

CITY OF WAYNESBORO, VIRGINIA

CITY COUNCIL BUSINESS MEETING AGENDA



BRUCE ALLEN, MAYOR, *WARD B*
TERRY SHORT, JR., VICE MAYOR, *AT LARGE*
ELZENA ANDERSON, COUNCILWOMAN, *WARD A*
JEFF FREEMAN, COUNCILMAN, *WARD C*
PETE MARKS, COUNCILMAN, *WARD D*

TO BE HELD IN THE COUNCIL CHAMBERS,
CHARLES T. YANCEY MUNICIPAL BUILDING
AT 503 WEST MAIN STREET, WAYNESBORO, VIRGINIA
ON MONDAY, MARCH 13, 2017 AT 7:00 P.M.

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA
2. 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.

 - 2.a. Approval Of Minutes:

Consider adopting the minutes for the February 27, 2017 Regular Business Meeting, and dispense with the reading of the minutes.

Documents:

[2017 0227.Minutes.Draft.pdf](#)
3. MATTERS FROM COUNCIL MEMBERS.
4. PRESENTATION
 - 4.a. Blue Ridge Community College Annual Report:

Receive a presentation from Dr. Downey regarding the Blue Ridge Community College's 2016 Annual Report.
5. RESOLUTION AND COUNCIL ACTION:
 - 5.a. Workforce Development Strategic Plan:

Consider adopting a resolution endorsing an application to the Virginia Department of Housing and Community Development's "Building Collaborative Communities Grant Program" to develop a Workforce Development Strategic Plan.

Documents:

6. ORDINANCES - Consider Introducing The Following:

6.a. Public Works – Flexnet Radio System:

Appropriating \$207,000 of Sewer Fund Retained Earnings for transfer to the Water Fund, to be used, along with \$207,000 of Water Fund Retained Earnings, to fund Phase II of the Flexnet Radio Read System installation.

Documents:

[6a-Flexnet.pdf](#)

7. DISCUSSION:

7.a. Community Satisfaction Survey Results:

Receive and discuss the results of the citizen survey, conducted by Vice Mayor Terry Short.

8. CORRESPONDENCE, COMMUNICATION, AND CALENDAR

9. CITIZEN COMMENT PERIOD

10. CLOSED MEETING (IF NECESSARY)

11. 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 held a Regular Business Meeting on Monday, February 27, 2017, at 7:00 p.m. in the Council Chambers of the Charles T. Yancey Municipal Building, 503 West Main Street, Waynesboro, Virginia, with Mayor Allen presiding and calling the meeting to order:

PRESENT: Council Members: Bruce Allen, Mayor
Terry Short, Jr., Vice Mayor
Jeff Freeman, Councilman
Pete Marks, Councilman
Elzena Anderson, Councilwoman

City Staff: Mike Hamp, City Manager
James Shaw, Deputy City Manager
Todd Patrick, City Attorney
Julia Bortle, Clerk of Council
Michael Wilhelm, Police Chief

Guest: Mr. Bill Brent, Executive Director, American Red Cross, Central and Shenandoah Virginia Region

ABSENT: None

PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES:

Mayor Allen opened the meeting and asked the City Manager to lead everyone in the Pledge of Allegiance to the Flag of the United States of America.

CONSENT AGENDA:

Councilwoman Anderson moved to adopt the Consent Agenda as presented. The motion was seconded and adopted with affirmative votes from Council members Allen, Short, Freeman, Marks, and Anderson:

- a) **Approval of Minutes:** Consider adopting the minutes for the February 13, 2017 Regular Business Meeting, and dispense with the reading of the minutes.
- b) **Fire Department Cardiac Monitor Defibrillator:** Second consideration/adoption of an ordinance appropriating \$32,500 for the purchase of a cardiac monitor defibrillator. (2017-10)
- c) **Fire Department – Protective Gear and Equipment:** Second consideration/adoption of an ordinance appropriating \$19,237 for the purchase of firefighter protective gear and a respirator fit tester. (2017-11)
- d) **Economic Development – Grow Waynesboro Program:** Second consideration/adoption of an ordinance \$3,279 to provide for the City’s match for the “Grow Waynesboro” grant program. (2017-12)

