

CITY OF WAYNESBORO, VIRGINIA

CITY COUNCIL BUSINESS MEETING AGENDA



TERRY SHORT, JR., MAYOR, *AT LARGE*
BOBBY HENDERSON, VICE MAYOR, *WARD C*
BRUCE ALLEN, COUNCILMAN, *WARD B*
ELENA ANDERSON, COUNCILWOMAN, *WARD A*
SAM HOSTETTER, COUNCILMAN, *WARD D*

TO BE HELD IN THE COUNCIL CHAMBERS,
CHARLES T. YANCEY MUNICIPAL BUILDING
AT 503 WEST MAIN STREET, WAYNESBORO, VIRGINIA
ON WEDNESDAY, OCTOBER 16, 2019 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

Any item placed on the consent agenda shall be removed and considered as a separate matter, if so requested by any member of Council, otherwise all items will be voted on with one (1) motion.

3.a. Council Meeting Minutes:

Consider approving the September 23, 2019 Regular Business Meeting minutes, and dispense with the reading of the minutes.

Documents:

[3a 2019 0923.Minutes.Draft.pdf](#)

3.b. Fiscal Year 2021 Budget Calendar:

Consider affirming the Fiscal Year 2021 Budget Calendar.

Documents:

[3b Calendar.pdf](#)

3.c. Boards And Commissions Appointments:

c. Appointment – Regional Youth Commission: Consider appointing a candidate to the Regional Youth Commission as a youth representative for a one-year term ending August 31, 2020.

d. Appointment – Library Board of Trustees: Consider appointing a candidate to the Library Board of Trustees for a four-year term ending August 31, 2023.

4. MATTERS FROM COUNCIL MEMBERS.

5. PROCLAMATION – SMALL BUSINESS SATURDAY:

Consider issuing a proclamation promoting shopping at local independently-owned businesses by naming Saturday, November 30, 2019 as Small Business Saturday in the City of Waynesboro.

Documents:

[5 Small Business Saturday.pdf](#)

6. AMENDED RESOLUTION - PERSONAL PROPERTY TAX RELIEF ACT (PPTRA) FOR CALENDAR YEAR 2019:

Consider adopting an amended resolution establishing the Personal Property Tax Relief Act (PPTRA) rate of relief of 35.15-percent for calendar year 2019.

Documents:

[6 Amended PPTRA.pdf](#)

7. ORDINANCE – STORMWATER SIGNAGE:

Consider adopting an ordinance appropriating Chesapeake Bay Grant Funds in the amount of \$3,000 to the Stormwater Fund, to purchase signage.

Documents:

[7 Stormwater Signage.pdf](#)

8. ORDINANCE – COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS FOR FUTURE PROJECT:

Consider adopting an ordinance appropriating CDBG Program Income, in the amount of \$5,773, to the Capital Projects Fund, for transfer to the CDBG Restricted Reserve Account, to be used for a future CDBG project.

Documents:

[8 CDBG.pdf](#)

9. ORDINANCE – STREETS DEPARTMENT DUMP TRUCK AND CRACK SEALER:

Consider introducing an ordinance appropriating a portion of net position in the Fleet Fund, in the amount of \$2,868, to the Fleet Fund, to purchase a dump truck and crack sealer for the Streets Department.

Documents:

[9 Fleet.pdf](#)

10. ORDINANCE – RECYCLING VENDOR COSTS:

Consider introducing an ordinance appropriating a portion of the net position in the Refuse Fund, in the amount of \$17,585 to the Refuse Fund, for increased costs associated with recyclable material disposal.

Documents:

[10 Recycle.pdf](#)

11. ORDINANCE – POLICE DEPARTMENT – BEDFORD COUNTY REIMBURSEMENT:

Consider adopting an ordinance appropriating funds received from Bedford County, in the amount of \$3,793, to the General Fund, for reimbursement of travel expenditures in the Police Department.

Documents:

[11 Police.pdf](#)

12. ORDINANCE – DISTRICT COURTHOUSE SURVEILLANCE CAMERA:

Consider introducing an ordinance appropriating a portion of the Courthouse Security Restricted Reserve, in the amount of \$1,135, to the General Fund, for a surveillance camera in the District Court Building.

Documents:

[12 Camera.pdf](#)

13. CORRESPONDENCE, COMMUNICATION, AND CALENDAR

14. CITIZEN COMMENT PERIOD

15. CLOSED MEETING (IF NECESSARY)

16. ADJOURN

The Waynesboro City Council encourages the participation of all City citizens. For those with special needs, please notify the Clerk of Council (540-942-6669) of any accommodations required, including assisted listening device, at least five days prior to the meeting you wish to attend.

