

CITY OF WAYNESBORO, VIRGINIA

CITY COUNCIL BUSINESS MEETING AGENDA



BOBBY HENDERSON, MAYOR, *WARD C*
LANA WILLIAMS, VICE MAYOR, *WARD A*
BRUCE ALLEN, COUNCIL MEMBER, *WARD B*
TERRY SHORT, JR., COUNCIL MEMBER, *AT LARGE*
SAM HOSTETTER, COUNCIL MEMBER, *WARD D*

TO BE HELD ELECTRONICALLY AND
VIEWABLE ON YOUTUBE AND THE
CITY'S GOVERNMENT ACCESS CHANNEL
ON MONDAY, JULY 27, 2020 AT 7:00 P.M.

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA
2. ADOPTION OF BUSINESS MEETING AGENDA
3. CONSENT AGENDA:
 - a. Consider approval of the July 13, 2020 Regular Business Meeting Minutes.
 - b. Fiscal Year 2021 City Council Meeting Calendar: Consider adopting the fiscal year 2021 Council meeting calendar.
 - c. Appropriation Ordinance – CAPSAW: Second consideration/adoption of an ordinance appropriating \$800,707 of funds for the CAPSAW Operating Budget.
 - d. Appropriation Ordinance – Valley Community Services Board: Second consideration/adoption of an ordinance appropriating \$50,000 of funds to the VCSB to mitigate COVID-19 effects and enable compliance with COVID-19 public health precautions.

Documents:

[3a 2020 0713.Minutes Draft.pdf](#)
[3a 2020 0713.Minutes.OrgMeet Draft.pdf](#)
[3b Council Calendar FY21.Pdf](#)
[3c CAPSAW Budget 800707.Pdf](#)
[3d CARES Act VCSB 50000.Pdf](#)

4. MATTERS FROM COUNCIL MEMBERS.
5. EMERGENCY ORDINANCE REGARDING UNPAID UTILITY PAYMENTS DURING THE COVID-19 PANDEMIC:

Consider introducing and adopting a third emergency ordinance regarding utility payments during the COVID-19 pandemic.

Documents:

[5 COVID Release Utilities.pdf](#)

6. APPROPRIATION ORDINANCE – DEPARTMENT OF SOCIAL SERVICES:

Consider introducing an ordinance appropriating \$75,000 of funds to the Department of Social Services to mitigate COVID-19 effects on the City of Waynesboro by allowing citizens impacted by COVID-19 to apply for grants for essential services, rent or mortgage payments.

Documents:

[6 DSS CARES ACT.pdf](#)

7. CULTURAL COMMISSION APPOINTMENT:

Consider appointing a candidate to the Waynesboro Cultural Commission for a four-year term of September 1, 2020 ending August 31, 2024.

8. CORRESPONDENCE, COMMUNICATION, AND CALENDAR

9. CITIZEN COMMENT PERIOD

10. CLOSED MEETING (IF NECESSARY)

11. ADJOURN

Citizens who wish to make comments during Citizen Comments may do so in the following ways:

1. Citizens may email comments prior to 5:00 p.m. on Monday, July 27, 2020 to the Clerk of the Council at bortleje@ci.waynesboro.va.us. Please identify your name and home address and topic of your comment. Comments will be noted at the meeting and incorporated in the minutes of the meeting.
2. Comments may be submitted online at www.waynesboro.va.us. Comments submitted prior to Monday, July 27, 2020 at 7:00 p.m. will be noted at the meeting and incorporated in the minutes of the meeting.
3. Citizens may call in comments after the Citizen Comment Period is opened. Calls will be answered in the order in which they are received.
 - a. Dial toll free number (844) 844-9200.
 - b. When promoted, enter the access code for the meeting: 398145#
 - c. You will hear "Q&A session has started. Press *6.
 - d. You will hear "If you'd like to speak, please press 1 to be added to the queue".
 - e. Press 1.
 - f. While you are in the queue, you will hear the audio feed of the meeting.
 - g. Wait until you are prompted by the moderator, then share your comments with Council.Participants are reminded that though the prerecorded prompts refer to questions, the public hearing and citizen comment portions of the meeting are a time for Council simply to hear your comments.