- e) **Parks and Recreation – Riverview Cemetery Building Repairs:** Second consideration/adoption of an ordinance appropriating \$9,450 to provide for repairs to the Riverview Cemetery building. (2017-13)
- f) **Human Resources –Timekeeping System:** Second consideration/adoption of an ordinance appropriating \$8,440 for additional costs for the City-wide timekeeping system implementation. (2017-14)

MATTERS FROM COUNCIL MEMBERS:

Councilman Freeman:

Council Chat: Reminded everyone that next Monday, March 6 is his next Council Chat, to be held at Panera Bread Restaurant from 8:00 a.m. until 9:00 a.m. and at the Public Library from 7:00 p.m. to 8:00 p.m.

Councilwoman Anderson:

Uprising Outreach Center: At the invitation of the Uprising Outreach Center on Port Republic Road, she and other members of the Council and the City Manager visited the Center on Thursday, February 23. They were pleased that the family is taking homeless people in and trying to accommodate them.

Vice Mayor Short:

Comprehensive Plan Steering Committee: The Comprehensive Plan Steering Committee had their first meeting this week. The next step will be members meeting with their friends, neighbors, and business associates. Each member would like to have conversations with 10-15 people, and the Vice Mayor encouraged people to participate. His first “Kitchen Table” meeting will be at the French Press, 134 North Wayne Avenue, on March 8, from 7:00 p.m. to 8:30 p.m., and he welcomed people to sign up on his website or on his Facebook page.

PROCLAMATION – RED CROSS MONTH:

Council presented a proclamation naming March, 2017 as Red Cross Month in the City of Waynesboro to Mr. Bill Brent, Central and Shenandoah Valley Region Executive Director of the American Red Cross:

**PROCLAMATION ^(P17-03)
AMERICAN RED CROSS MONTH
MARCH 2017**

In Central & Shenandoah Virginia we have a long history of helping our neighbors in need. American Red Cross Month is a special time to recognize and thank our heroes – those Red Cross volunteers and donors who give of their time and resources to help community members.

These heroes help families find shelter after a home fire. They give blood to help trauma victims and cancer patients. They deliver comfort items to military members in the hospital. They use their lifesaving skills to save someone from a heart attack, drowning or choking. They enable children around the globe to be vaccinated against measles and rubella.

The American Red Cross depends on local heroes to deliver help and hope during a disaster. We applaud our heroes here in Central & Shenandoah Virginia who gives of themselves to assist their neighbors when they need a helping hand.

Across the country and around the world, the American Red Cross responds to disasters big and small. In fact, every eight minutes the organization responds to a community disaster, providing shelter, food, emotional support and other necessities to those affected. It collects nearly 40 percent of the nation's blood supply; provides 24-hour support to military members, veterans and their families; teaches millions lifesaving skills, such as lifeguarding and CPR; and through its Restoring Family Links program, connects family members separated by crisis, conflict or migration.

We dedicate the month of March to all those who support the American Red Cross mission to prevent and alleviate human suffering in the face of emergencies. Our community depends on the American Red Cross, which relies on donations of time, money and blood to fulfill its humanitarian mission.

NOW, THEREFORE, I, BRUCE E. ALLEN, Mayor for the City of Waynesboro, on behalf of the Waynesboro City Council, do hereby proclaim March 2017 as American Red Cross Month. I encourage all Americans to support this organization and its noble humanitarian mission.

IN WITNESS WHEREOF, I have hereunto set my hand this 27th day of February, in the year of our Lord two thousand seventeen.

