8	
Ordinance #		
Department:	City Council	
Council Vision:	Responsive, Efficient Government	
Subject:	Closed Meeting for Discussion and Consideration of the Engagement of Candidates for Special Counsel to Advise City Council Concerning the Recruitment and Employment for the Position of City Attorney and for Consultant to Conduct Such Recruitment	

Suggested Motion: I move that Council enter a closed meeting for the discussion and consideration of the engagement of candidates for special counsel to advise City Council concerning the recruitment and employment for the position of city attorney and a consultant to conduct such recruitment, pursuant to Virginia Code Section 2.2-3711(A)(1).

Second. Discussion. Vote – Clerk of Council to poll members of Council.

After the closed meeting: I move 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.

Second. Discussion. Vote – Clerk of Council to poll members of Council.

City Council
WORK SESSION
October 8, 2020
5:45 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.

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	absent	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 Council members Dull and Mead were participating on the Zoom platform. He noted Vice Mayor Robertson stated he would participate in the work session on the Zoom platform, but was not yet present at that time. Mr. Rosenberg stated Kurt Plowman, Chief Technology Officer, was participating remotely and two other individuals, Ivana Griffith and Craig Wood, would also be participating on the Zoom platform. All other City officials were participating in person in Council Chambers.

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.

Mr. Holmes moved to approve the Work Session agenda and the Regular Meeting agenda with the following change: As to the Regular meeting, the addition of Item D – Update on Allocations of CARES Act Relief Funds.

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

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

Vice Mayor Robertson joined the meeting online at 5:49 p.m.

2. Report on Disposition of Surplus Property

Phil Trayer, Chief Finance Officer, stated he was providing the Annual Surplus Property Sales report for FY2020. He noted sale of surplus property was allowed as provided for in Ordinance 2015-05 which authorizes staff to dispose of surplus personal property which had been designated obsolete or has minimal value without specific approval from Council. To do so, all sales must meet the following criteria:

- 1.) The Property must be designated as surplus in writing by the Director of Finance or designee, and
- 2.) Endorsed by the City Manager or designee prior to auction.

Mr. Trayer stated Ordinance 2015-05 called specifically for the use of the Gov Deals Government Surplus Auction sales site to dispose of the City’s surplus personal property to the highest bidder.

- Gov Deals is the most widely used Government Surplus Auction web site in the State of Virginia as it’s in use in over 240 local governments throughout the Commonwealth.
- Gov Deal charges a 12.5% commission which can be absorbed by the locality, the purchaser, or split between both City and purchaser.
- The City rate structure in FY16, FY17, FY18 charged 7.5% to the City and a 5% premium to the buyer. (Minimum charge \$5)
- In FY19, the City of Staunton began passing the entire commission onto the purchaser. The rate structure equals 12.5% premium to the buyer and 0% to the City.

97

98 Mr. Trayer noted the ordinance further stated that the Finance Department must report annually
99 to Council about the categories of property that had been disposed of. The last such report was
100 provided to Council was in March 2020 and covered Fiscal Years 2017, 2018, 2019.

101

102 In FY2020, 7 items were sold for \$17,813 and one transfer from the City to the Schools.

103

104 The break down categories of the property sold in FY2020:

- 105 • General Equipment
- 106 • Office Supplies / Equip/ Furn.
- 107 • Playground Equip
- 108 • Shop Equip
- 109 • Vehicle
- 110 • Heavy Equipment Vehicle

111

112 Mr. Trayer stated details of the past year had been provided in Council's packet which broke
113 down the individual sales.

114 Since 2009, the City had received over \$380,466.52 in surplus sales through the Gov Deals
115 Auction site. The Annual Surplus Property Sales report was on the City Manager's Master
116 schedule and would next take place on October 14, 2021.

117

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

119

120 Mayor Oakes asked Mr. Trayer if one of the items was an old pickup truck. Mr. Trayer stated a
121 20-year old pickup that was sold for \$1,100 as well as a 30-year old loader that was sold for
122 \$15,000.

123

124 Council members did not have any further questions.

125

126 **3. Discussion and Consideration of Possible Process to be Followed at a Future City**
127 **Council Meeting (and Not at this Meeting) to Receive Public Input Concerning the**
128 **Second Amendment**

129

130 Mr. Rosenberg stated this item was included on the agenda at the request of Councilwoman Darby.

131

132 Ms. Darby stated the reason she requested this item to be added to the agenda to be discussed on
133 having a public hearing was that she knew it was very important to many Staunton residents and
134 felt like she was duty bound to have an advertised public hearing. She stated she was fine with
135 having that done in a manner which was safe, and in a location where appropriate social distancing
136 could be accommodated and technology could be used.

137

138 Mayor Oakes asked Council members if they had any questions or comments.

Mr. Holmes stated he thought hearings had been held in when it was on the agenda for the first time

Mayor Oakes stated those comments received had been under “Matters from the Public” and wasn’t an actual public hearing.

Ms. Mead asked for someone to clarify what the Second Amendment meant. She asked if that meant that Council wanted citizens to comment on whether Council should adopt a resolution to become a Second Amendment Sanctuary City or was it just an opportunity for citizens to state whether they support the Second Amendment resolution. She then asked Ms. Darby to clarify that.

Ms. Darby stated she felt it was an all-encompassing public hearing that would allow citizens to do both of the things that Ms. Mead described as they so choose. She stated she would like to hear from all citizens in a public hearing style format and to hear what they believed the City should consider moving forward.

Ms. Mead asked Ms. Darby if the 380 people who had submitted the “We Are for Staunton” petition would their voices be counted or would they have to attend in person at the public hearing in order to express their views. She also questioned if only 250 people showed up to support a Second Amendment Sanctuary City resolution, would that mean Council would move on and not do a resolution. Ms. Mead stated ultimately if the intention was to adopt a Second Amendment Sanctuary resolution, she questioned why Council save taxpayer money, avoid a Covid-19 infection opportunity, and just present City Council at its next meeting with a resolution that would be acceptable to the four members of Council who clearly supported the resolution.

Ms. Darby stated the one thing that she took away from the petition of the 300+ citizens was that it was not saying that they weren’t necessarily opposed to the Second Amendment, but was asking Council not to expend time regarding the issue. She stated since the law changed on July 1, 2020 from Governor Northam and the General Assembly that allowed localities to have more say as to citizen’s gun rights, she stated she believed it was an issue that Council should hear the wishes of its constituency.