WAYNESBORO, VIRGINIA

CITY COUNCIL REGULAR BUSINESS MEETING MINUTES



Council for the City of Waynesboro, Virginia held a Regular Business Meeting on Monday, July 13, 2020, at 7:07 p.m. via “Zoom” with staff and Council members participating remotely due to the Coronavirus COVID-19 pandemic and the Governor’s limitation of social distancing:

PARTICIPANTS: Council Members: Bobby Henderson, Mayor
Lana Williams, Vice Mayor
Bruce Allen, Council member
Terry Short, Jr., Council member
Sam Hostetter, Council member

City Staff: Mike Hamp, City Manager
Jim Shaw, Deputy City Manager
Julia Bortle, Clerk of the Council
Cameron McCormick, Finance Director
Luke Juday, Planning Director

City Attorney: Melisa Michelsen, Litton & Sipe, LLC.

ABSENT: None

INTRODUCTION BY THE MAYOR:

The Mayor opened the meeting and reviewed the process for citizens to comment during the public hearing and the citizen comment period.

BUSINESS MEETING AGENDA:

Council member Allen moved to adopt the Business Meeting Agenda. Having been seconded and with no objections, **the Business Meeting Agenda was adopted 5:0:**

Mayor Henderson	Aye	Council member Allen	Aye
Vice Mayor Williams	Aye	Council member Short	Aye
		Council member Hostetter	Aye

CONSENT AGENDA:

Council member Short moved to adopt the Consent Agenda as presented. Having been seconded and with no objections, **the Consent Agenda was adopted 5:0:**

Mayor Henderson	Aye	Council member Allen	Aye
Vice Mayor Williams	Aye	Council member Short	Aye
		Council member Hostetter	Aye

- a) Approval of June 22, 2020 Regular Business Meeting Minutes.
- b) Code Amendment – Chapter 86 Utilities: Second consideration/adoption of an ordinance revising the Code of the City of Waynesboro, Chapter 86 *Utilities*, Article III (*Sewers and Wastewater*), Section 86-91 through 86-181.

- c) Appropriation Ordinance – CARES ACT: Second consideration/adoption of an ordinance appropriating \$50,000 from the CARE ACT to the General Fund, for an economic Development Business Grant Program for the fiscal year ending June 30, 2021.

COMMENTS FROM CITY COUNCIL:

Council member Hostetter stated that according to the Department of Health, COVID-19 cases have risen in Waynesboro during the previous week, providing possible causes. He asked that citizens remain diligent in preventing the spread of the disease.

RESOLUTIONS – VIRGINIA DEPARTMENT OF TRANSPORTATION SMART SCALE PROJECTS:

The Planning Director presented a report regarding the Virginia Department of Transportation SMART SCALE (also referred to as HB2 or House Bill 2) projects and grant applications for Council’s consideration (*attachment 46-63*). Waynesboro’s 2020 applications include:

- Broad Street Access Management (\$2.3 million)
- Rosser Avenue Corridor Improvements (\$845,775)
- West Main STARS Study Recommendations (\$5.2 million)
- Crozet Tunnel Trail (\$5.3 million)

Council member Hostetter moved to adopt the four SMART Scale Project Resolutions as presented. Having been seconded, the resolutions were adopted 4:0 with Council member Short abstaining as he is an employee of the Virginia Department of Transportation:

Mayor Henderson	Aye	Council member Allen	Aye
Vice Mayor Williams	Aye	Council member Short	Abstain
		Council member Hostetter	Aye

**A RESOLUTION ^(R20-12)
OF SUPPORT FOR A SMART SCALE
APPLICATION FOR THE BROAD STREET STREETScape PROJECT
IN WAYNESBORO, VIRGINIA**

WHEREAS, the City of Waynesboro has submitted a \$2,308,619 SMART SCALE grant application for the Broad Street Streetscape Project, which will convert a shared left-turn lane into a median, close entrances, fill sidewalk gaps, plant street trees, and install crosswalks along an inhospitable 1.3-mile section of US-250 running through the heart of Waynesboro;

WHEREAS, this project is intended to improve accessibility create a safer and more attractive roadway; and

WHEREAS, the Commonwealth of Virginia has adopted a project prioritization program under the SMART SCALE Program whereby transportation projects are selected for funding based on the cost-effectiveness of those projects to meet performance goals.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of Waynesboro hereby fully supports the Broad Street Streetscape Project SMART SCALE application, as described, and intends to construct this road as soon as full funding is available.