Mr. Brent accepted the proclamation and thanked Council for recognizing March as Red Cross Month. He invited everyone to attend the Red Cross kickoff event on March 10 at the Woodrow Wilson Presidential Library, Staunton.

RESOLUTION - FLORENCE AVENUE BRIDGE:

Councilman Freeman moved to adopt a resolution requesting the Virginia Department of Transportation (VDOT) reallocate unspent funds related to the completed Delphine Avenue widening in the amount of \$1.4 million to be utilized for the repair and replacement of the Florence Avenue Bridge. **Having been seconded and with no objections, the resolution was adopted 5:0 with affirmative votes from Council members Allen, Short, Freeman, Marks, and Anderson:**

**RESOLUTION ^(R17-06)
VIRGINIA DEPARTMENT OF TRANSPORTATION
REALLOCATION OF URBAN FORMULA CONSTRUCTION FUNDS
FOR THE REPLACEMENT OF THE FLORENCE AVENUE BRIDGE, WAYNESBORO, VA**

WHEREAS, the City Council of the City of Waynesboro, Virginia has been notified by the Virginia Department of Transportation of an unspent Urban Formula Construction Funds allocation related the Delphine Avenue widening project (UPC #'s 87504, 87505, 16446) in the amount of \$1.4 million; and,

WHEREAS, the City has an urgent need to repair and replace the Florence Avenue Bridge (Federal ID # 22294)

WHEREAS, it is the City Council's understanding that the aforementioned \$1.4 million allocation can be dedicated to the Florence Avenue Bridge replacement project;

Regular Business Meeting
Monday, February 27, 2017
Unapproved Draft

NOW, THEREFORE, BE IT RESOLVED THAT: The City Council of the City of Waynesboro, Virginia hereby requests that an unspent Urban Formula Construction Funds allocation of \$1.4 million from the Delphine Avenue widening project be reallocated for the repair and replacement of the Florence Avenue Bridge.

APPLICATION - SOUTH RIVER FLY FISHING EXPO:

Vice Mayor Short moved to approve an application from Destination Downtown Waynesboro to permit the sale and consumption of alcoholic beverages on City property on Saturday and Sunday, April 22 and 23, 2017 during the South River Fly Fishing Expo in Constitution Park. **Having been seconded and with no objections, the motion was adopted 5:0 with affirmative votes from Council members Allen, Short, Freeman, Marks, and Anderson.**

COMMUNICATION, CORRESPONDENCE, AND CALENDAR:

The City Manager distributed material he received this afternoon, and it was the consensus of Council to discuss it during the next Council meeting, after they have had the opportunity to review it.

CITIZEN COMMENT PERIOD:

Ms. Jeanie McCutcheon, 1922 East Main Street: spoke representing the Port Republic Historical and Community Association. They appreciate and desire that all churches and administrations be able to provide whatever assistance possible to fellow citizens, regardless of their standard of living; however, the other citizens in the area believe there is a use violation at 212 Port Republic Road. It never opened or operated as a church. The McCutcheon Funeral Home opened in 1983 and they had to meet the ordinance requirements in place at that time, but the building at 212 Port Republic Road isn't meeting past or present Code requirements. She asked that Councilman Freeman, the Ward C councilman, look at the situation.

With no further business to discuss, the meeting was adjourned 7:16 p.m. on a motion by Councilman Freeman.

Julia Bortle, CMC, Clerk of Council

Bruce Allen, Mayor



Waynesboro City Council Agenda Briefing

Meeting Date:	March 13, 2017	Staff/Council Member(s): Greg Hitchin, Economic Development Director/Jim Shaw, Deputy City Manager
Agenda Item #	5a	
Resolution	R17-07	
Department:	Office of Economic Development/City Manager's Office	
Subject:	Virginia Department of Housing and Community Development "Building Collaborative Communities Program" Regional Planning Grants	

Background: Workforce development is a top priority in the Staunton-Augusta-Waynesboro area. With multiple efforts underway through organizations including the Valley Career and Technical Center, Shenandoah Valley Partnership, Blue Ridge Community College, Shenandoah Valley Workforce Development Board, and Wilson Workforce Rehabilitation Center among others, a strategic plan for Career and Technical Education for the Staunton-Augusta-Waynesboro area is proposed in order to align these initiatives. The Waynesboro Office of Economic Development is working with our economic development partners in Augusta County and the City of Staunton to develop such a plan.