Ms. Mead questioned Ms. Darby if that petition wouldn’t count.

Ms. Darby stated she was not saying that at all. She felt the 380 citizens that signed the petition had every right to voice their views again if they chose to do so. If not, Council already had the petition.

Ms. Mead stated she’d also signed that petition and felt it was up to the Virginia Legislature and Supreme Court. She felt those citizens feelings should be known and heard as being opposed to a Second Amendment Sanctuary City.

Ms. Dull stated she had a question about all of the people that had already spoken for and against this item, as well as sending letters by mail and email. She asked if Council wanted the Clerk of Council to go back and count all of those so there would be a starting place or would all of those people have to come again in person and give their opinion. Ms. Dull stated if Council was going to look at a Second Amendment Sanctuary resolution, she questioned if the resolution would state

that City Council would not obey the laws of the state if Council did not feel they were constitutional. She questioned whether there would be a “watered down version” similar to other localities. She noted Council members had taken an oath to support the Constitution of the state and federal government which included the Second Amendment. Ms. Dull questioned what the proposed resolution would state that was different.

Vice Mayor Robertson stated he understood Ms. Mead’s position, but noted he took a different look at it. He stated, if he read it correctly, the legislature approved that it would go to the individual cities, townships, and counties, and then the Governor signed it on April 15 or 17, 2020 he believed and that it was incumbent upon the governing bodies of the cities and counties to take that issue up if they so desired. Vice Mayor Robertson stated it was simply a matter of letting the people speak. He stated Council members had taken an oath to the office, but noted it was a big enough issue in the Democratic legislature and the Democratic Governor that signed it that they wanted it in the individual townships and cities; therefore, he felt it was incumbent upon Council to at least explore the issue and let the citizens express themselves. He stated he’d told his other members on an individual basis.

Ms. Dull questioned, that of all of the people that had spoken previously, for and against, and people from other states, other cities, and the county, citizens that had mailed and emailed letters, was that all washed away or would Council count what was already heard and then proceed from there for citizens that hadn’t already spoken. She stated she was procedurally trying to figure out how it would work.

Mr. Claffey stated Council was not counting anything. He noted Council would be having an open hearing from the public to discuss the Second Amendment. He stated it was an opportunity for the citizens to speak. He noted Council members were making it too complicated.

Mr. Holmes stated he was concerned about conducting a meeting with a large group of people considering the current Covid-19 pandemic. He recommended Council go ahead and vote.

Mayor Oakes stated it would be an official advertised public hearing. She noted citizens could speak in-person or, if they weren’t comfortable because of the pandemic, then Zoom would be available for citizens to call in. She noted this was just a matter of allowing the citizens’ voices to be heard. Mayor Oakes stated it would not be a situation where there would necessarily be a resolution in place, at least not that night. She noted it was a matter of listening to the people and then the resolution would follow, or not.

Discussion ensued with Council and Mr. Rosenberg regarding possible locations for a special called meeting. He noted it would his preference that there be a vote by Council and that vote could be taken during the work session.

Mayor Oakes questioned if Council members were in agreement that a vote concerning that matter be taken during the work session.

Ms. Dull stated she was aware of the people that had already spoken, but there were a lot of people that were not Staunton citizens. She questioned if Council could ensure in a public hearing that members were hearing from the city residents and not people from outside localities and states. She questioned if there could be some kind of consideration given for that.

Mayor Oakes questioned Doug Guynn, City Attorney, if there could be arrangements made to have city residents speak first.

Mr. Guynn stated he would be most comfortable if Council did not prohibit non-Staunton citizens from speaking. He noted any discussions held regarding the First Amendment the City should be more expansive of their rights rather than less expansive. He stated there was nothing wrong if Council wanted to allow city residents to speak first and then anyone else after that regardless where they resided.

Mayor Oakes questioned Mr. Rosenberg on what date he was considering if Council were to hold a public hearing.

Mr. Rosenberg stated he would like to first hear from Councilwoman Darby about what timeframe she had in mind.

Ms. Darby stated it did not matter to her as long as it was before the end of the month. She noted she felt pushing it off until November seemed to be too long of a timeframe from now until then.

Mr. Rosenberg stated another City Council meeting was scheduled for October 22, 2020. He noted October 20, 2020 might be a possibility.

Mayor Oakes stated she would entertain a motion to have a public hearing in relation to the Second Amendment issue with the potential of a resolution to follow on October 20, 2020.

Vice Mayor Robertson questioned if there was a beginning timeline for the meeting, such as 7:00 p.m. or the typical time that Council meetings start. Mayor Oakes asked if he would like to add that to the motion. He noted if the meeting could start at 7:00 p.m., he would make that amendment.

Mr. Rosenberg questioned if that motion could exclude those details. He noted he had not vetted the date with Dr. Garrett Smith, School Superintendent. He stated perhaps the motion could provide for the date and location to be established pursuant to consultation between the Mayor and the City Manager.

Mayor Oakes asked Vice Mayor Robertson if he would like to amend the motion to allowing a public hearing concerning the Second Amendment issue with the potential of a resolution to follow with an announced date and place before the end of the month of October, 2020.

Vice Mayor Robertson stated that was fine and moved for that to happen.

Ms. Darby seconded the motion.

Mr. Holmes questioned Mayor Oakes on the order of speakers on the Zoom platform versus in-person speakers.

Mayor Oakes stated the logistics of the meeting could be discussed with the City Manager and herself.

Council members did not have any further questions or comments.

The motion carried as follows:

Mayor Oakes	aye	Mr. Claffey	aye
Vice Mayor Robertson	aye	Ms. Dull	no
Ms. Mead	no	Ms. Darby	aye
Mr. Holmes	no		

4. Discussion Concerning Electronic Communications Meeting Platforms

Mr. Rosenberg stated this item was included on the agenda at the request of Councilwoman Mead.

Ms. Mead stated the Virginia Department for the Deaf and Hard of Hearing estimated there were 2,500 deaf or hard of hearing citizens in the city of Staunton. She noted those citizens currently did not have access to the City's public meetings. Ms. Mead stated the City did not provide sign language or closed captioning for the hearing impaired. She felt it was time for that issue to be addressed.