If you have access to the City's website, www.waynesboro.va.us, you may receive advance notifications for Council meeting agendas, minutes, and City department information. From the home page, click on "Notify Me", enter your email address and/or mobile phone number and select those items you want to receive advance notice. Then follow the instructions. You will receive email messages from listserv@civicplus.com.

WAYNESBORO, VIRGINIA

CITY COUNCIL BUSINESS MEETING MINUTES



Council for the City of Waynesboro, Virginia held a Regular Business Meeting on Monday, September 23, 2019, at 7:00 p.m. in the Council Chambers of the Charles T. Yancey Municipal Building, 503 West Main Street, Waynesboro, Virginia, with Mayor Short presiding and calling the meeting to order:

PRESENT: Council Members: Terry Short, Jr., Mayor
 Bobby Henderson, Vice Mayor
 Bruce Allen, Councilman
 Elzena Anderson, Councilwoman
 Sam Hostetter, Councilman

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

Guest: Ms. Roseanne Vrugtman, US Census Bureau

Counsel: Melisa Michelsen, Esq., Litten & Sipe LLC

ABSENT: None

PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA:

Mayor Short opened the meeting, and Councilwoman Anderson lead everyone in the Pledge of Allegiance to the Flag of the United States of America.

ADOPTION OF BUSINESS MEETING AGENDA:

Councilman Hostetter moved to adopt the Business Meeting Agenda as presented. Having been seconded and with no objections, **the Business Meeting Agenda was adopted 5:0:**

Mayor Short	Aye	Councilwoman Anderson	Aye
Vice Mayor Henderson	Aye	Councilman Hostetter	Aye
Councilman Allen	Aye		

CONSENT AGENDA:

Councilman Allen moved to adopt the consent agenda as presented. Having been seconded and with no objections, **the consent agenda was adopted 5:0:**

Mayor Short	Aye	Councilwoman Anderson	Aye
Vice Mayor Henderson	Aye	Councilman Hostetter	Aye
Councilman Allen	Aye		

- a. Council Meeting Minutes: Consider approving the September 9, 2019 Work Session and Regular Business Meeting minutes, and dispense with the reading of the minutes.

Second consideration/adoption of the following appropriation ordinances:

- b. Replenishment of City Manager’s Contingency Account (\$4,250); (2019-70)
- c. Police vehicle Replacement (\$51,000); (2019-71)
- d. Stormwater Dump Truck (\$86,000); (2019-72)
- e. Landscaping Architecture and Engineering Services (\$401,250); (2019-73)
- f. Office on Youth Grants and Donations (\$44,00). (2019-74)

MATTERS FROM COUNCIL MEMBERS:

Councilman Hostetter’s next constituent meeting will be on Tuesday, October 1, 2019 at 9:00 a.m. at the French Press, and he invited anyone who would like to meet with him for a casual discussion.

Vice Mayor Henderson attended the citizenship swearing-in event at the Frontier Culture Museum, stating it was a great event.

Mayor Short spoke with the third-grade classes at William Perry Elementary School, stating it is one of his favorite things to do as mayor.

PRESENTATION – UNITED STATES 2020 CENSUS:

Ms. Roseanne Vrugtman from the U.S. Census Bureau spoke concerning the 2020 Census, explaining the importance of having citizens complete the census. She suggested methods to gain a higher return rate and how accounting for the hardest to reach citizens is necessary for adequate federal funding. Council will be asked to consider adopting a resolution promoting participation in the Census and creating a regional Complete Count Committee with Staunton and Augusta County at a future meeting.

RESOLUTION (REVISED) – VDOT REVENUE SHARING APPLICATION FOR DELPHINE AND EAST MAIN ROUNDABOUT:

Council was asked to consider adopting a resolution amending a previously adopted resolution endorsing the application to the Revenue Sharing Program to construct a roundabout at East Main Street and Delphine Avenue, to include the cost of lighting and landscaping. Previously \$862,000 was endorsed for the project with the City’s share being \$431,000. The additional lighting and landscaping could add \$172,400. The City’s share of the total cost would be \$517,200.