This plan will identify and map existing career and technical education assets. The plan will also analyze gaps and/or deficiencies in the educational pathways, communication networks and curriculums, technologies and facilities that provide career and technical education. The ultimate goal will be to develop a 10-year plan of recommended improvements and/or additions to the overall career and technical educational delivery system.

This project is eligible to apply for the Virginia Department of Housing and Community Development's "Building Collaborative Communities Grant Program" as a Regional Planning initiative. The grant request would equal \$40,000 with a required 25% match equaling \$10,000 for a total project budget of \$50,000. The \$10,000 match would be split among Staunton, Augusta County and Waynesboro. To proceed with the application, a resolution of support which includes a commitment of 1/3 of the required match (\$3,334 from Waynesboro) is needed.

City Manager's Recommendation: Workforce development has been identified as an essential component of local and regional economic development programs. This planning initiative will help inventory and, hopefully, coordinate efforts in the region and to identify strengths and/or gaps in available programs. The City Manager recommends that the City Council adopt the proposed resolution to endorse this proposed initiative.

Suggested Motion(s): If it is the will of the City Council, Council should adopt a resolution endorsing an application to VA DHCD's "Building Collaborative Communities Grant Program" to develop a Workforce Development Strategic Plan.

Attachments: Proposed Resolution

CITY COUNCIL OF WAYNESBORO, VIRGINIA



RESOLUTION (R17-07)

Workforce Development Strategic Plan

WHEREAS, in order to best develop a skilled workforce pipeline to serve and support existing and future industries in the Staunton-Augusta-Waynesboro Metro Area and beyond; and

WHEREAS, there is a need for a strategic plan for Career and Technical Education to develop a skilled workforce pipeline in the Metro Area; and

WHEREAS, the Virginia Department of Housing and Community Development Building Collaborative Communities Program offers Regional Planning Grants; and

WHEREAS, the primary objective of the program is to promote the development of regional economic networks and identify strategies to improve the local/regional economy and quality of life by building the area's capacity to adapt to economic change; and

WHEREAS, workforce development proposals that support business retention, develop the region's workforce with in-demand skills sets to meet current and future business needs and develop new networks and partnerships for economic competitiveness will be given higher priority; and

WHEREAS, the strategic plan will include identifying and mapping existing career and technical education assets in the region; and

WHEREAS, the strategic plan will also include analyzing gaps and/or deficiencies in the educational pathways, communication networks, and curriculums, technologies, and facilities that provide career and technical education; and

WHEREAS, the strategic plan will develop a 10-year plan of recommended improvements and/or additions to the overall career and technical educational delivery system, ~~;~~ and

NOW, THEREFORE, BE IT RESOLVED, meeting in regular meeting on March 13, 2017, that the City Council of Waynesboro Virginia hereby approves support for a strategic plan for Career and Technical Education in the Staunton-Augusta-Waynesboro Metro Area. Such support includes funding one-third of the required \$10,000 match.

BE IT FURTHER RESOLVED that the City Council of Waynesboro Virginia approves collaborating with ~~the City of Staunton – and the County of Augusta-Waynesboro~~ on a Virginia Department of Housing and Community Development Building Collaborative Communities Program Grant in order to complete the strategic plan.

BE IT FURTHER RESOLVED that a copy of this resolution be spread upon the minutes of the City Council of Waynesboro Virginia, and be presented to the Virginia Department of Housing and Community Development in support of the Staunton-Augusta-Waynesboro's Metro Area application for a Building Collaborative Communities grant.