Ms. Mead stated other localities, such as Lexington, Waynesboro, Augusta County, Winchester, and Roanoke, all had audio live stream and audio recording. She noted they all allowed public comments accepted by any means other than spoken whereas Staunton does not. She noted each of those localities allowed video live stream and video recording and Staunton does not. Ms. Mead stated it was time for the City of Staunton to have current technology to make meetings accessible for all citizens.

Mr. Rosenberg then invited the City's Chief Technology Officer, Kurt Plowman, to provide an update to Council regarding the initiatives that were already underway in the technology arena. He noted staff had previously shared with Council plans to use a portion on the CARES Act funds for technology improvements in Council Chambers and the Caucus Room. Mr. Rosenberg stated after Mr. Plowman's presentation, it was staff's intention for Council discuss and offer guidance about the direction in which the City might head.

Mr. Plowman stated the primary driving principle was replicating the pre-Covid environment as closely as possible. He noted meetings had been successful for in-person, Zoom only, hybrid meetings as well as off-site meetings. Mr. Plowman stated the pandemic started, additional capabilities had increase to provide citizens the ability to call in and make comments at appropriate times, audio recordings are being posted and uploaded to YouTube for archiving purposes. He further explained how the IT Department had been working to provide meeting security, man hours provided by staff. He noted cost had not been a major drive. He stated the City was spending approximately \$500-\$1,000 per year for the services that are being provided to maintain the meetings. He stated IT staff had live streamed over 200 meetings since March for approximately 20 different organizations. He noted over 800-man hours of IT support had been provided.

Mr. Plowman provided information regarding potential technology upgrades to Council Chambers and the Caucus Room and noted the current system was 30-years old. He stated presentation capabilities needed to be improved in those areas. The purpose of the improvements is to enhance the public meeting experience both virtually and in person, as hybrid or all virtual meetings continue to be the norm during the public health emergency. Improvements under consideration include the following:

- audio improvements to integrate better with Zoom;
- in room video and presentation displays that can be integrated with Zoom;
- audio stream improvements;
- streaming video capability;
- integration of the public comment portion of meetings into the system to include more efficient call screening and handling; and
- smart boards in the Caucus Room

Mr. Plowman stated staff had recommended an allocation of \$200,000 of CARES Act funding for those upgrades to Council Chambers and the Caucus Room. He stated decisions would need to be made soon in order to meet the December 30, 2020 deadline. Mr. Plowman provided information to Council regarding expectations, options, challenges, and tech support from the IT Department.

Mr. Rosenberg stated this was wrapped up in the CARES Act funding issue because the funds being used to do those upgrades were CARES Act funds. He stated Council could return to that with a new item on the agenda – Item D on the regular agenda.

Mayor Oakes stated Council needed to have further discussion on that matter.

Ms. Darby asked Mr. Plowman to email her slides from his presentation.

Vice Mayor Robertson stated he would be interested in adding capabilities for deaf and hard of hearing citizens.

Mr. Rosenberg stated there was assisted hearing technology in Council Chambers and if an interpreter was requested, one could be provided.

Mayor Oakes stated this could be discussed further if Council members were in agreement to moving it to the regular agenda due to time constraints. Council members were in agreement.

5. **Closed Meeting for Discussion and Consideration of the Engagement of a Candidate for Special Counsel to Advise City Council Concerning the Recruitment and Employment for the Position of City Attorney**

Mr. Holmes moved that Council enter a closed meeting for the discussion and consideration of the engagement of a candidate for special counsel to advise City Council concerning the recruitment and employment for the position of city attorney and a consultant to conduct such recruitment, pursuant to Virginia Code Section 2.2-3711(A)(1).

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

Ms. Mead	aye	Mr. Claffey	aye
Mr. Holmes	aye	Ms. Darby	aye
Vice Mayor Robertson	aye	Mayor Oakes	aye
Ms. Dull	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. Claffey and carried as follows:

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

The work session adjourned at 7:26 p.m.

Suzanne F. Simmons
Clerk of Council

REGULAR MEETING OF STAUNTON CITY COUNCIL**Thursday, October 8, 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
 Suzanne F. Simmons, 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 lived 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 Council members Dull and Mead were participating on the Zoom platform and Chief Technology Officer, Kurt Plowman, would also join the meeting on Zoom as well as Ivana Griffith, applicant for Item B on the regular 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, towards 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 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 then asked that everyone wear a mask while in City Hall and Council Chambers.

The Pledge of Allegiance was recited in unison.

The invocation/moment of silence was given by Vice Mayor Robertson.

MAYOR'S REPORT

Mayor Oakes stated Council members participated virtually for a two-day Virginia Municipal League conference. She offered prayers for Governor Northam and his wife as well as President Trump and the First Lady, all of whom had tested positive for Covid-19. She noted she attended a Brownfields Grant discussion for the West End. Mayor Oakes stated she'd attended the Queen City Benefit Flood pageant to raise money for the City of Staunton. She noted over \$5,000 was raised.

Mayor Oakes stated the annual Fall Youth Fishing Derby would be held on October 10, 2020 at Lake Tams. She noted the Celebration of Holiday Lights committee paid for Council's dinner tonight.

ADDITIONAL ITEMS BY MEMBERS OF COUNCIL

Mr. Claffey stated the Nominations Committee met on September 23, 2020 and moved to appoint the following:

Economic Development Authority – To appoint Philip Swann to fill the unexpired term of Wilson Vellines, beginning October 9, 2020 and expiring March 9, 2022, and

Alison Denbigh to fill the unexpired term of William Sibert beginning October 9, 2020 and expiring January 31, 2023.

The motion carried as follows:

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

Ms. Darby aye

Ms. Mead offered condolences to City employee, Cynthia Easterling, for the recent loss of her brother. She stated Sherwood Avenue would not be participating in the annual tradition of trick or treating on Halloween due to the pandemic.

APPROVAL OF MINUTES

Ms. Darby moved to approve the work session and regular meeting minutes of September 10, 2020 with the following correction: On line 495 of the regular minutes, the word "one" should read "won".

Vice Mayor Robertson seconded the motion.

Ms. Mead stated she would like to add an additional amendment to the regular meeting minutes.

Mayor Oakes asked Vice Mayor Robertson if he wished to withdraw his second to the motion. He stated he would withdraw the second.