Bobby Henderson, Mayor

**A RESOLUTION (R20-13)
OF SUPPORT FOR A SMART SCALE
APPLICATION FOR THE ROSSER AVENUE (US 340) CORRIDOR PROJECT
IN WAYNESBORO, VIRGINIA**

WHEREAS, the City of Waynesboro has submitted a \$845,775 SMART SCALE grant application for the Rosser Avenue (US 340) Corridor, which will improve timing and functionality at nine traffic signals on Rosser Avenue (Route 340) between Tiffany Drive and Ladd Road and includes intersection-specific improvements, constructs new sidewalk, and constructs a raised median within an existing two-way left-turn lane to address access management;

WHEREAS, this Rosser Avenue (US 340) is a roadway of local and regional importance and this project will improve accessibility and create a safer roadway; and

WHEREAS, the Commonwealth of Virginia has adopted a project prioritization program under the SMART SCALE Program whereby transportation projects are selected for funding based on the cost-effectiveness of those projects to meet performance goals.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of Waynesboro hereby fully supports the Rosser Avenue (US 340) SMART SCALE application, as described, and intends to construct this road as soon as full funding is available.

Bobby Henderson, Mayor

**A RESOLUTION (R20-14)
OF SUPPORT FOR A SMART SCALE
APPLICATION FOR THE US 250 (WEST MAIN STREET) CORRIDOR
IN WAYNESBORO, VIRGINIA**

WHEREAS, the City of Waynesboro has submitted a \$5.2 million SMART SCALE grant application for the US 250 (West Main Street) Corridor to pursue operational, safety, and multimodal access improvements between Lew Dewitt Boulevard and Hopeman Parkway;

WHEREAS, US 250 is a major thoroughfare and commercial corridor in the City and in the region and VDOT Staunton District received money through the STARS program (Strategically Targeted Affordable Roadway Solutions) to study the corridor in detail and produce a plan to improve safety and accessibility along the corridor; and

WHEREAS, the Commonwealth of Virginia has adopted a project prioritization program under the SMART SCALE Program whereby transportation projects are selected for funding based on the cost-effectiveness of those projects to meet performance goals.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of Waynesboro hereby fully supports the US 250 (West Main Street) SMART SCALE application, as described, and intends to construct improvements to this road as soon as full funding is available.

Bobby Henderson, Mayor

**A RESOLUTION ^(R20-15)
OF SUPPORT FOR A SMART SCALE
APPLICATION FOR THE CROZET TUNNEL TRAIL PROJECT
IN WAYNESBORO, VIRGINIA**

WHEREAS, the City of Waynesboro has submitted a \$5,574,992 SMART SCALE grant application for the Crozet Tunnel Trail Project, which will construct a and approximately 1.3-mile shared use path roughly parallel to US-250 from 1800 East Main Street to the western trail of the Blue Ridge Tunnel project. This will create a continuous bike and pedestrian connection from East Main Street in Waynesboro to Route 6 in Afton, providing an alternative route to US 250 for non-motorized traffic;

WHEREAS, this project is of significant local and regional transportation, recreational and cultural significance; and

WHEREAS, the Commonwealth of Virginia has adopted a project prioritization program under the SMART SCALE Program whereby transportation projects are selected for funding based on the cost-effectiveness of those projects to meet performance goals.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of Waynesboro hereby fully supports the Crozet Tunnel Trail Project SMART SCALE application, as described, and intends to construct this road as soon as full funding is available.