Councilwoman Anderson moved to adopt a resolution supporting the application for an allocation through the Virginia Department of Transportation Revenue Sharing Program as described. Having been seconded and with no objections, the **resolution was adopted 4:0 with Mayor Short abstaining** as he is an employee of the Virginia Department of Transportation:

Mayor Short	Abstain	Councilwoman Anderson	Aye
Vice Mayor Henderson	Aye	Councilman Hostetter	Aye
Councilman Allen	Aye		

RESOLUTION ^(R19-23)
VIRGINIA DEPARTMENT OF TRANSPORTATION
FISCAL YEAR 2021-2022 REVENUE SHARING PROGRAM
FOR THE DELPHINE & MAIN ROUNDABOUT, WAYNESBORO, VA

At a regularly scheduled meeting of the City Council of the City of Waynesboro, Virginia held on September 23, 2019 on a motion by Councilwoman Anderson and seconded, the following resolution was adopted by a vote of 4:0 with Mayor Short abstaining:

WHEREAS, the City Council of the City of Waynesboro, Virginia desires to submit an application for an allocation of funds through the Virginia Department of Transportation Fiscal Year 2021-22, Revenue Sharing Program; and,

WHEREAS, these funds are requested to fund the construction of new Roundabout at the intersection of Delphine Avenue and East Main Street,

WHEREAS, it is understood that the City Council must appropriate fifty percent of the project cost in order to meet the required match for Revenue Sharing Program; and,

NOW, THEREFORE, BE IT RESOLVED THAT: The City Council of the City of Waynesboro, Virginia hereby supports this application for an allocation through the Virginia Department of Transportation Fiscal Year 2021-22 Revenue Sharing Program.

RESOLUTION - PERSONAL PROPERTY TAX RELIEF ACT (PPTRA) FOR 2019:

Council was asked to consider adopting a resolution establishing the Personal Property Tax Relief Act (PPTRA) rate of relief of 33% for the tax year 2019. The reduction of relief from last year's 49% is attributed to the tax rate increase and the increase in the tax base. Councilman Hostetter moved to adopt a resolution establishing the PPTRA Relief at 33%. **Having been seconded and with no objections, the resolution was adopted 5:0:**

Mayor Short	Aye	Councilwoman Anderson	Aye
Vice Mayor Henderson	Aye	Councilman Hostetter	Aye
Councilman Allen	Aye		

**RESOLUTION ^(R19-24)
SETTING PPTRA RATE OF RELIEF
FOR TAX YEAR 2019**

WHEREAS the Personal Property Tax Relief Act of 1998, Va. Code §§ 58.1-3523 *et seq.* ("PPTRA"), provides for the appropriation to the City a fixed sum to be used exclusively for the provision of tax relief to owners of qualifying personal use vehicles that are subject to the personal property tax ("PPT") on such vehicles, and provide the opportunity for the City to fashion a program of tax relief that serves the best interests of its citizenry; and

WHEREAS these legislative enactments require the City of Waynesboro to take affirmative steps to implement and to provide for the computation and allocation of relief provided pursuant to the PPTRA as revised;

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Waynesboro, Virginia in accordance with the requirements set forth in Section 58.1-3524(C) (2) and Section 58.1-3912(E) of the Code of Virginia, as amended by Chapter 1 of the Acts of the General Assembly (2004 Special Session 1) and as set forth in item 503.E (Personal Property Tax Relief Program) of Chapter 951 of the 2005 Acts of the General Assembly, any qualifying vehicle situated within the City of Waynesboro commencing January 1, 2019 shall receive personal property tax relief in the following manner:

- (1) Personal use vehicles valued at \$1,000 or less will be eligible for 100% tax relief;
- (2) Personal vehicles valued at \$1,001 to \$20,000 will be eligible for 33% tax relief;
- (3) Personal vehicles valued at \$20,001 or more shall only receive 33% tax relief on the first \$20,000 of value; and
- (4) All other vehicles which do not meet the definition of qualifying vehicle (business use vehicles, farm use vehicles, motor homes, etc.) shall not be eligible for any form of tax relief under this program.

COMMUNICATION, CORRESPONDENCE, AND CALENDAR: With no comments from Council or staff, the meeting continued.

CITIZEN COMMENT PERIOD: With no one signed up to speak, the meeting continued.

CLOSED MEETING:

Vice Mayor Henderson moved to recess into a closed meeting to consider personnel matters regarding the assignment, appointment, promotion, performance, benefits, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of the City, as permitted by Virginia Code section 2.2-3711(A)(1). The subject matter of the meeting was the discussion of salaries for charter employees. **Having been seconded, the motion was adopted on a roll call vote as follows**

Mayor Short	Aye	Councilwoman Anderson	Aye
Vice Mayor Henderson	Aye	Councilman Hostetter	Aye
Councilman Allen	Aye		

Council recessed into Closed Meeting at 7:22 p.m.

Council came out of the closed meeting and convened into an open meeting at 7:56 p.m.

Vice Mayor Henderson moved to adopt the following resolution as read in its entirety:

CERTIFICATION RESOLUTION ^(R19-22)

With respect to the just-concluded closed session, and to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements under The Virginia Freedom of Information Act and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the Council. **Having been seconded, the resolution was adopted on a roll call vote as follows**

Mayor Short	Aye	Councilwoman Anderson	Aye
Vice Mayor Henderson	Aye	Councilman Hostetter	Aye
Councilman Allen	Aye		

With no further business to discuss, the meeting was adjourned at 7:57 p.m. on a motion by Councilman Allen.