Ms. Mead stated on lines 741-745 of the regular meeting September 10, 2020 minutes, she wished to add the full text of the comments made by Nitch Narduzzi during Matters from the Public. She noted she had provided that text, at Ms. Narduzzi's request, to the Clerk of Council.

Mayor Oakes asked Councilwoman Darby if she accepted that amendment.

Ms. Darby stated she accepted Ms. Mead's amendment.

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

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

Ms. Darby moved to approve the work session and regular meeting minutes of September 24, 2020 as presented.

Ms. Mead stated she would like to add an amendment to the September 24, 2020 regular meeting minutes. On lines 624-625, Ms. Mead stated she would like to add the full text of the comments made by Nitch Narduzzi during Matters from the Public. Ms. Mead stated she had provided that text to the Clerk of Council.

Ms. Darby stated she accepted Ms. Mead's amendment.

The motion was seconded by Mr. Holmes 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		

151
152 **REGULAR MEETING**
153

154 **A. Public Hearing and Consideration of a Request by Robert H. Nutt, Sr., to Rezone 430**
155 **Bridge Street (Tax Parcel #436) from B-2, General Business District to R-3, Medium**
156 **Density Residential District**
157

158 Mr. Rosenberg stated Rodney Rhodes, Senior Planner, would present Items A and B in order. He
159 noted it was staff's recommendation that the public hearings be opened on both items at the same
160 time.
161

162 Mr. Rhodes stated Robert H. Nutt Sr. was requesting a rezoning of 430 Bridge Street from B-2,
163 General Business District, to R-3, Medium Density Residential District. He noted the property
164 appeared to have been developed a single-family residential over 100 years ago.
165

166 Mr. Rhodes noted the property was part of the Tannehill Wheat subdivision, which was platted in
167 Augusta County and annexed into the City in 1905. He noted the house the house appears on the
168 Sanborn Insurance Maps in 1909. He stated the property had been zoned B-2 since the City's
169 comprehensive rezoning of the late 1960s. Mr. Nutt purchased the property in 2016 and did not
170 become aware of the nonconforming status of the property until he applied for a building permit
171 for an 18' x 18' addition. Mr. Rhodes stated as a nonconforming building, no enlargement of the
172 structure was permitted; therefore, Mr. Nutt made applications to down-zone the property to
173 residential.
174

175 Mr. Rhodes stated the area had a mixture of single-family homes and commercial buildings. The
176 "Generalized Land Use and Development Guide, Future Land Use Map" *Staunton, Virginia,*
177 *Comprehensive Plan 2018 – 2040*, designated that area as High Density Residential. He noted the
178 area behind the property was currently zoned R-3, Medium Density Residential.
179

180 Mr. Rhodes stated at the Planning Commission meeting on September 17, 2020, no one spoke in
181 opposition to the request during the public hearing. On a 5-0 vote, the Commission voted
182 unanimously to recommend approval of the rezoning, concurring with staff's recommendation.
183 Mr. Rhodes stated staff had not received any public comments from the notices that were
184 advertised in *The News Leader* or from any of the adjoining property owners from letters that were
185 sent by staff.
186

187 Mayor Oakes asked Council members if they had any questions for Mr. Rhodes regarding Item
188 A.
189

190 Council members did not have any questions.
191

192 The meeting then moved to Item B for presentation.
193

194 **B. Public Hearing and Consideration of a Request by Ivana P. Griffith to Rezone 550**
195 **Calvert Street (Tax Parcel #6641) from B-2, General Business District to R-2, Low**
196 **Density Residential District**
197

198 Mr. Rhodes stated Yvana P. Griffith was requesting a rezoning of 550 Calvert Street from B-2,
199 General Business District, to R-2, Low Density Residential District. The property contains a
200 single-family dwelling located on the west side of Calvert Street. City records do not indicate

the age of the structure, but the house appears on the Sanborn Insurance Maps in 1909. The area was annexed by the City in 1905.

Mr. Rhodes stated Ms. Griffith purchased the property in 2008. He noted she was now in the process of selling the property; however, the buyers could not obtain financing because of the nonconforming status of the property.

Mr. Rhodes stated Calvert Street was a short street beginning at its intersection with East Gay Street and ending with its terminus in a cul-de-sac. The street was previously part of Greenville Avenue until improvements were made in the 1940s, and a new Greenville Avenue was built slightly to the west. He noted there was also a creek between the road and the property and was highly unlikely to be developed for commercial use.

Mr. Rhodes stated the “Generalized Land Use and Development Guide, Future Land Use Map” *Staunton, Virginia, Comprehensive Plan 2018 – 2040*, designated that area as Commercial. However, with multiple single-family dwelling in that area, staff and the Planning Commission believed it was a strong candidate for an amendment to the Future Land Use Map.

Mr. Rhodes stated at the Planning Commission meeting on September 17, 2020, no one spoke in opposition to the request during the public hearing. On a 5-0 vote, the Commission voted unanimously to recommend approval of the rezoning, concurring with staff’s recommendation.

Mayor Oakes asked Council members if they had any questions.

Council members did not have any questions.

The public hearing was opened for both Item A and Item B.

Callers on Zoom:

Mr. Rosenberg stated there were no callers in the queue to address those items.

Robert Nutt, property owner, stated that property had always been zoned Residential and would not qualify as Business; therefore, he asked that Council approve the rezoning request.

There being no one else wishing to speak, the public hearing was closed.

Ms. Darby moved that Council approve the rezoning and adopt the ordinance, as presented, rezoning 430 Bridge Street from B-1, Local Business District, to R-3, Medium Density Residential District, as recommended by the Planning Commission.

The motion was seconded by Mr. Holmes.

Ms. Mead stated for clarification purposes, she thought the property was being rezoned from B-2, to R-3, and not B-1 to R-3.

Mr. Rosenberg stated that it appeared that there was a discrepancy in the agenda briefing. He asked Mr. Rhodes to clarify for Council.

Mr. Rhodes stated that did appear to be a typographical error in the motion. He noted it should read B-2, General Business.

Ms. Mead stated she would support the rezoning. She noted many of the houses in that area were historic homes and to retain the character of that neighborhood with rezoning would be of benefit to the City and to the residents of that area.

Ms. Darby amended her motion. She moved that Council approve the rezoning and adopt the ordinance, as presented, rezoning 430 Bridge Street from B-2, General Business District, to R-3, Medium Density Residential District, as recommended by the Planning Commission.