Bobby Henderson, Mayor

VIRGINIA WATER AND WASTEWATER AGENCY RESPONSE NETWORK MUTUAL AID AGREEMENT:

The Virginia Water and Wastewater Agency Response Network (WARN) is a mutual aid response system among utility providers in the Commonwealth that provides access to necessary assistance from member utilities in a time of need, available at the discretion of the member utility. Council member Short moved to adopt a resolution authorizing execution of the Virginia Water and Wastewater Agency Response Network Mutual Aid Agreement. Having been seconded and with no objections, the resolution was adopted 5:0:

Mayor Henderson	Aye	Council member Allen	Aye
Vice Mayor Williams	Aye	Council member Short	Aye
		Council member Hostetter	Aye

**RESOLUTION ^(R20-16)
AUTHORIZING EXECUTION OF THE
VIRGINIA WATER AND WASTEWATER AGENCY RESPONSE NETWORK
MUTUAL AID AGREEMENT, ASSISTANCE REQUEST, AND EVENT AGREEMENT**

WHEREAS, the National Infrastructure Protection Plan and in particular the Sector Specific Plan for the Water Sector developed by the United States Environmental Protection Agency identifies the development of a Water and Wastewater Agency Response Network in each State as an important means of helping to ensure resilient water and wastewater infrastructure in the public interest; and

WHEREAS, in furtherance of such national Water Sector plan, Virginia’s longstanding, nationally-recognized professional associations known as the Virginia Section of the American Water Works Association (“VA AWWA”) and the Virginia Water Environment Association (“VWEA”) have jointly formed the Virginia Water and Wastewater Agency Response Network (“VA WARN”) Committee to develop the EPA-recommended network and associated procedures for implementation in Virginia; and

WHEREAS, the VA WARN Committee has developed the attached form of a VA WARN Mutual Aid Agreement for use by public and private Water Sector utilities for purposes of requesting assistance and responding to such requests as well as a related form of an Event Agreement for providing assistance of a defined scope on defined terms and conditions; and

WHEREAS, this VA WARN Mutual Aid Agreement is intended to supplement and integrate with the Statewide Mutual Aid Program administered by the Virginia Department of Emergency Management, with the Emergency Management Assistance Compact, and with other mutual aid agreements of local, intrastate and interstate scope; and

WHEREAS, the CITY OF WAYNESBORO owns or operates water and wastewater facilities, is responsible for public water supply and wastewater management in the Commonwealth of Virginia, and is therefore eligible to participate in VA WARN and the VA WARN Mutual Aid Agreement.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of Waynesboro, that City Manager is hereby authorized to execute the VA WARN Mutual Aid Agreement and accompanying and related agreements, including without limitation, the Assistance Request and the Event Agreement, as he deems necessary, which are hereby approved.

Adopted by the City Council of Waynesboro this 13th day of July, 2020.

BOBBY HENDERSON, MAYOR

FEDERAL FY20 COMMUNITY DEVELOPMENT BLOCK GRANT ANNUAL ACTION PLAN:

The Planning Director made a presentation regarding the proposed Federal Fiscal Year 2020 Community Development Block Grant Annual Action Plan. It included the CDBG objectives, a review of the fiscal year 2020 grant, and the proposed use of the \$194,000 in funding.

APPROPRIATION ORDINANCE - CAPSAW:

As fiscal agent for CAPSAW, the City of Waynesboro is responsible for adopting their annual operating budget. This does not involve local funds. Council member Short moved to introduce an ordinance **APPROPRIATING \$800,707 OF FUNDS FOR THE COMMUNITY ACTION PARTNERSHIP STAUNTON AUGUSTA WAYNESBORO (CAPSAW) OPERATING BUDGET**. Having been seconded and with no objections, the ordinance will receive final consideration at the next City Council meeting.

APPROPRIATION ORDINANCE – VALLEY COMMUNITY SERVICES BOARD:

Councilman Hostetter moved to introduce an ordinance **APPROPRIATING \$50,000 OF FUNDS TO THE VALLEY COMMUNITY SERVICES BOARD TO BE USED TO PROVIDE CARE FOR HOMELESS POPULATIONS PROVIDED TO MITIGATE COVID-19 EFFECTS AND ENABLE COMPLIANCE WITH COVID-19 PUBLIC HEALTH PRECAUTIONS.** Having been seconded and with no objections, the ordinance will receive final consideration at the next City Council meeting.