Julia Bortle, MMC, Clerk of Council

Terry R. Short, Jr., Mayor



Waynesboro City Council Agenda Briefing

Meeting Date:	October 16, 2019	Staff/Council Member(s): Alisa King, Interim Director of Finance/Jim Shaw, Deputy City Manager
Agenda Item #	3(b)	
Ordinance#	N/A	
Department:	City Manager's Office and Finance Department	
Subject:	FY2021 Budget Calendar	

Background: The City Charter Section 5.2 outlines the required schedule for the submittal of the School Board's Budget, the City Manager's Budget, for public hearings related to the budget, and adopting ordinances for tax rates and the annual budget. The budget calendar conforms to the statutory schedule. The Calendar is also crafted in order to allow the professional staff adequate time to assist in development of the City Manager's budget and to provide the City Council necessary time for review and approval of the annual appropriation ordinance.

City Manager's Recommendation: The City Manager recommends that the Council acknowledge and affirm the proposed budget calendar.

Suggested Motion(s): Acknowledge and affirm the Fiscal Year 2021 budget calendar as proposed.

Attachments: FY2021 Budget Calendar

City Council Budget Calendar for 2021 Annual Budget

Wednesday, September 25, 2019	Distribute instructions for Capital Improvement Projects
Monday, October 14, 2019	Regular Council Business Meeting – Adopt budget calendar
Tuesday, October 22, 2019	Distribute budget instructions to departments and Community Service Agencies
November 1 & 2, 2019	City Council Retreat - develop budget goals/direction
Friday, October 25, 2019	Capital Project requests due
November 2019	CIP Committee meetings
January 2020	CIP to Planning Commission
Monday, December 30, 2019	Department budget requests due
January 2020	Begin department budget meetings
Monday, January 27, 2020	Council Budget Work Session
February 2020	Continue department budget meetings
Monday, February 24, 2020	Council Budget Work Session
Monday, March 23, 2020	Last meeting at which Superintendent of Schools can submit the School Board's recommended FY21 budget to City Council
Monday, March 30, 2020	Called Council Budget Work Session City Manager budget presentation (6PM)
Friday, April 3, 2020	Advertisement for Equalized Real Estate Tax (if necessary)
Tuesday, April 7, 2020	Hold as needed Council Budget Work Session Council Work Session (6pm)
Monday, April 13, 2020	Regular Council Business Meeting – Equalized Real Estate Tax Public Hearing (only necessary in reassessment years) Council Call for all necessary public hearings
Wednesday, April 15, 2020	First advertisement all necessary public hearings
Wednesday, April 15, 2020	Hold as needed Council Budget Work Session Council Work Session (5pm)
Monday, April 20, 2020	Second Advertisement all necessary public hearings
Monday, April 27, 2020	Regular Council Business Meeting – Public Hearing - Utility Rate Ordinances (if necessary) Public Hearing - Cemetery rates ordinance (if necessary) Public Hearing - Tax Rates Public Hearing - Budget Introduction of all necessary Ordinances
Monday, May 11, 2020	Regular Council Business Meeting Adopt all necessary Ordinances
Monday, June 8, 2020	Regular Council Business Meeting Potential introduction of final 2019 budget amendment



Waynesboro City Council Agenda Briefing

Meeting Date:	October 16, 2019	Staff/Council Member(s): City Manager
Agenda Item #	5	
Resolution#		
Department:	City Council	
Subject:	Proclaim November 30, 2019 as Small Business Saturday in the City of Waynesboro	

Background: Small businesses are vitally important to local downtown districts, economies, and the overall social and community fabric. Small business owners are key employers, civic leaders, charitable-givers, and support and contribute to the community identity and brand.

As we approach the holiday retail shopping season, it is important to promote small businesses and encourage the community to support them.

City Manager’s Recommendation: Proclaim November 30, 2019 as Small Business Saturday in Waynesboro.