The amended motion was seconded by Mr. Holmes 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. 2020-25

AN UNCODIFIED ORDINANCE REZONING FROM B-2, GENERAL BUSINESS, TO R-3, MEDIUM DENSITY RESIDENTIAL, THAT CERTAIN TRACT OR PARCEL OF LAND LOCATED AT 430 BRIDGE STREET (PID 436), STAUNTON, VIRGINIA

Recitals

A. It appears by deed dated March 10, 2016, recorded in the Clerk's Office of the Circuit Court of the City of Staunton, Virginia, as instrument number 160000696, that Robert H. Nutt, Sr. acquired from Stephen K. Christenson, P.C., and Brenda K. Stepp what is referenced in the deed as 430 Bridge Street (PID 436), with further description provided in the deed, a copy of which is annexed and incorporated by reference (**Exhibit A**);

B. Robert H. Nutt, Sr. has applied to the City of Staunton for a zoning classification change under the provisions of the Staunton City Code for 430 Bridge Street from B-2, General Business to R-3, Medium Density Residential;

C. The *City of Staunton, Virginia, Comprehensive Plan 2018-2040*, "Generalized Land Use and Development Guide," designates this area as Medium Density Residential and the proposed rezoning would be consistent with that designation;

D. The Planning Commission of the City of Staunton, after study and review, has properly heard the matter and recommended approval of the proposed rezoning on the basis that the rezoning would serve the interests of public necessity, convenience, general welfare, and good zoning practice;

E. This matter has been properly advertised, heard, and considered; and

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

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Staunton, Virginia, that the property known as 430 Bridge Street (PID 436), in the City of Staunton, Virginia, is **HEREBY REZONED** from B-2, General Business to R-3, Medium Density Residential on the basis that the rezoning would serve the interests of public necessity, convenience, general welfare, and good zoning practice.

Introduced: October 8, 2020

Adopted: October 8, 2020

Effective Date: October 8, 2020

/s/ Andrea W. Oakes

Andrea W. Oakes, Mayor

ATTEST: /s/ Suzanne F. Simmons

Suzanne F. Simmons, Clerk of Council

Mr. Holmes moved that Council approve the rezoning and adopt the ordinance, as presented, rezoning 550 Calvert Street from B-2, General Business District, to R-2, Low Density Residential District, as recommended by the Planning Commission.

The motion was seconded by Vice Mayor Robertson.

Ms. Mead noted that this was a much more mixed street. She stated there were a variety of residential and commercial uses on Calvert Street, but again there were some beautiful historic homes and it would be wonderful to preserve them. She stated she believed that it could be a street that could offer housing for low- and medium-income citizens and would be supporting the rezoning request.

The motion carried as follows:

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

Ordinance No. 2020-26

**AN UNCODIFIED ORDINANCE REZONING
FROM B-2, GENERAL BUSINESS, TO R-2, LOW DENSITY RESIDENTIAL,
THAT CERTAIN TRACT OR PARCEL OF LAND
LOCATED AT 550 CALVERT STREET (PID 6641), STAUNTON, VIRGINIA**

Recitals

- A. It appears by deed dated May 1, 2008 recorded in the Clerk's Office of the Circuit Court of the City of Staunton, Virginia, as instrument number 080001467, that Yvana P. Griffith acquired from John A. Clem V, what is referenced in the deed as

550 Calvert Street (PID 6641) with further description provided in the deed, a copy of which is annexed and incorporated by reference (**Exhibit A**);

B. Yvana P. Griffith has applied to the City of Staunton for a zoning classification change under the provisions of the Staunton City Code for 550 Calvert Street from B-2, General Business to R-2, Low Density Residential;

C. The *City of Staunton, Virginia, Comprehensive Plan 2018-2040*, "Generalized Land Use and Development Guide," designates this area as Commercial. Yet, the majority of the surrounding area is residential in use; Calvert Street is narrow and unsuitable for commercial traffic; Asylum Creek separates the area from Greenville Avenue and limits access to the property; and much of the area is a FEMA defined floodzone, making commercial use of this area arguably impractical;

D. The Planning Commission of the City of Staunton, after study and review, has properly heard the matter and recommended approval of the proposed rezoning on the basis that the rezoning would serve the interests of public necessity, convenience, general welfare, and good zoning practice;

E. This matter has been properly advertised, heard, and considered; and

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

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Staunton, Virginia, that the property known as 550 Calvert Street (PID 6641), in the City of Staunton, Virginia, is **HEREBY REZONED** from B-2, General Business to R-2, Low Density Residential on the basis that the rezoning would serve the interests of public necessity, convenience, general welfare, and good zoning practice.

Introduced: October 8, 2020

Adopted: October 8, 2020

Effective Date: October 8, 2020

/s/ Andrea W. Oakes

Andrea W. Oakes, Mayor

ATTEST: /s/ Suzanne F. Simmons

Suzanne F. Simmons, Clerk of Council

C. Consideration of a U.S. Environmental Protection Agency Brownfields Grant Application

Billy Vaughn, Director of Economic Development, stated staff was looking for authorization from City Council to apply for, and if awarded, accept an U.S. Environmental Protection Agency (EPA) Brownfields grant in the amount of \$300,000. He noted several meetings had been held to obtain input from citizens on the West End. Mr. Vaughn stated Lori Kroll, Community Resource Specialist with Draper Aden Associates, was present to answer questions from Council.

Mayor Oakes asked Council members if they had any questions.

Council members did not have any questions.

Mr. Holmes moved that City Council authorize application for and acceptance of, if awarded, a U.S. Environmental Protection Agency Community-Wide Brownfields Assessment Grant, as proposed.

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

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

/s/ Andrea W. Oakes
Andrea W. Oakes, Mayor

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

D. Update on Allocation of CARES Act Relief Funds

Mr. Rosenberg stated Leslie Beauregard, Assistant City Manager, would introduce the item and that Council would again hear from Kurt Plowman, Chief Technology Officer.

Ms. Beauregard stated, due to timing, a decision would need to be made quickly regarding that particular item request. She noted on September 22, 2020, Fire and Rescue Chief, Scott Garber, asked her if she would accept a request for PPE for the firefighters and submitted a request. She noted the request was for a procurement for approximately \$200,000 and felt she should receive guidance from Council. In order for the equipment to be delivered by December 30, 2020, the ordering process would need to begin next week. Ms. Beauregard stated the request was for traditional structural firefighting protection equipment.