UPDATE AND STATUS OF CITY REOPENING PLANS.

The Deputy City Manager provided an update on workplace standards to ensure compliance and safety for employees and citizens. It included statistics on local and regional cases, the Governor’s Executive Orders, Phase III guidelines, and the City’s procedures and controls for future implementations. It is anticipated the August 10, 2020 Council meeting will be held in person.

COMMUNICATION, CORRESPONDENCE, AND CALENDAR:

Due to the absence of a Council member and no time-sensitive matters, Council member Allen moved to cancel the July 27, 2020. After receiving a second to the motion, there was a brief discussion and Council member Short withdrew his second to the motion. The motion died for a lack of a second.

CITIZEN COMMENTS:

Tom Maneval, Waynesboro VA: As Co-President of the Waynesboro Players, he asked that Council consider allowing COVID-19 grant funds be made available to non-profit organizations, citing the benefits and contributions the Waynesboro Players organization has made to the City and local schools to further education and the arts.

ADJOURN: Having no further business to discuss, Council member Short moved to adjourn the meeting. Having been seconded and with no objections, the meeting was adjourned 5:0 at 8:05 p.m.:

Mayor Henderson	Aye	Council member Allen	Aye
Vice Mayor Williams	Aye	Council member Short	Aye
		Council member Hostetter	Aye

Julia Bortle, MMC, Clerk of Council

Bobby Henderson, Mayor

WAYNESBORO, VIRGINIA

CITY COUNCIL ORGANIZATIONAL MEETING MINUTES



Council for the City of Waynesboro, Virginia held an Organization Meeting on Monday, July 13, 2020 at 7:00 p.m. via “Zoom” with staff and Council members participating remotely due to the Coronavirus COVID-19 pandemic and the Governor’s limitation of social distancing. Mayor Short requested City Attorney Melisa Michelsen preside over the Organization Meeting:

- PRESENT: Council Members: Terry R. Short, Jr., Mayor
 Bobby Henderson, Vice Mayor
 Bruce Allen, Council member
 Sam Hostetter, Council member
 Lana Williams, Council member
- City Staff: Michael G Hamp II, City Manager
 D. James Shaw, Deputy City Manager
 Julia Bortle, Clerk of Council
- Counsel: Melisa Michelsen, Litten & Sipe, LLC
- ABSENT: None

APPOINTMENT OF MAYOR :

Council member Williams nominated Bobby Henderson to serve as Mayor for the two-year term ending June 30, 2022. The nomination was seconded and adopted 5:0:

Mayor Henderson	Aye	Council member Allen	Aye
Vice Mayor Williams	Aye	Council member Short	Aye
		Council member Hostetter	Aye

Mayor Henderson assumed the role of mayor and presided over the remainder of the meeting.

APPOINTMENT OF VICE MAYOR:

Council member Allen nominated Lana Williams as Vice Mayor for a two-year term ending June 30, 2022. The motion was seconded and adopted 3:2:

Mayor Henderson	Aye	Council member Allen	Aye
Vice Mayor Williams	Aye	Council member Short	Nay
		Council member Hostetter	Nay

APPOINTMENT OF CHARTER OFFICIALS:

Council member Short moved to reappoint the following Charter employees for a one-year term ending June 30, 2021:

Organization Meeting
Monday, July 3, 2019
Unapproved Draft

City Manager – Michael G. Hamp II
City Assessor – Mary Garris
City Attorney – Melisa Michelsen, Litten & Sipe LLC
Clerk of the Council – Julia Bortle

The motion was seconded and adopted 5:0:

Mayor Henderson	Aye	Council member Allen	Aye
Vice Mayor Williams	Aye	Council member Short	Aye
		Council member Hostetter	Aye

APPOINTMENT OF DEPUTY CLERK:

Council member Hostetter moved to reappoint City Manager Michael G Hamp II as Acting Clerk of Council in the absence of the Clerk of Council. The motion was seconded and adopted 5:0:

Mayor Henderson	Aye	Council member Allen	Aye
Vice Mayor Williams	Aye	Council member Short	Aye
		Council member Hostetter	Aye

BOARDS AND COMMISSIONS APPOINTMENTS:

Mayor Henderson moved to adopt the following appointments and reappointments:

CAPSAW Board:	Lana Williams
Planning Commission:	Bobby Henderson
Parks and Recreation Commission:	Sam Hostetter

The motion was seconded and adopted 5:0:

Mayor Henderson	Aye	Council member Allen	Aye
Vice Mayor Williams	Aye	Council member Short	Aye
		Council member Hostetter	Aye

The Valley Program for Aging appointments requires additional research and will be considered at an upcoming meeting.

With no further business to discuss, the Organization Meeting was concluded and Council proceeded with the scheduled Regular Business Meeting.

Julia Bortle, MMC, Clerk of Council

Bobby Henderson, Mayor



Waynesboro City Council Agenda Briefing

Meeting Date:	July 27, 2020	Staff/Council Member(s):
Agenda Item #	3b	
Resolution#		
Department:	City Council	
Subject:	Recommended Fiscal Year 2021 Council Meeting Calendar	

Background: Council is asked to approve the recommended fiscal year 2021 Council meeting calendar.

2020-2021

COUNCIL MEETING	DATE	TIME
Organizational Meeting	13-Jul	7:00 p.m.
Business Meeting	27-Jul	7:00 p.m.
Business Meeting	10-Aug	7:00 p.m.
Business Meeting	24-Aug	7:00 p.m.
Business Meeting	14-Sept	7:00 p.m.
Business Meeting	28-Sep	7:00 p.m.
Business Meeting	13-Oct*	7:00 p.m.
Business Meeting	26-Oct	7:00 p.m.
Business Meeting	9-Nov	7:00 p.m.
Business Meeting	23-Nov	7:00 p.m.
Business Meeting	14-Dec	7:00 p.m.
Business Meeting	28-Dec	7:00 p.m.
Business Meeting	11-Jan	7:00 p.m.
Business Meeting	25-Jan	7:00 p.m.
Business Meeting	8-Feb	7:00 p.m.
Business Meeting	22-Feb	7:00 p.m.
Business Meeting	8-Mar	7:00 p.m.
Business Meeting	22-Mar	7:00 p.m.
Business Meeting	12-Apr	7:00 p.m.
Business Meeting	26-Apr	7:00 p.m.
Business Meeting	10-May	7:00 p.m.
Business Meeting	24-May	7:00 p.m.
Business Meeting	14-Jun	7:00 p.m.
Business Meeting	28-Jun	7:00 p.m.

*Holiday alters schedule.

Work Sessions scheduled as needed.

ORDINANCE NUMBER 2020-



AN ORDINANCE APPROPRIATING \$800,707 OF FUNDS FOR THE COMMUNITY ACTION PARTNERSHIP STAUNTON AUGUSTA WAYNESBORO (CAPSAW) OPERATING BUDGET.

BE IT ORDAINED, by the Council of the City of Waynesboro, Virginia:

That the following sums of money are hereby appropriated as herein specified for the fiscal year ending June 30, 2021 (the “Fiscal Year”), and that the budget for the Fiscal Year is hereby amended to reflect the below-listed appropriations.

Section I – CAPSAW Fund

Paragraph 1. To the CAPSAW fund \$800,707 is appropriated to be apportioned as follows:

Operational Expenditures	\$800,707
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Paragraph 2. The above appropriation will be provided for by the following revenue:

Anticipated Revenue	\$501,037
Federal Revenue – CARES	\$299,670
GRANT CDBG	

INTRODUCED: ON JULY 13, 2020 BY COUNCIL MEMBER TERRY SHORT, JR.