Suggested Motion(s): NA

Attachments:

Proclamation

THE OFFICE OF THE CITY COUNCIL
CITY OF WAYNESBORO
COMMONWEALTH OF VIRGINIA



PROCLAMATION (P19-09)

Whereas, the City of Waynesboro celebrates our local small businesses and the contributions they make to our local economy and community; according to the United States Small Business Administration, there are currently 30.2 million small businesses in the United States, they represent 99.7 percent of all businesses with employees in the United States, are responsible for 65.9 percent of net new jobs created from 2000 to 2017; and

Whereas, small businesses employ 47.5 percent of the employees in the private sector in the United States; and

Whereas, 94% of consumers in the United States value the contributions small businesses make in their community; and

Whereas, 96% of consumers who plan to shop on Small Business Saturday® said the day inspires them to go to small, independently-owned retailers or restaurants that they have not been to before, or would not have otherwise tried; and

Whereas, 92% of companies planning promotions on Small Business Saturday said the day helps their business stand out during the busy holiday shopping season; and

Whereas, 59% of small business owners said Small Business Saturday contributes significantly to their holiday sales each year; and

Whereas, Waynesboro, Virginia supports our local businesses that create jobs, boost our local economy and preserve our communities; and

Whereas, advocacy groups, as well as public and private organizations, across the country have endorsed the Saturday after Thanksgiving as Small Business Saturday.

Now, Therefore, I, TERRY R SHORT, JR., Mayor of the City of Waynesboro, do hereby proclaim, November 30, 2019, as:

SMALL BUSINESS SATURDAY

in the City of Waynesboro, Virginia, and urge the residents of our community, and communities across the country, to support small businesses and merchants on Small Business Saturday and throughout the year.

TERRY R. SHORT, JR., MAYOR
CITY OF WAYNESBORO, VIRGINIA



Waynesboro City Council Agenda Briefing

Meeting Date:	October 16, 2019	Staff/Council Member(s): Mike Hamp, City Manager/Sabrina von Schilling
Agenda Item #	6	
Resolution#		
Department:	Commissioner of the Revenue	
Subject:	Resolution Establishing the Rate of Relief for Personal Property Tax for the 2019 Tax Year	

Background:

In 2004 and 2005, the General Assembly enacted legislation and budget amendments that altered significantly the manner in which the Personal Property Tax Relief Program (Car Tax) program is administered at the state and local levels. The administration of the PPTRA for Waynesboro requires City Council to adopt annually, a resolution establishing the rate or percentage of relief for qualifying vehicles.

The resolution presented for your consideration establishes tax relief for qualifying vehicles at 35.15% for the 2019 tax year. In preparing the final tax bill run, the Commissioner of the Revenue determined that the rate of relief will be slightly higher than previously thought. (At its September 23rd meeting, City Council adopted a PPTRA relief rate of 33%.) The percentage of relief for last year was 49%. The appreciable reduction in the percentage of relief is attributable to the increase in the tax rate from \$2.50 per \$100 to \$3.25 per \$100, and the increase in the tax base.

The amount of Personal Property Tax Relief distributed to each locality is determined by the General Assembly. The City of Waynesboro receives \$1,721,457 annually until otherwise determined by the General Assembly. The percentage of Personal Property Tax Relief afforded to the taxpayers may vary from year to year according to the tax rate, and/or assessed value of the registered, qualifying vehicles in the City.

As adoption of a resolution is necessary for the implementation of the Personal Property Tax Relief Program, the City Manager recommends that City Council adopt the resolution establishing 35.15%.

City Manager's Recommendation: Adopt the resolution with the recommended 35.15% rate of relief under the PPTRA for the 2019 tax year.

Suggested Motion(s): Move to adopt the resolution establishing the rate of relief for PPTRA at 35.15% for Tax Year 2019.

Attachments: Amended Resolution

CITY COUNCIL OF WAYNESBORO, VIRGINIA



AMENDED RESOLUTION

**SETTING PPTRA RATE OF RELIEF
FOR TAX YEAR 2019**

WHEREAS the Personal Property Tax Relief Act of 1998, Va. Code §§ 58.1-3523 *et seq.* ("PPTRA"), provides for the appropriation to the City of a fixed sum to be used exclusively for the provision of tax relief to owners of qualifying personal use vehicles that are subject to the personal property tax ("PPT") on such vehicles, and provides the opportunity for the City to fashion a program of tax relief that serves the best interests of its citizenry; and

WHEREAS these legislative enactments require the City of Waynesboro to take affirmative steps to implement and to provide for the computation and allocation of relief provided pursuant to the PPTRA as revised;

WHEREAS the City council previously approved a personal property tax relief rate of 33% for the 2019 tax year, and further calculations have revealed that the City is able to increase that rate to 35.15%;

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Waynesboro, Virginia in accordance with the requirements set forth in Section 58.1-3524(C) (2) and Section 58.1-3912(E) of the Code of Virginia, as amended by Chapter 1 of the Acts of the General Assembly (2004 Special Session 1) and as set forth in item 503.E (Personal Property Tax Relief Program) of Chapter 951 of the 2005 Acts of the General Assembly, that the City Council's prior resolution setting personal property tax relief rates is hereby amended so that any qualifying vehicle situated within the City of Waynesboro on January 1, 2019, shall receive personal property tax relief in the following manner:

- (1) Personal use vehicles valued at \$1,000 or less will be eligible for 100% tax relief;
- (2) Personal vehicles valued at \$1,001 to \$20,000 will be eligible for 35.15% tax relief;
- (3) Personal vehicles valued at \$20,001 or more shall only receive 35.15% tax relief on the first \$20,000 of value; and
- (4) All other vehicles which do not meet the definition of qualifying vehicle (business use vehicles, farm use vehicles, motor homes, etc.) shall not be eligible for any form of tax relief under this program.