Ms. Beauregard stated she spoke with the City's external auditor on whether the request was eligible for CARES Act funds. She noted the auditor interpreted the language as that type of gear did not directly respond to the Covid emergency. She noted the PPE mentioned in the guidelines, in the auditor's opinion, was different than the structural firefighting gear. Ms. Beauregard referred to language in the guidelines related to eligible expenses. She stated she'd spoken the Finance Director from Franklin County who'd purchased the same requested gear; however, that purchase was for second sets only of turnout gear. Ms. Beauregard stated the City could be responsible for the purchase if it was deemed ineligible for CARES Act funds.

Chief Garber stated he wanted to clarify the rationale for the request was the exact same used by Franklin County. He noted it was to provide a second set of gear due as it required 72 hours to dry after washing.

Ms. Beauregard asked Chief Garber to clarify for Council that his request was for a total of 54 sets of second gear. Chief Garber stated that was correct. Ms. Beauregard asked if, out of the 54 sets, did 18 staff members already have a second set.

Chief Garber stated 18 part-time and 18 full-time employees did not have any second sets of gear as they'd been employed less than 5 years. Of the remaining 18 employees, only 11 of those sets were over 5 years of age and 7 of those were less than 5 years. He stated in 10 years the gear needed to be discarded. Chief Garber stated with the current specifications now being used, 54 sets of gear would be needed. Discussion ensued.

Mayor Oakes asked if there were any questions from Council members.

Ms. Darby asked Chief Garber when was the last set of turnout gear purchased. Chief Garber stated it was less than 30 days ago.

Mr. Holmes asked Ms. Beauregard if 36 sets of gear would be covered by the CARES Act fund and then the City could possibly purchase the remaining 18 sets.

Ms. Beauregard stated that was the logic used by Franklin County. She stated she did not know if the auditor would look it like that. She noted it was possible the auditor would not approve the request.

Ms. Mead asked Chief Garber if he had requested the equipment through the regular budget process. Chief Garber stated it was part of their normal operating budget replacement process. He noted in FY2020, a \$32,000 operating budget for wearing apparel, was reduced down to \$20,000. He noted it had been a part of the budget for as long as he'd been employed by the City.

Ms. Mead asked Chief Garber if he could work with half of that amount of gear and replace others on a regular schedule going forward. Chief Garber stated it could probably be done, but would be a difficult process to figure out what needed to be replaced and updated. Discussion ensued.

Ms. Darby asked what amount had the Fire and Rescue Department received so far from the CARES Act fund. Chief Garber stated funds were received for furlough days for employees. He noted automatic CPR devices were received at a cost of \$67,000.

Mayor Oakes stated the question to Council was to either allow 36 or 54 sets of turnout gear to be submitted.

Chief Garber stated the 54 sets would give the Department the most updated and safest equipment for his employees.

Ms. Mead stated the question went beyond whether to request 36 or 54 sets, and went to what else the City was not going to buy as a result. She noted the deficit was \$354,000. She stated she was not questioning Chief Garber's assessment of the risk and the need for the equipment. She noted Council also needed to consider other items on the list.

Chief Garber stated the CARES Act funding was established to provide protective materials for first responders and was the primary reason.

Vice Mayor Robertson clarified with Ms. Beauregard on the amount of \$233,407 for Reserve for Future Anticipated Expenses. Ms. Beauregard stated that amount gave the City flexibility for total transparency and was a contingency. She noted there were several months left before the deadline of December 30, 2020. She noted there was flexibility on other items as well. She noted there wasn't anything dedicated to that amount currently.

Ms. Mead asked Ms. Beauregard if that Reserve for Future Anticipated Expenses was like the contingency of \$3,000 for plexiglass dividers for golf carts. Ms. Beauregard stated that was correct.

Mr. Holmes clarified with Ms. Beauregard that if Council approved everything, there would be a \$354,433.66 surplus. Ms. Beauregard stated she was not asking Council to approve all of that at tonight's meeting. She stated staff currently needed guidance on the turnout gear.

Mayor Oakes asked Ms. Beauregard if staff was looking for a vote from Council concerning the fire turnout gear or was only looking for guidance. Ms. Beauregard stated something affirmative or not would help since the process would need to be started next week.

Vice Mayor Robertson moved that City Council go ahead and approve the 54 sets of turnout gear to purchase for the Fire Department to get it in before December 31, 2020. He stated he was unwilling to put any members of the Fire Department at risk.

Ms. Dull asked if this was something that would be more of a head nod versus an actual motion and vote.

Mayor Oakes stated Ms. Beauregard had just asked for affirmative action. She stated there was a motion on the floor.

The motion was seconded by Ms. Darby.

Mr. Holmes asked Ms. Beauregard if other items would now need to be cut. Ms. Beauregard stated even if that item wasn't in there, there would still be a deficit and other items would need to be cut.

Ms. Darby clarified with Ms. Beauregard that there could be other areas where cuts could be made. Ms. Beauregard stated that adjustments could be made further along.

Ms. Mead stated she would vote in favor the turnout gear as requested. She noted she was hopeful that there would be additional relief coming from Washington for local governments to deal with the effects of Covid-19.

Mayor Oakes she would also be supporting the motion. She noted she trusted Chief Garber's opinion and expertise on the matter.

The motion carried as follows:

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

Ms. Beauregard stated staff would keep Council updated after discussions with the auditor.

Mr. Rosenberg stated staff would return to Council in two weeks with a larger discussion of other new expenses shared earlier by Ms. Beauregard.

E. Continued Discussion Concerning the Electronic Communications Meeting Platforms

Mr. Rosenberg stated Mr. Plowman would continue his previous presentation. He noted there were 3 alternatives identified by Mr. Plowman during the work session. They included:

- 1) changing what the City was currently doing to actually stream the Zoom video, possibly on the YouTube platform
- 2) transition to a studio quality video presentation
- 3) maintain the current practices

Mr. Rosenberg stated he recognized that none of those alternatives may achieve what individual Council members desired or what Council as a body desired. He stated staff would like to hear from Council what they were looking for in the way of delivery of meetings to the public. He stated Ms. Mead earlier talked specifically in terms of accessibility issues for hearing and/or vision impaired citizens. Mr. Rosenberg stated he felt the City was pushing meetings out in a far greater volume than any other locality in the region.