ADOPTED:

EFFECTIVE:

CLERK

MAYOR

ORDINANCE NUMBER 2020-



AN ORDINANCE APPROPRIATING FUNDS FROM THE CARES ACT IN THE AMOUNT OF \$50,000 TO THE GENERAL FUND, FOR A VALLEY COMMUNITY SERVICES BOARD TO MITIGATE COVID-19 EFFECTS ON THE HOMELESS POPULATION, FOR THE FISCAL YEAR ENDING JUNE 30, 2021, AS HEREIN SPECIFIED

BE IT ORDAINED, by the Council of the City of Waynesboro, Virginia:

That the following sums of money are hereby appropriated as herein specified for the fiscal year ending June 30, 2021 (the "Fiscal Year"), and that the budget for the Fiscal Year is hereby amended to reflect the below-listed appropriations.

Section I – General Fund

Paragraph 1. To the General Fund, for an Economic Development Business Grant Program, \$50,000 is appropriated to be apportioned as follows:

1105301	Valley Comm Svc Support 756006-COVID Project Grants	\$50,000
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Paragraph 2. The above appropriation will be provided for by the following revenue:

1100533	Federal Revenue 533435 - CARES – CARES ACT FUNDING	\$50,000
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This ordinance is effective immediately upon adoption by council.

INTRODUCED: ON JULY 13, 2020 BY COUNCIL MEMBER SAM HOSTETTER

ADOPTED:

EFFECTIVE:

CLERK

MAYOR



Waynesboro City Council Agenda Briefing

Meeting Date:	July 27, 2020	Staff/Council Member(s): Cameron S. McCormick, CPA, Director of Finance, James Shaw II, Deputy City Manager, Mike Hamp, City Manager
Agenda Item #	5	
Ordinance#		
Department:	Finance/City Manager’s Office	
Subject:	COVID -19 Response –Extension of Relief Concerning Utility Payments and Disconnection of Utilities	

Background: On June 22, 2020, the City Council adopted an Emergency Ordinance Regarding Utility Payments During the COVID-19 Pandemic setting penalties and late fees on such utilities at \$0 and 0%, as well as forgoing disconnection procedures for non-payment, until the end of July 2020. Council’s action did not waive or forgive charges for utilities and any charges remaining unpaid once this ordinance expires remain subject to interest and penalty. Currently there are approximately 700 accounts, totaling approximately \$195,000, eligible for disconnection. The City currently serves approximately 8,900 active accounts. City staff seeks guidance from City Council whether to extend this temporary measure of relief. An ordinance has been prepared for Council’s consideration if Council wishes to extend the relief.

City Manager’s Recommendation: Receive briefing and provide guidance. If Council desires to extend relief from penalty and interest through September and begin the cut-off process in August, introduce and consider the attached ordinance.

Suggested Motion(s): If Council wishes introduce and consider adopting the attached ordinance

Attachments: Ordinance

ORDINANCE 2020-



**A THIRD EMERGENCY ORDINANCE
REGARDING UTILITY PAYMENTS DURING
THE COVID-19 PANDEMIC**

WHEREAS, the City Manager has declared a local emergency during the current COVID-19 Pandemic (the “Emergency”);

WHEREAS, widespread closures, unemployment, social distancing, and Executive Orders 51, 53, and 55, 61, and 65 have created excess burdens upon the citizens of the City;

WHEREAS, the City Council desires to treat all citizens equally and provide additional time for citizens to pay certain utilities without penalty, interest, and collection activities during the Emergency;

WHEREAS, on June 22, 2020, the City Council adopted An Emergency Ordinance Regarding Utility Payments During the COVID-19 Pandemic setting penalties and late fees on such utilities at \$0.00, and interest at 0%, until the end of July 2020; and

WHEREAS, due to the continuing Emergency, the City Council desires to further extend the suspension of penalties, late fees, and interest on utilities provided by the City.

NOW, THEREFORE, BE IT ORDAINED, BY THE CITY COUNCIL OF THE CITY OF WAYNESBORO, VIRGINIA THAT:

1. Notwithstanding any other provisions in the City Code or the City of Waynesboro Utility Policy/Procedure, the penalty shall be \$0.00, the late fee shall be \$0.00, the administrative fee shall be \$0.00, and the interest rate shall be 0% upon the late payment of all utilities provided by the City, including without limitation, water, stormwater, wastewater, and, refuse through September 14, 2020. On September 15, 2020, penalties, late fees, administrative fees, and interest shall resume at normal rates as set forth in the City Code and the Utility Policy/Procedure.