ADOPTED this 13th day of March, 2017.

Signed: _____ Mayor,
Waynesboro City Council



Waynesboro City Council Agenda Briefing

Meeting Date:	March 13, 2017	Staff/Council Member(s): D. James Shaw II, Deputy City Manager/Brian K. McReynolds, PE, Director of Public Works
Agenda Item #	6a	
Ordinance		
Department:	City Manager/Public Works	
Subject:	Fixed-Station Radio Read Water Metering – Phase II	

Background: As a provider of public water, the City strives to effectively provide clean water at the most equitable rates possible. A critical component of keeping rates equitable (and affordable) is accurate metering and billing for services. Accurate water metering also benefits the City's sewer operation since sewer bills are generated according water usage. Fixed-station radio read is a preferred water meter reading technology because:

- It provides real-time metering thereby improving leak detection and alerting the provider to backflow conditions and tampering;
- It improves the accuracy of meter reading and eliminates usage estimating;
- It can reduce labor and transportation costs associated with other meter reading methods;
- It can provide greater billing transparency and leak alerting for customers.

In 2012, the City began an aggressive water meter replacement program and has since replaced water meters with radio compatible technology. In 2014, we applied for and, in 2015, received the Federal Communication Commission (FCC) and Quiet Zone license to allow us to proceed with installation of antennae and receiving stations for the fixed-station water metering system.

In accordance with our license, we are working through and troubleshooting initial installation. This initial phase includes the installation of antennae and receiving stations and conversion of at least ten percent (about 850) of our meters to radio read technology at a cost of \$253,500 which was paid for utilizing Water and Sewer Funds retained earnings. Our FCC license requires the entire system to be completed over the next three year period (FY17, FY18, and FY19). The total cost for installing the remaining system (beyond the initial installation) is approximately \$1.2 million

According to our license, the next phase (2,550 meters) of the project must be completed by June 11th, 2017 at a cost of \$395,250. That amount, in combination with the annual subscription of the software interface (\$18,750), represents the total amount of this ordinance (\$414,000) which is to be paid for from the Water and Sewer Funds retained earnings.

Phases III and IV will be completed in FY18 and FY19, respectively.

Attachment: Ordinance

ORDINANCE NUMBER 2017-



AN ORDINANCE APPROPRIATING \$207,000 OF SEWER FUND RETAINED EARNINGS FOR TRANSFER TO THE WATER FUND, TO BE USED, ALONG WITH \$207,000 OF WATER FUND RETAINED EARNINGS, TO FUND PHASE II OF THE FLEXNET RADIO READ SYSTEM INSTALLATION, FOR THE FISCAL YEAR ENDING JUNE 30, 2017, 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, 2017, totaling \$414,000

Section I – Sewer Fund

Paragraph 1. To the Sewer Fund, for transfer to the Water Fund, \$207,000 is appropriated to be apportioned as follows:

320-9300-780	Transfer to 9331 Water Fund	\$207,000
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Paragraph 2. The above appropriation will be provided for through the liquidation of a portion of Sewer Fund Retained Earnings:

320-0000-541	Intra-fund Transfers 9003 From Retained Earnings	\$207,000
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Section II – Water Fund

Paragraph 1. To the Water Fund, for phase II of the Flexnet radio read system installation, \$414,000 is appropriated to be apportioned as follows:

310-4423-734	Purchased Services 3198 Water Meter Replacement	\$395,250
310-4410-734	Maintenance Contracts 3340 Computer Software	\$18,750

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

310-0000-541	Intra-fund Transfers 9003 From Retained Earnings	\$207,000
310-0000-541	Inter-fund Transfer from 20-31 Sewer Fund	\$207,000

INTRODUCED:

ADOPTED:

EFFECTIVE:

CLERK

MAYOR