Mayor Oakes stated this was not an issue that Council would be voting on at the meeting. She noted staff was simply looking for direction from Council members.

Mr. Claffey questioned Mr. Plowman where in the proposed request would the TV screens be placed in Council Chambers. He asked if that was part of Zoom streaming, studio quality video or just an update to the current.

Mr. Plowman stated that was not really a part of the ask. He stated that was already being planned. He noted some of those discussions were held before the pandemic. He noted some of the CARES Act funding being requested was to improve that with better projection, better opportunities for members at the dais.

Mr. Claffey asked Mr. Plowman for a cost of the Zoom streaming and how much would studio video quality cost.

Mr. Plowman stated if the Zoom method was changed, it would cost approximately another \$1,000-\$2,000 per year to additional capacity to the City's Zoom account. He stated if the City were to move into studio quality, it would require manpower to operate, and was probably going too far.

Ms. Mead acknowledged the incredible work from Mr. Plowman and his team had done to pivot into the pandemic environment. She stated she was completely indifferent as to the platform that the City used and would leave that to Mr. Plowman. She stated her desire was to increase accessibility to public meetings for residents with hearing impairments.

Mr. Plowman explained that the City was one of the first localities in the region to offer text to 911 services. He noted staff was looking for closed captioned options.

Mr. Holmes asked Mr. Plowman if additional technician was needed.

Mr. Plowman stated part of his concern was the manpower that was consuming some meetings unless it could be achieved in a format that was simple enough to use. He noted that was why staff was looking to Council for their expectations as well as other Boards and Commissions.

Mr. Holmes asked Ms. Beauregard if it were possible to use CARES Act funding to hire a part-time employee. Ms. Beauregard stated that funding expired on December 30, 2020.

Ms. Dull stated she was in favor of whatever was the simplest platform that could be found to make it as user-friendly as possible and hopefully to keep at a minimum the extra manpower needed. She stated she would like to see software for closed captioning for real time.

Vice Mayor Robertson stated he agreed with Ms. Dull and Ms. Mead wholeheartedly. He stated he felt the City needed to keep the spending within the \$200,000 CARES Act funding. He stated he would not be in favor of spending a lot of money other than that.

Ms. Mead stated she would like to ask for a gentle and respectful point of order that the Vice Mayor's reference to her and Ms. Dull by their first names was inappropriate.

Mayor Oakes stated she was interested in the City moving forward with closed captioning and possible software. Discussion ensued with Mr. Plowman regarding direction from Council.

Mayor Oakes stated she wanted to recognize that School Board member, Bob Boyle, was present at the meeting.

MATTERS FROM THE CITY MANAGER

Mr. Rosenberg repeated instructions for the public to call and be placed in the queue.

Mr. Rosenberg introduced the new Director of Public Works, Jeff Johnston. Mr. Johnston then shared a few words with Council.

MATTERS FROM THE PUBLIC

Callers on the line included:

Aaron Barmer, Staunton resident, noted the Vice Mayor should address his colleagues by their titles and not their first names. He stated minutes for the Middle River Regional Jail were not being updated frequently. He noted a Zoom subscription did not cost much and asked that the meetings be made accessible.

There were no other callers on the line.

Speaking in person were:

Rusty Ashby, 917 Powhatan Street, spoke about giving and receiving respect and common decency. He suggested the upcoming Augusta County Courthouse issue should not become political and have citizens work together.

Susan Ashby, 917 Powhatan Street, questioned when Council would make a decision regarding the Second Amendment issue. Mayor Oakes stated that had been discussed earlier during the work session and was to be determined sometime in October.

Jazmine Brooks, 930 Subbury Street, stated on August 27, 2020 she'd made a proposal to Council regarding My Brother's and Sister's Keeper initiative. She noted she'd not heard from the School Board or City Council. Ms. Brooks requested that it be heard at the October 22, 2020 Council meeting.

Deborah Kushner, 1311 N. Augusta Street, thanked Council for bringing home the dire need for civic engagement for all citizens. She offered congratulations to the CARES Act grant for technology funding, especially for citizens with disabilities being able to be informed and keep citizens safe from Covid-19 exposure. She stated the City did not need to conduct another public forum regarding the Second Amendment and asked that Council stick to issues that would improve the lives of its residents.

Nitch Narduzzi, 130 S. Jefferson Street, spoke on the issue of Council bringing back the Second Amendment Sanctuary City resolution. She stated Council had already heard from citizens on both sides of the issue and that there was nothing new to be discerned from holding a public hearing. She suggested Council advise 2A supporters to advocate at the state level.

Alison Profetta, Farrier Court, spoke on the need to upgrade technology to make sure that Council meetings are accessible for disabled citizens.

Mayor Oakes stated Council needed to go back into a closed meeting as the discussion was not finished from earlier due to time restraints. She noted Council would recess for 5 minutes.

F. Closed Meeting for Discussion and Consideration of the Engagement of a Candidate for Special Counsel to Advise City Council Concerning the Recruitment and Employment for the Position of City Attorney

Mr. Holmes moved that Council enter a closed meeting for the discussion and consideration of the engagement of a candidate for special counsel to advise City Council concerning the recruitment and employment for the position of city attorney and a consultant to conduct such recruitment, pursuant to Virginia Code Section 2.2-3711(A)(1).

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

Ms. Mead	aye	Ms. Darby	aye
Mr. Holmes	aye	Mayor Oakes	aye
Mr. Claffey	aye	Vice Mayor Robertson	aye
Ms. Dull	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 Vice Mayor Robertson and carried as follows:

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

ADJOURNMENT

There being no further business to come before Council, the meeting adjourned at 9:35 p.m.

Suzanne F. Simmons
Clerk of Council

CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	October 22, 2020	Staff: Leslie Beauregard Assistant City Manager Phil Trayer Chief Finance Officer
Item #	D	
Ordinance #		
Department:	City Manager's Office Finance	
Council Vision:	Responsive, Efficient Government	
Subject:	Update on Allocation of CARES Act Relief Funds for Local Government	

Background: On May 12, 2020, the City received notice that it would receive \$2,175,221 in CARES Act relief funds. On July 28, 2020, staff received notice of a second round of CARES Act funding, for a revised total of \$4,350,442.

Very generally, CARES Act funds may be used for qualifying expenses of state and local governments that:

1. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
2. were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the state or local government; and
3. were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.