ATTEST: _____

Clerk, City Council
City of Waynesboro, Virginia

Mayor, City Council
City of Waynesboro, Virginia

ORDINANCE NUMBER 2019-



AN ORDINANCE APPROPRIATING CHESAPEAKE BAY GRANT FUNDS IN THE AMOUNT OF \$3,000, TO THE STORMWATER FUND, TO PURCHASE SIGNAGE FOR THE FISCAL YEAR ENDING JUNE 30, 2020 AS HEREIN SPECIFIED

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

That the following sums of money be and the same are hereby appropriated as herein specified for the year ending June 30, 2020, totaling \$3,000,

Section I – Stormwater Fund

Paragraph 1. To the Stormwater Fund, for signage purchases, \$3,000 is appropriated as follows:

3604512	Materials & Supplies	\$3,000
	767029 Public Education	

Paragraph 2. The above appropriation will be provided for by the following revenue:

3600541	Interfund Transfer	\$3,000
	540903 From Retained Earnings	

INTRODUCED:

ADOPTED:

EFFECTIVE:

CLERK

MAYOR

APPROPRIATION ORDINANCE REQUEST FORM

Name of Requestor	Brian McReynolds	Date of Request	9/9/19
Authorized Signature		Date of Authorization	
Purpose of Appropriation Request (Briefly describe what you plan to purchase and why)			
This request will move the Chesapeake Bay Grant monies received on June 27, 2018, Reference No. 90181117, to the current fiscal year (FY20) in order to purchase signage designated in the grant award.			
Source of Revenue (Briefly describe source of funds including agency name and anticipated receipt)			
The funds were received in fiscal year 2019, but were never spent. Therefore, the funds were absorbed into the Stormwater Fund's retained earnings.			
Is a local match required?		If so, indicate source of local match.	
Line Item Description	Line Item Number	Project Code	Amount
Public Education Stormwater	3604512-767029		\$3,000
Line Item Description	Line Item Number	Project Code	Amount
Interfund Transfer/From Retained Earnings	3600541-541903		\$3,000

ORDINANCE NUMBER 2019-



AN ORDINANCE APPROPRIATING CDBG PROGRAM INCOME, IN THE AMOUNT OF \$5,773, TO THE CAPITAL PROJECTS FUND, FOR TRANSFER TO THE CDBG RESTRICTED RESERVE ACCOUNT TO BE USED FOR A FUTURE CDBG PROJECT, FOR THE FISCAL YEAR ENDING JUNE 30, 2020, AS HEREIN SPECIFIED

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

That the following sums of money be and the same are hereby appropriated as herein specified for the year ending June 30, 2020, totaling \$5,773

Section I – Capital Projects Fund

Paragraph 1. To the Capital Projects Fund, for transfer to the CDBG Restricted Fund Balance, \$5,773 is appropriated to be apportioned as follows:

4109301-793066	Transfer to Fund Balance (410-444301)	\$5,773
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Paragraph 2. The above appropriation will be provided for by the following revenue:

4100518-518115	Community Development/Miscellaneous	\$5,773
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INTRODUCED:

ADOPTED:

EFFECTIVE:

CLERK

MAYOR

APPROPRIATION ORDINANCE REQUEST FORM

Name of Requestor	Alisa King, for Tom Carlsson, Director of Development, WRHA	Date of Request	9/19/19
Authorized Signature		Date of Authorization	

Purpose of Appropriation Request

(Briefly describe what you plan to purchase and why)

The City received a check in the amount of \$5,773.26 from the settlement of a former CDBG funded project, which was sold or refinanced prior to the 10 year term of the loan. These funds will be transferred into a restricted fund balance account to be used for a future CDBG project.

Charges to Budget

Line Item Description	Line Item Number	Project Code	Amount
Transfer to-Fund Balance (410-444301)	4109301-793066		\$5,773

Source of Revenue

(Briefly describe source of funds including agency name and anticipated receipt)

Check #15464 from Zunka, Milnor & Carter, LTD dated 9/3/2019

Is a local match required?

If so, indicate source of local match.