2. The City Council strongly recommends the City not undertake collection action upon any citizen that fails to pay any of the utilities, including cutting off services, through August 17, 2020.

3. This Ordinance shall take precedence over any conflicting provisions in that certain Emergency Ordinance Regarding Utility Payments During the COVID-19 Pandemic adopted by City Council on June 22, 2020, the passage of this Ordinance is an emergency measure, and this Ordinance shall be effective immediately.

4. The City Manager is hereby authorized to take all actions reasonably necessary, including executing such documents as are reasonably necessary, to effectuate and carry out the purposes of this Ordinance.

Adopted by the City Council of the City of Waynesboro, Virginia, on this 27th day of July, 2020.

CERTIFICATE

The undersigned Mayor and Clerk of the City Council of the City of Waynesboro, Virginia hereby certify that the foregoing constitutes a true and correct copy of an ordinance entitled A Second Emergency Ordinance Regarding Utility Payments During the COVID-19 Pandemic adopted by the City Council at a meeting held on July 27th, 2020.

[SEAL]

ATTEST: _____
Clerk, City Council
City of Waynesboro, Virginia

Mayor, City Council
City of Waynesboro, Virginia



Waynesboro City Council Agenda Briefing

Meeting Date:	July 27, 2020	Staff/Council Member(s): D. James Shaw II, Deputy City Manager/ Cameron S. McCormick, CPA, Director of Finance
Agenda Items #	6	
Ordinance		
Department:	City Manager's Office/Finance Department	
Subject:	Budget Ordinance – DSS – CARES GRANT FUNDING	

Background: On June 1, 2020 the City received \$1,974,380 of federal funding, passed through from the Commonwealth, through the Coronavirus Aid, Relief, and Economic Security (CARES) Act. This funding is to be used to cover expenses 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 government; and
- 3) were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.

The attached ordinance serves to appropriate funds and amend the 2021 budget to provide \$75,000 to the Shenandoah Valley Department of Social Services (DSS) for grants to households in Waynesboro. Funds are provided for assistance with rent payments, mortgage payments, or essential service payments for families impacted by COVID-19. Staff would suggest providing funds periodically as demand requires. The City will require eligibility documentation from DSS. Any unspent funds will be required to be returned to the City. All funds must be spent in accordance with CARES Act guidelines.

City Manager's Recommendation: City Manager suggests adopting the ordinance as shown.

Suggested Motion(s): I move to introduce the appropriation ordinance as presented.

Attachments: Ordinance

ORDINANCE NUMBER 2020-



AN ORDINANCE APPROPRIATING FUNDS FROM THE CARES ACT IN THE AMOUNT OF \$75,000 TO THE GENERAL FUND, FOR A CONTRIBUTION TO THE DEPARTMENT OF SOCIAL SERVICES TO MITIGATE COVID-19 EFFECTS ON THE CITY OF WAYNESBORO BY ALLOWING CITIZENS IMPACTED BY COVID-19 TO APPLY FOR GRANTS FOR ESSENTIAL SERVICES, RENT OR MORTGAGE PAYMENTS, FOR THE FISCAL YEAR ENDING JUNE 30, 2021, AS HEREIN SPECIFIED

BE IT ORDAINED, by the Council of the City of Waynesboro, Virginia:

That the following sums of money are hereby appropriated as herein specified for the fiscal year ending June 30, 2021 (the "Fiscal Year"), and that the budget for the Fiscal Year is hereby amended to reflect the below-listed appropriations.

Section I – General Fund

Paragraph 1. To the General Fund, for a contribution to the Department of Social Services of CARES act funds, \$75,000 is appropriated to be apportioned as follows:

1105301	MISC ONE TIME CONTRIBUTION 756099-COVID	\$75,000
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Paragraph 2. The above appropriation will be provided for by the following revenue:

1100533	Federal Revenue 533435 - CARES – CARES ACT FUNDING	\$75,000
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This ordinance is effective immediately upon adoption by council.

INTRODUCED:

ADOPTED:

EFFECTIVE:

CLERK

MAYOR