During Council's regular meeting on October 22, 2020, staff will provide a briefing to Council concerning use of the CARES Act Relief Funds, addressing the following two topics in order:

1. Possible allocation of a portion of the CARES Act Relief Funds—perhaps as much as \$200,000—to fund a grant program to directly support nonprofit organizations in the City. Attached as an example is documentation related to such a program established and administered by the City of Waynesboro. Staff has also spoken to Dan Layman of the Community Foundation of the Central Blue Ridge, who confirms that the foundation can assist the City with the development and administration of such a program if Council so desires.
2. Recommended uses of the remaining CARES Act Relief Funds, as proposed in the attached final budget. The final budget is balanced, so the addition of items to be funded will require corresponding reductions.

Attachments:

1. City of Waynesboro Nonprofit Sustainability Fund Process
2. Final Budget Recommendation – CARES Act Relief Funds

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

Suggested Motion: Not applicable.

City Manager: Steven L. Rosenberg

301 West Main Street
Waynesboro, VA 22980
540.942.6570
WaynesboroBusiness.com



NONPROFIT SUSTAINABILITY FUND

Cash Grants for Nonprofits Suffering Loss due to COVID 19

Waynesboro nonprofit organizations contribute immeasurably to the health and vitality of the community. From arts and culture to human services, nonprofits enrich our lives with amenities that might not otherwise be available. However, the ongoing COVID-19 outbreak has caused widespread disruption to viability of these organizations or added additional demand for critical services.

FUNDING SOURCE

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 Waynesboro City Council has elected to use part of the City’s allocation to help preserve small business in Waynesboro by providing grants to eligible nonprofit organizations. The **WAYNESBORO NONPROFIT SUSTAINABILITY FUND** will provide up to \$10,000 cash grants to qualifying organizations for eligible expenditures.

WHO IS ELIGIBLE TO APPLY?

Any nonprofit Waynesboro based organization 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 Waynesboro
- Is a ‘nonprofit organization’ as described in section 501(c)(3) of the Internal Revenue Code of 1986 and that is exempt from taxation under section 501(a) of such Code
- 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

WHAT IS A QUALIFIED BUSINESS INTERRUPTION?

The organization must have suffered business interruption due to COVID-19 required closures or experienced an increase in caseload precipitated by COVID-19 related economic stress or a response to the public health crisis, which may include but is not limited to:

- Suspended operations in response the Governor's Executive Orders for public health emergency
- Increased costs related to COVID-19 prevention measures
- Increased cost because of local economic injury to client individuals and households
- Disrupted supply network leading to shortage of critical inventory or materials

WHAT ARE ELIGIBLE USES OF THE GRANT?

Grant funds may be used to reimburse the costs of business interruption caused by required closures which may include:

- Personal Protective Equipment (PPE)
- Other equipment and supplies to promote health and safety
- Technology to facilitate 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
- Actual expenses related to cancelled events
- Rent or mortgage costs
- Utilities (Gas, Electric, Communication)
- Funds must be expended in compliance with state and federal law

WHAT IS INELIGIBLE?

- Compensation for lost revenue
- Expenditures contained in the City of Waynesboro's Budget on March 27, 2020
- Any expenditure that has been or will be reimbursed by other Federal loans or grants or insurance proceeds

HOW DO I APPLY?

The application form will be available on August 17, 2020 at www.waynesborobusiness.com/recovery/. The deadline for submission is 9 am August 31, 2020. Grantees will be notified by noon on September 9, 2020 with disbursements beginning as soon as practical. All applications and required attachments must be done electronically.

WHO CAN I CONTACT FOR MORE INFORMATION?

Waynesboro Office of Economic Development and Tourism
www.WaynesboroBusiness.com; staff@WaynesboroBusiness.com; 540-942-6779

CARES Act Funds - City of Staunton

Total CARES Act Funds	\$ 4,350,441.00
Spent/Encumbered to Date	\$ 2,532,159.00
Remaining Funds	\$ 1,818,282.00

Additional Expenses as Approved by Council on 9/24/2020		Notes
Council Chambers Technology	\$ (200,000.00)	
Community Foundation of the Central Blue Ridge	\$ -	Included in Spent/Encumbered to Date (\$250,000)
City Schools Remaining Funds	\$ (225,550.00)	
SDDA	\$ (12,000.00)	
VASAP	\$ (3,950.00)	
Visitor Center	\$ (32,240.00)	
Middle River Regional Jail	\$ (117,889.66)	
HVAC Improvements City Facilities	\$ -	Reduced from \$100K - After discussions with the Public Works Director, proven air treatment technology is not compatible with our current systems. When the total systems are replaced, we can upgrade with the most proven systems that will make a true impact on air quality.
Public Safety Furloughs	\$ (57,500.00)	
Fire Turnout Gear (54 sets)	\$ (203,310.00)	Approved at Council meeting on 10/8
Reserve for Future Anticipated Expenses	\$ (118,908.34)	Reduced from \$233K

New Expense Requests/To be Considered		
Public Safety Payroll	\$ (500,000.00)	To support Public Safety expenses deemed to be substantially different than budgeted on March 27, 2020.
Police vehicles (2 SUV's)	\$ (53,000.00)	Original request was for four, but this has been reduced to two.
Visitor Center - 5K custom face coverings	\$ -	Not recommended by staff; reduced by \$21,935
Library		
Rolling bins	\$ (2,000.00)	NEW REQUEST - to better allow the library to quarantine return books.
Boost eBook/digital offerings	\$ (2,000.00)	NEW REQUEST
Curbside appointment software	\$ (134.00)	NEW REQUEST
Public Works		
Additional Infrastructure for Dine Out in Downtown	\$ (85,000.00)	NEW REQUEST - includes removable bollards for Beverley St. that can be removed and stored when not in use; other possible infrastructure and needs as we enter a winter season to help restaurants and retail remain open for business in light of the continuing health emergency; reduced from \$100K.
Electrostatic Sprayers	\$ (4,800.00)	NEW REQUEST - to provide additional sanitation in between scheduled cleanings and to keep facilities as clean as possible during the pandemic.
Nonprofit Assistance Application Process	\$ (200,000.00)	To be discussed in more detail at 10/22 Council meeting.
Surplus/(Deficit) CARES Act Funds	\$ -	