Line Item Description	Line Item Number	Project Code	Amount
Community Development/Miscellaneous	4100518-518115		\$5,773

ORDINANCE NUMBER 2019-



AN ORDINANCE APPROPRIATING A PORTION OF NET POSITION IN THE FLEET FUND, IN THE AMOUNT OF \$2,868, TO THE FLEET FUND, TO PURCHASE A DUMP TRUCK AND CRACK SEALER FOR THE STREETS DEPARTMENT, FOR THE FISCAL YEAR ENDING JUNE 30, 2020, AS HEREIN SPECIFIED

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

That the following sums of money be and the same are hereby appropriated as herein specified for the year ending June 30, 2020, totaling \$2,868.

Section I – Fleet Fund

Paragraph 1. To the Fleet Fund, for the purchase of a dump truck and crack sealer, \$2,868 is appropriated to be apportioned as follows:

5101611	Capital Outlay	\$2,868
	784008 Heavy Equipment	

Paragraph 2. The above appropriation will be provided for by the following revenue:

5100541	Intra-fund Transfer	\$2,868
	541903 From Net Position	

INTRODUCED:

ADOPTED:

EFFECTIVE:

CLERK

MAYOR

APPROPRIATION ORDINANCE REQUEST FORM

Name of Requestor	Trafford McRae	Date of Request	10/8/19
Authorized Signature		Date of Authorization	
Purpose of Appropriation Request <small>(Briefly describe what you plan to purchase and why)</small>			
The purpose of this request is to appropriate additional funds from the fleet fund retained earnings to purchase a dump truck and crack sealer for the streets department. The total cost for both items is \$155,029 and the amount available in the fleet fund budget is only \$152,161; therefore, an additional \$2,868.00 is needed.			
Charges to Budget			
Line Item Description	Line Item Number	Project Code	Amount
Capital Outlay/Heavy Equipment	5101611-784008		\$2,868
Source of Revenue <small>(Briefly describe source of funds including agency name and anticipated receipt)</small>			
Transfer from the fleet fund net position.			
Is a local match required?		If so, indicate source of local match.	
Line Item Description	Line Item Number	Project Code	Amount
Intrafund Transfer/From Net Position	1100541-541903		\$2,868

ORDINANCE NUMBER 2019-



AN ORDINANCE APPROPRIATING A PORTION OF THE NET POSITION IN THE REFUSE FUND, IN THE AMOUNT OF \$17,585, TO THE REFUSE FUND, FOR INCREASED COSTS ASSOCIATED WITH RECYCLABLE MATERIAL DISPOSAL, FOR THE FISCAL YEAR ENDING JUNE 30, 2020, AS HEREIN SPECIFIED

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

That the following sums of money be and the same are hereby appropriated as herein specified for the year ending June 30, 2020, totaling \$17,585.

Section I – Refuse Fund

Paragraph 1. To the General Fund, for increased costs associated with recyclable material disposal, \$17,585 is appropriated to be apportioned as follows:

3304234	Purchased Services	\$7,040
	731090 Other	
3304234	Rentals/Leases	\$10,545
	754001 Undesignated	

Paragraph 2. The above appropriation will be provided for through liquidation of a portion of net position in the Refuse Fund:

1100541	Intrafund Transfer	\$17,585
	541903 From Net Position	

INTRODUCED:

ADOPTED:

EFFECTIVE:

CLERK

MAYOR

APPROPRIATION ORDINANCE REQUEST FORM

Name of Requestor	Mark Bowman	Date of Request	October 3, 2019
Authorized Signature		Date of Authorization	

Purpose of Appropriation Request
(Briefly describe what you plan to purchase and why)

Changes in the market for recycled products have resulted in the City paying vendors for Materials Handling and Transport costs. These costs were previously offset by revenues that were collected by the vendor for the recyclables. Currently, the City is paying for handling and hauling of mixed paper from the recycling center.

City staff estimates a monthly cost of \$640 for materials handling and \$1,070 for transportation costs in the remainder of Fiscal Year 2020. The total estimated cost is \$20,520, and the approved budget provides \$2,935.

Charges to Budget

Line Item Description	Line Item Number	Project Code	Amount
Purchased Services/Other	3304234-731090		\$7,040.00
	3304234-754001		\$10,545.00

Source of Revenue

(Briefly describe source of funds including agency name and anticipated receipt)

Funds will be transferred from Refuse Fund Retained Earnings to account for these projected Fiscal Year 2020 costs.

Is a local match required?		If so, indicate source of local match.
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Line Item Description	Line Item Number	Project Code	Amount
Intrafund Transfer/From RE	3300541-541903		17,585.00

ORDINANCE NUMBER 2019-



AN ORDINANCE APPROPRIATING FUNDS RECEIVED FROM BEDFORD COUNTY, IN THE AMOUNT OF \$3,793, TO THE GENERAL FUND, FOR REIMBURSEMENT OF TRAVEL EXPENDITURES IN THE POLICE DEPARTMENT, FOR THE FISCAL YEAR ENDING JUNE 30, 2020, AS HEREIN SPECIFIED

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

That the following sums of money be and the same are hereby appropriated as herein specified for the year ending June 30, 2020, totaling \$3,793.

Section I – General Fund

Paragraph 1. To the General Fund, for reimbursement of travel expenditures in the Police Department, \$3,793 is appropriated to be apportioned as follows:

1103141	Education & Training 755001 Registration Fees	\$1,200
1103141	Education & Training 755002 Travel/Mileage	\$2,593

Paragraph 2. The above appropriation will be provided for through a reimbursement from Bedford County:

1100519	Miscellaneous 519213 Reimburse PD Outside Org	\$3,793
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INTRODUCED:

ADOPTED:

EFFECTIVE:

CLERK

MAYOR

APPROPRIATION ORDINANCE REQUEST FORM

Name of Requestor	Chief Michael D. Wilhelm	Date of Request	9/17/2019
Authorized Signature	Michael D. Wilhelm, Chief of Police	Date of Authorization	

Purpose of Appropriation Request

(Briefly describe what you plan to purchase and why)

Travel expenses for Sgt. Zullig and Detective Holmes that have been reimbursed for SOVA-ICAC Conference held in Dallas, TX.

Line Item Description	Line Item Number	Project Code	Amount
Education Registration Fees	1103141-755001		1200.00
Education Travel/Mileage	1103141-755002		2593.00

Source of Revenue

(Briefly describe source of funds including agency name and anticipated receipt)

The city received reimbursement for travel expenses for Sgt. Alyssa Zullig and Detective Micah Holmes from Bedford County, VA for the SOVA-ICAC Conference in the amount of 3792.74

Is a local match required?

If so, indicate source of local match.

Line Item Description	Line Item Number	Project Code	Amount
Misc./Reimburse PD Outside Org	1100519-519213		3793.00

ORDINANCE NUMBER 2019-



AN ORDINANCE APPROPRIATING A PORTION OF THE COURTHOUSE SECURITY RESTRICTED RESERVE, IN THE AMOUNT OF \$1,135, TO THE GENERAL FUND, FOR A SURVEILLANCE CAMERA IN THE DISTRICT COURT BUILDING, FOR THE FISCAL YEAR ENDING JUNE 30, 2020, AS HEREIN SPECIFIED

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

That the following sums of money be and the same are hereby appropriated as herein specified for the year ending June 30, 2020, totaling \$1,135.

Section I – General Fund

Paragraph 1. To the General Fund, for a surveillance camera in the District Court building, \$1,135 is appropriated to be apportioned as follows:

1102170	Major Purchase/Non-capital 768070 Equipment	\$1,135
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Paragraph 2. The above appropriation will be provided for through liquidation of a portion of the Courthouse Security Restricted Reserve account:

1100541	Intra-fund Transfers 541904 From Fund Balance (110-444106)	\$1,135
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INTRODUCED:

ADOPTED:

EFFECTIVE:

CLERK

MAYOR

APPROPRIATION ORDINANCE REQUEST FORM

Name of Requestor	Sheriff Joe Harris, Jr.	Date of Request	9/25/2019
Authorized Signature	/s/ Michael G. Hamp, II, City Mgr.	Date of Authorization	

Purpose of Appropriation Request
(Briefly describe what you plan to purchase and why)

Purpose of this request is to install a surveillance camera in the lobby of the District Courts building. Camera will cover the front entrance and magnetometer station. This camera will be recorded on a DVR inside the General District Courtroom.

The video equipment will be purchased and installed by Vector Security.

Product Description:

(1)- HXDS7604NI 2TB 4 channel network ready NVR with 2TB of HD of storage

(1)- HXDS2CD2143 Vandal dome Wide Dynamic Range camera with 2.8 MM lens and 4MP rating.

Misc. cables, connectors and supplies

Cost of the above and installation will be \$1,135.00

Total: \$1,135.00

Charges to Budget

Line Item Description	Line Item Number	Project Code	Amount
MP/NONCAP-EQUIPMENT	1102170-768070		\$1,135.00

Source of Revenue

(Briefly describe source of funds including agency name and anticipated receipt)

Liquidation of a portion of the Courthouse Security Reserve (110-444106/restricted fund balance) will fund this request.

Current Reserve:	\$5,585.79
Less this request:	(\$1,135.00)
Adjusted Balance:	\$ 4,450.79

Is a local match required?

If so, indicate source of local match.

Line Item Description	Line Item Number	Project Code	Amount
Intra-fund Transfers/From Fund Balance (110-444106)	1100541-541904		\$1,135.00